



TOWN OF LIBERTY

N E W Y O R K

DEPARTMENT HEAD/WORKSESSION MEETING

PLACE: SENIOR CITIZEN CENTER, 119 NORTH MAIN STREET, LIBERTY, NY
12754

DATE: JULY 1, 2024

TIME: 6:30 P.M.

FRANK DEMAYO, SUPERVISOR

LAURIE DUTCHER, TOWN CLERK

DEAN FARRAND, COUNCILMEMBER

JOHN LENNON, COUNCILMEMBER

VINCENT MCPHILLIPS, COUNCILMEMBER

SHERRI KAVALESKI, COUNCILMEMBER

PLEDGE OF ALLEGIANCE

CORRESPONDENCE

INCOMING:

1. Correspondence from the Sullivan County Agriculture & Farmland Protection Board regarding the Agricultural Public Hearing set for Thursday 7/25/24 at 10:20 a.m. in the Sullivan County Legislative Hearing Room, 100 North Street, Monticello, NY 12701.

DEPARTMENT HEAD REPORTS

ASSESSOR

BUILDING

COURT-No Report

DOG CONTROL-DCO Gerow will be attending the meeting to give her report.

FINANCE

HIGHWAY

PARKS & RECREATION-No Report

TOWN CLERK

WATER & SEWER

DELAWARE ENGINEERING



TOWN OF LIBERTY

N E W Y O R K

NEW BUSINESS

1. Motion to lower the speed limit on County Rd 143 (White Sulphur Rd) from Cutler Rd. to Cox Rd.
2. Motion to approve Capital Reserve for the Swan Lake Sewer UV Power Supply Upgrade Kit
3. Scoring of the Swan Lake Sanitary Sewer Collection System I&I for Engineering Services
4. Motion to approve Engineering Services for the Swan Lake Sanitary Sewer Collection System I&I
5. Motion introducing Introductory Local Law#4 of 2024 amending the Zoning Law of the Town.

DISCUSSION

1. HR Proposal from Carol Alexander Enterprises, LLC
2. Naming of private road off Midway Road
3. Devany Road
4. Sewer Meters that are not working

OLD BUSINESS

UNDER REVIEW

1. Drilled wells with a yield of less than 5 GPM.
2. Training & Recommendations policy- Planning & Zoning
3. Shipping Containers
4. Fence In/Fence Out
5. AIRBNB
6. Solar
7. County Water / Sewer Study.

IN PROGRESS

1. Converting and moving the Building Department and the Assessor's Office to the Park & Recreation Building.
2. Fines
3. Empty Lot in Parksville
4. Illegal dumping of garbage
5. Delaware Town/Village Water Sewer Study
6. Lead Service Line Inventory
7. Walnut Mt. Pavilion.

PUBLIC PARTICIPATION

BOARD DISCUSSION



TOWN OF LIBERTY
N E W Y O R K

EXECUTIVE SESSION-Personnel-Guest Matt DeWitt

ADJOURN



June 21, 2024

Honorable Frank DeMayo, Supervisor
Town of Liberty
120 North Main St.
Liberty, NY 12754

Re: Agricultural District Public Hearing

Dear Supervisor DeMayo,

Attached hereto please find a notice of public hearing on Thursday July 25, 2024 at 10:20am in the Sullivan County Legislative Hearing Room at the Sullivan County Government Center, 100 North Street, Monticello, NY 12701. As is detailed in the notice, certain parcels of real property that are recommended to be included in the Agricultural District lie within your Town.

Patrick Killian
59, 301, 311, 315 Benton Hollow Rd, Liberty, NY
Liberty: 26.-1-34, 17.-1-3.2, 17.-1-3.1 & 17.-1-2.1

Wild Roots Farm (Amy & Wes Gillingham/Cattail Summit LLC)
669 Cattail Rd. & 734 Cattail Rd., Livingston Manor, NY
Liberty: 15.-1-1, 15.-1-6 & 10.-1-3.1

No Rein Stables (David Lowrey)
78 Lenape Lake Rd. Ext., Livingston Manor, NY
Liberty: 10.-1-11.1, 10.-1-14.2, 4.-1-20.2

If you have any questions, please do not hesitate to contact me at 845-292-6180 x116 or by email at mm2592@cornell.edu. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Melinda Meddaugh".

Melinda Meddaugh
Agriculture and Food Systems Issue Leader
Staff support for Agriculture and Farmland Protection Board

Enclosure

cc: Laurie Dutcher, Town Clerk
Brian McPhillips, District 3 Legislator (via e-mail)
Luis Alvarez, District 6 Legislator (via e-mail)
Heather Brown, Interim Planning Commissioner (via e-mail)



Legislation Details (With Text)

File #: ID-6477 **Version:** 1 **Name:**
Type: Resolution **Status:** Passed
File created: 5/28/2024 **In control:** County Legislature
On agenda: 6/20/2024 **Final action:** 6/20/2024
Enactment date: 6/20/2024 **Enactment #:** 297-24

Title: Authorize holding a public hearing for inclusion of viable agricultural land into Sullivan County Agricultural Districts. ..end

Sponsors:

Indexes:

Code sections:

Attachments: 1. AFPB Ag District Report June 2024

Date	Ver.	Action By	Action	Result
6/20/2024	1	County Legislature	adopted	Pass
6/6/2024	1	Planning and Community Resources Committee	carried at Committee	Pass

Narrative of Resolution:

Authorize holding a public hearing for inclusion of viable agricultural land into Sullivan County Agricultural Districts.

If Resolution requires expenditure of County Funds, provide the following information: N/A

Amount to be authorized by Resolution: Click or tap here to enter text.

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures: SEQRA process to amend Agricultural Districts.

RESOLUTION INTRODUCED BY THE PLANNING AND COMMUNITY RESOURCES COMMITTEE TO AUTHORIZE A PUBLIC HEARING FOR THE INCLUSION OF ADDITIONAL PARCELS INTO AGRICULTURAL DISTRICT NO. 1. AND AGRICULTURAL DISTRICT NO. 4

WHEREAS, the Sullivan County Legislature (“Legislature”) has the authority under Article 25-AA, Section 303-b of New York State Agriculture and Markets Law to amend the Sullivan County Agricultural Districts on a yearly basis; and

WHEREAS, the Sullivan County Agricultural & Farmland Protection Board has recommended that the Legislature amend Sullivan County Agricultural District No. 1 and Sullivan County Agricultural District No. 4 to include additional parcels as listed in Schedule A attached hereto and made a part hereof; and

WHEREAS, prior to authorizing the inclusion of additional parcels into an Agricultural District it is necessary to conduct a public hearing.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby authorize holding a public hearing on Thursday, July 25, 2024 at 10:20AM in the Legislative Hearing Room of the

Sullivan County Government Center, 100 North Street, Monticello, New York regarding the inclusion of the parcels listed on Schedule A into Agricultural District No. 1 and Agricultural District No. 4; and

BE IT FURTHER RESOLVED, that the Clerk to the Legislature is hereby authorized and directed to publish a notice of such public hearing in the official newspapers of the County and to provide such notice in writing directly to those municipalities whose territory encompasses the lands which are proposed to be included in Agricultural District No. 1 and Agricultural District No. 4 and to the Commissioner of Agriculture and Markets.

**COUNTY OF SULLIVAN
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that requests for inclusion of predominant viable agricultural land within certified agricultural districts have been filed with the County Legislative body pursuant to NYS Agriculture and Markets Law 25AA Section 303-b and that a public hearing will be held by the Sullivan County Legislature on Thursday, July 25 2024 at 10:20AM in the Legislative Hearing Room of the Sullivan County Government Center, Monticello, New York to consider the requests and the recommendations of the Sullivan County Agricultural and Farmland Protection Board to modify Agricultural Districts #1 and #4 to add the following parcels:

The properties that were **recommended** include the following:

No Rein Stable (Lowery) Town of Liberty (Agricultural District #1)

85 Lenape Lake Ext., Livingston Manor 4.-1-20.2, 10.-1-14.2, 10.-1-11.1

Land used to support a commercial horse stable

TOTAL: 69.51 acres

Moor Acres Farm Property (El/Bey) Town of Delaware (Agricultural District #1)

State Rt 17B, Hortonville 22.-1-23.3

Land used to support herb, vegetable and orchard production.

TOTAL: 13.07 acres

Wild Roots Farm (Gillingham/Cattail Summit LLC) Town of Liberty/Callicoon (Agricultural District #1)

669 & 734 Cattail Rd, Livingston Manor Liberty: 15.-1-1 and 15.-1-6

Land used to support a vegetable, livestock, & hay farm. Callicoon: 10.-1-3.1

TOTAL: 248.74 acres

Killian (Pat's Ag Venture) Town of Liberty (Agricultural District #4)

59 and 315 Benton Hollow Rd., Liberty 26.-1-34, 17.-1-2.1, 17.-1-3.1 and 17.-1-3.2

Land used to support a small vegetable operation

TOTAL: 82.25 acres

Good Seols Farm (Tilly) Town of Mamakating (Agricultural District #4)

416 Roosa Gap Rd., Bloomingburg 27.-1-73.2

Land used to support herb, vegetable & poultry operation

TOTAL: 33.48 acres

Himalayan Hillside Farm (Sanders) Town of Mamakating (Agricultural District #4)

34 Pickles Rd., Bloomingburg 21.-1-49.1

Land used to support orchard, vegetable & livestock operation

TOTAL: 9.98 acres



Assessor's Office

Department Head Report

June 2024

Deeds received

Town - 15

Village - 10

Combination: none

Splits: none

Data Entry, deeds, permits, valuation etc.....

Jordan is still doing very well.

Grievance is finished – determination letters mailed

Kevin (data collector) work scheduled

Brad (data collector) – work scheduled

2024 Building Department Monthly Report

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Permits Issued	15	22	20	17	25	17							116
Permits Completed / Closed	26	11	16	12	9	14							88
Fire Inspections Performed	1	0	0	4	12	22							39
Complaints Open	9	3	11	17	2	18							60
Complaints Complied / Closed	41	16	7	8	9	7							88
Appearance Tickets issued	0	0	10	0	8	14							32
Planning Board Applications	4	0	3	3	0	1							11
Planning Board Approvals	2	3	1	3	0	1							10
Zoning Board Applications	0	1	0	0	0	0							1
Zoning Board Approvals	0	0	1	0	0	0							1
Municipal Searches	15	18	25	17	23	10							108

Town of Liberty

Permit Monthly Report

05/30/2024 - 06/27/2024

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
June	2024					
24-106	06/03/2024	Alicja Wiewiora	Add., Alter., & Repairs	153 Revonah Hill Rd SBL#: 18.-1-9.6	\$10,000.00	\$115.00
Description of Work:						
<i>to construct an addition on one family home</i>						
24-077	06/03/2024	Yoel Paskes	Add., Alter., & Repairs	43 Ganeyden Ct SBL#: 36.-1-59.1/2701	\$60,000.00	\$1,230.00
Description of Work:						
<i>to finish basement of one family home to include a kitchen, 3 bedrooms, 2 bathrooms, office and living room (work completed prior to permit)</i>						
24-102	06/03/2024	Angelo Bisceglia	Add., Alter., & Repairs	Nature Lake Rd SBL#: 30.-1-28.19	\$5,599.00	\$150.00
Description of Work:						
<i>to install propane heat in existing shed (installed prior to permit)</i>						
24-116	06/03/2024	Moses Paskes	Add., Alter., & Repairs	15 Ganeyden Ct SBL#: 36.-1-59.1/1901	\$30,000.00	\$630.00
Description of Work:						
<i>to finish basement of one family home to include 2 bedrooms, 1 bathroom and a family room (work completed prior to permit)</i>						
24-115	06/04/2024	Anthony Mineo	Add., Alter., & Repairs	811 Fox Mountain Rd SBL#: 25.-1-5.9	\$1,500.00	\$70.00
Description of Work:						
<i>to install electric service to shed (work completed prior to permit)</i>						
24-117	06/04/2024	Cong Mayon Hatorah Inc	Comm. Alter. & Repairs	91 Sunset Lake Rd SBL#: 30.-1-27.2	\$9,200.00	\$115.00
Description of Work:						
<i>to make roof repairs (on Blackberry House)</i>						
24-119	06/12/2024	Robert Klein	Add., Alter., & Repairs	270 Elk Point Rd SBL#: 16.-1-28.12	\$23,000.00	\$245.00
Description of Work:						
<i>to replace decks on front and rear of one family home</i>						
24-094	06/13/2024	Suburban NY Property Acq LLC	Signs	2582 State Route 52 SBL#: 35.E-1-10	\$6,800.00	\$55.00
Description of Work:						
<i>to install a 4' X 8' non-illuminated building sign and a 3' X 6' double sided non-illuminated monument sign</i>						

Town of Liberty
Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
24-114	06/13/2024	Trustees Free Methodist Church	Comm. Additions	2535 State Route 52/2 Par Rd	\$750,000.00	\$6,067.00
Description of Work:				SBL#: 28.-2-6		
<i>to construct an addition and renovate 2nd floor of existing church</i>						
24-120	06/13/2024	Mary Madison	Res. Demolition	574 Dahlia Rd		\$100.00
Description of Work:				SBL#: 11.-1-12		
<i>to demolish unsafe 50' X 30' chicken coop / garage (work completed prior to permit)</i>						
24-121	06/14/2024	Andrew Marshall	Comm. New Construction	535 White Sulphur Rd	\$425,000.00	\$1,995.00
Description of Work:				SBL#: 42.-1-25		
<i>to construct a yoga / pilates studio</i>						
24-109	06/17/2024	505 Flushing Ave Unit 1C LLC	Add., Alter., & Repairs	19 Ganeyden Ct	\$6,500.00	\$170.00
Description of Work:				SBL#: 36.-1-59.1/2101		
<i>to construct a 12' X 24' deck on one family home</i>						
24-112	06/17/2024	Pinchas Gross	Miscellaneous	Kelly Bridge Rd	\$77,000.00	\$785.00
Description of Work:				SBL#: 40.-1-2.1		
<i>to install an 18' X 48' inground swimming pool</i>						
FW-24-001	06/18/2024	Trustees St Peters RC Church	Fireworks	Cold Spring Rd		
Description of Work:				SBL#: 22.-3-5		
<i>Town of Liberty - Fireworks display - 7-4-24</i>						
24-123	06/18/2024	Louis Formato	Acc. Bldg. & Garages	6317 State Route 55	\$20,000.00	\$65.00
Description of Work:				SBL#: 14.-1-21.8		
<i>to remove shed and replace with 30' X 30' garage</i>						
24-122	06/20/2024	Yehuda Witriol	Add., Alter., & Repairs	155 Leisure Lake Dr	\$3,800.00	\$55.00
Description of Work:				SBL#: 40.-1-1.1/7901		
<i>to replace and extend deck on one family home</i>						
24-124	06/21/2024	Howmar Realty, Inc.	Miscellaneous	1966 State Route 52		\$25.00
Description of Work:				SBL#: 30.-1-13.3		
<i>to erect a 30' X 40' temporary tent</i>						

Town of Liberty

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
24-125	06/25/2024	Douglas Abplanalp	Add., Alter., & Repairs	62 Benton Hollow Rd	\$150,000.00	\$1,515.00

Description of Work:

to construct a foundation only for a proposed addition on rear of home to extend home office and add a 2 car garage with exercise room / storage area and a deck

SBI#: 26.-1-16

June 2024 Total:	\$1,578,399.00	\$13,387.00
Reporting Period Total:	\$1,578,399.00	\$13,387.00

Town of Liberty

Completion Issued Report

05/30/2024 - 06/27/2024

Contact Type: Applicant

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
21-181	5.-1-23.1	Certificate of Compliance	21-181	Michael Kalish	81 Taylor Rd	06/04/2024
Miscellaneous # of CC/CO :Issued : 1						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
23-067	30.-1-27.2	Certificate of Compliance	23-067	Cong Mayon Hatorah Inc	91 Sunset Lake Rd	06/04/2024
Comm. Alter. & Repairs # of CC/CO :Issued : 1						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
23-079	36.-1-121.3	Certificate of Compliance	23-079	Delaware River Solar Real Estate LLC	Harris Rd	06/14/2024
Comm. New Construction # of CC/CO :Issued : 1						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
23-142	37.-1-52.2	Certificate of Compliance	23-142	Tarpon Towers II LLC	24 East Mongaup Rd	06/04/2024
Comm. Alter. & Repairs # of CC/CO :Issued : 1						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
23-189	22.-4-3	Certificate of Compliance	23-189	Dina Peoples	54 Cold Spring Rd	05/30/2024
Miscellaneous # of CC/CO :Issued : 1						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
23-269	2.-1-28.1	Certificate of Compliance	23-269	Kazi Hoque	22 Cooley Mountain Rd	06/26/2024
Add., Alter., & Repairs # of CC/CO :Issued : 1						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
23-281	12.-1-26.1	Certificate of Occupancy	23-281	HASC Inc	Building #19 Parksville Rd	06/24/2024
24-038	12.-1-26.1	Certificate of Occupancy	24-038	HASC Inc	Building #4 Parksville Rd	06/24/2024
Comm. New Construction # of CC/CO :Issued : 2						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
24-044	2.-1-28.1	Certificate of Compliance	24-044	Kazi Hoque	22 Cooley Mountain Rd	06/26/2024
Add., Alter., & Repairs # of CC/CO :Issued : 1						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
24-073	30.-1-92.9	Certificate of Compliance	24-073	Mordechai Heimlich	78 Denman Rd	06/06/2024

Miscellaneous # of CC/CO :Issued : 1

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
24-090	28.-1-5	Certificate of Compliance	24-090	11 Carhart Ave Inc	20 Long Dr	06/03/2024
24-101	13.-1-11.3	Certificate of Compliance	24-101	Jose Arano Alvarado	248 Parksville Rd	06/05/2024
24-107	36.-1-59.1/1001	Certificate of Compliance	24-107	Moshe Deutsch	69 Front St	06/27/2024
24-115	25.-1-5.9	Certificate of Compliance	24-115	Anthony Mineo	811 Fox Mountain Rd	06/24/2024

Add., Alter., & Repairs # of CC/CO :Issued : 4
Grand Total: 14

Town of Liberty
Inspections Report

Start Date: 05/30/2024 End Date: 06/27/2024

Inspectors: < All >

Identifier	Address	Primary Contact	Date	Type	Inspector	Result
35.-2-18.1	88 Ferndale-Loomis Rd	Yeshiva Letzirim Inc 917-497-2500	05/30/2024	Commercial	Rich Manley	Failed
41.-1-24	428 Harris Rd	Simsmetal East, L.L.C.	05/30/2024	Commercial	Jim Gerrard	Passed
44.-1-17.3	4797/4799 State Route 55	Lake Lodge Motel LLC	06/03/2024	Commercial	Jim Gerrard	Rescheduled
30.-1-87.2	43 Twin Bridge Rd	Annette Ramsay	06/03/2024	Commercial	Jim Gerrard	Passed
12.-1-38.2	384 Parksville Rd	382 Parksville Realty LLC	06/06/2024	Commercial	Rich Manley	Passed
40.-1-5.3	248-284 Kelly Bridge Rd	Talmud Torah Toldos YakovYosef 845-548-6571	06/10/2024	Commercial	Rich Manley	Passed
41.-1-11	95/99 Devany Rd	Baisainu Inc.	06/10/2024	Commercial	Rich Manley	Failed
36.-1-118.1	324/328 Harris Rd	Machne Bnos Square, Inc. 845-570-7441	06/14/2024	Commercial	Jim Gerrard	Passed
36.-1-23.4	252 Ferndale-Loomis Rd/5246 St Rte	Yeshiva Kavunas Halev 845-292-0105	06/17/2024	Commercial	Rich Manley	Failed
46.-1-57	482 Stanton Corner Rd	Bais Yaakov Council, Inc.	06/17/2024	Commercial	Rich Manley	Passed
40.-1-19	15 Levine Ln/11 State Route 55	Yeshivath Kehilath Yakov Inc 718-963-1212	06/18/2024	Commercial	Jim Gerrard	Failed
12.-1-26.1	518-530 Revonah Hill/337/359 Parksvill	Camp HASC Inc	06/19/2024	Commercial	Rich Manley	Passed
21.-5-5.1	74 Cold Spring Rd	74 Cold Spring Rd LLC 929-678-6965	06/19/2024	Multiple Dwelling	Rich Manley	Failed
35.-2-8	52 Lake Marie Rd	Hashomer Hatzair Org	06/19/2024	Commercial	Rich Manley	Passed
44.-1-44.1	1626 Briscoe Rd	Congregation Iched Anash	06/20/2024	Commercial	Rich Manley	Partial
5.-1-1	263 Breezy Hill Rd	Rayim Realty Corporation 848-525-0542	06/24/2024	Commercial	Rich Manley	Failed
12.-1-9	487/507 Parksville/4 Hall Hill Rds	Merkos L'Inyonei Chinuch, Inc.	06/24/2024	Commercial	Jim Gerrard	Partial

Town of Liberty
Inspections Report

Identifier	Address	Primary Contact	Date	Type	Inspector	Result
44.-1-35	1300/1302 Briscoe Rd	Rabbi Solomon Kluger	06/25/2024	Commercial	Rich Manley	Failed
18.-1-6	364-385 Revonah Hill Rd	Bais Yaakov Dkhal Adas Yereim	06/25/2024	Commercial	Rich Manley	Passed
18.-1-7	294-321 Revonah Hill Rd	Congregation TashbarTorasChaim	06/25/2024	Commercial	Jim Gerrard	Partial
48.-2-19	164 Queen Mountain Rd	Camp Munk For Boys Inc	06/26/2024	Commercial	Rich Manley	Passed
2.-1-3	247/249 Anderson Rd	Yeshiva Gedoleh Ohr Yisroel	06/27/2024	Commercial	Rich Manley	Passed
Total Inspections:						22

Town of Liberty

Complaint By Status

Opened: 5/30/2024 - 6/27/2024

Status: Open

Complaint #	Open Date	Close Date	Location	Identifier	Complaint Type	Owner
<i>Complaint Status: Open</i>						
5005	05/30/24		68 Corrigan Rd	35.-1-30	Unsafe building	Alvin Keels
5006	06/03/24		8 Skyview Dr	26.-1-25.4	Septic	Dean Pacilli
5007	06/10/24		37 Midway Rd	31.A-1-2.1	Building Without a Permit	Tina Potts
5008	06/12/24		4932 State Route 55	46.-1-1	Building Without a Permit	Swan Lake Friends, Inc.
5009	06/21/24		166 Old Loomis Rd	26.-1-43.1	Property Maintenance	Victoria Miller
5010	06/21/24		17 Post Rd	46.A-3-17	Building Without a Permit	Michael Rabinowitz
5011	06/25/24		30 Main St	7.-8-2	Property Maintenance	Miriam Rayevsky
5012	06/25/24		4/6 Main St	7.-5-3	Property Maintenance	Youthful Energy LLC
5013	06/25/24		4/6 Main St	7.-5-3	Garbage & Debris	Youthful Energy LLC
5014	06/25/24		10 Main St	7.-5-6	Property Maintenance	Boris Khentov
5015	06/25/24		29 Main St	7.-6-3	Property Maintenance	Rock Paper Plate LLC
5016	06/25/24		6/8 Cooley Rd	7.-3-5	Property Maintenance	Krishna One Realty Inc.
5017	06/25/24		708-720 Parksville Rd	7.-1-3	Property Maintenance	6986 State Route 17 LLC
5018	06/25/24		820 Parksville Rd	5.-1-34	Property Maintenance	Ezekial Kalishreed
5019	06/25/24		862 Parksville Rd	5.-1-24	Property Maintenance	Manor Forged LLC
5020	06/25/24		960/968 Parksville Rd	5.-1-18.2	Property Maintenance	Ocean Surf Apartment Corp
5021	06/25/24		963 Parksville Rd	5.-1-56.1	Property Maintenance	Narindra Persaud
5022	06/25/24		3 Cooley Rd	7.-2-8	Garbage & Debris	Davidson Sullivan Realty LLC
Complaint Status: Open						Total #: 18
Grand Total:						18

Complaint By Status

Closed: 5/30/2024 - 6/27/2024

Status: < All >

Complaint #	Open Date	Close Date	Location	Identifier	Complaint Type	Owner
<i>Complaint Status: Completed</i>						
4753	04/05/23	06/03/24	43 Ganeyden Ct	36.-1- 59.1/2701	Building Without a Permit	Yoel Paskes
4754	04/05/23	06/03/24	15 Ganeyden Ct	36.-1- 59.1/1901	Building Without a Permit	Moses Paskes
4806	05/19/23	06/10/24	419/431 Ferndale Loomis Rd/9 Barton Rd	36.-1-28	Building Without a Permit	Dancing Deer Farms LLC
4851	07/17/23	06/10/24	33 Post Rd	46.A-2-42	Building Without a Permit	33 Post Rd LLC
4857	07/24/23	06/10/24	23 Elk Point Rd	16.-1-6.4	Building Without a Permit	John and Evangellia Zervakis Living Trust
5002	05/22/24	06/27/24	69 Front St	36.-1- 59.1/1001	Stop Work Orders	Moshe Deutsch
5004	05/29/24	06/17/24	Nature Lake Rd	30.-1-28.19	Garbage & Debris	Angelo Bisceglia
Complaint Status: Completed						Total #: 7
Grand Total:						7

Complaint Action By Type

Action Dates: 5/30/2024 - 6/27/2024

Action Types: Appearance Ticket

Complaint #	Complaint Type	Action Date	Action Information
<i>Action Type: Appearance Ticket</i>			
4544	Property Maintenance	06/03/24	Contact: Leonard Mermelstein Appearance Date: June 24, 2024 @ 11 AM
4669	Building Without a Permit	06/14/24	Contact: Castrese Longobardi Appearance Date: Wednesday, July 17, 2024 @ 1:00 PM
4748	Building Without a Permit	06/24/24	Contact: Benjamin Weiss Appearance Date: June 24, 2024 @ 11:00 AM
4752	Building Without a Permit	06/11/24	Contact: Joel Fleischman Appearance Date: Wednesday, July 17, 2024 @ 1:00 PM
4782	Building Without a Permit	06/24/24	Contact: Chaim Oppenheim Appearance Date: Monday, July 22, 2024 @ 11:00 AM
4852	Building Without a Permit	06/24/24	Contact: Yeshivath Kehilath Yakov Inc Appearance Date: Monday, July 22, 2024 @ 11:00 AM
4860	Building Without a Permit	06/18/24	Contact: Good Life Enterprises LLC Appearance Date: Monday July 22, 2024 @ 11:00 AM
4862	Building Without a Permit	06/18/24	Contact: Moshe Hopstein Appearance Date: Monday, July 22, 2024 @ 11:00 AM
4864	Building Without a Permit	06/24/24	Contact: Walter Dobushak Appearance Date: Monday July 22, 2024 @ 11:00 AM
4873	Building Without a Permit	06/17/24	Contact: Swan Lake Property One LLC Appearance Date: Wednesday, July 17, 2024 @ 1:00 PM
4901	Building Without a Permit	06/14/24	Contact: 271 Benton Hollow Road LLC Appearance Date: Wednesday, July 17, 2024 @ 1:00 PM
4920	Illegal Nature Occupancy	06/24/24	Contact: 74 Cold Spring Rd LLC Appearance Date: Monday July 22, 2024 @ 11:00 AM
4981	Building Without a Permit	06/11/24	Contact: Gan Eyden Trust Appearance Date: Wednesday, July 17, 2024 @ 1:00 PM
4990	Stop Work Orders	06/11/24	Contact: Gan Eyden Trust Appearance Date: July 17, 2024 @ 1:00 PM

Appearance Ticket Total #: 14

Grand Total: 14

Town of Liberty Finance Office
120 North Main Street
Liberty, NY 12754
(845) 292-5772
c.gerow@townofliberty.org

DATE: June 30, 2024
TO: Supervisor DeMayo and Town Board Members
FROM: Cheryl Gerow
RE: June Monthly Report

The following took place in the Finance Office for the month of June:

1. Continued processing seasonal employees including reporting them to multiple agencies (45 to date)
2. Closed Town and Village 2nd Quarter for 2024
3. Submitted street light outages for Presidential Estates
4. Began preparation for 2025 Budget
5. Scheduled Annual Boiler Inspection
6. Submitted Accident Policy Renewal information to insurance carrier
7. Submitted Accident/Incident Report to insurance
8. All other daily duties and responsibilities

**TOWN OF LIBERTY
HIGHWAY DEPARTMENT
DEPARTMENT HEAD REPORT
Matthew DeWitt, Highway Superintendent
May 2024**

Improvements/Maintenance:

- Ditched
 1. Worden Lane – 1 day
 2. Lenape Lake – 2 days
 3. Brooks – 3 days
 4. Upper Ferndale – 6 days
 5. Fox Mountain – 9 days
- Culvert Replacement
 1. Fox Mountain – 5 cross overs
 2. Ferndale Loomis – 1 large 7' pipe
- 2 days of wind storm clean up
- Road sweeping – Barton, Upper Ferndale, Kelly Bridge, Midway, Cattail, Robertson, Devaney, Twin Bridge, Old Monticello, Queen Mountain, East Mongaup, Dessecker, Lenape Lake, Parks, Wilbur Klein
- Hand hot patched – Lily Pond, Lenape Lake, Fox Mountain, Upper Ferndale, Cross Farm, Huschke, Barton, Kelly Bridge, Devaney, Shore, Doughty
- Beaver Dam Maintenance – Midway 3 times
- Grade gravel roads – Marks, Mullen, Fishman, Budnick, West Lily Pond
- Boyd Road Reconstruction – Installed new crossover culvert and catch basin. Installed new road base to raise the road in the swamp area. Installed item road base, paved with binder and paved with top course.
- Ferndale Loomis – replaced 7' diameter x 50' long steel culvert. Installed new inlet headwall and repaved in area of culvert replacement.

Winter:

- Maintenance on salt storage shed.

Facilities:

- Boiler inspection was done.
- Maintenance and cleaned floor drains and garage doors

Equipment/Vehicles:

- Mack went to Prestige for body work from 2022 claim

Personnel:

Misc:

- Held Spring Clean May 9, 10, 11

**TOWN OF LIBERTY
HIGHWAY DEPARTMENT
DEPARTMENT HEAD REPORT
Matthew DeWitt, Highway Superintendent
June 2024**

Improvements/Maintenance:

- Ditched
 1. Devaney – 2 days
 2. Fox Mountain -11 days
 3. Mongaup – 9 days
- Culvert Replacement
 1. Mongaup – 7 pipes
 2. Fox Mountain – 1 pipe
- 1 day of wind storm clean up
- Road sweeping – Scheibe, Aden, Ahrens, Muhlig, Tanzman, Castle Hill, Cold Spring, Breezy Hill, Lily Pond, Main Street Parksville, Short Ave, Revonah Hill, Benton Hollow, Elk Point
- Hand hot patched – Scheibe, Benton Hollow, Mongaup, Midway, Cattail, Post, Edgewater, Lakeview
- Beaver Dam Maintenance – Midway 1 time
- Devaney Road – from Stanton Corners to Town of Bethel Line, paved top course with blacktop
- Highview Acres – paved binder course
- Grade gravel roads - Menderis, Flynn

Facilities:

Equipment/Vehicles:

- Installed hitch on #10 to pull 30 ton trailer

Personnel:

- 2 resignations
- 1 termination

Misc:

DEPARTMENT HEAD REPORT
WATER & SEWER DEPARTMENT
July 1, 2024

1. The month of June has been very busy as usual. Everyone is busy putting on meters, mowing, weed whacking hydrants, brush hogging, and pulling beaver dams. We also finished flushing water mains in all districts, pressure washing sewer mains in Swan Lake, leveled the sand beds at the sewer plant, and started pumping septic tanks.
2. On June 6th, Subsurface was here and cleaned the Sherwood and Roth wells. Everything went well and I am waiting for the pump reports.
3. Anthony D'aversa turned in a letter of resignation, effective immediately on June 13, 2024.
4. Cyclops Process Equipment installed a flow meter at the Swan Lake sewer plant to monitor the effluent flow going out of the plant. The reason for this is to monitor and compare to our meter, which I believe is the original meter from when the plant was built. The new meter was installed on June 18, 2024 and in the last 8 days shows a difference of 796,452 gallons higher than our meter.



**Town of Liberty, NY
July 1, 2024 Town Board Meeting
Update on Projects**

1. CDBG Grant Project Phase 10 – White Sulphur Springs Boyd Road

Actions for the Board to consider at today’s meeting:

- None

Construction Status Update

- Boyd Road Watermain Replacement
 - Tweedie Construction – Complete
- Boyd Road Reconstruction
 - Poley Paving – Complete
 - Change Order No. 1 – Additional Paving - Complete

Change Order(s)

- Change Order No 1 - Additional Paving– Approved on 6/3/24 and Work Complete

Substantial Completion

- Boyd Road Watermain Replacement - Tweedie
 - Final Payment approved at the 6/17/24 meeting
 - All project closeout documents received
 - A complete Closeout Package will be submitted to the Town in the near future
- Boyd Road Reconstruction
 - Substantial completion and Final Payment accepted at the 6/17/24 meeting
 - Most project closeout documents received; maintenance bond is in route
 - A complete Closeout Package will be submitted to the Town in the near future

Engineering Services

- As-Builts preparation under way
- Construction Certification to be forwarded to NYSDOH

Payment Request(s)

- None

Project Costs

- Grant Amount = \$787,700
- Final Project Cost = \$787,645
- Grant Not Spent = \$ 55

2. *Swan Lake WWTP Upgrade*

Actions for the Board to consider at today's meeting:

- No action required

Project Funding/Financing Overview:

- Current Project Budget Overview
 - Current Project Budget = \$18 M
 - Current Project Funding = \$11.4M (63%)
 - Town Portion = \$ 6.6M (0% interest loan)
- Proposed Project Budget Overview
 - Proposed Project Budget = \$40 M
 - Current Project Funding = \$11.4M (63%)
 - Other Funding = \$ 0M (other funding opportunities e.g., WQIP, USDA-RD, & Enhanced WIIA, etc. under review)
 - Town Portion = \$28.6M (0% interest loan, may go down with other Funding opportunities)
- Request to Modify an EFC Funding Agreement
 - Current Project Financing Agreement = \$18M
 - Request to Modify an EFC Funding Agreement to a flow 0.960 MGD and \$40M upgrade submitted to NYSEFC on 6/28/24 and is under review by NYSEFC
 - NYSEFC will meet internally to evaluate possible opportunities for funding the additional amount.
 - A response from NYSEFC is pending

Moving the WWTP Upgrade Project Forward

- **Professional Services Work**
 - Information Session Regarding Swan Lake Waste Water Treatment Plant Upgrades was held on 5/28 @ 6:30 pm at the Swan Lake Fire House
 - At the June 3, 2024 meeting the Town agreed to a project budget of \$40M and a plant flow capacity capable of 960,000 gpd (maximum potential WWTP buildout using the existing oxidation ditches)
 - Delaware is proceeding with preparation of the revised Schedule, Map Plan Report (MPR), PH Presentation, & Engineering Report (ER) Amendment; with a project \$40M upgrade and a plant flow capacity capable of 960,000 gpd
- **SPDES Permit**
 - **Continuing work on NYSDEC SPDES Permit Application (NY-2A) for a facility upgrade and expansion**
 - Notice of Incomplete Application received on June 3, 2024
 - SPDES Permit
 - Technical Comments
 - General Corrections – Minor corrections required
 - NY-2A – Minor corrections/additional information required
 - Additional Submittals - Revision Required
 - Topographic Map
 - Conditional Exclusion Certification Form
 - Consideration of Future Physical Climate Risk Form
 - Stream Disturbance, Freshwater Wetlands, SEQR, Uniform Procedures, and

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Community Risk and Resiliency Act (CRRA)

- Conference call with NYSDEC on June 21, 2024 focusing on outfall location
 - The current outfall location and receiving waterbody (West Branch Mongaup River), which has been in place since 1984, is not the outfall location and receiving waterbody (*tributary to the* West Branch Mongaup) in the existing permit.
 - Affects Water Quality analysis and may affect discharge limits
- Plan Forward
 - Delaware to fill out Water Treatment Chemical (WTC) forms for chemical use at the existing plant and possibly anticipated WTC forms for chemical use for the upgrade at 0.960 MGD
 - Delaware revising the Topographic Map
 - Delaware preparing notice of intent (NOI) to modify response letter, including WTCs, Topographical Map, Conditional Exclusion Certification Form, and Consideration of Future Physical Climate Risk Form, and will submit to NYSDEC
 - NYSDEC will do the Water Quality review based on actual/current outfall location to provide draft limits to Delaware/Town
- On-site Under Ground Fuel Tanks
 - NYSDEC is seeking backfees for each 5-year period that each tank was active. Based on the fee schedule, capacity of tanks 1 and 2 was 1,500 gal, the back fee charges would be \$100 every five years from 1986 to 2011 or approximately \$500. From 2011 to present we are looking at \$300 for every five years or approximately \$900 for a total back fee charge of approximately \$1,400 – Confirming with NYSDEC that registration forms are properly completed, and fee is \$1,400, or other amount
 - Therefore, once confirmed with NYSDEC, if the Town would like to move forward with closure of the existing abandoned storage tanks, then we recommend that the Town Board (possibly at the July 15, 2024 meeting):
 - Authorize the Town Director of Finance to issue a check payable to NYSDEC for \$1,400 for the existing underground fuel stage tank registration application
 - Delaware to pick up check from Cheryl and send into NYSDEC along with the tank registration application form
- Subcontract Work
 - Mechanical/HVAC Design Review – Jade Stone (MWBE)
 - Retaining a MWBE firm to provide mechanical/HVAC design review
 - Peer review of HVAC design
 - Subcontract pending

3. *Stevensville Water Project*

Actions for the Board to consider at today's meeting:

- None

Construction Status Update

- Construction and punch-list work complete
- Osterhoudt repaired a water leak on 5/30/24 near the new watermain that was observed on 5/28/24 near the Stevensville Well Field, near Birtch Ln.
 - The repair is anticipated to be covered under the project 1-year maintenance bond which began on May 31, 2023
 - Osterhoudt may submit a claim for this work as the area where the leak occurred has

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been in-service since 2020 – No feedback from Osterhoudt in June

Engineering Services

- As-builts being prepared
- Construction certification planned to go out to NYSDOH with as-builts in July 2024

Construction Contracts

- **Contract TL2-E-2017 – Electrical.**
 - All work completed and paid out.
- **Contract TL2-G-2017 – General**
 - All required closeout documents in hand
 - Next month we will assemble the project closeout package, including the final payment application and as-builts, and provide it to the Town, with a copy to the contractor.

4. *Economic Development Water and Sewer Infrastructure Capacity Planning Study*

- An update of the report was provided to the Town, and to the Village Mayor, Clerk and Dave B. on 6/8/24
- A joint Village-Town meeting was held on June 25, 2024
- Draft report being finalized now and will be circulated back to Town and Village

5. Swan Lake Sewer System Evaluation/I/I EPG

Actions for the Board to Consider at Tonight's Meeting:

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

Project Funding

- On March 13, 2024 NYSEFC provided the Town an EPG Checklist and supporting documentation to assist the Town in the process of entering into a Grant Agreement with EFC
 - **All checklist items due by August 31, 2024**
 - **In order to remain eligible for these funds, the Town must enter into a Grant Agreement for the above project by September 30, 2024**

1. Board Resolutions: – Complete May 6, 2024

Submit signed, certified board resolutions in PDF format designating the authorized representative and local match amount. Sample Resolution Language is available. Type II SEQR resolutions are no longer required for Engineering Planning Grants.

- Authorized Representative Resolution
Board resolution designating an Authorized Representative for the project
- Local Match Resolution
Board resolution authorizing and obligating local match funds

Note: Similar resolutions were adopted by the Town at the March 30, 2023 meeting. NYSEFC updated the template/sample resolutions in March 2024, so we recommend that the Town adopt the updated resolutions

2. Budget and Plan of Finance Form: – Complete May 6, 2024

- Detailed budget and plan of finance including all prime contracts/agreements, in-kind services, third-party funding, and satisfaction of the minimum 20% local match requirement.

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3. Executed Engineering Agreement (for action at the August 5, 2024 Meeting)

- All architectural and engineering contracts must be procured through a federally acceptable Request for Qualifications (RFQ) process, in accordance with 40 U.S.C 1101. All contracts must be signed by both parties and must contain the scope of work and fee.
- Architectural/Engineering Procurement Certification

Professional Services Request for Qualifications for Engineering

- **Needs to be completed now for August 31, 2024 deadline**

Request for Qualifications

- RFQs for A/E Services submitted to the Town on 5/17/24
- The Town advertised a Request for Qualifications, the legal notice was published/appeared in the Sullivan County Democrat on Friday 5/10/24
- The due date for responses was June 7 (a Friday) at 3 PM
- There were three (3) responses submitted
- Delaware provided the remaining template documents that the Town will need to complete the RFQ process:
 - RFQ Scoring / Evaluation Matrix – for Town to score and evaluate responses, each scorer to complete 1 scoring matrix for each RFQ. See RFQ Scoring Method Example(s) in the first row of the Scoring Summary.
 - RFQ Scoring Summary – for Town to summarize/record scoring and evaluations.
 - Resolution for Contract Award – for contract award following scoring of RFQs
 - A/E Procurement Document – to be completed based on results of firm selection, and
 - Certification for Architectural/Engineering Services Procurement - to be completed submitted to EFC following contract award certifying compliance with the A/E Procurement requirements
- The Town Board should proceed with review and scoring of those responses, using the RFQ Scoring / Evaluation Matrix provided that matches the scoring system found in the RFQ
- The Town Board should proceed with summarizing the results of the RFQ scoring, using the RFQ Scoring Summary provided
- **Once scoring is complete, the Town Board should proceed with resolution of contract award, using the RFQ Resolution for Contract Award provided, excerpts as follows:**
 - **TOWN OF LIBERTY, NY** issued a Request for Qualifications (RFQ) on May 10, 2024 for engineering/professional services for design through construction services in connection with the **RFQ#2024-01 - Swan Lake Sanitary Sewer Collection System Inflow & Infiltration (I&I) Engineering Report**, and said RFQ was publicly noticed and advertised;
 - WHEREAS all responses received were evaluated and ranked based on established, publicly available criteria identified in the RFQ; and
 - NOW THEREFORE BE IT RESOLVED that the Town of Liberty, NY has determined through the RFQ process that [name of firm] is the most highly qualified firm to provide the required services, and will enter into contract negotiations with said firm; and
 - BE IT FURTHER RESOLVED that the Supervisor, Frank DeMayo is authorized to execute the Professional Services Agreement with [name of firm]

Contract Execution and Negotiation

- In order to meet the August 31, 2024 deadline:
 - The selected firm should provide an agreement for professional services for engineering to the Town by July 31, 2024
 - The Town should execute agreement at the August 5 or 19, 2024 meeting

A/E Procurement Documentation

- A/E Procurement Document – to be completed based on results of firm selection, and
- Certification for Architectural/Engineering Services Procurement – to be completed submitted to EFC following contract award certifying compliance with the A/E Procurement requirements

EPG Checklist Document Submittal

- **Town Director of Finance to submit certified Board Resolutions, Budget and Plan of Finance Form, and Executed Engineering Agreement and Architectural and Engineering Procurement Certification to NYSEFC by August 30, 2024**

6. Lead & Copper Rule Revisions service line inventory requirements, due October 2024

- The Town did not receive a grant for this work in 2024
- The October 2024 inventory deadline remains
- **The Town will need to continue to organize information on lead services lines to move forward with the inventory**

7. Sherwood-Roth Booster Pump Replacement

- Construction completed on 5/21; startup occurred on 5/30/24
 - Startup tech's report indicating no ground and confirming Xylem-Goulds requirement for warranty purposes
 - Reviewing with our electrical team, Contractor, and Damon

8. Ferndale Rd/Ferndale Loomis Road Intersection Waterline Crossing

- **Actions for the Board to Consider at Tonight's Meeting:**
 - Review status

Background

- The barrier that protects the waterline crossing from traffic traveling south-east on the Ferndale Loomis Road (Steep Grade) has been struck by larger vehicles three time since 2021. See photos and plan (attached)
- In the most recent event, the impact moved the barrier so that it is now touching the piping, and may have moved the vertical section of waterline out of alignment. It appears that the barrier may be cast around the vertical segment of pipe. See detail on plan (attached)
- **In its current state it seems stable but it might break the line if it sustains another impact**
- The Town Highway Department has worked with the County to place "Steep Grade" signs at the top of the Ferndale Loomis Road
- Damon and Cheryl have asked us to work with the Town to provide a recommendation for repair and get costs/proposals to complete the repairs, that will be submitted to the insurance company of the business/motorist at fault
- The nearby County bridge and guiderails sustained significant damage in the two recent events, the County wishes to repair the bridge structure and replace the guiderail this season before the traffic in that area increases
- At this time, the recommended repair would be to isolate and shut down the crossing, demo existing barrier, and install a new barrier that is similar to the existing (due to limited space). It is unlikely that the work required to complete repair (demo existing and cast new barrier) will be able to be completed without shutting down the line, and would be without service, for possibly up to a month

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- Need to review and confirm with the Town Water & Sewer Dept:
 - What needs to be done to shut that line down?
 - Can temporary service be installed (e.g., hydrant to hydrant) at/near the bridge?
 - Is there a secondary supply?
 - If no secondary supply, how long can this line be down for?
- The County is considering the possibility of working with the Town to complete the necessary repairs through an intermunicipal agreement (IMA) with the Town, but may ultimately decline considering the close proximity to the Town's waterline

9. *Devany Road*

- Continuing discussion with the Town, Delta Engineers, and builder's representative
- Continuing to assess water and sewer capabilities

10. *Attachments*

- Ferndale Rd/Ferndale Loomis Road Intersection Waterline Crossing Photos and Plan

11. *Items Discussed or Reviewed at Meeting but not distributed with this package:*

- Swan Lake Sewer System Evaluation/I/I EPG - remaining template documents that the Town will need to complete the RFQ process
 - RFQ Scoring / Evaluation Matrix – for Town to score and evaluate responses, each scorer to complete 1 scoring matrix for each RFQ. See RFQ Scoring Method Example(s) in the first row of the Scoring Summary.
 - RFQ Scoring Summary – for Town to summarize/record scoring and evaluations
 - Resolution for Contract Award – for contract award following scoring of RFQs
 - A/E Procurement Document – to be completed based on results of firm selection, and
 - Certification for Architectural/Engineering Services Procurement - to be completed submitted to EFC following contract award certifying compliance with the A/E Procurement requirements



February 2024
Movement of barrier



January 2024
No Movement of barrier

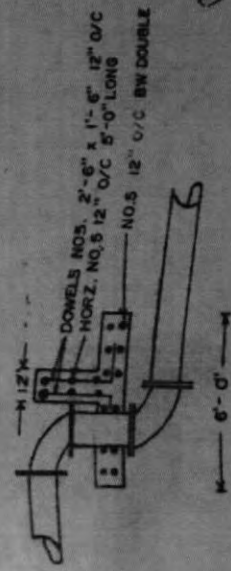


October 2021
No Movement of barrier

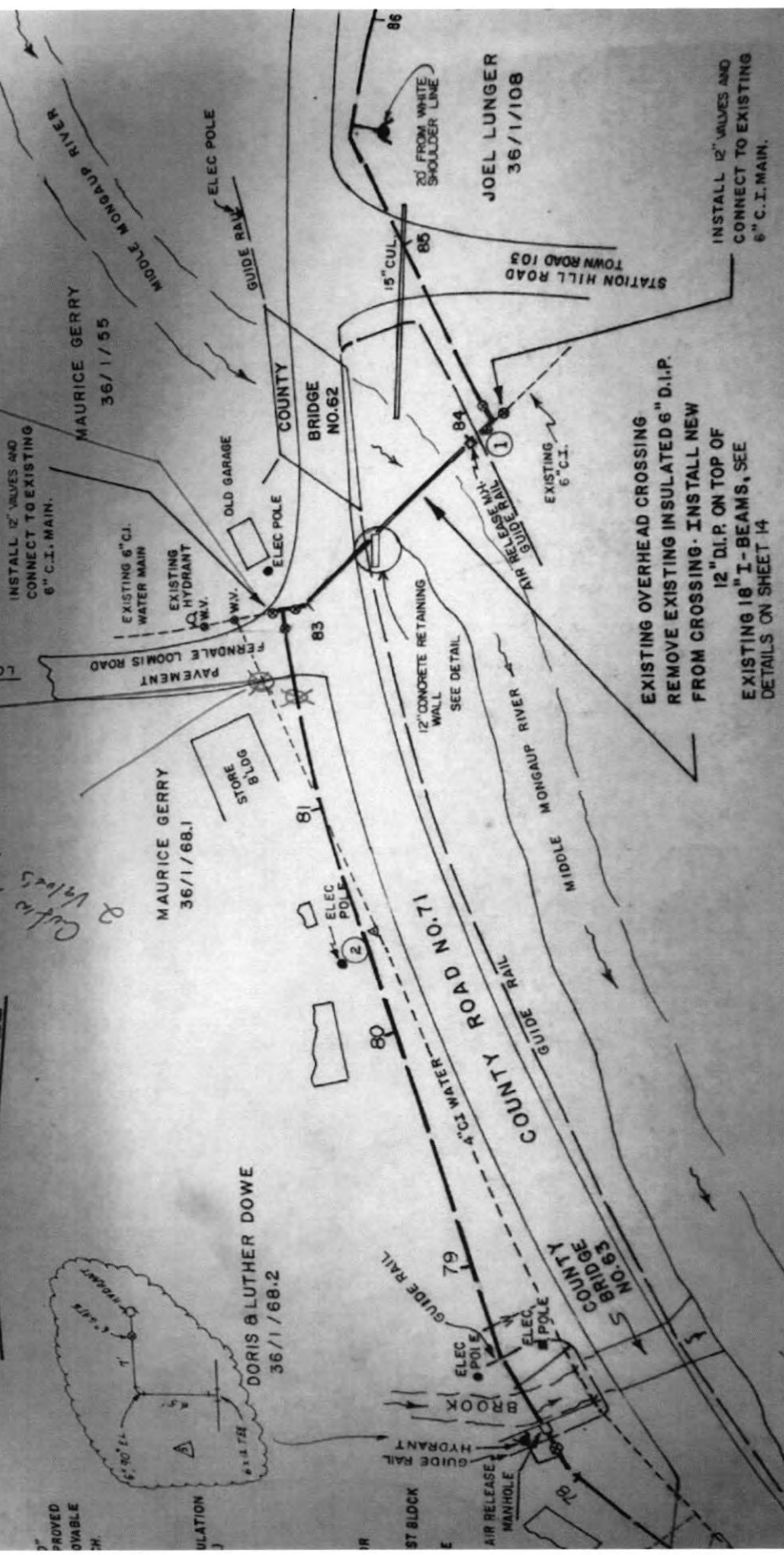
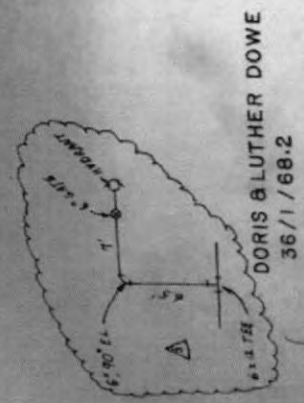
*Installed 6" pipes
1" to 6" x 12 Reducers
12" Valve Due to
Radix Problems
At*

*New 12" D.I.P.
Installed on
other side of
Rd.*

*2 Valves New 12" Reducers
Culverts New 12" Reducers*



RETAINING WALL PROFILE



EXISTING OVERHEAD CROSSING
REMOVE EXISTING INSULATED 6" D.I.P.
FROM CROSSING. INSTALL NEW
12" D.I.P. ON TOP OF
EXISTING 18" T-BEAMS, SEE
DETAILS ON SHEET 14

INSTALL 12" VALVES AND
CONNECT TO EXISTING
6" C.I. MAIN.

20' FROM WHITE
SHOULDER LINE

STATION HILL ROAD 103

JOEL LUNGER
36/1/108

MAURICE GERRY
36/1/55

MAURICE GERRY
36/1/68.1

DORIS & LUTHER DOWE
36/1/68.2

COUNTY ROAD NO. 71

COUNTY
BRIDGE
NO. 63

ELEC
POLE

ELEC
POLE

ELEC
POLE

ELEC
POLE

ELEC
POLE

ELEC
POLE

ELEC
POLE

EXISTING
6" C.I.

12" CONCRETE RETAINING
WALL
SEE DETAIL

4" C.I. WATER

GUIDE RAIL

GUIDE RAIL

GUIDE RAIL

GUIDE RAIL

GUIDE RAIL

GUIDE RAIL

Town of Liberty Finance Office
120 North Main Street
Liberty, NY 12754
(845) 292-5772
c.gerow@townofliberty.org

DATE: June 18, 2024
TO: Kenneth Klein, Esq.
FROM: Cheryl Gerow
RE: Capital Reserve Fund Resolution

Please prepare the necessary resolutions and legal notices for expenditures from the Reserve—Swan Lake Sewer Capital Reserve Fund for the replacement and installation of UV Power Supply Upgrade Kit not to exceed \$19,700 for the July 1, 2024 Town Board Meeting.

Thank you.

RFQ Scoring / Evaluation Matrix

Town of Liberty, Sullivan County, NY
Request for Qualifications (RFQ) for Engineering Services
RFQ#2024-01 - Swan Lake Sanitary Sewer Collection System
Inflow & Infiltration (I&I) Engineering Report
(complete 1 scoring matrix for each RFQ)

FIRM: _____

PROPOSAL DATE: _____

RFQ REQUIRED INFORMATION & FORMAT

Proposals should not exceed twenty (25) pages in length, and shall include the following information:

Submission	Satisfied	Comments
Length ≤ 25 Pages (not including the cover letter, cover pages, and section dividers, etc.)	Yes / No	
Firm Summary/Profile	Yes / No	
Summaries of at least three (3) similar projects previously completed, including project budget	Yes / No	
Summaries of State/Federal Grant and Loan experience with emphasis on NYSEFC administered funding over the last five (5) years	Yes / No	
Proposed Project Organization Chart and resumes of key staff that are anticipated to be assigned to work on the project	Yes / No	
Minimum of three (3) client references	Yes / No	

EVALUATION CRITERIA

All proposals received will be evaluated and ranked by the Liberty Town Board of Trustees and their designees according to the following criteria:

Evaluation Criteria	Points	Score	Comments
Past Work Performance/Firm Experience	30		
Staff Experience/Qualifications	30		
NYSEFC Grant Experience	20		
Ability to work with local/municipal staff	20		
Total	100		

The Board reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, require supplemental statements or information from any responsible party, have discussions with any respondent to this RFQ to correct and/or clarify responses, and negotiate potential contract terms with the most highly qualified firm.

DATE OF SCORING: _____

ENDORSEMENT: _____

Laurie Dutcher, Town Clerk

STATEMENT OF QUALIFICATIONS

Response to Request for Qualifications #2024-01

ENGINEERING SERVICES **SWAN LAKE SANITARY SEWER COLLECTION SYSTEM** **INFLOW & INFILTRATION (I&I) ENGINEERING REPORT**



PREPARED FOR

TOWN OF LIBERTY

June 7, 2024



DELAWARE ENGINEERING, D.P.C.

55 South Main Street, Oneonta, New York 13820
607.432.8073 / delawareengineering.com



DELAWARE ENGINEERING, D.P.C.

55 South Main Street
Oneonta, New York 13820

Tel: 607.432.8073
Fax: 607.432.0432

June 7, 2024

Laurie Dutcher
Town Clerk
Town of Liberty
120 North Street
Liberty, NY 12754

RE: Response to Request for Qualifications #2024-01
Swan Lake Sanitary Sewer Collection System I&I Engineering Report

Dear Ms. Dutcher:

Please find enclosed Delaware Engineering, D.P.C.'s statement of qualifications for the preparation of a Preliminary Engineering Report (PER) to address Inflow & Infiltration (I&I) in the Town of Liberty, specifically in the Hamlet of Swan Lake. This statement has been prepared in compliance with EFC A/E Procurement guidelines and the outline for response set forth by the Town of Liberty.

We understand the Town has been awarded an Engineering Planning Grant in the amount of \$50,000 with a \$10,000 match by the Town to fund the PER. We are ready to start work in as soon as one month from contract execution; with the understanding that further timeframes for planning will be evaluated as part of the PER and will be established as the project progresses.

Delaware Engineering has completed numerous engineering reports for our municipal clients, which have served as the basis for securing subsidized funding for the implementation of needed infrastructure upgrades. These reports include those prepared for the Town of Liberty that helped secure over \$11.4 M of grant funding for the Swan Lake WWTP Upgrade; and \$3.637 million (CDBG) for White Sulphur Springs Water District Upgrades, \$2.1 M (WIIA) for the Stevensville Water District – Water System Improvements, and \$600 k (CDBG) for the Loomis WWTP Phase 2 Upgrade. Other non-funded work in the town includes Fancher Pump Station, Sherwood Roth Booster Pump Replacement, Water & Sewer Planning Study, and miscellaneous infrastructure planning efforts.

DELAWARE ENGINEERING, D.P.C.

Thank you for the opportunity to submit this statement of qualifications. We feel that our extensive experience in the preparation of engineering reports - particularly I&I related reports, combined with our understanding of this specific project, knowledge of the Town's infrastructure, our successful track record of securing funding, and our design and implementation of 8 previous CFA-funded projects with the Town, position our firm favorably qualified. We invite you to review the included qualifications statement which includes background information on Delaware Engineering, resumes of our staff who will be assigned to the project, similar projects which we've completed, along with municipal client references.

We look forward to continuing our successful partnership with the Town to provide a PER that will address I&I issues stressing the collection system and potentially exceeding the SPDES permit limits at the WWTP.

Please contact me if you have any questions or comments at 607-432-8073.

Respectfully,

DELAWARE ENGINEERING, D.P.C.

A handwritten signature in cursive script, appearing to read "Dave Ohman".

Dave Ohman, P.E.

Senior Project Manager / Engineer

A. PROJECT APPROACH & UNDERSTANDING

HISTORY OF WORKING COOPERATIVELY WITH THE TOWN OF LIBERTY

Delaware Engineering has been providing professional engineering services to the Town of Liberty since 2012. Over that time, we have developed an extensive knowledge of the Town's wastewater treatment plants, collection systems, and water systems, as well as streets, municipal buildings, and other aspects of the infrastructure.

Over the last 10 years, Delaware Engineering has worked cooperatively with the Town to complete reports prepared for the Town of Liberty that helped secure over \$11.4 M of grant funding for the Swan Lake WWTP Upgrade; and \$3.637 million (CDBG) for White Sulphur Springs Water District Upgrades, \$2.1 M (WIIA) for the Stevensville Water District – Water System Improvements, and \$600 k (CDBG) for the Loomis WWTP Phase 2 Upgrade. Other non-funded work in the town includes Fancher Pump Station, Sherwood Roth Booster Pump Replacement, Water & Sewer Planning Study, and miscellaneous infrastructure planning efforts.

We look forward to the opportunity to continue our long-standing, dedicated relationship with the Town. We remain steadfast in providing long-term, cost-effective, operations-efficient solutions.

I. UNDERSTANDING THE PROJECT

The Town of Liberty is seeking an experienced professional consultant for the preparation of an Engineering Report to assess Inflow & Infiltration (I&I) into the Swan Lake Sanitary Sewer Collection System.

We understand that this project has qualified for \$50,000 in funding through the NYS Environmental Facilities Corporation (EFC) Engineering Planning Grant (EPG) program, with a local match from the Town of \$10,000 to fund the PER. The awarded contract will be subject to the NYSEFC Mandatory State Financial Assistance Terms and Conditions (Eff. Oct. 1, 2023, Revised Nov. 1 2023).

The Engineering Services contract will encompass all project-related engineering and subcontractor services necessary for the preparation of an Engineering Report evaluating the sanitary sewer collection system components including piping, manholes, and connections. The Report will assess the component condition and

provide a priority list for maintenance, repair, and replacement projects. The Report will need to address both seasonal and weather-dependent flows.

II. PROJECT APPROACH

Delaware Engineering has prepared this detailed work plan based on our understanding of the project. It is anticipated that the contracted firm will utilize field inspections, CCTV monitoring, flow & smoke testing data, and flow isolation & dye tracer studies as needed to complete the evaluation. The Report will precisely identify the system component and summarize inspection and testing/study results. The Report should also compare dry/wet weather flows; consider local sewer use regulations; consider peak infiltration, peaking factors, peak inflow rates, total yearly infiltration, and total yearly inflow; evaluate repair vs. replacement; and include recommendations for further studies of I&I sources. The Engineering Report must follow the *Engineering Report Outline for New York State Wastewater Infrastructure Projects* (Eff. Oct. 1, 2023).

III. PROPOSED PROJECT SCHEDULE

Below is a proposed project schedule. If awarded, Delaware Engineering will work with the Town to refine the schedule. There is no deadline to submit the report, however, it is anticipated that completion will take approximately one year to complete.

Complete Preliminary Engineering Report – Swan Lake I&I
October 2024 - October 2025



FIRM PROFILE

Delaware Engineering, D.P.C. is different from other professional engineering firms. Our deep respect for our clients, community, and colleagues sets us apart. Our achievements in supporting communities and industry through access to grants and low-cost financing also makes us unique.

Our clients are predominantly municipal entities with selected industry in our portfolio as well. We understand that municipal leaders come to government from all walks of life and bring unique perspectives, knowledge and experience that are to be respected and engaged in the process of governing. **The functions of government are complex, and it is our role to provide facts and guidance to municipal decision-makers to ensure that the best interests of the public are achieved.**

With respect to industry, we are keenly aware that infrastructure and regulatory compliance are non-core functions that in some cases distract from operating a successful, profitable business. Our role is to handle non-core infrastructure and regulatory functions so that business leaders can focus on core functions.

Our community is as broad as the locations in which we work. We serve clients in the Capital District, the Adirondack and North County region, the upper and lower Hudson Valley, the Southern Tier and Catskill Mountain regions.

Wherever we are engaged with municipalities or industry, we are engaged with the community. We respect the unique character and nature of each community in developing customized solutions to water, wastewater, stormwater, municipal buildings, structural, special projects and economic development challenges. Because we take the time to get to know each community personally, we treat each person and each project with a commitment and passion as though it is our own hometown.

Originally founded in 1987, Delaware Engineering, D.P.C. is a New York State Design Professional Corporation licensed to practice engineering with offices in Albany, Oneonta, Red Hook, Monticello, Goshen and Port Chester, New York.

PRACTICE AREAS:

Delaware Engineering, DPC provides civil and environmental engineering services in the following areas:

- Potable and Process Water
- Wastewater Collection and Treatment
- Stormwater Management
- Hydraulic Modeling
- Community Planning
- Economic Development Analysis
- Geographic Information Systems
- Environmental Studies
- Permitting and SEQR/NEPA
- Public Infrastructure Grant Writing
- Public and Industrial Buildings
- Construction Engineering and Inspection



OUR OFFICES

28 Madison Ave. Ext.
Albany, NY 12203

55 South Main St.
Oneonta, NY 13820

223 Main Street
Goshen, NY 10924

548 Broadway
Monticello, NY 12701

16 East Market St.
Red Hook, NY 12571

14-20 Willet Ave. #202
Port Chester, NY 10573



OUR STAFF & CLIENTS

Delaware Engineering, D.P.C. has a diverse and growing client base of institutions, municipalities, and industry. We welcome opportunities to explore new relationships with clients, communities, and colleagues.

REPRESENTATIVE CLIENTS:

INSTITUTIONS:

- Public/Private Universities & Colleges
- County & State Correctional Facilities
- Religious Institutions
- Healthcare Facilities

MUNICIPALITIES:

- Counties, Towns, Cities and Villages
- Industrial & Economic Development Agencies
- Water and Sewer Districts, Agencies, Public Authorities

INDUSTRY:

- Atlas Copco
- International Paper
- General Electric
- Chobani
- IBM
- GlaxoSmithKline

Our colleagues are the engine that drives our business. Delaware's professional and technical staff of 70 engineers, scientists, planners, and environmental technicians are each responsible for the well-being of our clients, our communities, and each other.

The engineering and professional staff at Delaware Engineering, D.P.C. have extensive experience as:

- Traditional consultants as an adjunct to clients' engineering/professional staff
- Extension of clients' staff, working at client facilities
- Term agreement managers and engineers for multi-year contracts with corporate and agency clients
- Representatives of clients before federal, state and local agencies

By encouraging personal connection and responsibility between our staff and their project work, clients benefit from the sincere dedication of our staff to a project's success.

Our leadership and staff are driven by an enthusiasm to improve the world through everyday successes, and we see the firm's community service contributions as a small way to pay our accomplishments forward.

STAFFING BREAKDOWN

Civil Engineers	24
Structural/Mechanical Engineers	6
Electrical Engineers.....	4
Planning.....	4
Construction Oversight	12
Project Coordination/Administrative	9
Designer/Technician	11

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LOW-COST FINANCING AND GRANT PROCUREMENT

As a professional engineering firm engaged in municipal engineering services for over 30 years, Delaware Engineering D.P.C. has extensive experience in successfully assisting dozens of municipalities in securing hundreds of millions of dollars in low-cost borrowing and grant funds. With our focus on municipal infrastructure, our area of expertise lies particularly in securing low-cost financing and grants from the **NYS Environmental Facility Corporation's (NYSEFC)** through the State Revolving Funds (SRF) for both Drinking Water and Clean Water and **Bipartisan Infrastructure Law (BIL)** funding, as well as grants through the **NYS Water Infrastructure Improvement Act (WIIA)**. Over the past several years, we have assisted numerous communities in securing millions in WIIA grants in addition to low-cost and no-cost SRF financing for water and sewer projects.

We also have experience in successfully securing grants from the **USDA's Rural Development** programs and the **Community Development Block Grant** program for public facilities and infrastructure project. In addition, we have assisted communities in successfully securing grant funds from the **NYS Department of State** for flood planning and have assisted several communities in developing documentation for over \$3 million in grant funds under the **New York Rising** Program. Finally, we have successfully secured funds through the **NYS Office of Parks, Recreation and Historic Preservation** for historic preservation, park planning and trail projects.

Since its inception, we have submitted dozens of grant applications on behalf of municipalities through the State's **Consolidated Funding Application (CFA)** process for a wide variety of programs including Engineering Planning Grants (EPG), Water Quality Improvement Projects (WQIP), and Climate Smart Communities (CSC), to name a few.

OUR APPROACH TO WINNING GRANTS

Delaware Engineering has assisted a variety of communities in securing **hundreds of millions** in grants on behalf of our clients. There are simple reasons for our high success rate:

- We assist clients in identifying project needs and budgets thoroughly
- We know eligibility and winning characteristics for each grant program within our focus
- We have long-standing relationships with agency staff and can obtain informal feedback to ensure the highest quality applications.
- We submit high-quality, precisely focused applications at the right time in the grant cycles to ensure success.

The shot-gun approach to grant funds is rarely if ever successful and while it may seem admirable to state that a firm has submitted hundreds of applications, the better bet is the firm that has submitted many quality applications and been successful with essentially all, which is the case with our firm. The time and effort dedicated to properly scoping a project and matching the project to the grant source is repaid with a successful grant track-record. As a consultant in numerous communities, grant applications and administration are a frequent effort for our firm. We encourage contact with our references to verify our exceptionally successful grant writing efforts.



GRANT ADMINISTRATION SERVICES

Delaware Engineering D.P.C. has extensive experience in not only securing low-cost borrowing and grant funds on behalf of our municipal clients but also helping to administer those funds. Grant administration can be a lengthy and time-consuming process, requiring attention to detail and extensive documentation.

OUR APPROACH TO GRANT ADMINISTRATION

As a consultant in numerous communities, Delaware Engineering takes a "start to finish" comprehensive approach to providing grant administration services to our clients including:

- Assisting with grant contract paperwork
- Documenting WBE/MBE compliance
- Tracking payments to vendors/contractors
- Preparing reimbursement requests/draw-down requests
- Completing progress reports & final reports
- Preparing project files for compliance audits

Our staff is well-versed in all the requirements associated with a wide variety of grant programs including:

State or Federal Agency	Program(s)
NYS Environmental Facilities Corporation (EFC)	Water Infrastructure Improvement Act (WIIA) Engineering Planning Grants (EPG) Inter-Municipal Grants (IMG) Bipartisan Infrastructure Law (BIL)
NYS Department of Environmental Conservation (DEC)	Water Quality Improvement Program (WQIP) Green Infrastructure Grant Program (GIGP) Climate Smart Communities (CSC)
NYS Department of State (DOS)	State and Municipal Facilities (SAM) Local Waterfront Revitalization Program (LWRP) Comprehensive Planning Grants
NYS Homes & Community Renewal (HCR)	Community Development Block Grants (CDBG) New York Main Street (NYMS) Downtown Revitalization Initiative (DRI)
NYS Department of Health (DOH)	Lead Service Line Replacement Program (LSLRP)
NYS Office of Parks, Recreation & Historic Preservation (OPRHP)	Environmental Protection Fund (EPF)
Empire State Development (ESD)	Strategic Planning and Feasibility Studies
NY Governor's Office of Storm Recovery (GOSR)	NY Rising
Federal Emergency Management Agency (FEMA)	Hazard Mitigation & Post-Emergency Response Grants
US Department of Agriculture - Rural Development	Community Facilities; Water & Waste Disposal Grants
US Treasury Department	American Rescue Plan Act of 2021 (ARPA) Coronavirus Local Fiscal Recovery Funds



PUBLIC FUNDING SECURED FOR MUNICIPAL PROJECTS

Delaware Engineering has successfully secured hundreds of millions in grants on behalf of our municipal clients. Below is a summary of those awards for the last five years:

2023			
Municipality	Project	Program(s)	Grant(s)
Callicoon(T)	Water Tank Replacement	CDBG	\$999,850
Catskill (T)	Cementon I&I	EPG	\$50,000
Catskill (V)	Lead Service Line Inventory	BIL-LSL	\$1,272,369
Catskill (V)	Lead Service Line Replacement	BIL-LSL	\$248,605
Cooperstown (V)	Inflow & Infiltration (I&I)	EPG	\$50,000
Coxsackie(V)	Sewer Collection System Upgrades	WIIA	\$1,490,722
Delhi (V)	Lead Service Line Inventory	BIL-LSL	\$452,490
Deposit (V)	Sewer PER	EPG	\$50,000
Deposit (V)	Water PER	CDBG	\$50,000
Fallsburg (T)	Mountain Dale WWTP Upgrade	EPG	\$50,000
Hancock (V)	WWTP Upgrade - Phase 2	CDBG	\$995,000
Hudson (C)	Long-term CSO Mitigations	BIL-GS	\$25,000,000
Liberty (T)	Swan Lake I&I	EPG	\$50,000
Liberty (V)	Lead Service Line Inventory	BIL-LSL	\$845,609
Liberty (V)	Rail Trail Culvert Replacement	CDBG	\$999,919
Liberty (V)	WWTP Upgrade - Phase 2	WIIA	\$2,474,922
Liberty (V)	WWTP Upgrade - Phase 2	BIL-GS	\$4,950,000
Liberty (V)	I&I	EPG	\$50,000
Millbrook (V)	WWTP Upgrades	WIIA	\$1,837,500
Montgomery (V)	Downtown Revitalization	NY Forward	\$4,500,000
Phelps (V)	WWTP Upgrades	WIIA	\$3,348,043
Port Chester (V)	Sanitary Sewer Rehab Phase 2	WIIA	\$2,466,424
Port Chester (V)	Sanitary Sewer Repairs	BIL-GS	\$5,092,000
Port Chester (V)	Sanitary Sewer Repairs	BIL-GS	\$7,348,000
Sanford (T)	Oquaga Lake Sewer System	EPG	\$50,000
Sherburne(V)	WWTP Upgrades	WIIA	\$8,729,104
Sherburne(V)	WWTP Upgrades	WQIP	\$10,000,000
St. Johnsville (V)	WWTP Upgrades	BIL-GS	\$6,900,000
TOTAL:			\$90,350,557

2022			
Municipality	Project	Program(s)	Grant(s)
Amsterdam (T)	Hagaman Sewer Study	EPG	\$50,000
Canajoharie (V)	I&I Study, Phase II	EPG	\$50,000
Castleton (V)	Complete Streets Plan	CDTC	\$72,000
Catskill (V)	CSO Elimination	BIL	\$7,569,500
Catskill (V)	CSO Elimination	WIIA	\$3,716,313
Catskill (V)	CSO Elimination	WQIP	\$10,000,000
Coxsackie (V)	CSO Elimination	BIL	\$2,983,000
Delhi (V)	Fluoridation System	NYS DOSFL	\$70,000
Hancock (T)	Fishes Eddy Water System	BIL	\$2,929,153
Hunter (V)	I&I Study	EPG	\$50,000
Hunter (V)	Water Meter Installation	GIGP	\$585,000
Liberty (T)	Swan Lake WWTP Upgrade	BIL	\$6,916,000
Oneonta (C)	WWTP Upgrade - Phase II	BIL	\$2,626,500
Phelps (V)	I&I Study	EPG	\$50,000
Port Chester (V)	SSO Elimination	WIIA	\$4,012,713
Port Chester (V)	SSO Elimination	WQIP	\$10,000,000
Sherburne (V)	WWTP Upgrade	BIL	\$8,887,500
Southeast (T)	Starr Ridge GAC	BIL-EC	\$1,400,000
Southeast (T)	Birch Hill GAC	BIL-EC	\$840,000
St. Johnsville (V)	I&I Study	EPG	\$50,000
Thompson (T)	Kiamesha WWTP Upgrade	BIL	\$13,012,000
Thompson (T)	Emerald Green WWTP Upgrade	BIL	\$6,939,000
Thompson (T)	Emerald Green WWTP Upgrade	WIA	\$3,363,899
Windham (T)	Zoning Updates	DOS-SGPG	\$72,000
TOTAL:			\$86,244,578



PUBLIC FUNDING SECURED FOR MUNICIPAL PROJECTS

2021			
Municipality	Project	Program(s)	Grant(s)
Amsterdam (T)	Structural Assessment	Preserve NY	\$4,000
Canajoharie (V)	I&I Study	EPG	\$30,000
Catskill (V)	Boat Launch	HRE	\$50,000
Delaware (T)	Callicoon WWTP	CSC	\$2,000,000
Fallsburg (T)	I&I Study	EPG	\$50,000
Franklin (V)	Water Tank Replacement	CDBG	\$791,500
Greenwood Lake (V)	Water System Upgrades	WIIA	\$3,000,000
Hudson (C)	CSO Remediation	WQIP	\$1,400,000
Hunter (V)	Firehouse Relocation	CSC	\$1,970,000
Lewisboro (T)	Water System Upgrades/PFOAS	WIIA	\$1,163,700
Liberty (T)	Swan Lake WWTP Upgrades	WIIA	\$4,500,000
Liberty (T)	White Sulphur Springs WD Upgrades	CDBG	\$787,700
Montgomery (V)	Downtown Design Guidelines	NYMS	\$20,000
Mount Kisco (V/T)	Saw Mill Pump Station	WQIP	\$5,000,000
Phelps (V)	WWTP Disinfection Upgrade	WQIP	\$381,372
Port Chester (V)	I&I Study	EPG	\$100,000
Port Chester (V)	Combined Sewer Separation	CDBG	\$200,000
Red Hook (V)	PFOAS Removal/Resiliency	WIIA	\$1,080,000
Rhinebeck (V)	Water System Upgrades	WIIA	\$681,063
St. Johnsville (V)	Water System Evaluation	CDBG	\$35,000
St. Johnsville (V)	WWTP Upgrade	WWIA	\$1,744,241
Thompson (T)	Emerald Green WWTP UV Upgrade	WQIP	\$416,800
Thompson (T)	Kiamesha WWTP Upgrade	WIIA	\$6,383,930
Thompson (T)	Kiamesha WWTP Upgrade	WQIP	\$1,000,000
Tusten (T)	Narrowsburg Water Upgrades	WIIA	\$3,000,000
Walton (V)	I&I Study	EPG	\$30,000
TOTAL:			\$48,419,306

2020*			
Municipality	Project	Program(s)	Grant(s)
Albany (C)	Sewer Upgrade Study	EPG	\$30,000
Catskill (V)	CSO Study	EPG	\$100,000
Coxsackie (V)	Collection System Study	EPG	\$100,000
Hudson (C)	CSO Study	EPG	\$100,000
New Lisbon (T)	Highway Garage	USDA CF	\$800,000
Port Chester (V)	I&I Study	EPG	\$100,000
Sharon Springs (V)	West End Water System	CDBG	\$1,000,000
South Glens Falls (V)	Water Meter Installation	GIGP	\$1,000,000
South Glens Falls (V)	Water Main Replacement	CDBG	\$900,000
TOTAL:			\$4,130,000

Note: Many grant & loan programs were suspended or deferred in 2020 due to the COVID-19 pandemic

2019			
Municipality	Project	Program(s)	Grant(s)
Catskill (V)	Main St. Water Mains	WIIA	\$2,914,319
Delaware (T)	New Highway Garage	CSC	\$1,859,890
Delhi (V)	Water Plant Improvements	CSC	\$82,000
Fishkill (V)	Water System Improvements	WIIA	\$1,320,000
Fishkill (V)	WWTP Upgrade	WIIA	\$4,125,000
Hancock (T)	Water Distribution System	CDBG	\$749,875
Hancock (V)	WWTP Upgrade	CDBG	\$745,000
Hartwick (T)	Water System Upgrades	SAM	\$1,000,000
Hoosick Falls (V)	WWTP - UV Disinfection	WQIP	\$1,000,000
Hudson (C)	Washington St. Water System	WIIA	\$321,600
Lewisboro (T)	Oakridge WD Improvements	WIIA	\$289,500
Liberty (T)	White Sulphur WD Upgrades	CDBG/WIIA	\$2,850,000
Malta (T)	Planning - Infrastructure Plan	ESD	\$37,500

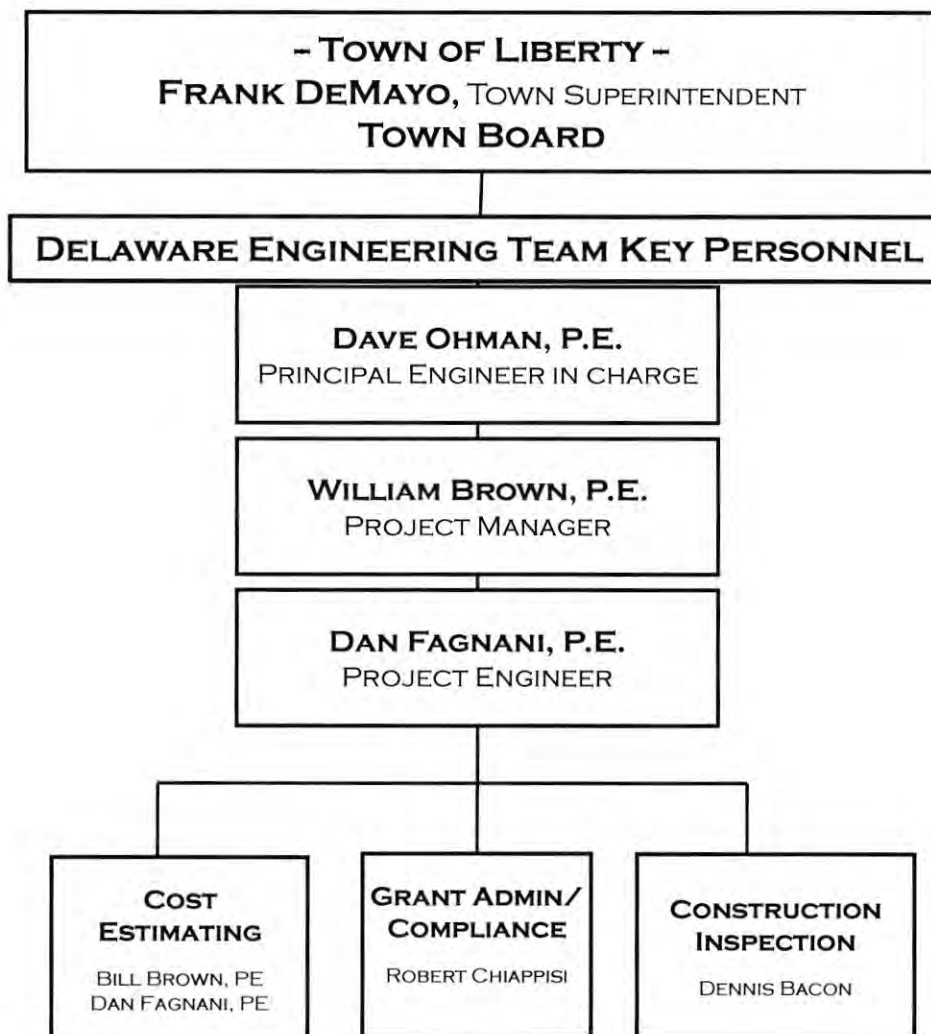


PUBLIC FUNDING SECURED FOR MUNICIPAL PROJECTS

2019 Continued...	Project	Programs	Grants
Mount Kisco (V)	Saw Mill River Pump Station	WIIA	\$2,375,000
Mount Kisco (V)	Byram Lake WTP Upgrades	WIIA	\$3,000,000
South Glens Falls (V)	Water Tank Rehab and WWTP Upgrades	CDBG/WIIA	\$2,600,000
South Glens Falls (V)	Pump Station Upgrades and Sewer Rehab	WIIA	\$1,500,000
Suffern (V)	WWTP Upgrade	WIIA	\$2,250,000
Walton (V)	Water Mains & Tank Rehab	WIIA	\$800,000
Windham (T)	Water Line Extension	CDBG/USDA	\$2,700,000
Windham (T)	Mitchell Hollow Bank Stabilization	CWC	\$250,000
Windham (T)	Planning: Comp Plan Update	DEC CPSG	\$35,000
TOTAL:			\$32,804,684

TOWN OF LIBERTY
ENGINEERING SERVICES SWAN LAKE
SANITARY SEWER COLLECTION SYSTEM I&I REPORT

ORGANIZATIONAL CHART





WATER

- Waterline Replacement Project, White Sulphur Springs Phases 5-10; *Town of Liberty, Sullivan County, Project Principal*
- Stevensville Water System Improvements, New 5.0 MG Concrete Tank and Waterline Replacement; *Town of Liberty, Sullivan County, Project Principal*
- Revonah Hill Water Storage Tank Replacement; *Town of Liberty, Sullivan County, Project Principal and Manager*
- New 1.2 MGD Water Treatment Plant; *City of Norwich, Chenango County, Project Principal*
- Dunne Drive Booster Station Hydraulic Modeling, *City of Norwich, Chenango County, Project Principal*
- Route 9 Watermain Improvements; *Village of Fishkill, Dutchess County, Project Principal*
- New Pump Station/Wellfield Generator, *City of Norwich, Chenango County, Project Principal*
- Water and Sewer Replacement and Street Reconstruction, *City of Norwich, Chenango County, Project Principal*
- New 1.5 MG Concrete Water Storage Tank; *Village of Fishkill, Dutchess County, Project Principal*
- 0.5 MG Glass-lined Steel Tank Leak Repair; *Town of East Fishkill, Dutchess County, Project Principal*
- Water System Improvements; *Village of Delhi, Delaware County, Project Principal*
- Water System Improvements; *Village of Walton, Delaware County, Project Principal*

WASTEWATER

- Wastewater Treatment Plant Upgrade Project; *Village of Sherburne, Chenango County, Project Principal*
- Wastewater Treatment Plant Improvements - Swan Lake and Loomis Districts; *Town of Liberty, Sullivan County, Project Principal*
- Wastewater Treatment Plant Improvements - Kiamesha District; *Town of Thompson, Sullivan County, Project Principal*
- Wastewater Treatment Plant Improvement; *City of Oneonta, Otsego County, Project Principal*
- Wastewater Treatment Plant Rehabilitation and Improvements; *Village of Cooperstown, Otsego County, Project Principal*
- UV Disinfection System and Multi-phase 2 MGD Wastewater Treatment Plant Improvements, *Village of Liberty, Sullivan County, Project Principal*
- Chesapeake Bay Requirements/Dewatering Wastewater Treatment Plant Upgrades; *Village of Waverly, Tioga County, Project Principal*
- Waste Water Treatment Plant Upgrades and Inflow/Infiltration Reduction; *Village of Walton, Delaware County, Project Principal*
- Wastewater Treatment Plant Upgrades and Sanitary Sewer line Replacement Project; *City of Norwich, Chenango County, Project Principal*
- Wastewater Treatment Plant Pump Station and Administration Building; *Village of Fishkill, Dutches County, Project Manager*
- Chobani Wastewater Treatment Plant and Pump Station Improvements; *Chenango County, Project Manager/Principal*
- Wastewater Treatment Plant Upgrade; *IBM Somers, Westchester County, Project Manager*
- Wastewater Treatment Plant Upgrade; *Town of Lewisboro, Westchester County, Project Manager*

PROFILE

Dave Ohman, P.E. is a Partner and Senior Project Manager with over 39 years of experience in sanitary, civil and environmental engineering, with emphasis on water and wastewater treatment processes, public building construction, street rehabilitation, facilities planning, design and construction administration. He is the Principal in charge of the firm's Oneonta office.

EDUCATION

MS, Civil and Environmental Engineering, Clarkson University, 1985
BS, Civil and Environmental Engineering, Clarkson University, 1982

CERTIFICATIONS

Professional Engineer, New York State
40-Hour OSHA Training
Project Management Training
Negotiation Skills Training
Technical Writing Training

EMPLOYMENT HISTORY

Delaware Engineering, D.P.C., Oneonta, NY:
April 1996 to present
Blasland, Bouck & Lee, Inc., Syracuse, NY:
1984 to 1996

WILLIAM BROWN, P.E.
Project Manager / Engineer



WATER

- Water System Improvements; Village of Hancock, Delaware County, Project Manager / Engineer
- Water System Improvements; Village of Delhi, Delaware County, Project Manager / Engineer
- Callicoon Water System Upgrades; Town of Delaware, Sullivan County, Project Manager / Engineer
- East Branch Water District Upgrades Phases 1-3; Town of Hancock, Delaware County, Project Manager / Engineer
- Water District Formation for two Hamlets; Town of Hancock, Delaware County, Project Manager / Engineer
- Water Tank Rehabilitation; Village of Delhi, Delaware County, Project Manager / Engineer
- Water System Improvements; Village of Walton, Delaware County, Project Manager / Engineer
- New Water Tank; Village of Franklin, Delaware County, Project Manager / Engineer

WASTEWATER

- New Sewer District #3, Upgrades to Sewer District #1 & #2 Wastewater Treatment Plants; Town of Duanesburg, Schenectady County, Project Manager / Engineer
- New Wastewater Treatment Plant Planning; Town of Delaware, Sullivan County, Project Principal
- Wastewater Treatment Plant Upgrades; Village of Walton, Delaware County, Project Manager / Engineer
- Sanitary Sewer Inflow & Infiltration (I&I) Studies; City of Norwich, Chenango County, Project Manager / Engineer
- Wastewater Treatment Plant Upgrades; Village of Hancock, Delaware County, Project Manager / Engineer

MUNICIPAL BUILDINGS & SPECIAL PROJECTS

- South Street and Park Street Slope Stabilizations; Village of Walton, Delaware County, Project Manager / Engineer
- New Highway Garage; Town of New Lisbon, Otsego County, Project Manager / Engineer
- New Police Station; Village of Walton, Delaware County, Project Manager / Engineer
- Fitness Trail Design & Construction; Village of Hancock, Delaware County, Project Manager / Engineer
- Multiple Site Improvements; SUNY Oneonta, Otsego County, Project Manager / Engineer
- Multiple Culvert Replacements and Streambank Restoration Projects; Delaware County Soil & Water District, Project Manager / Engineer

PROFILE

Mr. Brown is a professional engineer with more than 17 years' experience in the field of civil engineering, with a primary focus on municipal water and wastewater systems. His primary responsibilities include project planning, design, bidding, and construction management. He is responsible for designing, permitting and overseeing water projects (e.g., water main replacement, filtration systems, water storage tanks), wastewater treatment plant projects (e.g., new plants, existing plant repairs and improvements, inflow and infiltration studies, sewer district creation), and designing and overseeing the construction of major municipal building projects.

EDUCATION

BS, Civil Engineering, Union College, Schenectady, New York, 2005

CERTIFICATIONS

NYS Registered Professional Engineer (License #088181)

EMPLOYMENT HISTORY

American Water Works Association
Town of Sidney ZBA Chairman



WATER

- Lily Pond Road Bridge Watermain Relocation; *Village of Liberty, Sullivan County, Staff Engineer*
- White Sulphur Springs and Stevensville Water System Improvements; *Town of Liberty, Sullivan County, Staff Engineer*
- Water Storage Tank, Engineering Report; *Town of Afton, Chenango County, Engineer*
- Phosphate Feed System Improvements; *Delaware Valley Job Corps Center, Callicoon, Sullivan County, Staff Engineer*

WASTEWATER

- Swan Lake Wastewater Treatment Plant Upgrades; *Town of Liberty, Sullivan County, Staff Engineer*
- Kiamesha Lake Wastewater Treatment Plant Upgrades; *Town of Thompson, Sullivan County, Staff Engineer*
- Wastewater Treatment Plant Upgrades; *Village of Liberty, Sullivan County, Staff Engineer*
- Wastewater Treatment Plant Upgrades; *Village of Liberty, Sullivan County, Staff Engineer*
- Wastewater Treatment Plant Upgrades; *Village of Cooperstown, Otsego County, Staff Engineer*
- Loomis Wastewater Treatment Plant Upgrades; *Village of Liberty, Sullivan County, Staff Engineer*
- Wastewater Treatment Plant Overflow Retention Facility Feasibility Study; *Village of Millbrook, Dutchess County, Staff Engineer*
- Chlorination Feed System Replacement Project; *Henrick Hudson School District, Town of Cortlandt, Westchester County, Engineer*
- Wastewater Treatment Plant Upgrades; *Village of Waverly, Tioga County, Staff Engineer*
- Wastewater Treatment Plant Expansion; *Chobani LLC, Town of Columbus, Chenango County, Staff Engineer*
- NYC Watershed Wastewater Treatment Plant Improvements; *Mountainside Farms, Town of Roxbury, Delaware County, Staff Engineer*

MUNICIPAL BUILDINGS & SPECIAL PROJECTS

- Municipal Pool Improvement Project; *Town of Oxford, Chenango County, Staff Engineer*
- Doubleday Filed Improvements - utilities, infrastructure, parking lot and main entrance; *Village of Cooperstown, Otsego County, Staff Engineer*
- Highway Garage Subsurface Sewage Treatment and SWPPP; *Town of Colchester, Delaware County, Staff Engineer*
- Carcass Brook Spur Road Bridge Replacement; *Town of Hancock, Delaware County, Staff Engineer*

PROFILE

Mr. Fagnani's technical qualifications are significant to his proficiency as a Staff Engineer. His primary responsibilities include project design, bid review and award recommendation, project inspection and construction oversight. As part of the team at Delaware Engineering, Mr. Fagnani has experience performing site evaluations, analyzing infrastructure capacity, modeling wastewater system alternatives, designing Stormwater Pollution Prevention Plans (SWPPPs) and septic systems, drafting Engineering Reports, construction phase project management and administration, and providing project oversight and onsite project inspection. In addition to his individual project duties, he assists other project engineers in the execution of their professional tasks specific to civil and environmental projects.

EDUCATION

BS, Environmental Engineering (ABET-accredited), Pennsylvania State University, Harrisburg, PA, 2010
 AAS, Engineering Science, SUNY Broome, Binghamton, NY, 2008

EMPLOYMENT HISTORY

Delaware Engineering, D.P.C., Oneonta, NY:
 2009 - Present

CERTIFICATIONS

National Council of Examiners for Engineering and Surveying (NCEES), Engineering-in-Training



WASTEWATER

- Wastewater Treatment Plant Rehabilitation and Improvements; *City of Oneonta, Otsego County, Grant Coordinator*
- Kiamesha Lake Wastewater Treatment System Improvements; *Town of Thompson, Sullivan County, Technician*
- Wastewater Treatment Plant Improvements; *Village of Cooperstown, Otsego County, Technician*
- Mariaville Wastewater Disinfection Upgrades; *Town of Duanesburg, Schenectady County, Technician*

WATER

- Water District Improvements Map and Plan - Engineering Support; *Town of Hartwick, Otsego County, Grant Coordinator*
- Water District Formation; *Town of Delaware, Sullivan County, Technician and Engineering Support*
- East Branch Water System Improvements; *Town of Hancock, Delaware County, Technician and Engineering Support*

MUNICIPAL BUILDINGS & SPECIAL PROJECTS

- New Highway Garage, Salt Shed, and Site Work; *Town of Delaware, Sullivan County, Grant Coordinator*
- New Municipal Complex; *Town of Blenheim, Schoharie County, Building and Fire Code Compliance Review*
- Fulton Municipal Complex - Town Hall Renovations and Highway Garage Construction; *Town of Fulton, Schoharie County, Building and Fire Code Compliance Review*
- Building Floodproofing Feasibility Study; *Village of Walton, Delaware County, Technician*
- Downtown Revitalization Initiative (DRI); *City of Oneonta, Otsego County, Grant Fund Administration*
- Site Plan and Environmental Review for Mixed-use Facilities; *Dietz Street Lofts, Oneonta, Otsego County*
Cotter City Lofts, Rome, Oneida County

PROFILE

Mr. Chiappisi's experience spans more than 20 years in the building trades. In his role as technician, Mr. Chiappisi is involved in project design, project cost estimation, building and fire code compliance reviews, grant writing, and the writing of technical documents. Mr. Chiappisi assists municipal planning and zoning boards with site plan reviews and variance applications in conformance with local and state codes and the New York State Environmental Quality Review Act (SEQRA). In addition to his individual project duties, he assists other engineers in the execution of their professional tasks specific to civil and environmental projects. Immediately prior to his tenure at Delaware Engineering, Mr. Chiappisi served 7 years as Code Enforcement Officer for the City of Oneonta, overseeing a staff of four and a budget of \$375,000.

EDUCATION

BS, Math Secondary Education, State University of New York at Oneonta, 1990

CERTIFICATIONS

NYS Code Enforcement Official (2010-present)

PROFESSIONAL AFFILIATIONS

NYS Building Officials Conference (NYSBOC)

TECHNICAL SKILLS

Grant-Writing: Several years' experience assisting municipalities with applications for WIIA, WQIP, CDBG, USDA Rural Development and CFA grant funding



WATER

- Water system improvements, water tower improvements and waterline installation in NYS DOT right-of-way; *Village of Hancock, Delaware County, Construction Inspector*
- East Branch Water System Improvements - waterlines and new well; *Town of Hancock, Delaware County, Construction Inspector*
- Route 117 Waterline Replacement; *Village of Mt. Kisco, Westchester County, Construction Inspector*
- McKownville Water System Improvements; *Town of Guliderland, Albany County, Construction Inspector*
- White Sulphur Springs Water District Improvements, Phases 7-9; *Town of Liberty, Sullivan County, Construction Inspector*
- New Microfiltration Water Treatment Plant; *City of Norwich, Chenango County, Construction Inspector*
- Upper Femdale Road Water System Improvements, *Town of Liberty, Sullivan County, Construction Inspector*
- Waterline Replacement, *Town of Windham; Greene County, Construction Inspector*
- Revonah Hill Water Storage Tank Replacement; *Village of Liberty, Sullivan County, Construction Inspector*

WASTEWATER

- Suffern Wastewater Treatment Plant Upgrades including new headworks, trickling filter and clarifier improvements; *Village of Suffern, Rockland County, Construction Inspector*
- Wastewater Treatment Plant Improvement including clarifier, headworks, belt-press, UV disinfection and various pump stations; *Village of Liberty, Sullivan County, Construction Inspector*
- Wastewater Treatment Plant Rehabilitation and Improvements; *Village of Cooperstown, Otsego County, Construction Inspector*
- Wastewater Treatment Plant Chemical Containment, *Village of Walton, Delaware County, Construction Inspector*
- Loomis Wastewater Treatment Plant - New Clarifier Building, Rotating Biological Contactor (RBC) and Upgrades; *Town of Liberty, Sullivan County, Construction Inspector*
- Loch Sheldrake Wastewater Treatment Plant Upgrades; *Town of Liberty, Sullivan County, Construction Superintendent*
- Wastewater Treatment Plant Upgrades; *Village of Walkkill and Walkkill State Prison, Ulster County, Construction Superintendent*
- Camp Re New Wastewater Treatment Plant; *Town of Patterson, Putnam County, Construction Superintendent*
- Wastewater Treatment Plant Upgrades, Camp Smith; *Peekskill, Westchester County, Construction Superintendent*

PROFILE

Mr. Bacon has over 37 years of combined field and office experience in construction and project supervision of major infrastructure projects in New York State, mainly in the municipal water and wastewater industry. Ten years of this was jobsite project superintendent on water and wastewater projects for Standard Construction Corp. in Rhinebeck, NY. His expertise encompasses accountability for new building construction projects, including wastewater treatment facilities and water treatment facilities, from tearing down existing structures to completion of the new projects, crew supervision, budget projection, job meetings, safety meetings, photos and record keeping. Since 2014 he has served as construction inspector for Delaware Engineering. Duties have included attending pre-bid, pre-construction and job progress meetings, daily reports, including photos, progress reports and daily jobsite activities, and recording all as-built information at the conclusion of the project.

CERTIFICATIONS & TRAINING

- NYSDEC Soil and Erosion Prevention Certification
- OSHA Confined Space Training
- OSHA Excavation and Trenching Safety Awareness Training
- OSHA 10 Hour Safety Course

CITY OF NORWICH SANITARY SEWER I&I STUDY



Delaware Engineering, D.P.C. was contracted to assist the City of Norwich with a Flow Management Plan for the City's Wastewater Treatment Facility. The Flow Plan was submitted in response to the facility exceeding 95% average annual flow limit of the SPDES Permit. The goal of the plan was to identify means by which the annual flow to the facility could be stabilized.

The City's sanitary sewer collection system was identified as the source of inflow and infiltration (I&I) to the treatment facility. After multiple years of sewer collection system inspection, Delaware Engineering recommended a staged approach to cleaning and televising these areas to pinpoint and confirm areas of remediation.

Delaware assisted the City in applying for an Engineering Planning Grant (EPG) and was successful in helping to secure \$100,000 to conduct additional system inspections, cleaning, and flow monitoring. Delaware prepared a summary report which was used as a basis in applying for Water Infrastructure Improvement Award (WIIA) Funding to implement sewer repairs, and was approved for this funding.

Delaware was awarded the design contract. The design is nearing finalization and plans to start construction in 2024.

Project Cost:

\$3.3 million (approx.)

Grants/Funding:

EPG \$100 K

\$800 K WIIA Grant

\$2.5 M Hardship Loan

Regulatory Agencies:

NYS DEC

NYS DOT

NYS EFC

Services:

- Flow Management Plan
- Design
- Regulatory Review and Approval
- Bidding Coordination
- Construction Inspection and Management





VILLAGE OF FISHKILL SANITARY SEWER INFILTRATION AND INFLOW (I&I) IMPROVEMENTS



The Village was required by NYSDEC to prepare a flow management plan to address Infiltration and Inflow (I&I) issues with the collection system.

To alleviate the I&I of storm and groundwater into the sanitary sewers in the Village of Fishkill, Delaware Engineering conducted field investigations to verify problem areas with cleaning and televising (CCTV) of these areas to create a prioritization list for replacement and lining as appropriate.

The field investigations involved sanitary sewer flow monitoring and manhole inspections as well as on-site observations in the field and at the WWTP during rain events. Delaware, along with the Village WWTP Operators conducted the field surveys prior to contracting with a third-party to perform a cleaning and televising.

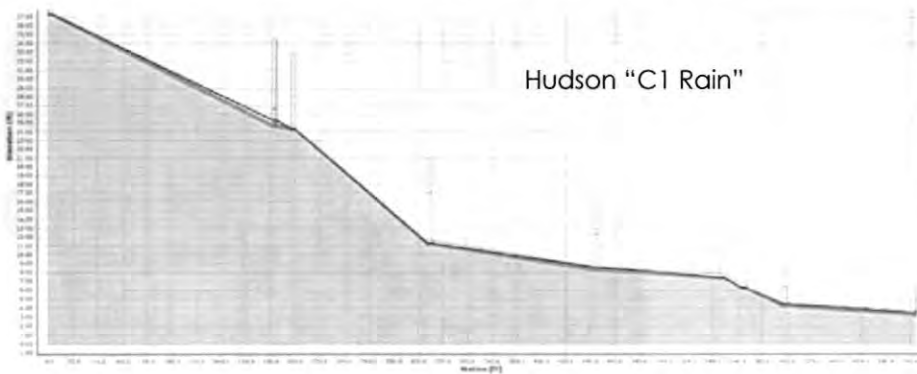
Plans and specifications for the cured in place pipe (CIPP) process were prepared from information gleaned from the cleaning and televising of over 3,000 lineal feet of sanitary sewer. Between 2019-2020, ultimately, 3,000 lineal feet of sanitary sewer along ten streets were CIPP lined; five manholes were sealed, and repairs were made to approximately 40 laterals.



Project Construction Cost - \$230,000



CITY OF HUDSON COMBINED SANITARY / STORMWATER EVALUATION AND MODELING



The City of Hudson owns and operates a Wastewater Treatment Plant (WWTP) and a collection system that conveys wastewater generated by the City to the WWTP. Approximately 70% of the City's piping for conveying wastewater also collects stormwater in a combined sewer (CSS) and is older clay or masonry pipe. The City's ongoing endeavor to characterize and develop realistic long-term strategies to reduce and ideally eliminate stormwater overflows of partially treated sewage into the Hudson River has generated valuable data.

In 2021, Delaware Engineering was contracted to expand on the previous work and deliver a preliminary engineering report (PER).

Delaware evaluated the City's entire collection system as a Long-term Combined Sewer Overflow (CSO) Mitigation Project. The investigation included mapping and hydraulic modeling of existing systems. Delaware utilized video and/or smoke testing to pinpoint locations of infiltration and inflow (I&I). Field inspections were conducted to identify critical components of the system, and determine options for further separation of stormwater from sanitary flow.

The PER will provide the City with guiding information to inform long-term planning.



VILLAGE OF PORT CHESTER SANITARY SEWER SYSTEM EVALUATION



The Village of Port Chester's Sanitary Sewer District covers an area of approximately 2.7 sq. miles and serves nearly 35,000 people. Most of the existing sewers were constructed before 1930, with many of them constructed before 1900. There are over 1400 manholes in the Village System, constructed of brick. More recent manhole installations are of concrete blocks or precast concrete. The average age of the Village's Sanitary Sewer pipes is approximately 85 years old.

Port Chester, an already population dense community is challenged with continued growth, which pushes capacity limits and raises concern of the useful life of the sanitary sewer system.

Recently, the Village hired Delaware Engineering to provide a report with a comprehensive action plan to make upgrades. Utilizing GIS and flow monitoring technology, along with pre-existing information, Delaware was able to identify areas of inflow & infiltration (I&I).

Based on recommendations outlined in the report, the Village engaged Delaware to design and oversee a \$35 million project to increase system capacity and eliminate SSO and illicit connections. Most of the Village lies within an Environmental Justice Area as defined by the EPA. Upgrades will ultimately enhance the quality of life for residents, strengthen economic benefits for local businesses, and allow for development while protecting environmentally sensitive areas on the Long Island Sound.

The project is currently in the design phase. New piping will consist of nearly 2 miles of 48-inch and approximately 1 mile of 36-inch HDPE. Due to the urban setting, Delaware will coordinate with Village, County, and State Highway Departments, Veolia Water management solutions, and local and Con Edison Gas and Electric Utilities.

Funding Sources:

- **\$100,000** EPG
- **\$200,000** CDBG
- **\$6,479,137** WIIA
- **\$12,440,000** BIL-GIS
- **\$10,000,000** WQIP

CLIENT REFERENCES

Town of Thompson

William Rieber, Jr., Supervisor

4052 State Route 42, Monticello, NY 12701

845-794-8600 // supervisor@townofthompson.com

Town of Delaware

Scott DuBois, Supervisor

845-887-5250 Ext. 102 // supervisor@townofdelaware.org

Village of Liberty

Joan Stoddard, Mayor

167 North Street, Liberty, NY 12754

845-292-2250 // jstoddard@outlook.com

Attachments

Legal Notice

Original RFQ



LEGAL NOTICE
Town of Liberty, Sullivan County, NY
Request for Qualifications (RFQ) for Engineering Services
RFQ#2024-01 - Swan Lake Sanitary Sewer Collection System
Inflow & Infiltration (I&I) Engineering Report

The Town of Liberty, Sullivan County, NY is requesting proposals from qualified engineering firms for the preparation of an Engineering Report to assess Inflow & Infiltration (I&I) into the Swan Lake Sanitary Sewer Collection System.

This project has qualified for \$50,000 in funding through the NYS Environmental Facilities Corporation (EFC) Engineering Planning Grant program, which requires a municipal match of 20%. The awarded contract will be subject to the NYSEFC *Mandatory State Revolving Fund Terms and Conditions* (Eff. Oct. 1, 2023). The Engineering Report must follow the *Engineering Report Outline for New York State Wastewater Infrastructure Projects* (Eff. Oct. 1, 2023)

Proposals will be reviewed and selected according to a competitive review process based on technical skills, relevant project experience and knowledge of EFC grant/loan-funded projects. Interested parties should contact Laurie Dutcher, Town Clerk for a complete copy of the RFQ at l.dutcher@townofliberty.org or by phone at 845-292-5110.

Proposals will be accepted until 3:00 PM on June 7, 2024. The proposal package should be clearly labeled Town of Liberty – *Swan Lake Sanitary Sewer Collection System Inflow & Infiltration – Response to RFQ* and mailed to: Laurie Dutcher, Town Clerk, Town of Liberty, 120 North Main Street, Liberty, NY 12754. Please include 8 bound copies of the Proposals.

Minority and women-owned businesses are encouraged to submit responses to the RFQ.



TOWN OF LIBERTY

N E W Y O R K

120 NORTH MAIN STREET, LIBERTY, NEW YORK 12754
845-292-5110

Town of Liberty, Sullivan County, NY Request for Qualifications (RFQ) for Engineering Services RFQ#2024-01 - Swan Lake Sanitary Sewer Collection System Inflow & Infiltration (I&I) Engineering Report

BACKGROUND & SCOPE OF WORK

The Town of Liberty, Sullivan County, NY is requesting proposals from qualified engineering firms for the preparation of an **Engineering Report to assess Inflow & Infiltration (I&I) into the Swan Lake Sanitary Sewer Collection System.**

The Engineering Services contract will encompass all project-related engineering and subcontractor services necessary for the preparation of an Engineering Report evaluating the sanitary sewer collection system components including piping, manholes, and connections. The Report will assess the component condition and provide a priority list for maintenance, repair, and replacement projects. The Report will need to address both seasonal and weather dependent flows.

It is anticipated that the contracted firm will utilize field inspections, CCTV monitoring, flow & smoke testing data, and flow isolation & dye tracer studies as needed to complete the evaluation. The Report will precisely identify the system component and summarize inspection and testing/study results. The Report should also compare dry/wet weather flows; consider local sewer use regulations; consider peak infiltration, peaking factors, peak inflow rates, total yearly infiltration, and total yearly inflow; evaluate repair vs. replacement; and include recommendations for further studies of I&I sources. The Engineering Report must follow the *Engineering Report Outline for New York State Wastewater Infrastructure Projects* (Eff. Oct. 1, 2023).

The Report will be used to support funding applications to implement the recommended upgrades in order to reduce excess I&I and ensure adequate capacity for the WWTP to accept new flows and maintain long-term SPDES permit compliance.

This project has qualified for \$50,000 in funding through the NYS Environmental Facilities Corporation (EFC) Engineering Planning Grant program, which requires a municipal match of 20%. The awarded

contract will be subject to the NYSEFC *Mandatory State Financial Assistance Terms and Conditions* (Eff. Oct. 1, 2023, Revised Nov. 1 2023).

The selected firm should be prepared to begin work within 1 month of contract execution.

RFQ REQUIRED INFORMATION & FORMAT

Proposals should not exceed twenty (25) pages in length (excluding cover and section dividers) and should include the following information:

- Firm Summary/Profile
- Summary of ability to work with local/municipal staff
- Summaries of at least three (3) similar projects previously completed, including project budget
- Summaries of State/Federal Grant and Loan experience with emphasis on NYSEFC administered funding over the last five years
- Proposed Project Organization Chart and resumes of key staff that that are anticipated to be assigned to work on the project
- A minimum of three (3) client references

EVALUATION CRITERIA

All proposals received will be evaluated and ranked by the Liberty Town Board of Trustees or their designees according to the following criteria:

Evaluation Criteria	Points
Past Work Performance	30
Staff Experience/Qualifications	30
EFC Grant Experience	20
Ability to work with local/municipal staff	20
Total	100

The Board reserves the right to accept or reject any and all Proposals, in whole or in part, to waive any and all informalities, require supplemental statements or information from any responsible party, have discussions with any respondent to this RFQ to correct and/or clarify responses and negotiate potential contract terms with the most highly qualified firm.

RFQ SUBMISSION REQUIREMENTS

Proposals will be accepted until 3:00 PM on June 7, 2024. The proposal package should be clearly labeled **Town of Liberty – Swan Lake Sanitary Sewer Collection System Inflow & Infiltration – Response to RFQ** and mailed to: Laurie Dutcher, Town Clerk, Town of Liberty, 120 North Main Street, Liberty, NY 12754. Please include 8 bound copies of the Proposals.

Minority and women-owned businesses are encouraged to submit responses to the RFQ.

Questions and clarifications on any items related to this RFQ should be directed to Frank DeMayo, Town Supervisor via email at supervisordemayo@townofliberty.org or by phone at 845-292-5110.

RFQ Scoring / Evaluation Matrix

Town of Liberty, Sullivan County, NY
Request for Qualifications (RFQ) for Engineering Services
RFQ#2024-01 - Swan Lake Sanitary Sewer Collection System
Inflow & Infiltration (I&I) Engineering Report
(complete 1 scoring matrix for each RFQ)

FIRM: _____

PROPOSAL DATE: _____

RFQ REQUIRED INFORMATION & FORMAT

Proposals should not exceed twenty (25) pages in length, and shall include the following information:

Submission	Satisfied	Comments
Length ≤ 25 Pages (not including the cover letter, cover pages, and section dividers, etc.)	Yes / No	
Firm Summary/Profile	Yes / No	
Summaries of at least three (3) similar projects previously completed, including project budget	Yes / No	
Summaries of State/Federal Grant and Loan experience with emphasis on NYSEFC administered funding over the last five (5) years	Yes / No	
Proposed Project Organization Chart and resumes of key staff that are anticipated to be assigned to work on the project	Yes / No	
Minimum of three (3) client references	Yes / No	

EVALUATION CRITERIA

All proposals received will be evaluated and ranked by the Liberty Town Board of Trustees and their designees according to the following criteria:

Evaluation Criteria	Points	Score	Comments
Past Work Performance/Firm Experience	30		
Staff Experience/Qualifications	30		
NYSEFC Grant Experience	20		
Ability to work with local/municipal staff	20		
Total	100		

The Board reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, require supplemental statements or information from any responsible party, have discussions with any respondent to this RFQ to correct and/or clarify responses, and negotiate potential contract terms with the most highly qualified firm.

DATE OF SCORING: _____


ENDORSEMENT: _____

Laurie Dutcher, Town Clerk

Qualifications

To Provide Engineering Services for the
Town of Liberty

Pitingaro & Doetsch Consulting Engineers, P.C.
20 Industrial Drive | Middletown, NY 10941

 Pitingaro & Doetsch
Consulting Engineers

panddengineers.com

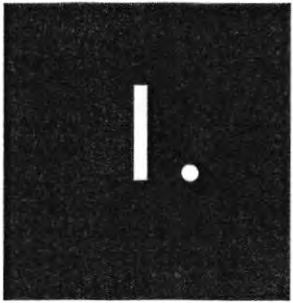
uniting principle and design

RFQ#2024-01



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1. Cover Letter
2. Firm Profile
3. Firm Experience
4. Key Personnel
5. References



Cover Letter



June 7, 2024

Laurie Dutcher, Town Clerk
Town Hall
120 North Main Street
Liberty, NY 12754

**Subject: Request for Qualifications (RFQ) for Engineering Services for the Town of Liberty
Swan Lake Sanitary Sewer Collection System Inflow & Infiltration Engineering Report**

Dear Ms. Dutcher:

Pitingaro & Doetsch Consulting Engineers, P.C. (P&D) is pleased to present our qualifications to conduct an Inflow & Infiltration (I/I) study for the Town of Liberty. The principals of P&D have been serving New York municipalities for over a decade. During this period, we have provided wastewater engineering services to our clients, from the smallest villages to some of the largest towns. P&D also has expertise in obtaining and administering EPG grants and coordinating with NYSEFC and other grant funding agencies.

Our principal and proposed project manager, Darren D. Doetsch, PE, PACP has specialized Pipeline Assessment Certification Program (PACP) training, and he has applied that training to lead an EFC-funded project stemming from a NYSDEC consent order in the Village of Suffern. The DEC required that the Village of Suffern complete sewer segment repairs to address I/I.

Darren also led an EFC-funded I/I study for the Town of Gardiner, which has been struggling to comply with its SPDES permit's maximum daily flow. He developed a Flow Management Plan & Compliance Schedule, coordinated with the DEC and oversaw an I/I investigation that included the update of the existing sewer mapping and creation of sub-zones, analysis of the origin of high flows, inspection of sewers utilizing CCTV cameras, inspection of manholes and implementation of smoke testing.

Darren collaborated with P&D's grant coordinator to prepare a successful EPG grant application to fund the I/I study. The Town of Gardiner's application earned a perfect DEC agency score, and it earned the second-highest aggregate score out of all 24 Mid-Hudson EPG applications. The Town of Gardiner was awarded \$100,000, the maximum amount that could be awarded, and the Town was one of only eight Mid-Hudson region municipalities to receive EPG funding in Round 9. P&D later assisted the Town of Gardiner in obtaining ARPA funding for the construction of the repairs recommended in the I/I Study.

We look forward to working with the Town of Liberty to conduct a study that will investigate the sources of I/I entering the collection system of the Swan Lake Sanitary Sewer District. We are confident that our track record speaks for itself. We respectfully request that P&D be considered for the completion of this project.

Should you have any questions or would you like to discuss our proposal in person, please feel free to contact me directly by email at pitingaro@panddengineers.com or by phone at (845) 703-8140.

Very truly yours,

Jason A. Pitingaro, PE
President

2.

Firm Profile



SERVICES

- Civil engineering
- Municipal planning & review
- Water treatment
- Water source development
- Land development
- Land planning
- Wastewater treatment
- Water resources
- Environmental engineering
- Regulatory compliance
- Building & MEP design
- Construction management
- Construction inspection
- Expert testimony & litigation
- Grant administration

HISTORY

Pitingaro & Doetsch Consulting Engineers, P.C. (P&D) was founded after five years of collaboration between the principals. Their close partnership on projects spanning nearly all sectors of municipal and governmental consulting, design and construction work has fostered unconventional solutions to everyday problems, leading to early project completions, cost savings and quality improvements for the communities they've served. Together they have over 30 years of experience in design and hands-on services within the engineering industry for clients such as state and federal agencies, municipalities, authorities and private developers. The firm provides services to the Hudson Valley and northern New Jersey regions from its headquarters in the Town of Wallkill, NY.

PHILOSOPHY

P&D's philosophy centers on personalized service. We strive to build meaningful relationships that inspire collaboration and result in the continuous delivery of projects that exceed both industry standards and client expectations. We succeed by bringing together our intimate knowledge of engineering principles, decades of firsthand experience in implementing designs and steadfast dedication to quality and integrity. Our goal is to maintain a select group of clients who value the personal service, expertise and relationships we can provide. This philosophy allows us to approach problems directly, and by taking a hands-on approach that larger firms cannot, we discover the most practical and inventive solutions that minimize cost and delivery time without sacrificing quality.

MUNICIPAL ENGINEERING

The P&D team has earned a reputation for using sound judgment and creative tactics to solve the most difficult engineering challenges affecting municipalities today. These challenges include providing necessary services for growing populations, replacing aging infrastructure, complying with new regulations and managing increases in energy and labor costs. We undertake all types of infrastructure and building projects, from water and sewer to new building construction, renovations and expansions. This work includes the preparation of design drawings, contract documents and bid specifications. We manage projects through the bid process and construction phases, ensuring our designs are realized in full.

We advise our clients by first taking time to evaluate their needs and then working with them to develop solutions that fit their requirements and

.....

budgets. As a local firm, we maintain a personal connection to the communities we live and work in, and we take pride in improving the quality of life of our families, friends and neighbors.

WATER & WASTEWATER OPERATIONS

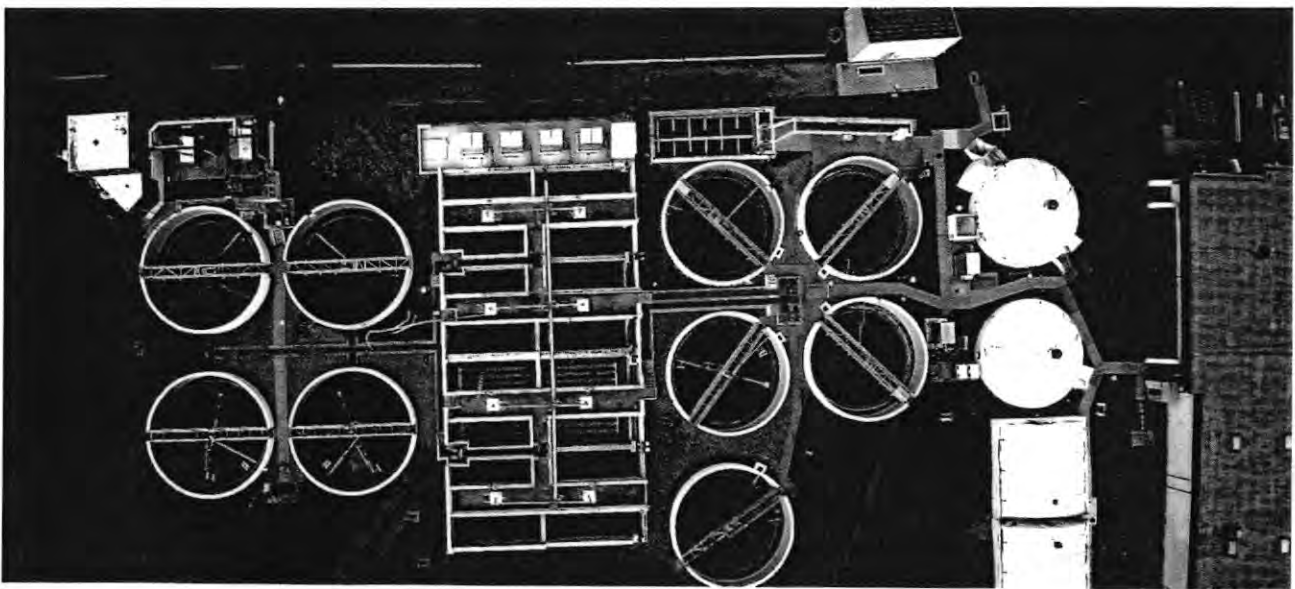
Our team is capable of providing operations services for a variety of water and sewer facilities. Both principals of P&D have histories in operations that extend more than 15 years, and their backgrounds have driven their pursuits in the engineering field. Working on both sides of the treatment process has offered a unique appreciation of the complexities of these systems and the need for simple yet effective designs for the benefit of future users. We can provide a range of services from daily operations to system oversight and reporting.

WASTEWATER TREATMENT

Our engineers have years of experience in both the design and daily operation of wastewater treatment facilities, and they are thus uniquely qualified to deliver pragmatic wastewater solutions that maximize both overall efficiency and ease of use for operators. We have pioneered designs for new facilities and individual treatment process solutions for treatment plants ranging in size from 0.1 MGD to 4.0 MGD. When designing treatment works, we focus on operations with the goal of simplification and modernization. We look to those operating the facilities to understand the obstacles they routinely face and then work together to address them.

WATER SUPPLY

As communities continue to expand and suitable sources of water become scarcer, water supply and treatment is fast becoming one of our most critical responsibilities. Managing this resource, and the obligation and great expense that come with it, is a task we regularly tackle together with communities. Our team focuses on long-term outcomes because we understand two fundamental truths: first, planning for the future is of vital importance; and second, the cost of capital improvements is relatively small compared to the life cycle cost of operations. With this understanding, our team has developed new water supplies, expanded existing systems, formed new districts, designed water source treatment, procured permits, rehabilitated and expanded treatment plants, configured proper storage and designed distribution systems.





GRANT ADMINISTRATION

Historically, updates in legislation and regulations pertaining to the water and wastewater industries have been accompanied by periods of supplemental funding. This funding, typically in the form of grants or incentivized financing terms, helps communities offset the financial burden of upgrading to comply with new regulations. Our team consistently explores opportunities for our clients to realize the benefits of these funding programs. P&D's principals have obtained and helped administer millions of dollars in funding through Community Development Block Grants (CDBG), Municipal Shared Services Grants, Governor's Office of Stormwater Recovery (GOSR) and Environmental Facilities Corporation (EFC) grants and financing.

CONSTRUCTION MANAGEMENT & INSPECTION SERVICES

We do not believe our responsibility for a project ends with the finalization of our design. Our clients frequently request that we also supply construction management and inspection services on projects we have designed. These services include contract management, shop drawing and submittal review and full-time, on-site inspection. We tailor our programs to client and project needs based on the client's in-house capabilities and project complexity.

CIVIL ENGINEERING

Civil engineering dovetails with all other services provided by the firm; it is the foundation of our design projects. Our general civil services include site design and grading, earthwork, utility and drainage system design, parking lot design, site lighting, permitting, soil erosion and sediment control plans and stormwater management. We know from experience that the most valuable solutions are those that are comprehensive, where all the elements of a project have been considered as a unified whole rather than a collection of separate parts. This mindset produces holistic designs that are better integrated with clients' visions and, when evaluated on a life cycle basis where life of assets as well as operations and maintenance has been considered, have lower total costs.

ENVIRONMENTAL ENGINEERING & REGULATORY COMPLIANCE

Our team has prepared environmental reviews, vulnerability assessments, environmental permits and general environmental due diligence for projects ranging from mining and industrial applications to residential land development. Additionally, we manage continued regulatory compliance for our clients in areas such as bulk storage and chemical containment, Spill Prevention Control and Countermeasures Plans, SPDES permitting and Solid Waste Management Permits.

WORK WITH US

P&D is a growing group of technical experts, professionals and trained field personnel. Please visit our website at panddengineers.com to learn more about our firm or contact a member of our team.

THANK YOU FOR
YOUR INTEREST IN
OUR FIRM.



P&D currently serves our clients in the following municipal consulting roles:

- Town Engineer for the Towns of Bethel, Mount Hope, Pound Ridge & Woodbury
- Village Engineer for the Village of Cornwall-on-Hudson
- Engineering Consultant for the Towns of Stony Point, Gardiner & Walkkill and Villages of Florida, Goshen, Warwick & Washingtonville

In these roles, we assist our clients with decision-making and provide technical guidance using lessons learned from implementing similar strategies in other communities. We've connected our clients' needs with funding opportunities, guided our clients through (sometimes delicate) planning and zoning matters and solved complex engineering problems to bring critical infrastructure into compliance with increasingly stringent environmental regulations. Below is a brief outline of some of our achievements.

- Obtained and administered nearly \$20 million in grant funding from programs such as DWSRF/CWSRF, BIL, WIIA, RTP, EPG, WQIP, GIGP, BRIDGE NY & LGRMIF
- Piloted and designed a new state-of-the-art filtration system to remove dissolved organic carbon (DOC) from the Village of Florida's water supply to address elevated levels of disinfection byproducts and bring the system into compliance with drinking water regulations
- Designed several major upgrades for the Town of Stony Point's Wastewater Treatment Plant to meet SPDES permit regulations and prepare to receive increased flow at the expiration of a flow diversion contract with a neighboring regional treatment facility in 2025
- Served as planning board engineer for four municipalities (in Orange, Sullivan & Westchester)
- Assembled and led a multi-disciplinary design team to create a master plan and brand-new veterans cemetery to serve Ulster County veterans for the next 100 years

We recognize that the Swan Lake Sanitary Sewer Collection System Inflow & Infiltration (I&I) Engineering Report project has been awarded \$50,000 in EPG funding from the EFC. Having obtained and administered EPG grants before, P&D is prepared to leverage our past experience and use our knowledge of grant administration best practices to optimize this grant funding award. We are prepared to call on our MWBE partners who perform services such as sewer televising and smoke testing to ensure that funding goals are met.

3.

Firm

Experience



DESCRIPTION

Background | In 2019, the NYSDEC notified the Town of Gardiner Sewer District #1 that a Flow Management Plan would be required because the annual average flow of the facility exceeded 95% of the design flow in 2018. By the time of this notification, P&D had already completed a sewer system study for the Town. The study demonstrated that the Town’s sewer system had been experiencing inflow and infiltration (I/I). P&D prepared a Flow Management Plan that was, essentially, an I/I reduction plan; it included update of the existing sewer mapping and creation of sub-zones, analysis of the origin of high flows, inspection of sewers utilizing CCTV cameras, inspection of manholes and implementation of smoke testing. At the same time, we prepared a NYSEFC/DEC EPG application for the imminent I/I study, and the Town received \$100,000 in grant funding.

Challenges | At the outset of the I/I investigation, P&D discovered that many of the Town’s concrete manholes had been paved over and would need to be located and excavated. Many of those manholes, once opened, exhibited severe hydrogen sulfide corrosion caused by the septic tanks that comprise the primary treatment component of the Town’s septic tank effluent disposal (STED) sewer system. Additionally, because this unique type of system uses small-diameter sewer pipes, conventional flow metering and televising equipment could not be used during the investigation. Smoke testing similarly posed to be a challenge due to the nature of the Town’s STED system; because of the distances of greater than 400 feet between manholes, plugs were placed farther apart than desirable, resulting in a need for a higher volume of smoke than typical.

Solutions | To accomplish flow monitoring in the Town’s STED system, flow was visually monitored in five key manholes after they were opened. There was little precipitation for the five days prior to opening the manholes, creating a flow situation that is similar to the baseline flow. Visual observations were made in the manholes on that day and subsequently after precipitation events. To televise the sewer lines, a push camera operated by Pipeline Assessment Certification Program (PACP) certified personnel traveled a maximum distance of 150 feet from any given manhole. P&D summarized the results of all investigations in a comprehensive EFC-format Engineer’s Report. After reviewing the inspection results and analyzing the data, P&D has recommended that the Town initiate an I/I reduction project that minimally includes the enforcement of the removal of illicit connections, rehabilitation/replacement of manholes and repair/replacement of sewer pipes, septic tank risers and septic tanks.

CLIENT

Town of Gardiner
2340 Route 44/55, PO Box 1
Gardiner, NY 12525

COMPLETION

2020

COST

\$120,000

CONTACT

Marybeth Majestic, Supervisor
(845) 255-9675 | supervisor.tog@gmail.com

SERVICES

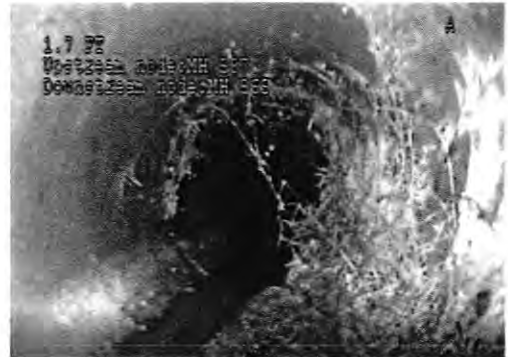
Flow Management Plan | I/I Study | Smoke Testing |
Manhole Inspections | CCTV Inspections | Engineer’s
Report | Grant Application | EFC Grant Administration |
DEC Progress Reports



DESCRIPTION

Background | The NYSDEC issued a consent order requiring the Village of Suffern to implement a Capacity Assurance Program to evaluate their sanitary sewer system and correct deficient parts. The program consists of two phases. Phase 1, recently completed, updated the existing sewer mapping, evaluated the system’s capacity and completed flow monitoring throughout the system. Phase 2 addresses areas in the collection system that were found to have elevated levels of infiltration and inflow (I/I).

Challenges | This project is necessary to reduce I/I into the Village’s collection system, pump stations and wastewater treatment plant. The proposed areas of repair are primarily made up of 60-year-old 8" vitrified clay pipe. The pipe is in generally good condition but at points is subject to root growth, cracks, protruding laterals, offset joints, sags and a few broken segments. Some nearby manholes also exhibited deteriorating walls, eroded inverts and benches, deteriorating corbels and I/I brought on by wet weather.



These intermittently deficient pipes and manholes are located beneath heavily frequented residential roads. Although open trench construction was initially considered during preliminary evaluations, our team determined that the open trench method would be undesirable due to its high cost, negative impact on residents and businesses from road closures and new traffic patterns, increase in large truck traffic and the potential safety concerns associated with digging near natural gas piping and the railroad and creating large excavated holes.

Solutions | As an alternative, we have recommended spot repairs and pipe lining to address I/I, which will preserve existing infrastructure, reduce costs, accelerate the project schedule and alleviate the burden of active construction. Open trench construction has been reserved for one area needing complete reconstruction.

Results | This project will ensure the Village complies with the DEC’s consent order, and the resulting reduction in I/I will lower wastewater treatment costs. By reducing I/I, the Village will increase the capacity of its wastewater system, allowing for reasonable future growth. The reduction of I/I may also curb bypasses at the wastewater treatment plant, allowing for the proper treatment of wastewater and a healthier, more sanitary ecosystem in the Ramapo River, and will conserve energy, as it is very costly to treat wastewater.

<p>CLIENT Village of Suffern 61 Washington Avenue, Suffern, NY 10901</p>	<p>COST \$715,463</p>
<p>CONTACT Charles W. Sawicki, Director of Public Works (845) 357-2602 csawicki@suffernvillage.com</p>	<p>SERVICES CCTV Inspection Evaluation & Recommendation Sanitary Sewer Design Cost Estimating Construction Management</p>



DESCRIPTION

Background | The Town of Wallkill was selected to receive NYS Environmental Facilities Corporation (EFC) grant funding in the amount of \$2,017,500 for the development of several new projects within the wastewater collection system. One project is the Western Avenue Pump Station Upgrade, which involves the elimination of the Pleasant Avenue Pump Station, rehabilitation and upgrade of the Western Avenue Pump Station and construction of approximately 805 LF of new gravity sewer, 850 LF of force main and several associated manholes.

Challenges | The Pleasant Avenue Pump Station was built in 1993, and it serves 40 single-family homes. It discharges to the Western Avenue Pump Station located at the end of Western Avenue. Currently, there is no easy access to the Pleasant Avenue Pump Station or its force main, both of which are located away from the roadway and behind several residences. The only access is through one residence's driveway. In the past, this limitation has resulted in problems such as parked vehicles preventing maintenance or emergency access. Additionally, the Pleasant Avenue Pump Station does not have an emergency generator. At times of power outage, such as during Hurricane Sandy in 2012, this pump station does not function. The Pleasant Avenue Pump Station required renovations and upgrades in 2013 based on a 20-year life cycle.

Solution | Based on the close proximity and relatively similar elevations of Pleasant Avenue and Western Avenue Pump Stations, P&D is proposing to redirect flow from the Pleasant Avenue Pump Station to the Western Avenue Pump Station. Through the construction of approximately 805 LF of new gravity sewer and 850 LF of force main, the flow to the Pleasant Avenue Pump Station will be redirected to the Western Avenue Pump Station. The Western Avenue Pump Station will then be upgraded to handle this flow along with any new flow from a nearby proposed development, and an emergency generator will be added to the Western Avenue Pump Station site. The Pleasant Avenue Pump Station will then be eliminated.

Result | Elimination of the Pleasant Avenue Pump Station will resolve the difficulty of access. Combining the two pump stations will reduce maintenance, and undeveloped land within the Consolidated Sewer District will be able to be provided with centralized sewer service. This project will improve the Town's sewer system infrastructure and save resources by eliminating an aging pump station within the system, reducing constant breakdowns and repair of the pump station and lowering energy usage and operations and maintenance costs.

CLIENT
Town of Wallkill
99 Tower Drive, Wallkill, NY 10941

CONTACT
Lou Ingrassia, Jr., Commissioner of Public Works
(845) 326-1435 | louingrassia@townofwallkill.com

COST
\$1.3 million

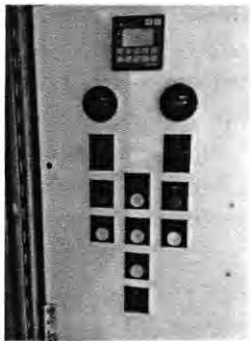
COMPLETION
Ongoing

SERVICES
Grant Administration | Engineer's Report
Pump Station Design



DESCRIPTION

Background | The Town of Wallkill was selected to receive Environmental Facilities Corporation (EFC) grant funding in the amount of \$2,017,500 for development of several new projects within the wastewater collection system. Specifically, the selection included funding for a Pump Station SCADA System to tie into the existing SCADA to allow for remote supervision. The SCADA System simplifies management and operation and maintenance of the sewer system.



Challenge | The pump stations throughout the Town are operated with remote dialers to indicate emergency status. Determination of the emergency status relies on the pump station dialer alerting the police department to relay the information to sewer department personnel and an operator going to the pump station to determine the error. While this use is functional, SCADA integration allows for systemwide visibility without relying on the telephone network and allows for instant error troubleshooting. SCADA integration eliminates the reliance on systems such as communication lines that have failed in the past during Hurricane Sandy and Tropical Storms Irene and Lee. During those time periods, sustained power outages required backup power generation at these facilities.



Solution | This project involves integrating each pump station into the existing SCADA network to allow for remote supervision of each Town-owned pump station. To facilitate this integration, communications control panels will be outfitted into each of the pump stations, which will allow for the connection of communications antennas. Some antennas required the installation of a utility pole adjacent to the pump stations to achieve adequate communications over 900 MHz radio. In addition, level transducers will be installed at each site to accurately control the wet well levels while still maintaining the existing controls as redundant.

Result | Implementation of the SCADA system will allow the Town to gain resilience against emergency storm events. The Town will maintain its own system, no longer relying on the existing telephone infrastructure. It will also be also easier for the operator to watch an issue develop and address it before an alarm is dialed.

CLIENT
Town of Wallkill
99 Tower Drive, Wallkill, NY 10941

COMPLETION
Ongoing

CONTACT
Lou Ingrassia, Jr., Commissioner of Public Works
(845) 326-1435 | louingrassia@townofwallkill.com

SERVICES
Grant Administration | SCADA Design

COST
\$1.14 million

Key Personnel

4.

Town of Liberty

MUNICIPAL MARKETS
MANAGER | GRANT
COORDINATOR
Kelly Morehead

PRINCIPAL | PROJECT MANAGER
SENIOR MECHANICAL ENGINEER
Darren D. Doetsch, PE, PACP

PRINCIPAL | PROJECT MANAGER
SENIOR CIVIL ENGINEER
Jason A. Pitingaro, PE

CIVIL ENGINEERS
Theodore Taylor, EIT, PACP
Andrew Thompson, EIT
Maya Mansingh, EIT

WATER & WASTEWATER
PLANT OPERATOR
Robert Carr

ENVIRONMENTAL ENGINEER
Zi Ye, PhD, EIT

MECHANICAL ENGINEER
Andrew Burns, EIT

PROJECT COORDINATOR
Michael Rahm



Pitingaro & Doetsch
Consulting Engineers



SUMMARY

Darren has over 20 years of hands-on experience in the wastewater field, and he has operated, installed, maintained and repaired many different private and municipal water and sewage treatment systems, pump stations and pumps. This hands-on experience complements his extensive experience in mechanical and industrial design and manufacturing. Using his expertise in both sides of the treatment process, he has designed and maintained highly efficient and easily operated water treatment systems, chemical injection systems, aeration systems and pumping systems. He has also overseen mechanical separation, sludge dewatering, UV treatment, chemical management, water source development and operational improvements. **Darren's work has most recently focused on the design of both water and wastewater treatment plant processes.** He is often sought out by municipal and private clients for these types of projects because of his intimate knowledge of water and wastewater systems and his ability to diagnose complex system problems while developing a rapport with operators and other plant staff.

EDUCATION

Bachelor of Science | Mechanical Engineering
SUNY Binghamton University | 2005

YEARS OF EXPERIENCE

20+ years

LICENSES & CERTIFICATIONS

Professional Engineer | New York, #097253
Pennsylvania, #PE087447

NASSCO Pipeline Assessment Certification
Program (PACP)

OSHA 10 Hour

investigations in a comprehensive EFC-format engineer's report. | **2019 to 2020 | \$120,000**

WWTP Capacity Analysis & Flow Study | Gardiner, NY | The Town of Gardiner's sewer system consists of approximately 179 Town-owned septic tanks, a collection system including two pump stations and a wastewater treatment plant. The sewer system has a SPDES Permit with an average monthly flow limit of 57,000 gpd, and the Town has been struggling to comply with this allotted flow, preventing connections to new users. Darren analyzed monthly reports and flow data; his analysis made **evident that the Town's sewer system is straddling its flow limits** because of infiltration and inflow (I/I). He prepared an evaluation and recommendation report outlining a phased approach to increase the capacity of the sewer system: first reducing I/I, then, if necessary, expanding the wastewater treatment plant. | **2018 to 2019**

PROJECT EXPERIENCE

Flow Management Plan & I/I Study | Gardiner, NY | In 2019, the NYSDEC notified the Town that a Flow Management Plan would be required because the annual average flow of the facility exceeded 95% of the design flow in 2018. By that time, P&D had already completed a sewer system study for the Town that had demonstrated excess flows were being caused by infiltration and inflow (I/I). Darren prepared a Flow Management Plan that was, essentially, an I/I reduction plan. He updated the existing sewer mapping and created sub-zones, analyzed the origin of high flows, inspected sewers utilizing CCTV cameras, inspected manholes and implemented smoke testing. He summarized the results of all

Pump Station SCADA Design | Town of Wallkill, NY | The Town of Wallkill was selected to receive Environmental Facilities Corporation (EFC) grant funding in the amount of \$2,017,500 for development of several new projects within the wastewater collection system. Specifically, the selection included funding for a Pump Station SCADA System to tie into the existing SCADA to allow for remote supervision. Darren is overseeing the development of designs for the integration of each Town-owned pump station into the existing SCADA network to allow for remote supervision. Communications control panels will be outfitted into each of the pump stations, which will allow for the connection of communications antennas. | **2020 to Present**

Stony Point Headworks Project | Stony Point, NY | The Town of Stony Point has an aging sewer system plagued by significant inflow and infiltration (I/I), leading to sanitary sewer overflows

(SSOs) both within the collection system and at the Sewage Treatment Plant (STP). The Town faces Notices of Violation (NOVs) from the NYSDEC and an Administrative Order on Consent (AOC) from the EPA, designating the STP as "Significantly Non-Compliant." To mitigate these issues, the STP's infrastructure urgently requires replacement and expansion, especially the raw sewage pump station, grit chamber and bar screen, which are outdated and undersized for handling peak flows. P&D recommended creating a new headworks designed to treat the expected future flow rate of 1.8 MGD and an associated peak hourly flow of 5.0 MGD. Additionally, the new facility will address the SSOs that occur upstream of the STP. By mitigating SSOs, this project will improve water quality in the Hudson River. Darren is serving as project manager for the project, leading the design (Engineer's Report and plans), coordinated approvals with the Town and provided construction management. | **2023 to Present**

Phase 2 Sewer Abatement | Suffern, NY | The NYSDEC issued a consent order requiring the Village of Suffern to implement a Capacity Assurance Program to evaluate their sanitary sewer system and correct deficient parts. Phase 2 addressed areas in the collection system that were found to have elevated levels of infiltration and inflow (I/I). Darren reviewed the CCTV inspection videos and recommended spot repairs and pipe lining to address I/I, which preserved existing infrastructure, reduced costs, accelerated the project schedule and alleviated the burden of active construction in a heavily trafficked residential area. Open trench construction was reserved for one area needing complete reconstruction. Darren oversaw the sanitary sewer design, prepared cost estimates and provided construction management services. | **2018 to 2020 | \$1.6 million**

WWTP UV Disinfection System | Stony Point, NY | P&D designed a new UV disinfection system required by the Schedule of Compliance in the Town's SPDES permit to meet fecal coliform and chlorine residual effluent limits. Darren oversaw the project design. He also oversaw the construction of the project, which required

intensive troubleshooting after a failed startup when existing inadequate electrical connections – lacking an essential neutral wire – were discovered on site. Darren liaised between the Town, its operator, the contractor, the manufacturer and P&D's design engineers to resolve the issue and finalize the installation. | **2020 to 2022**

Meadowbrook Pump Station | New Windsor, NY | The Meadowbrook Pump Station was servicing the surrounding residential area but needed to be upgraded to service an additional 90 homes due to the proposed Meadowbrook Estates development. The pump station was updated to properly service the existing area and the proposed homes. P&D proposed that the two existing pumps be replaced with new, more efficient pumps. Darren served as project manager on the project. He led design (Engineer's Report and plans), coordinated approvals with the Town and provided construction management. He reviewed contractor submittals in coordination with the Town Engineer and guided the contractor. The improved pump efficiency reduced overall operating costs, and the updated Meadowbrook Pump Station will continue to serve the existing and future residents for many years. | **2020 to 2021**

Hidden Valley Sewage Treatment Upgrades | Mount Hope, NY | The NYSDEC SPDES permit for the Hidden Valley Wastewater Treatment plant required the plant be upgraded to achieve compliance with new low residual chlorine levels of 0.1 mg/l and an effluent dissolved oxygen (DO) level of 7.0 mg/l. Darren analyzed treatment options based on 20-year life cycle costs. These options included chlorination/dechlorination versus ultraviolet light (UV) for effluent disinfection. He found UV treatment to be the less expensive option. The existing membrane bioreactor system produced a high-quality effluent that would be very suitable for UV treatment and already included advanced system controls, so Darren designed a system that integrated the UV controls into the existing microprocessor-operated plant control system. He oversaw the complete design, specifications and contract document preparation and also oversaw the installation and programming of the new system. | **2015 to 2016 | \$200,000**



SUMMARY

Jason has over 20 years of broad-based experience in the field of civil engineering, and this experience spans municipal, private and institutional work in all areas of design and project management. Jason commands a masterful knowledge of multiple categories of public infrastructure: utility design; street reconstruction; wastewater treatment; water treatment; water storage and distribution; sidewalk construction; building construction, expansion and renovation; and sewer and water main installation. His land development experience includes both commercial and residential projects that have involved site plans, subdivisions, permitting, environmental reviews, realty subdivisions, stormwater management and board testimony. He has also provided expert testimony in a number of land use matters.

EDUCATION

Master of Engineering | Civil Engineering Stevens Institute of Technology | 2008

Bachelor of Engineering | Civil Engineering Stevens Institute of Technology | 2006

YEARS OF EXPERIENCE

20+ years

LICENSES & CERTIFICATIONS

Professional Engineer | New York, #088165
New Jersey, #24GE04949800

OSHA 10 Hour

Tri-Municipal Sewer Commission Infiltration & Inflow Study | Dutchess County, NY |

When the TMSC began to explore increasing its plant capacity to allow additional flow from its three member municipalities (the Town of Wappinger, Town of Poughkeepsie & Village of Wappingers Falls), Jason recommended first evaluating infiltration and inflow (I/I) that was tributary to the system. He led an I/I study to identify areas that were contributing a significant amount of I/I. He chose six suspect locations to monitor for one month, coordinating the study with local DPW personnel and plant operators. The study uncovered two areas of considerable infiltration and several instances of inflow, primarily within the Village of Wappingers Falls; the Village has one of the oldest collections systems in Dutchess County. Jason reviewed the study's findings and compiled a report that served as a basis for scheduling future sewer repair projects as part of a Village-wide infrastructure repair plan. | 2014

PROJECT EXPERIENCE

Flow Management Plan & I/I Study | Gardiner, NY | In 2019, the NYSDEC notified the Town that a Flow Management Plan would be required because the annual average flow of the facility exceeded 95% of the design flow in 2018. By that time, P&D had already completed a sewer system study for the Town that had demonstrated excess flows were being caused by infiltration and inflow (I/I). P&D prepared a Flow Management Plan that was, essentially, an I/I reduction plan. P&D updated the existing sewer mapping and created sub-zones, analyzed the origin of high flows, inspected sewers utilizing CCTV cameras, inspected manholes and implemented smoke testing. P&D summarized the results of all investigations in a comprehensive EFC-format engineer's report. | 2019 to 2020 | \$120,000

Western Avenue Pump Station Upgrade | Town of Wallkill, NY |

This NYSEFC-funded project involves the elimination of the Pleasant Avenue Pump Station, rehabilitation and upgrade of the Western Avenue Pump Station and construction of approximately 805 LF of new gravity sewer, 850 LF of force main and several associated manholes. P&D is proposing to redirect flow from the Pleasant Avenue Pump Station to the Western Avenue Pump Station and upgrade the Western Avenue Pump Station so that it can handle this flow along with any new flow from a nearby proposed development. An emergency generator will also be added to the site for future resiliency. Jason is overseeing the pump station design and NYSEFC grant administration. | 2019 to Present

WWTP Plant Aeration System Design | Stony Point, NY |

The Town of Stony Point needed a new aeration system for their wastewater treatment plant to address various deficiencies. P&D joined the project after the equipment had already been purchased and approved by the NYSDEC. P&D created design plans that integrated the purchased equipment while optimizing



the treatment plant process. We also conducted site visits, completed plans and specifications and oversaw the installation. The new aeration system ensures that the Town's wastewater treatment plant meets NYSDEC requirements Jason provided QA/QC services for the project. He oversaw the design, construction management and project closeout. inspection of all construction work. | **2019 to 2020 | \$800,000**

Hidden Valley Wastewater Treatment Plant Upgrade | Mount Hope, NY | Jason led the design of this treatment plant upgrade that provided advanced treatment via the conversion of a large aeration tank to an equalization tank along with the addition of a new clarifier and sand filter. Treatment was performed via a membrane microfiltration bioreactor. The system's average design treatment capacity of 60,000 gpd was designed to be expandable to 90,000 gpd with the addition of more membrane units in existing tanks. Jason assisted with the NYSDEC permitting and prepared the technical specifications and contract documents. | **2008 to 2009 | \$1.5 million**

Upgrade of Two Sewage Pump Stations & Related Sewer Force Main Replacement | Bethel, NY | Jason provided design services for the design of pump station upgrades, force main replacements and all requisite NYSDEC permitting. He prepared the engineer's reports and contract documents, and he coordinated construction inspection and contract administration services during construction. | **2009 to 2011 | \$900,000**

Sewer Segment Repairs at the Tri-Municipal Sewer Commission | Poughkeepsie, NY | The Tri-Municipal Sewer Commission flushed and televised its sewer lines after an SSO occurred in its system. The video inspection of the sewer lines revealed root intrusions and sections of cracked pipe in locations throughout the piping network. Jason served as Principal-in-Charge for the design of repairs to sections of sewer system. He reviewed the engineer's report and all design drawings, technical specifications and contract documents for the project. | **2016 to 2017 | \$500,000**

Environmental Facilities Corporation Grant Applications | Town of Wallkill, NY | Jason, acting on behalf of the Town as Town Engineer, submitted applications to the Environmental Facilities Corporation for supplemental project funding. During this process, he applied his expertise with the grant application process, having experience in securing CWSRF, DWSRF and CDBG funds in the past. Jason supplied cost estimates, engineer's reports, listing forms and assessments with the applications. The applications totaled \$4.5 million in project funding. | **2013 to 2014**

Environmental Facilities Corporation Grant Applications | Bethel, NY | Jason worked with the Town of Bethel to obtain reimbursements under a subsidized interest program to realize savings of up to \$1 million on projected interest for projects that were already slated for construction or in construction. This funding was obtained through an application made to the Environmental Facilities Corporation. Jason provided all necessary materials to list the projects on the Intended Use Plan. When the grants were rejected, Jason worked with EFC to have the scoring revisited, which resulted in the projects being moved into the current year's Intended Use Plan to receive funding. | **2015**

Green Innovation Grant Program (GIGP) Grant | Town of Wallkill, NY | Jason oversaw the Town's 2020 GIGP application to fund the installation of smart water meters in the Town of Wallkill Consolidated Water District. Over the last decade, water loss has become a significant problem for the Town. Smart meters will reduce water loss in the water system, thereby lowering costs for water customers and reducing strain on the aquifer. Jason managed the preparation of an EFC-format Engineer's Report as part of the submission. The Town was selected to receive grant funding in the amount of \$950,000, and the Town was one of only 20 municipalities statewide selected to receive GIGP funding in 2020. | **2020**



SUMMARY

Ted has over 8 years of experience in civil engineering and construction inspection. His ability to seamlessly balance the dual role of designer and inspector has made him a key player on teams tackling complex projects. He draws on his knowledge of a design while monitoring contractors and liaising with clients to ensure construction is completed safely, in a timely manner and in accordance with the plans; and he then brings his firsthand experiences back into the office, applying his field observations and insights from contractors to create constructible, efficient designs. Ted's versatility has accelerated his career and allowed him to gain a wide range of experience in a short timeframe, from assisting with grant applications and municipal design projects to performing CCTV sewer inspections and audits for the NYCDEP. He approaches each new challenge with enthusiasm and grit.

EDUCATION

Bachelor of Science | Civil Engineering Clarkson University | 2015

YEARS OF EXPERIENCE

8+ years

LICENSES & CERTIFICATIONS

Engineer-in-Training, New York

NASSCO Pipeline Assessment Certification Program (PACP)

PROJECT EXPERIENCE

Flow Management Plan & I/I Study | Gardiner, NY | In 2019, the NYSDEC notified the Town that a Flow Management Plan would be required because the annual average flow of the facility exceeded 95% of the design flow in 2018. By that time, P&D had already completed a sewer system study for the Town that had demonstrated excess flows were being caused by infiltration and inflow (I/I). P&D prepared a Flow Management Plan that was, essentially, an I/I reduction plan. He updated the existing sewer mapping and created sub-zones, analyzed the origin of high flows, inspected sewers utilizing CCTV cameras, inspected manholes and implemented smoke testing. Ted performed all inspections for the project, including sewer main assessments following PACP standards, and he assisted with the preparation of a comprehensive EFC-format engineer's report that integrated his field evaluations. | 2019 to 2020 | \$120,000

Tri-Municipal Sewer Commission (TMSC) Sewer Cleaning and TV Inspections | Wappingers Falls, NY | The Tri-Municipal Sewer Commission (TMSC) in Dutchess County uses two pump stations and 15,000 LF of sewage transmission main, including force main and gravity sewer, 15 inch to 30 inch. Ted supervised the televising and flushing of all sewer lines. He reviewed all televised sewer and applied his PACP training to document defects for a future rehabilitation project.

Utility & Roadway Improvements Contract #3: Fulton Street, Spring Street, South Remsen Avenue and North Remsen Avenue | Wappingers Falls, NY | The Village of Wappingers Falls was granted CWSRF and DWSRF funding to replace the existing sanitary sewer, storm sewer and water distribution system. As part of the work, the streets, curbs and sidewalks were all reconstructed. Ted inspected the entire project, from the start of construction to final closeout. | 2017 | \$5.2 million

Sewer Segment Repairs at the Tri-Municipal Sewer Commission | Poughkeepsie, NY | The Tri-Municipal Sewer Commission flushed and televised its sewer lines after an SSO occurred in its system. Ted performed the full CCTV inspection. The video inspection of the sewer lines revealed root intrusions and sections of cracked pipe in locations throughout the piping network. Ted assisted with the design of repairs to sections of sewer system. | 2016 to 2017 | \$500,000

Phase 2 Sewer Abatement | Suffern, NY | The NYSDEC issued a consent order requiring the Village of Suffern to implement a Capacity Assurance Program to evaluate their sanitary sewer system and correct deficient parts. Phase 2 addressed areas in the collection system that were found to have elevated levels of infiltration and inflow (I/I). Ted applied his PACP training to review the CCTV inspection videos,



identifying areas subject to root growth, cracks, protruding laterals, offset joints, sags and a few broken segments. He designed the sanitary sewer repairs, and he provided construction inspection. | **2018 to 2020 | \$1.6 million**

Taste NY Pump Station, Long Island Welcome Center | Suffolk County, NY | This project involved the design of a new sewage pump station for the brand-new 15,200 sf Taste NY Long Island Welcome Center in Dix Hills, NY. The new wastewater pump station is capable of pumping 90,000 gpd to serve the rest area. Ted assisted with the pump station design, including the building layout, wet well and valve vault. Prior to design, he assisted with development of the engineer's report, pump calculations and pump selection; final specifications, including a wet well control system with triple redundant level sensors; electrical and LED lighting plans; emergency backup generator system sizing; a passive charcoal wet well vent; and active potassium permanganate wet well odor control system designs. | **2016 to 2017 | \$13 million**

UV Disinfection System | Florida, NY | The Village of Florida Wastewater Treatment Plant was not meeting permit limits for seasonal disinfection, specifically, fecal coliform and residual chlorine levels in treated effluent. The Village needed to implement seasonal disinfection to protect the health and safety of residents and avoid regulatory intervention. To meet permit limits, the Village installed a UV disinfection system designed by P&D. The project was funded through substantial WQIP and CWIIA grants, greatly reducing costs for residents. P&D prepared the EFC-format engineer's report and grant applications to obtain a total of \$636,300 in funding for the project. P&D also assisted with bidding, and we provided construction management services. Ted assisted with site inspections. | **2021 to 2023**

Camp Emunah | Wawarsing, NY | Camp Emunah is located on the north and south sides of New York State Route 52 in Ulster County. The camp's one-of-a-kind lagoon and overland flow treatment system has been operating for over 40

years. The treatment process is so unconventional and unique that the NYSDEC was unable to effectively inspect or renew the SPDES Permit for camp operations. As a result, Camp Emunah solicited an engineering consultant to develop an independent engineer's report for the DEC. Ted assisted with the engineer's report that provided a basis of design and demonstrated how the treatment system has historically complied with SPDES permit limits. The report discussed the camp owner's future activities regarding maintenance for the perimeter of the lagoons and land application. Ted has monitored upgrades and required maintenance at the facility. | **2017 to Present | \$250,000**

Huguenot Estates Septic System Replacement | Deerpark, NY | In August 2020, the existing onsite sewage disposal systems for six mobile homes located on Tiger Lily Drive between Jasmine Road and Cherry Street in the Huguenot Estates Manufactured Home Community (Huguenot Estates) were found to be operating insufficiently. Because of the urgency of the situation, P&D worked closely with the Orange County Department of Health (OCDOH) to meet at the site to complete joint soil testing and observe existing conditions, submit initial plans and obtain expedited regulatory review of the final design plans. Ted designed this project and coordinated the OCDOH approval. | **2020**

Odor Control at the Tri-Municipal Sewer Commission (VWF Pump Station) | Wappingers Falls, NY | Continuous odor problems have plagued the Village's pump station due to its proximity to nearby residences. Ted served as Inspector for the construction of an odor control system at the bar screen building at the wastewater pump station. | **2016 to 2017 | \$250,000**



SUMMARY

Andrew has over 4 years of experience, having interned with P&D before joining full-time. As an intern he worked on over 80 diverse projects that ranged from pools and ice rinks to municipal water and sewer facilities. His daily tasks included CAD design, electrical design, job site inspections, HVAC calculations and various technical reports. As a student, he competed in the NYSID CREATE Symposium where he and his team prepared a device for The Arc of Oneida-Lewis. The ARC treats, cleans and processes cheese boards. He and his team created a slate cleaning and packaging project which was designed to allow workers with disabilities to wash slate cutting boards safely and efficiently. The device allows ARC members to maintain their current levels of independence while also preventing injury and material waste. The project won second place in the competition, and it has been prepared for patent consideration.

EDUCATION

Bachelor of Science | Mechanical Engineering |
SUNY Polytechnic Institute | May 2022

YEARS OF EXPERIENCE

4+ years

LICENSES & CERTIFICATIONS

Engineer-in-Training, New York

MEMBERSHIPS

American Society of Mechanical Engineers

PROJECT EXPERIENCE

Flow Management Plan & I/I Study | Gardiner, NY | In 2019, the NYSDEC notified the Town that a Flow Management Plan would be required because the annual average flow of the facility exceeded 95% of the design flow in 2018. By that time, P&D had already completed a sewer system study for the Town that had demonstrated excess flows were being caused by infiltration and inflow (I/I). P&D prepared a Flow Management Plan that was, essentially, an I/I reduction plan. Andrew updated the map and performed smoke testing, manhole inspections, and CCTV sewer inspections. | 2019 to 2020 | \$120,000

Castle High Mobile Home Sewer | Greenville, NY | The NYSDEC has issued an Order on Consent requiring Castle High Mobile Home Park to perform several measures to bring the wastewater facilities into compliance with their

SPDES permit. One such requirement is the submission of an **Engineer's Report for Inflow & Infiltration (I/I)** to minimize the volume of I/I entering the collection systems. The report must examine all sanitary sewer mains and manholes throughout the entirety of both collection system. Andrew performed a smoke test, CCTV inspection sewer mains and visual inspections of manholes. | 2020 to 2022

WWTP Plant Aeration System Design | Stony Point, NY | The Town of Stony Point was in need of a new aeration system for their wastewater treatment plant after deficiencies involving influent I/I, signs of aging in their concrete tanks, an unevenly distributed aeration system, aging and corrosion in influent pumps and sludge pumps and inaccurate chlorine dosing due to manual adjustments were discovered by the NYSDEC. P&D conducted several site visits and met with operators to investigate the plant's condition and design constraints and verify that the project would be an in-kind replacement per NYSDEC's approval. P&D completed all plans and specifications, compiled contract and bid documents and performed all necessary NYSDEC and other agency coordination. Andrew assisted with site inspections. | 2019 to 2020 | \$800,000

Taylor Road Well Field Improvements | Cornwall, NY | P&D provided construction management and inspection for this project, which included various repairs and upgrades, with the main component being the installation of approximately 1,500 LF of 24" DIP water main and associated fittings, valves and fire hydrants. To fortify the wells, a new generator, platform and automatic transfer switch were installed, all raised above the flood elevation. Modifications to well heads and chambers were made, and associated valves, instrumentation and piping within the well chambers were installed and tested. Andrew was on site providing construction inspection for the project. | 2018 to 2020 | \$1.3 million



SUMMARY

Kelly has over 8 years of experience in proposal writing, grant writing, business development and project management, and she has charted an unconventional course leading to her career in municipal engineering. She taught first-year college composition classes while completing her master's degree, and after graduation she transitioned into a proposal coordinator role at a mid-size multidisciplinary consulting engineering firm. At the same time, she volunteered with nonprofits, teaching a pre-college English course at Shawangunk Correctional Facility and editing grants and communications for a small grassroots organization. She then did a short stint as a professional nonprofit grant writer, during which time she realized her true calling was in the engineering field. She returned to the field with new perspectives and ambitions that have guided her municipal grant writing and inspired her project ownership; she has dived into new territory, participating in technical reviews and applying municipal zoning law. There is no task she won't take on.

EDUCATION

MA | English | SUNY New Paltz | 2015

BA | English | SUNY New Paltz | 2013

YEARS OF EXPERIENCE

8+ years

LICENSES & CERTIFICATIONS

Notary Public | New York, #01MO6345323

PROJECT EXPERIENCE

Town of Gardiner Sewer Inflow & Infiltration (I/I) Study Engineering Planning Grant (EPG) Application | Gardiner, NY | Kelly wrote the Town of Gardiner's Round 9 EPG application to fund the completion of an engineer's report to investigate sanitary sewer I/I for the Gardiner Sewer District and identify problem areas with high flows. The Town's application earned a perfect DEC agency score, and it earned the second-highest aggregate score out of all 24 Mid-Hudson EPG applications. The Town was awarded \$100,000, the maximum amount that could be awarded, and the Town was one of only eight Mid-Hudson region municipalities to receive EPG funding in Round 9. | 2019 | \$100,000

Town of Stony Point WWTP Headworks Water Quality Improvement Program (WQIP) Grant Application | Stony Point, NY | Kelly wrote the Town of Stony Point's Round 18 WQIP

application and assisted with the preparation of the requisite EFC-format Engineer's Report to fund the construction of headworks upgrades at the Town of Stony Point WWTP. This project will improve water quality in the Hudson River by preventing sanitary sewer overflows. The Town the only awardee in Rockland County and one of 51 awardees in New York State to receive WQIP funding in 2022. | 2022 | \$2.7 million

FEMA Hazard Mitigation Grant Program (HMGP) | Stony Point, NY | Kelly wrote the Town of Stony Point's HMGP grant application to fund upgrades at the Beach Road Pump Station. The Beach Road Pump Station has historically been susceptible to flooding and damage during severe storms because of its proximity to the Hudson River. The awarded scope includes the upgrade of the pump station for future storm resiliency and installation of a new backup generator raised above the flood elevation. | 2023 | \$1.22 million

Village of Florida UV Disinfection System Water Quality Improvement Program (WQIP) & Water Infrastructure Improvement Act (WIIA) Grant Applications | Florida, NY | Kelly wrote the Village of Florida's Round 17 WQIP application and assisted with the preparation of the requisite EFC-format Engineer's Report to fund the construction of an ultraviolet (UV) disinfection system at the Village of Florida WWTP. Kelly then used the WQIP application as a template to create and submit a WIIA grant application. This project will improve the quality of treated effluent entering Quaker Creek, a vital resource to the community. The Village was one of only five municipalities in Orange County and 179 awardees in New York State to receive WQIP funding in 2021. The application scored 95 out of 100, and it was the highest-scoring Mid-Hudson WQIP application. The Village also received a \$54,540



WIIA grant to cover design costs not eligible for WQIP funding. | 2021 | \$636,300

Village of Goshen Water Treatment Plant Water Infrastructure Improvement Act (WIIA) Grant & Bipartisan Infrastructure Law (BIL) Grant/Loan | Goshen, NY | Kelly wrote the Village of Goshen's WIIA grant application and assisted with the preparation of the requisite EFC-format Engineer's Report to fund the construction of water treatment plant upgrades. This project will improve water quality by removing organics from the water before it enters the distribution system, thereby preventing disinfection byproduct formation. The Village received a \$3 million WIIA grant and nearly \$1.3 million BIL grant/forgivable loan as well as interest-free financing to cover the remaining project costs. | 2022 | \$6 million

Town of Wallkill Smart Meter Installation Green Innovation Grant Program (GIGP) Grant Application & Administration | Town of Wallkill, NY | Kelly wrote the Town's 2020 GIGP application to fund the installation of smart water meters in the Town of Wallkill Consolidated Water District. Over the last decade, water loss has become a significant problem for the Town. Smart meters will reduce water loss in the water system, thereby lowering costs for water customers and reducing strain on the aquifer. Kelly also assisted with the preparation of an EFC-format Engineer's Report as part of the submission. The Town was selected to receive grant funding in the amount of \$950,000, and the Town was one of only 20 municipalities statewide selected to receive GIGP funding in that round. After award, P&D assisted the Town with compiling the documents required to enter into contract with EFC, including MWBE forms. | 2020 to 2021 | \$950,000

Rykowski Well Development & Water Treatment Plant Expansion Water Infrastructure Improvement Act (WIIA) Grant | Town of Wallkill, NY | Kelly wrote the Town of Wallkill's WIIA grant application and assisted with the preparation of the requisite EFC-format Engineer's Report to fund the connection of additional wells and construction of water

treatment plant upgrades to address elevated TTHM in the water system. This project will improve water quality by removing organics from the water before it enters the distribution system, thereby preventing disinfection byproduct formation, and replacing one of the Town's other water sources, which has been found to be contributing high levels of organics and therefore elevated levels of disinfection byproducts to the water supply. The Town received a \$5 million grant. The remaining portion of the project will be funded via a bond already issued for the project. | 2023 | \$5 million

Village of Florida Water Filtration Plant Water Infrastructure Improvement Act (WIIA) Grant & DWSRF Financing Administration | Florida, NY | P&D assisted the Village of Florida with administering WIIA grant funding and DWSRF financing for the Water Filtration Plant project, which P&D designed. The project is being designed in accordance with an EPA Administrative Order on Consent requiring that the Village address elevated levels of disinfection byproducts detected in the water supply. Kelly assisted with MWBE compliance for P&D's engineering services. | 2021 | \$6.7 million

NYSEFC Grant Administration | Town of Wallkill, NY | The Town was selected to receive Environmental Facilities Corporation (EFC) grant funding in the amount of \$2,017,500 for development of several new projects within the wastewater collection system, including the Western Avenue Pump Station Upgrade and Pleasant Avenue Pump Station Elimination and Pump Station SCADA projects. P&D is administering the grant funding for these complex projects. P&D has revised the Engineer's Reports and has been coordinating with EFC to update outdated submission materials, such as SHPO findings, following a change of scope for the Western Avenue and Pleasant Avenue pump station project. | 2019 to Present | \$2 million

NYSDOT Bridge NY Grant (Region 8) | Town of Woodbury, NY | P&D assisted the Town of Woodbury in applying for a Bridge NY grant to fund the construction of a new, right-sized culvert in place of the existing Ridge Road Bridge. Kelly prepared the grant application and assisted in the development of supporting materials. Because the application expressed a clear need for the project, the Town was granted an exception by NYSDOT to fund the total project cost in the amount of \$2.9 million (in excess of the program's \$1.5 million cap for culvert funding). Kelly is currently assisting with the grant administration. | 2022 to Present | \$2.9 million

References

5.



**A LONG HISTORY OF
SATISFIED CLIENTS**

Please contact some of our principals' past and present clients to learn more about the relationships and services P&D has to offer.

LOUIS INGRASSIA, JR.
Commissioner of Public Works
Town of Wallkill Department of Public Works
99 Tower Drive, Building A
Middletown, NY 10941

(845) 326-1435
louingrassia@townofwallkill.com

CHARLES W. SAWICKI
Director of Public Works
Village of Suffern DPW
61 Washington Avenue
Suffern, NY 10901

(845) 357-2602
csawicki@suffernny.gov

KARL JAVENES
Superintendent of Highways
Highway Department
15 Rose Street
Stony Point, NY 10980

(845) 786-2300
KJavenes@townofstonypoint.org

Town of Liberty, Sullivan County, NY
Request for Qualifications (RFQ) for Engineering Services
RFQ#2024-01 - Swan Lake Sanitary Sewer Collection System
Inflow & Infiltration (I&I) Engineering Report
Resolution for A/E Services Award

WHEREAS, effective November 15, 2022, municipalities who have been awarded an Engineering Planning Grant (EPG) or will be requesting financing from the NYS Environmental Facilities Corporation (NYSEFC) for architectural and engineering (A/E) services related to certain infrastructure improvement projects, must procure those services through a competitive qualifications-based review process;

WHEREAS the **TOWN OF LIBERTY, NY** issued a Request for Qualifications (RFQ) on May 10, 2024 for engineering/professional services for design through construction services in connection with the **RFQ#2024-01 - Swan Lake Sanitary Sewer Collection System Inflow & Infiltration (I&I) Engineering Report**, and said RFQ was publicly noticed and advertised;

WHEREAS all responses received were evaluated and ranked based on established, publicly available criteria identified in the RFQ; and

NOW THEREFORE BE IT RESOLVED that the Town of Liberty, NY has determined through the RFQ process that **name of firm** is the most highly qualified firm to provide the required services, and will enter into contract negotiations with said firm; and

BE IT FURTHER RESOLVED that the **Supervisor, Frank DeMayo** is authorized to execute the Professional Services Agreement with **name of firm**, which appended thereto are mandatory Terms and Conditions that must be incorporated verbatim into any contracts receiving financial assistance from NYSEFC.

Motion offered by: _____

Motion seconded by: _____

Roll Call Vote:

Frank DeMayo - Supervisor: Yes/No/Abstain/Not Present
(circle one)

Dean Farrand Councilmember: Yes/No/Abstain/Not Present
(circle one)

Sherri Kavleski - Councilmember: Yes/No/Abstain/Not Present
(circle one)

John Lennon - Councilmember: Yes/No/Abstain/Not Present
(circle one)

Vincent McPhillips - Councilmember: Yes/No/Abstain/Not Present
(circle one)

The Motion **is/is not** (circle one) Adopted.

I HEREBY CERTIFY THAT:

This Resolution is a true and accurate representation of the proceedings of the Town Board on this the 1th day of July, 2024.

Laurie Dutcher - Town Clerk
Town of Liberty, NY

DRAFT
LOCAL LAW No. 4 of 2024

TOWN OF LIBERTY, SULLIVAN COUNTY, NEW YORK

A LOCAL LAW TO AMEND THE TOWN OF LIBERTY ZONING LAW

Be it enacted by the Town Board of the Town of Liberty as follows:

Section 1. Legislative Intent.

The Town of Liberty enacts this local law pursuant to Section 10 of the Municipal Home Rule Law and Article 16 of the Town Law to provide for the orderly development of the Town and to protect the health safety and welfare of its residents. In achieving these purposes, the Town of Liberty Town Board has determined that §147-23, Planned unit development districts, will benefit from several amendments. These amendments cover clarification of procedural language, including the steps in the review process and how an application advances from one step to the next; the roles and responsibilities of reviewing boards, code enforcement personnel, and applicants; the addition of text to facilitate understanding of the requirements under the State Environmental Quality Review regulations; and the inclusion of a new Summary of Procedures section to provide an overview of the entire review process and to accompany the detailed regulations of this section of the zoning law.

Section 2. Amendment of Article VII, §147-23. Planned unit development districts.

§ 147-23. Planned unit development districts is hereby removed in its entirety and replaced with the following:

- A. Purpose
- B. Summary of Procedures
- C. Type of PUD
- D. Authorized uses within PUD
- E. Development density, open space and common recreation facilities
- F. Age-restricted housing density bonus
- G. Development standards and guidelines
- H. Procedure
- I. Periodic review
- J. Performance guarantee, inspection fees, maintenance bond

- A. The purpose of a planned unit development (PUD) district is to foster excellence in neighborhood design and further the goals and objectives of the Town of Liberty Comprehensive Plan. These "floating districts" promote creative site layout and architectural design and secure the advantages of large-scale site planning for residential, commercial or professional office developments, or

certain combinations thereof. The flexibility granted to projects in a PUD District comes with a commitment to include features beneficial to the entire community, such as open space and parkland. Achieving such objectives requires in-depth scrutiny by both the Town Board and Town Planning Board during the development of the PUD proposal. Therefore, more information is required about the project than would be required if development were being pursued under conventional zoning. The discretion of the Town Board regarding density of use, or even as to whether to approve or deny a PUD application, shall be absolute. This is consistent with the Town Board's inherent power to rezone.

B. Summary of Procedures. The application process for a PUD involves several steps, including site plan review and/ or subdivision review and rezoning. Each of the steps are summarized in this section, which is set forth to provide an overview of the review process only. Requirements for each procedural step are detailed in § 147-23. H.

(1) Preapplication meeting. At a duly convened meeting of the Planning Board, the applicant discusses the proposed scope and nature of the contemplated development with the Planning Board.

(2) Sketch plan initiation. The applicant submits the required information for a sketch plan (see §147-23 H. (2)) to the Code Enforcement Officer. The applicant meets with the Town Board to confirm an understanding on basic requirements of §147-23 prior to detailed design investment. The Town Board either terminates the project because the Town Board determines in its sole and absolute discretion that it is incompatible with the purpose of this chapter or guides the application to the next stage.

(3) Sketch plan meeting. Following the determination that all sketch plan submission requirements are complete by the Code Enforcement Officer, the Town Board shall schedule a joint Town Board/ Planning Board meeting. At the joint meeting, the applicant shall make a presentation to the Town Board and the Planning Board and answer questions regarding the proposal. The result of this meeting shall be to provide sufficient information for each board to decide whether the proposed PUD has merit and can proceed to the next stage of review.

(4) Planning Board action on sketch plan. The Town Board provides the results of their review of the sketch plan to the Planning Board within 31 days of the joint meeting. Such results shall include supportive reasoning and may include reference to the purpose of PUDs, the proposed development site, infrastructure, or other relationships between the proposed PUD and town matters. The Planning Board has 62 days from the date of the joint meeting in which to make a preliminary determination as to whether the applicant may move on to next stage of the application process and submit a formal request for a PUD. The preliminary determination should establish issues that must be addressed. If it is determined the sketch plan proposal does not have merit for further review, the applicant may submit a revised proposal for another sketch plan meeting.

(5) Preliminary plan submission. The applicant submits 10 copies of the preliminary plan and application to the Planning Board at least four weeks prior to the meeting of the Board at which the application is to be heard. (See §147-23. H. (5) for additional information.) The applicant deposits an initial sum of money in an escrow account in accordance with the town's fee schedule.

(6) Action by the Town of Liberty Planning Board on the preliminary plan. The Planning Board determines, within 62 days of the preliminary plan submission, whether the application is complete. A complete application includes all information required by this section and, pursuant to SEQR regulations, either the issuance of a negative declaration or the acceptance of a draft environmental impact statement for public review. The lead agency under SEQR makes this determination of completeness. The Planning Board may request more or corrected information or waive certain information, dependent on variables and particulars of the application and/ or submitted materials. Promptly after certification of completeness, the application documents shall be distributed by the Planning Board to the Town Board for its consideration approval of PUD district formation. The Planning Board shall hold a public hearing within 62 days of determining that the application is complete.

(7) Amendment of zoning law to create PUD District. The Town Board shall, in its discretion, create the proposed PUD District, provided it has first issued a finding based on the facts and conclusions detailed in §147-23. H. (5). An amendment to the zoning law requires a public hearing to be held.

C. Type of PUD. Applicants applying for PUD shall apply under one of the two following alternatives:

(1) Large-scale PUD (LSPUD).

- (a) Minimum size: 150 contiguous acres.
- (b) Maximum size: no maximum size.
- (c) Requires phasing plan. All phases shall be illustrated in a phasing development map and numbered in the expected order of development.
- (d) Rezoning granted under the large-scale PUD process has a twenty-three-year duration. The Town Board may revoke undeveloped sections of a LSPUD after 23 years. Periodic reviews shall be completed as provided herein.

(2) Small-scale PUD (SSPUD).

- (a) Minimum size: 30 contiguous acres.
- (b) Maximum size: 149.9 contiguous acres.

- (c) Rezoning granted under the small-scale PUD process has a thirteen-year duration. The Town Board may revoke undeveloped sections of a SSPUD after 13 years.

D. Authorized uses within PUD.

- (1) No use shall be established, and no development shall be permitted in the PUD District, unless specifically approved pursuant to the procedures and standards set forth in this section. The specific uses to be allowed in the PUD shall be approved by the Planning Board. The general categories of allowable uses that may be permitted in any PUD are as follows:

- (a) Commercial (including retail products and services, excluding wholesale).
- (b) Offices (business or professional, excluding large-scale medical clinics).
- (c) Single-family dwellings.
- (d) Multifamily dwellings (including apartments and townhouses).
- (e) Age-restricted, assisted living and skilled care facilities.
- (f) Public and/or private recreational facilities (outdoor or indoor).
- (g) Destination resorts.
- (h) Mixed uses (including any combination of above uses).

- (2) The proposed PUD shall have an appropriate ratio of mixed uses that are sustainable for its location, Town needs and market considerations. The actual ratio of mixed uses shall be specified by the applicant as part of the PUD application and approved by the Planning Board and Town Board as part of the approval process.

E. Development density, open space and common recreation facilities.

- (1) The density of a proposed PUD development shall be set forth initially by the applicant as part of the PUD plan and application process and determined by the Planning Board and Town Board as part of the final approval process. Maximum density shall be based upon the degree to which the planned unit development preserves significant natural features and open space (i.e., wetlands, waterways and steep slopes) and provides recreational amenities (i.e., active and passive recreational facilities, including nature trails, bicycle paths, sitting areas, parks and playgrounds). Based on gross acreage, without offset for environmental limitations, the following specifies the maximum allowed increased density over underlying zoning:

**Percentage of PUD Preserved as Open Space or
Community Recreation**

Density Multiplier

	(multiplied by underlying district density)
15% to 25%	1.10
25% to 39%	1.25
40% to 49%	1.35
50% +	1.50

(2) A minimum of 15% open space or parkland, or a combination thereof, must be provided, and creative integration of open space and recreational amenities into the PUD design is required. Connections to surrounding parks and open space through a coordinated trail system shall be made to the maximum extent practicable. Open space shall be usable for recreation purposes or provide visual, aesthetic, or environmental amenities, and may not be occupied by streets, drives, dependent parking areas or structures other than recreational dependent structures. Alternatively, if it is determined due to site constraints that the required open space or parkland cannot be provided within the proposed development site; and if the Planning Board and the Town Board have each made a finding that a proper case exists for requiring that a park or parks or open space be suitably located for playgrounds or other recreational or open space purposes within the town, the Planning Board may require a sum of money in lieu thereof, in an amount to be established by the Town Board. Proceeds will be deposited into a recreation fund for community park and recreation facility improvements.

- F. Age-restricted housing density bonus. A density bonus for age-restricted housing has been established to offer a land-use-based option to facilitate the economic feasibility of age-restricted housing development. The bonus provides the developer a density bonus of 5% above that which is provided for open space and of community recreation and is held specific to the parcel(s) for which the age restricted housing is being proposed.
- G. Development standards and guidelines.
 - (1) Unified control. No application for a PUD shall be accepted or approved unless all of the property included in the application is under unified ownership and/or control by the applicant, or if the applicant has a legally binding contract with the property owner to transfer ownership upon approval of the PUD.
 - (2) Preservation of natural features. Significant natural features of any PUD shall be preserved whenever possible for purposes of buffering new development, preserving the character of neighborhoods,

protecting critical environmental resources and providing for stormwater management.

- (3) Preservation of historic resources. Whenever a proposed site for a PUD has existing historic buildings, structures or sites of significance located thereon, such resources shall be preserved and incorporated into the design.
- (4) Integrated architectural design. The PUD plan of development shall integrate the design of buildings, structures, landscaping, infrastructure facilities and common areas into cohesive units of development.
- (5) Pedestrian system. The PUD shall provide for an internal system of pedestrian circulation using sidewalks and trails, with connections to adjoining properties or systems where feasible.
- (6) Streets. The PUD shall provide for a vehicular circulation plan that can safely accommodate current traffic volumes, as well as those generated by the PUD. Access points shall be designed to provide for smooth flow, controlled turning movements and vehicular traffic safety.
- (7) Off-street parking and loading. The proposed development shall comply with the off-street parking and loading standards set forth herein, unless it is demonstrated that a deviation from those standards is warranted, and is specifically approved during the PUD approval process.
- (8) Utilities. Underground on-site utilities are required, including telephone, electric, cable, water distribution mains and sewer collection reaches.
- (9) Lighting. All lighting shall include full cut-off fixtures and be arranged so as to prevent direct glare or hazardous interference to adjoining streets, properties, or the night sky.
- (10) Ownership and maintenance. Subject to Town Board approval, the open space resulting from PUD design shall be permanently protected through a conservation easement and generally titled to a homeowners' association (HOA) if the PUD contains residential lots or units, or other form of ownership (such as municipal) prior to final approval of the PUD. If an HOA option is selected, then membership shall be mandatory for each property owner within the subdivision, and successive owners, with voting of one vote per lot or units and the developer's control of common amenities, therefore, assign to the individual lot/unit owners on sale of the majority of the lots or units. All restrictions on the ownership, use and maintenance of common

open space shall be permanent and the HOA shall be responsible for liability insurance, local taxes, and maintenance of all open space, recreational facilities and other commonly-held amenities. Each property owner must be required to pay their proportionate share of the HOA's costs and the HOA must be able to file liens on the lot/unit owner's property if levied assessments are not paid. The HOA must have the ability to adjust the assessment to meet changing needs.

(11) Development phasing. The development of a PUD may be proposed and approved in phases. A phasing plan shall be submitted to the Planning Board as part of the large-scale PUD application documents. The Planning Board shall have the authority to approve, with or without modifications and/or conditions, or deny the phasing plan based on the following standards:

- (a) Each phase, when completed, must be able to fully function on its own, or in conjunction with prior phases, without dependence on subsequent phases.
- (b) The infrastructure, as installed, shall be sufficient to accommodate each planned phase of development.
- (c) Each phase shall have an appropriate ratio of the various uses proposed for the development.

(12) Construction schedule. The applicant shall propose, and the Planning Board shall review and approve, a construction schedule for the development of an approved PUD. Generally, commencement of development of the large-scale PUD, or the first phase if a phased large-scale PUD approved, shall commence within three years of the date that the final site plan of the PUD is approved. However, it is recognized that depending on the scale and complexity of the development, consideration may be made with respect to the reasonable time necessary for the applicant to obtain construction financing, insurance and bonds, executing construction contracts, and other such aspects involved in a development project. Thus, the Planning Board may modify the time-period allowed for commencement of construction depending on the circumstances of each PUD.

H. Procedure. The following provides further detail for each step in the PUD process outlined above:

(1) Preapplication meeting. Prior to the official submission of the application for a Planned Unit Development District, the landowner, or the landowner's agent, shall meet with the Planning Board to discuss the proposed scope and nature of the contemplated development. The Planning Board shall inform the landowner, or landowner's agent, of the applicability of §147-23 of the Zoning Law (Planned Unit Development Districts).

- (2) Sketch plan initiation. An application for a PUD review starts with the submission of a sketch plan to the Code Enforcement Officer as set forth below. The applicant shall meet with the Town Board to discuss the proposed project and to confirm an understanding on basic requirements prior to detailed design investment. If the Town Board determines in its sole and absolute discretion the proposal does not merit further review because it does not meet the objectives of this chapter, then no further action on the application shall be taken. The Town Board may require the applicant to meet with staff or consultants to facilitate the submission of a complete and suitable application. Sketch plan submissions shall include the following:
- (a) A conceptual plan showing the parcel or parcels to be included in the PUD.
 - (b) The location of the various uses and their areas.
 - (c) Approximate location of significant natural and man-made features of land, such as waterways, wetlands, streets, easements and buildings.
 - (d) Proposed layout of structures, roads, utilities and other features.
 - (e) Current owners of parcel(s) to be included in PUD.
 - (f) A written narrative or statement of what is proposed and the merits of such proposal. Said statement to be of sufficient detail and scope to provide a well-developed concept of the PUD and must include, at a minimum, the following:
 - [1] Total number of acres proposed for the PUD.
 - [2] Type of uses proposed and ratio of mixed uses.
 - [3] Number of residential and commercial units.
 - [4] Preliminary density calculations (dwelling units per acre).
 - [5] An explanation of how the developer's particular mix of land uses meets existing community needs and goals.
 - [6] A summary of the operation and ownership arrangements during development and post-development phases.
 - [7] A summary of the infrastructure needed and/or available with respect to transportation, roads, water, and sewer, electric and telecommunications.
 - [8] A general description of the provisions of other community facilities, such as schools, fire protection services and cultural facilities, if any, and some indication of how these needs are proposed to be accommodated.

[9] Recreational facilities and/or amenities that will be included in the PUD plan.

[10] General description of architectural, planning, and environmental design standards to be proposed as part of the PUD plan.

- (3) Sketch plan. If the Code Enforcement Officer determines all the required information for the sketch plan is complete, the Town Board shall schedule a joint Town Board/ Planning Board meeting with the applicant within 45 days of the sketch plan submission. The applicant shall make a presentation at this joint Town Board/Planning Board meeting describing the PUD proposal and answering questions regarding the proposal. The result of this meeting shall be to provide both the Town Board and the Planning Board with sufficient information on the proposal for each Board to decide whether the proposed PUD has merit and can proceed to the next stage of review.
- (4) Planning Board action on sketch plan. The Town Board shall provide the results of their review to the Planning Board, in writing, within 31 days of the joint meeting. Such results shall include supportive reasoning and may include reference to the purpose of PUDs, the proposed development site, infrastructure, or other relationships between the proposed PUD and town matters. The Planning Board shall have 62 days from the date of the joint meeting in which to make the preliminary determination as to whether the applicant may move to the next stage of the application process and submit a formal request for a PUD. The Planning Board may provide the applicant with direction (in cooperation with professional assistance as needed) regarding the content, design, allowed uses, ratio of mixed uses, project size and scope that the Board deems appropriate for the formal application stage. Although said preliminary determination will not commit the Town Board to any specific course of action on the PUD to be requested, the sketch plan process is intended to advise the applicant as to what may be generally acceptable, or not acceptable to the Board so that the applicant has an understanding of what is expected in the next stage of review. Such preliminary determination should establish issues that must be addressed in PUD design, define acceptable uses, specify the supporting documentation required for submission, and specification of all involved agencies. If it is determined the sketch plan proposal does not have merit for further review as a PUD, the applicant may submit a revised proposal for another sketch plan meeting but may not submit a formal PUD application.
- (5) Preliminary plan submission. The applicant shall submit 10 copies of the preliminary plan and application to the Planning Board at least four weeks prior to the meeting of the Board at which the application is to be heard. Each preliminary plan shall be drawn by a professional engineer and/or land surveyor licensed to practice in the State of New York and shall bear the signature, seal, license number and telephone number of the said professional engineer and/or land surveyor; provided, however, that all engineering data shall be signed and

sealed by a professional engineer and all surveying data shall be signed and sealed by a professional land surveyor. Each submission shall include a preliminary plan drawn at a scale of not less than one inch equals 100 feet and the additional information detailed in (a) – (e) below.

Escrow required. The applicant shall also deposit an initial sum of money into an escrow account in advance of the review of an application for a planned unit development. Fees to be deposited are based on Large- or Small-scale PUDs and are included in Chapter A152 Fees of the Town of Liberty Code.

- (a) Certification that the applicant is the owner of the land or an authorized agent, or that the owner has given consent under an option agreement.
- (b) Certificate from the Town Tax Collector that all taxes and assessment have been paid to date.
- (c) A key map showing the entire tract and its relation to the surrounding areas.
- (d) Title block including the name of development, applicant contact information, identity of a landowner, written and graphic scales and the dates of preparation and revisions.
- (e) North arrow.
- (f) Approval signature block for Planning Board and Town Board.
- (g) Land area to the nearest tenth of an acre and computation of disturbed area.
- (h) The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax roll.
- (i) Existing section, block and lot numbers of the lots to be subdivided or developed.
- (j) Zoning district affecting the tract and within 200 feet thereof, including district names and requirements, and a comparison to the application.
- (k) Land use plan specifying residential land areas and indicating the acreage, density and the type of dwelling units proposed; nonresidential land areas indicating the acreage, square footage, and specific type of uses proposed; conceptual footprints of all proposed buildings with typical dimensions; approximate and maximum height of all proposed buildings; locations of parking areas and the estimated number of parking spaces; and general calculations of impervious surface coverings.

- (l) Housing plan indicating the number and type of housing units, as well as the form of ownership and any deed restrictions, as necessary, to be provided.
- (m) Open space and recreation plan indicating the general location of land areas to be devoted to open space, conservation, and recreational purposes, including a general description of the improvements proposed to be made thereon and a plan for the operation and maintenance of said land areas.
- (n) Environmental inventory including a general description of the waterways, wetlands, wildlife habitat, upland vegetation, soils, topography, geology, surface hydrology, climate and cultural resources of the site, existing man-made structures or features and the probable impact of the development on the environmental resources of the site, both during construction and thereafter.
- (o) Traffic circulation plan showing the general location and types of transportation facilities, indicating all existing and proposed collector and local streets, and all proposed improvements to existing roads. The traffic circulation plan shall include daily and peak hour traffic volume projections, an assessment of the traffic impacts of the proposed development on the highway network and estimated levels of services before and after development, with or without traffic improvements.
- (p) Pedestrian circulation plan showing the general location and types of facilities for pedestrian access throughout the PUD, including both sidewalks and trails.
- (q) Utility plan indicating the general location of existing and proposed sewer and water lines, pump stations, water supply wells, sewage treatment plants and proposed methods for handling solid waste disposal. Additionally, tract connections to electric, gas, cable, and telephone facilities shall be generally indicated and a plan for the operations and maintenance of the proposed utilities shall be submitted.
- (r) Stormwater management plan indicating the proposed method of controlling surface water runoff, including design calculations for drainage improvements and proposed soil erosion and sediment control measures, both during construction and thereafter.
- (s) Community facilities plan indicating the scope and type of supporting community facilities to be provided.
- (t) Proposed phasing plan indicating areas to be developed in each phase and the priority of each. The eventual development of each phase should be related to the land use plan, the traffic circulation plan, the stormwater management plan and the utility plan to ensure the phasing plan is

workable. It should also demonstrate a reasonable balance of the different components of the PUD exists at each phase of the project.

- (u) SEQR, Part I of the New York State Environmental Assessment Form (Long Form), or a draft environmental impact statement.
 - (v) Draft PUD District amendment to the Town of Liberty Zoning Law to accommodate the proposed PUD project.
- (6) Action by the Town of Liberty Planning Board on the preliminary plan. The Planning Board shall review the application for the preliminary plan for the purpose of determining, within 62 days of its submission, whether said application is complete.
- (a) If said application is found to contain all of the information required, the Planning Board shall certify said application is complete and direct the application to the Town of Liberty Town Board with recommendations to approve, disapprove or conditionally approve the proposed PUD District. Prior to directing the application to the Town Board, the Planning Board, if it is lead agency under the SEQR review, shall determine completeness of the application for SEQR purposes. Pursuant to NYCRR Part 617.3 (c) an application is not complete until a negative declaration has been issued; or until a draft EIS has been accepted by the lead agency as satisfactory with respect to scope, content, and adequacy. If the Town Board is lead agency it shall determine completeness for SEQR purposes. (Note, the lead agency has forty-five (45) days to determine completeness and adequacy of a draft EIS for public review, or to specify the reasons for its unacceptability. However, for an unusually complex or extensive EIS, a lead agency may negotiate with the project sponsor to establish a longer review period.)
 - (b) If said application is found to lack some of the information required above, the Planning Board shall cause the applicant to be notified, in writing, that said application is incomplete, specifying the deficiencies in the application. Should the Planning Board conclude the missing information is not applicable to the subject application and/or are not necessary to make an informed decision on the application, it may waive such requirements as a prerequisite for completeness only, and certify the application is complete, notwithstanding the missing items.
 - (c) If waivers of checklist items have been specifically requested by the applicant in the application, the Planning Board shall act on the request for waivers within 62 days of application submission or requested extension from the applicant. If the waivers are granted, the application is complete as long as all other requirements for submission have been satisfied. If the waivers are denied, the application is incomplete until missing information is submitted. An applicant who has been notified

that is application is incomplete may request waiver of one or more of the submission requirements. Said request shall be the subject of a resubmitted application and will be treated as a new submission.

- (d) Should the Planning Board fail to act within 62 days of the date of the submission of the application, said application shall be deemed complete.
 - (e) The Planning Board may subsequently require correction of any information found to be in error, may require submission of additional information not specified in this chapter, and/or may direct that revisions be made in the application documents. The modifications shall be considered as reasonably necessary in order for the Planning Board to make an informed decision as to whether the requirements of approval of the application have been met. This is provided that the application shall not be deemed incomplete for lack of any additional information or revisions. Promptly after certification of completeness, the application documents shall be distributed by the Planning Board to the Town Board for its consideration of PUD district formation.
 - (f) The Planning Board shall hold a public hearing within 62 days of determining the preliminary application is complete.
- (7) Amendment of zoning law to create PUD District.
- (a) The Town Board shall, in its discretion, in accordance with the requirements of the New York State Town Law, amend its Zoning Law to create the proposed PUD District, provided that it has first issued a finding of the following facts and conclusions:
 - [1] That departures by the proposed development from zoning regulations, otherwise applicable to the subject property, conform to the zoning provisions outlined in this section;
 - [2] That the proposals for maintenance and conservation of the common space are reliable, and the amount, location and purpose of the common open space are adequate;
 - [3] That provisions through the physical design of the proposed development for public services, control over vehicular and pedestrian traffic, and the amenities of light and air, recreation and visual gratification and are adequate;
 - [4] That the proposed PUD will not have an unreasonably adverse impact upon the area in which it is proposed to be established; and
 - [5] In the case of a proposed PUD, which contemplated construction over a period of years, that the terms and conditions intended to protect the interests of the public and of the residents, occupants

and owners of the proposed development in the total completion of the development are adequate.

- (b) Should the Town Board fail to make such findings and hold a public hearing on the proposed PUD District within 62 days of application submission to the Town Board, the application for PUD District creation shall presumed to be denied and no further action shall be taken.
- (8) Site plan and subdivision approval. Following Town Board enactment of the proposed PUD District, the applicant shall prepare a final site plan in accordance with Article VIII of this zoning law and, if applicable, a subdivision plat including all the information required under § 130-13 of Chapter 130, Subdivision of land, of the Code of the Town of Liberty, and submit it to the Planning Board for final review. The submission shall include a final timetable, with specific dates for completion of different aspects of the projects to be used as a guide for the Code Enforcement Officer to administer periodic review. When more than 12 months have elapsed between the creation of the PUD and the date of the submission of the site plan and where the Planning Board finds conditions affecting the plan have changed significantly in the interim, the Planning Board may recommend to the Town Board the PUD District designation be rescinded. The Planning Board may disapprove a site/subdivision plan if it varies substantially from the preliminary project plan upon which the creation of the PUD District was based.

H. Periodic review.

- (1) The Town Code Enforcement Officer shall review the progress of the project and compare it to the timetable approved by the Planning Board as part of the site approval process according to the following timetable:
 - (a) Large-scale PUD (LSPUD): every four years.
 - (b) Small-scale PUD (SSPUD): every two years.
- (2) If the Code Enforcement Officer finds the project has met the development timetable, a letter shall be sent to the Planning Board stating such. If the Code Enforcement Officer finds the project has not met the development timetable, then he must notify the Planning Board, in writing, within 30 days. Upon receiving the notification from the Code Enforcement Officer, the Planning Board must schedule, within 62 days, a hearing to review the timetable and project progress with the developer. The Planning Board may:
 - (a) Do nothing and require another review in one year;
 - (b) Find compelling reasons why the project has fallen behind schedule and vote to approve a revised site/subdivision plan with an amended timetable; or

(c) Find the project is behind schedule because conditions have sufficiently changed since the creation of the PUD and recommend the Town Board revoke or modify the PUD classification. The recommendation must be made in writing and describe, in detail, the reasons for such a recommendation.

(3) Upon receiving notification from the Planning Board about a PUD project that has fallen behind schedule, the Town Board may amend the Zoning Law to revoke or extend the PUD District, as provided by Town Law.

I. Performance guarantee, inspection fees, maintenance bond. The developer shall provide for all performance guarantees, inspection fees and maintenance bonds as described in § 130-13 of Chapter 130, Subdivision of Land, of the Code of the Town of Liberty.

Section 3. Severability.

If any part or provision of this Local Law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgement shall be confined in its operation to the part of provision or application directly involved in the controversy in which judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Local Law or the application thereof to other persons or circumstances, and the Town hereby declares that it would have passed this Local Law or the remained thereof had such invalid application or invalid provision been apparent.

Section 4. Supersession.

This Local Law is adopted pursuant to the provisions of the Municipal Home Rule Law of the State of New York and is intended to supersede any provisions of the New York State Town Law, the Town of Liberty Zoning Law and the General Municipal Law which are inconsistent with the provisions of this Local Law.

Section 5. Effective Date

This Local Law shall take effect immediately upon filing in the office of the Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

[Additions are in red text. Deletions are in ~~red text with strikethrough.~~]

DRAFT

LOCAL LAW No. 4 of 2024

TOWN OF LIBERTY, SULLIVAN COUNTY, NEW YORK

A LOCAL LAW TO AMEND THE TOWN OF LIBERTY ZONING LAW

Be it enacted by the Town Board of the Town of Liberty as follows:

Section 1. Legislative Intent.

The Town of Liberty enacts this local law pursuant to Section 10 of the Municipal Home Rule Law and Article 16 of the Town Law to provide for the orderly development of the Town and to protect the health safety and welfare of its residents. In achieving these purposes, the Town of Liberty Town Board has determined that §147-23, Planned unit development districts, will benefit from several amendments. These amendments cover clarification of procedural language, including the steps in the review process and how an application advances from one step to the next; the roles and responsibilities of reviewing boards, code enforcement personnel, and applicants; the addition of text to facilitate understanding of the requirements under the State Environmental Quality Review regulations; and the inclusion of a new Summary of Procedures section to provide an overview of the entire review process and to accompany the detailed regulations of this section of the zoning law.

Section 2. Amendment of Article VII, §147-23. Planned unit development districts.

§ 147-23. Planned unit development districts is hereby removed in its entirety and replaced with the following:

§ 147-23. Planned unit development districts.

- A. Purpose
- B. Summary of Procedures
- C. Type of PUD
- D. Authorized uses within PUD
- E. Development density, open space and common recreation facilities
- F. Age-restricted housing density bonus
- G. Development standards and guidelines
- H. Procedure
- I. Periodic review
- J. Performance guarantee, inspection fees, maintenance bond

A. The purpose of a planned unit development (PUD) district is to foster excellence in neighborhood design and further the goals and objectives of the Town of Liberty Comprehensive Plan. These "floating districts" promote creative site layout and architectural design and secure the advantages of large-scale site planning for residential, commercial or professional office developments, or certain combinations thereof. The flexibility granted to projects in a PUD District comes with a commitment to include features beneficial to the entire community, such as open space and parkland. ~~features not normally required of traditional developments.~~ Achieving such objectives requires in-depth scrutiny by both the Town Board and Town Planning Board during the development of the PUD proposal. Therefore, more information is required about the project than would be required if development were being pursued under conventional zoning. The discretion of the Town Board regarding density of use, or even as to whether to approve or deny a PUD application, shall be absolute. This is consistent with the Town Board's inherent power to rezone.

B. Summary of Procedures. The application process for a PUD involves several steps, including site plan review and/ or subdivision review and rezoning. Each of the steps are summarized in this section, which is set forth to provide an overview of the review process only. Requirements for each procedural step are detailed in § 147-23. H.

(1) Preapplication meeting. At a duly convened meeting of the Planning Board, the applicant discusses the proposed scope and nature of the contemplated development with the Planning Board.

(2) Sketch plan initiation. The applicant submits the required information for a sketch plan (see §147-23 H. (2)) to the Code Enforcement Officer. The applicant meets with the Town Board to confirm an understanding on basic requirements of §147-23 prior to detailed design investment. The Town Board either terminates the project because the Town Board determines in its sole and absolute discretion that it is incompatible with the purpose of this chapter or guides the application to the next stage.

(3) Sketch plan meeting. Following the determination that all sketch plan submission requirements are complete by the Code Enforcement Officer, the Town Board shall schedule a joint Town Board/ Planning Board meeting. At the joint meeting, the applicant shall make a presentation to provide the Town Board and the Planning Board and answer questions regarding the proposal. The result of this meeting shall be to provide ~~with~~ sufficient information for each board to decide whether the proposed PUD has merit and can proceed to the next stage of review.

(4) Planning Board action on sketch plan. The Town Board provides the results of their review of the sketch plan to the Planning Board within ~~45~~ 31 days of the joint meeting. Such results shall include supportive reasoning and may include reference to the purpose of PUDs, the proposed development site, infrastructure, or other relationships between the proposed PUD and town matters. The Planning

Board has 62 days from the date of the joint meeting in which to make a preliminary determination as to whether the applicant may move on to next stage of the application process and submit a formal request for a PUD. The preliminary determination should establish issues that must be addressed. If it is determined the sketch plan proposal does not have merit for further review, the applicant may submit a revised proposal for another sketch plan meeting.

(5) Preliminary plan submission. The applicant submits 10 copies of the preliminary plan and application to the Planning Board at least four weeks prior to the meeting of the Board at which the application is to be heard. (See §147-23. H. (5) for additional information.) The applicant deposits an initial sum of money in an escrow account in accordance with the town's fee schedule.

(6) Action by the Town of Liberty Planning Board on the preliminary plan. The Planning Board determines, within 62 days of the preliminary plan submission, whether the application is complete. A complete application includes all information required by this section and, pursuant to SEQR regulations, either the issuance of a negative declaration or the acceptance of a draft environmental impact statement for public review. The lead agency under SEQR makes this determination of completeness. The Planning Board may request more or corrected information or waive certain information, dependent on variables and particulars of the application and/ or submitted materials. Promptly after certification of completeness, the application documents shall be distributed by the Planning Board to the Town Board for its consideration approval of PUD district formation. The Planning Board shall hold a public hearing within 62 days of determining that the application is complete.

(7) Amendment of zoning law to create PUD District. The Town Board shall, in its discretion, create the proposed PUD District, provided it has first issued a finding based on the facts and conclusions detailed in §147-23. H. (5). An amendment to the zoning law requires a public hearing to be held.

C. Type of PUD. Applicants applying for PUD shall apply under one of the two following alternatives:

(1) Large-scale PUD (LSPUD).

- (a) Minimum size: 150 contiguous acres.
- (b) Maximum size: no maximum size.
- (c) Requires phasing plan. All phases shall be illustrated in a phasing development map and numbered in the expected order of development.
- (d) Rezoning granted under the large-scale PUD process has a twenty-three-year duration. The Town Board may revoke undeveloped sections of a LSPUD after 23 years. Periodic reviews shall be completed as provided herein.

- (2) Small-scale PUD (SSPUD).
 - (a) Minimum size: 30 contiguous acres.
 - (b) Maximum size: 149.9 contiguous acres.
 - (c) Rezoning granted under the small-scale PUD process has a thirteen-year duration. The Town Board may revoke undeveloped sections of a SSPUD after 13 years.

D. Authorized uses within PUD.

- (1) No use shall be established, and no development shall be permitted in the PUD District, unless specifically approved pursuant to the procedures and standards set forth in this section. The specific uses to be allowed in the PUD shall be approved by the Planning Board. The general categories of allowable uses that may be permitted in any PUD are as follows:
 - (a) Commercial (including retail products and services, excluding wholesale).
 - (b) Offices (business or professional, excluding large-scale medical clinics).
 - (c) Single-family dwellings.
 - (d) Multifamily dwellings (including apartments and townhouses).
 - (e) Age-restricted, assisted living and skilled care facilities.
 - (f) Public and/or private recreational facilities (outdoor or indoor).
 - (g) Destination resorts.
 - (h) Mixed uses (including any combination of above uses).
- (2) The proposed PUD shall have an appropriate ratio of mixed uses that are sustainable for its location, Town needs and market considerations. The actual ratio of mixed uses shall be specified by the applicant as part of the PUD application and approved by the Planning Board and Town Board as part of the approval process.

E. Development density, open space and common recreation facilities.

- (1) The density of a proposed PUD development shall be set forth initially by the applicant as part of the PUD plan and application process and determined by the Planning Board and Town Board as part of the final approval process. Maximum density shall be based upon the degree to which the planned unit development preserves significant natural features and open space (i.e., wetlands, waterways and steep slopes) and provides recreational amenities (i.e., active and passive recreational facilities, including nature trails, bicycle

paths, sitting areas, parks and playgrounds). Based on gross acreage, without offset for environmental limitations, the following specifies the maximum allowed increased density over underlying zoning:

Percentage of PUD Preserved as Open Space or Community Recreation

Density Multiplier
(multiplied by underlying district density)

Less than 15% to 25%	1.10
25% to 39%	1.25
40% to 49%	1.35
50% +	1.50

~~(2) Alternatively, the Town Board also may agree to accept a contribution of \$2,500 for each additional housing unit proposed over that permitted by the underlying zoning. This monetary contribution is a substitute for the provision of a portion of the required open space or community recreation on-site, provided that no less than 25% of the PUD is devoted to on-site open space or community recreation. A minimum of 15% open space or parkland, or a combination thereof, must be provided. Creative integration of open space and recreational amenities into the PUD design is required. Connections to surrounding parks and open space through a coordinated trail system shall be made to the maximum extent practicable. Open space shall be usable for recreation purposes or provide visual, aesthetic, or environmental amenities, and may not be occupied by streets, drives, dependent parking areas or structures other than recreational dependent structures. Alternatively, if it is determined due to site constraints that the required open space or parkland cannot be provided within the proposed development site; and if the Planning Board has and the Town Board have each made a finding that a proper case exists for requiring that a park or parks or open space be suitably located for playgrounds or other recreational or open space purposes within the town, the Planning Board may require a sum of money in lieu thereof, in an amount to be established by the Town Board. Proceeds will be deposited into a recreation fund for community park and recreation facility improvements.~~

~~(3) Creative integration of open space and recreational amenities into the PUD design is required. Connections to surrounding parks and open space through a coordinated trail system shall be made to the maximum extent practicable. Open space shall be usable for recreation purposes or provide visual, aesthetic, or environmental amenities, and may not be occupied by streets, drives, dependent parking areas or structures other than recreational dependent structures. [Note, this language has been retained and combined with the paragraph above.]~~

- F. Age-restricted housing density bonus. A density bonus for age-restricted housing has been established to offer a land-use-based option to facilitate the economic feasibility of age-restricted housing development. The bonus provides the developer a density bonus of 5% above that which is provided for open space and of community recreation and is held specific to the parcel(s) for which the age restricted housing is being proposed.
- G. Development standards and guidelines.
- (1) Unified control. No application for a PUD shall be accepted or approved unless all of the property included in the application is under unified ownership and/or control by the applicant, or if the applicant has a legally binding contract with the property owner to transfer ownership upon approval of the PUD.
 - (2) Preservation of natural features. Significant natural features of any PUD shall be preserved whenever possible for purposes of buffering new development, preserving the character of neighborhoods, protecting critical environmental resources and providing for stormwater management.
 - (3) Preservation of historic resources. Whenever a proposed site for a PUD has existing historic buildings, structures or sites of significance located thereon, such resources shall be preserved and incorporated into the design.
 - (4) Integrated architectural design. The PUD plan of development shall integrate the design of buildings, structures, landscaping, infrastructure facilities and common areas into cohesive units of development.
 - (5) Pedestrian system. The PUD shall provide for an internal system of pedestrian circulation using sidewalks and trails, with connections to adjoining properties or systems where feasible.
 - (6) Streets. The PUD shall provide for a vehicular circulation plan that can safely accommodate current traffic volumes, as well as those generated by the PUD. Access points shall be designed to provide for smooth flow, controlled turning movements and vehicular traffic safety.
 - (7) Off-street parking and loading. The proposed development shall comply with the off-street parking and loading standards set forth herein, unless it is demonstrated that a deviation from those standards is warranted, and is specifically approved during the PUD approval process.

- (8) Utilities. Underground on-site utilities are required, including telephone, electric, cable, water distribution mains and sewer collection reaches.
- (9) Lighting. All lighting shall include full cut-off fixtures and be arranged so as to prevent direct glare or hazardous interference to adjoining streets, properties, or the night sky.
- (10) Ownership and maintenance. Subject to Town Board approval, the open space resulting from PUD design shall be permanently protected through a conservation easement and generally titled to a homeowners' association (HOA) if the PUD contains residential lots or units, or other form of ownership (such as municipal) prior to ~~the sale of any lots or dwelling units in~~ final approval of the PUD. If an HOA option is selected, then membership shall be mandatory for each property owner within the subdivision, and successive owners, with voting of one vote per lot or units and the developer's control of common amenities, therefore, assign to the individual lot/unit owners on sale of the majority of the lots or units. All restrictions on the ownership, use and maintenance of common open space shall be permanent and the HOA shall be responsible for liability insurance, local taxes, and maintenance of all open space, recreational facilities and other commonly-held amenities. Each property owner must be required to pay their proportionate share of the HOA's costs and the HOA must be able to file liens on the lot/unit owner's property if levied assessments are not paid. The HOA must have the ability to adjust the assessment to meet changing needs.
- (11) Development phasing. The development of a PUD may be proposed and approved in phases. A phasing plan shall be submitted to the Planning Board as part of the large-scale PUD application documents. The Planning Board shall have the authority to approve, with or without modifications and/or conditions, or deny the phasing plan based on the following standards:
 - (a) Each phase, when completed, must be able to fully function on its own, or in conjunction with prior phases, without dependence on subsequent phases.
 - (b) The infrastructure, as installed, shall be sufficient to accommodate each planned phase of development.
 - (c) Each phase shall have an appropriate ratio of the various uses proposed for the development.
- (12) Construction schedule. The applicant shall propose, and the Planning Board shall review and approve, a construction schedule for the development of an approved PUD. Generally, commencement of development of the large-scale

PUD, or the first phase if a phased large-scale PUD approved, shall commence within three years of the date that the final site plan of the PUD is approved. However, it is recognized that depending on the scale and complexity of the development, consideration may be made with respect to the reasonable time necessary for the applicant to obtain construction financing, insurance and bonds, executing construction contracts, and other such aspects involved in a development project. Thus, the Planning Board may modify the time-period allowed for commencement of construction depending on the circumstances of each PUD.

H. Procedure. The following provides further detail for each step in the PUD process outlined above:

- (1) Preapplication ~~meeting conference~~. Prior to the official submission of the application for a Planned Unit Development District, the landowner, or the landowner's agent, ~~may~~ shall meet with the Planning Board to discuss the proposed scope and nature of the contemplated development. ~~While this is not required, it is strongly encouraged.~~ The Planning Board shall inform the landowner, or landowner's agent, of the applicability of §147-23 of the Zoning Law (Planned Unit Development Districts).
- (2) Sketch plan initiation. ~~process~~. An application for a PUD review ~~approval~~ starts with the submission ~~and review~~ of a sketch plan to the Code Enforcement Officer as set forth below. The applicant shall meet with the Town Board to discuss the proposed project and to ~~reach~~ confirm an understanding on basic requirements prior to detailed design investment. If the Town Board determines in its sole and absolute discretion the proposal does not merit further review because it does not meet the objectives of this chapter, then no further action on the application shall be taken. The Town Board may require the applicant to meet with staff or consultants to facilitate the submission of a complete and suitable application. Sketch plan submissions shall include the following:
 - (a) A conceptual plan showing the parcel or parcels to be included in the PUD.
 - (b) The location of the various uses and their areas.
 - (c) Approximate location of significant natural and man-made features of land, such as waterways, wetlands, streets, easements and buildings.
 - (d) Proposed layout of structures, roads, utilities and other features.
 - (e) Current owners of parcel(s) to be included in PUD.
 - (f) A written narrative or statement of what is proposed and the merits of

such proposal. Said statement to be of sufficient detail and scope to provide a well-developed concept of the PUD and must include, at a minimum, the following:

- [1] Total number of acres proposed for the PUD.
 - [2] Type of uses proposed and ratio of mixed uses.
 - [3] Number of residential and commercial units.
 - [4] Preliminary density calculations (dwelling units per acre).
 - [5] An explanation of how the developer's particular mix of land uses meets existing community needs and goals.
 - [6] A summary of the operation and ownership arrangements during development and post-development phases.
 - [7] A summary of the infrastructure needed and/or available with respect to transportation, roads, water, and sewer, electric and telecommunications.
 - [8] A general description of the provisions of other community facilities, such as schools, fire protection services and cultural facilities, if any, and some indication of how these needs are proposed to be accommodated.
 - [9] Recreational facilities and/or amenities that will be included in the PUD plan.
 - [10] General description of architectural, planning, and environmental design standards to be proposed as part of the PUD plan.
- (3) Sketch plan meeting ~~conference~~. If the Code Enforcement Officer determines all the required information for the sketch plan is complete, the Town Board shall schedule a joint Town Board/ Planning Board meeting ~~conference~~ with the applicant within 45 days of the sketch plan submission. The applicant shall make a presentation at this joint Town Board/Planning Board meeting ~~conference~~ describing the PUD proposal and answering questions regarding the proposal. The ~~intent~~ result of this meeting shall be to provide both the Town Board and the Planning Board with sufficient information on the proposal for each Board to decide whether the ~~proposal~~ proposed has merit as a PUD has merit and can proceed ~~whether to allow the applicant to proceed~~ to the next stage of review.
- (4) Planning Board action on sketch plan. The Town Board shall provide the results of their review ~~opinion~~ to the Planning Board, in writing, within 45 ~~31~~ days of the joint meeting. Such results shall include supportive reasoning and may include reference to the purpose of PUDs, the proposed development site, infrastructure, or other relationships between the proposed PUD and town matters. The Planning Board shall have 62 days from the date of the ~~conference~~ joint meeting in which to make the preliminary determination as to whether the

applicant may move on to the next stage of the application process and submit a formal request for a PUD. The Planning Board may provide the applicant with direction (in cooperation with professional assistance as needed) regarding the content, design, allowed uses, ratio of mixed uses, project size and scope that the Board deems appropriate for the formal application stage. Although said preliminary determination will not commit the Town Board to any specific course of action on the PUD to be requested, the sketch plan process is intended to advise the applicant as to what may be generally acceptable, or not acceptable to the Board so that the applicant has an understanding of what is expected in the next stage of review. Such preliminary determination should establish issues that must be addressed in PUD design, define acceptable uses, specify the supporting documentation required for submission, and specification of all involved agencies. If it is determined the sketch plan proposal does not have merit for further review as a PUD, the applicant may submit a revised proposal for another sketch plan meeting conference but may not submit a formal PUD application.

- (5) Preliminary plan submission. The applicant shall submit 10 copies of the preliminary plan and application to the Planning Board at least four weeks prior to the meeting of the Board at which the application is to be heard. Each preliminary plan shall be drawn by a professional engineer and/or land surveyor licensed to practice in the State of New York and shall bear the signature, seal, license number and telephone number of the said professional engineer and/or land surveyor; provided, however, that all engineering data shall be signed and sealed by a professional engineer and all surveying data shall be signed and sealed by a professional land surveyor. Each submission shall include a preliminary plan drawn at a scale of not less than one inch equals 100 feet and the following additional information detailed in (a) – (e) below. :

Escrow required. The applicant shall also deposit an initial sum of money into an escrow account in advance of the review of an application for a planned unit development. Fees to be deposited are based on Large- or Small-scale PUDs and are included in Chapter A152 Fees of the Town of Liberty Code.

- (a) Certification that the applicant is the owner of the land or an authorized agent, or that the owner has given consent under an option agreement.
- (b) Certificate from the Town Tax Collector that all taxes and assessment have been paid to date.
- (c) A key map showing the entire tract and its relation to the surrounding areas.
- (d) Title block including the name of development, applicant contact information, identity of a landowner, written and graphic scales and the dates of preparation and revisions.
- (e) North arrow.

- (f) Approval signature block for Planning Board and Town Board.
- (g) Land area to the nearest tenth of an acre and computation of disturbed area.
- (h) The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax roll.
- (i) Existing section, block and lot numbers of the lots to be subdivided or developed.
- (j) Zoning district affecting the tract and within 200 feet thereof, including district names and requirements, and a comparison to the application.
- (k) Land use plan specifying residential land areas and indicating the acreage, density and the type of dwelling units proposed; nonresidential land areas indicating the acreage, square footage, and specific type of uses proposed; conceptual footprints of all proposed buildings with typical dimensions; approximate and maximum height of all proposed buildings; locations of parking areas and the estimated number of parking spaces; and general calculations of impervious surface coverings.
- (l) Housing plan indicating the number and type of housing units, as well as the form of ownership and any deed restrictions, as necessary, to be provided.
- (m) Open space and recreation plan indicating the general location of land areas to be devoted to open space, conservation, and recreational purposes, including a general description of the improvements proposed to be made thereon and a plan for the operation and maintenance of said land areas.
- (n) Environmental inventory including a general description of the waterways, wetlands, wildlife habitat, upland vegetation, soils, topography, geology, surface hydrology, climate and cultural resources of the site, existing man-made structures or features and the probable impact of the development on the environmental resources of the site, both during construction and thereafter.
- (o) Traffic circulation plan showing the general location and types of transportation facilities, indicating all existing and proposed collector and local streets, and all proposed improvements to existing roads. The traffic circulation plan shall include daily and peak hour traffic volume projections, an assessment of the traffic impacts of the proposed development on the highway network and estimated levels of services before and after development, with or without traffic improvements.

- (p) Pedestrian circulation plan showing the general location and types of facilities for pedestrian access throughout the PUD, including both sidewalks and trails.
 - (q) Utility plan indicating the general location of existing and proposed sewer and water lines, pump stations, water supply wells, sewage treatment plants and proposed methods for handling solid waste disposal. Additionally, tract connections to electric, gas, cable, and telephone facilities shall be generally indicated and a plan for the operations and maintenance of the proposed utilities shall be submitted.
 - (r) Stormwater management plan indicating the proposed method of controlling surface water runoff, including design calculations for drainage improvements and proposed soil erosion and sediment control measures, both during construction and thereafter.
 - (s) Community facilities plan indicating the scope and type of supporting community facilities to be provided.
 - (t) Proposed phasing plan indicating areas to be developed in each phase and the priority of each. The eventual development of each phase should be related to the land use plan, the traffic circulation plan, the stormwater management plan and the utility plan to ensure the phasing plan is workable. It should also demonstrate a reasonable balance of the different components of the PUD exists at each phase of the project.
 - (u) SEQR, Part I of the New York State Environmental Assessment Form (Long Form), or a draft environmental impact statement.
 - (v) Draft PUD District amendment to the Tow of Liberty Zoning Law to accommodate the proposed PUD project.
- (6) Action by the Town of Liberty Planning Board on the preliminary plan. The Planning Board shall review the application for the preliminary plan for the purpose of determining, within 62 days of its submission, whether said application is complete.
- (a) If said application is found to contain all of the information required, the Planning Board shall certify said application is complete and direct the application to the Town of Liberty Town Board with recommendations to approve, disapprove or conditionally approve the proposed PUD District. Prior to directing the application to the Town Board, the Planning Board, if it is lead agency under the SEQR review, shall determine completeness of the application for SEQR purposes. Pursuant to NYCRR Part 617.3 (c) an application is not complete until a negative declaration has been issued; or until a draft EIS has been accepted by the lead agency as satisfactory with respect to scope, content and adequacy. If the Town Board is lead agency it shall determine completeness for

SEQR purposes. (Note, the lead agency has forty-five (45) days to determine completeness and adequacy of a draft EIS for public review, or to specify the reasons for its unacceptability. However, for an unusually complex or extensive EIS, a lead agency may negotiate with the project sponsor to establish a longer review period.)

- (b) If said application is found to lack some of the information required above, the Planning Board shall cause the applicant to be notified, in writing, that said application is incomplete, specifying the deficiencies in the application. Should the Planning Board conclude the missing information is not applicable to the subject application and/or are not necessary to make an informed decision on the application, it may waive such requirements as a prerequisite for completeness only, and certify the application is complete, notwithstanding the missing items.
 - (c) If waivers of checklist items have been specifically requested by the applicant in the application, the Planning Board shall act on the request for waivers within 62 days of application submission or requested extension from the applicant. If the waivers are granted, the application is complete as long as all other requirements for submission have been satisfied. If the waivers are denied, the application is incomplete until missing information is submitted. An applicant who has been notified that is application is incomplete may request waiver of one or more of the submission requirements. Said request shall be the subject of a resubmitted application and will be treated as a new submission.
 - (d) Should the Planning Board fail to act within 62 days of the date of the submission of the application, said application shall be deemed complete.
 - (e) The Planning Board may subsequently require correction of any information found to be in error, may require submission of additional information not specified in this chapter, and/or may direct that revisions be made in the application documents. The modifications shall be considered as reasonably necessary in order for the Planning Board to make an informed decision as to whether the requirements of approval of the application have been met. This is provided that the application shall not be deemed incomplete for lack of any additional information or revisions. Promptly after certification of completeness, the application documents shall be distributed by the Planning Board to the Town Board for its consideration ~~approval~~ of PUD district formation.
 - (f) The Planning Board shall hold a public hearing within 62 days of determining the preliminary application is complete.
- (7) Amendment of zoning law to create PUD District.

- (a) The Town Board shall, in its discretion, in accordance with the requirements of the New York State Town Law, amend its Zoning Law to create the proposed PUD District, provided that it has first issued a finding of the following facts and conclusions:
 - [1] That departures by the proposed development from zoning regulations, otherwise applicable to the subject property, conform to the zoning provisions outlined in this section above;
 - [2] That the proposals for maintenance and conservation of the common space are reliable, and the amount, location and purpose of the common open space are adequate;
 - [3] That provisions through the physical design of the proposed development for public services, control over vehicular and pedestrian traffic, and the amenities of light and air, recreation and visual gratification and are adequate;
 - [4] That the proposed PUD will not have an unreasonably adverse impact upon the area in which it is proposed to be established; and
 - [5] In the case of a proposed PUD, which contemplated construction over a period of years, that the terms and conditions intended to protect the interests of the public and of the residents, occupants and owners of the proposed development in the total completion of the development are adequate.
 - (b) Should the Town Board fail to make such findings and hold a public hearing on the proposed PUD District within 62 days of application submission to the Town Board, the application for PUD District creation shall presumed to be denied and no further action shall be taken.
- (8) Site plan and subdivision approval. Following Town Board enactment of the proposed PUD District, the applicant shall prepare a final site plan in accordance with Article VIII of this zoning law and, if applicable, a subdivision plan including all of the information required under § 130-13 of Chapter 130, Subdivision of land, of the Code of the Town of Liberty, and submit it to the Planning Board for final review. ~~and approval.~~ The submission shall include a final timetable, with specific dates for completion of different aspects of the projects to be used as a guide for the Code Enforcement Officer to administer periodic review. When more than 12 months have elapsed between the creation of the PUD and the date of the submission of the site plan and where the Planning Board finds conditions affecting the plan have changed significantly in the interim, the Planning Board may recommend to the Town Board the PUD District designation be rescinded. The Planning Board may disapprove a site/subdivision plan if it varies substantially from the preliminary project plan upon which the creation of the PUD District was based.

(9) H. Periodic review.

- (1) The Town Code Enforcement Officer shall review the progress of the project and compare it to the timetable approved by the Planning Board as part of the site approval process according to the following timetable:
 - (a) Large-scale PUD (LSPUD): every four years.
 - (b) Small-scale PUD (SSPUD): every two years.
- (2) If the Code Enforcement Officer finds the project has met the development timetable, a letter shall be sent to the Planning Board stating such. If the Code Enforcement Officer finds the project has not met the development timetable, then he must notify the Planning Board, in writing, within 30 days. Upon receiving the notification from the Code Enforcement Officer, the Planning Board must schedule, within 62 days, a hearing to review the timetable and project progress with the developer. The Planning Board may:
 - (a) Do nothing and require another review in one year;
 - (b) Find compelling reasons why the project has fallen behind schedule and vote to approve a revised site/subdivision plan with an amended timetable; or
 - (c) Find the project is behind schedule because conditions have sufficiently changed since the creation of the PUD and recommend the Town Board revoke or modify the PUD classification. The recommendation must be made in writing and describe, in detail, the reasons for such a recommendation.
- (3) Upon receiving notification from the Planning Board about a PUD project that has fallen behind schedule, the Town Board may amend the Zoning Law to revoke or extend the PUD District, as provided by Town Law.

- I. Performance guarantee, inspection fees, maintenance bond. The developer shall provide for all performance guarantees, inspection fees and maintenance bonds as described in § 130-13 of Chapter 130, Subdivision of Land, of the Code of the Town of Liberty.

Section 3. Severability.

If any part or provision of this Local Law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgement shall be confined in its operation to the part of provision or application directly involved in the controversy in which judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Local Law or the application thereof to other persons or circumstances, and the Town hereby declares that it would have passed this Local Law or the remained thereof had such invalid application or invalid provision been apparent.

Section 4. Supersession.

This Local Law is adopted pursuant to the provisions of the Municipal Home Rule Law of the State of New York and is intended to supersede any provisions of the New York State Town Law, the Town of Liberty Zoning Law and the General Municipal Law which are inconsistent with the provisions of this Local Law.

Section 5. Effective Date

This Local Law shall take effect immediately upon filing in the office of the Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

**Full Environmental Assessment Form
Part 1 - Project and Setting**

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project: Town of Liberty Zoning Amendments		
Project Location (describe, and attach a general location map): Town of Liberty, Sullivan County		
Brief Description of Proposed Action (include purpose or need): The Liberty Town Board is amending the Planned Unit Development District section of the town zoning law. The primary purposes of these zoning amendments are the clarification the review process by summarizing the steps, the adjustment of language to facilitate understanding, and the integration of SEQR references to help ensure procedural requirements of the environmental review.		
Name of Applicant/Sponsor: Town of Liberty Town Board		Telephone: (845) 292-5110 E-Mail: supervisordemayo@townofliberty.org
Address: 120 North Main Street		
City/PO: Liberty	State: NY	Zip Code: 12754
Project Contact (if not same as sponsor; give name and title/role): Frank DeMayo, Town Supervisor		Telephone: E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone: E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)		
Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No or Village Board of Trustees	Subject local law.	
b. City, Town or Village <input type="checkbox"/> Yes <input type="checkbox"/> No Planning Board or Commission		
c. City, Town or <input type="checkbox"/> Yes <input type="checkbox"/> No Village Zoning Board of Appeals		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County referral and recommendation per General Municipal Law 239-m	
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. Planning and Zoning

C.1. Planning and zoning actions.	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • If Yes, complete sections C, F and G. • If No, proceed to question C.2 and complete all remaining sections and questions in Part 1 	
C.2. Adopted land use plans.	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, identify the plan(s):	

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, identify the plan(s):	
Sullivan County has an adopted Open Space Plan and an adopted Ag and Farmland Protection Plan. The town of Liberty has an adopted Ag and Farmland Protection Plan.	

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
 If Yes, what is the zoning classification(s) including any applicable overlay district?
 The current zoning classification of the majority of parcels is R-1 Low Density; whereas the current classification of the small minority of parcels is R-D Rural Development. The only proposed action at this time is the zoning amendment.

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No
 If Yes,
 i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? Liberty

b. What police or other public protection forces serve the project site?
New York State Police; Sullivan County Sheriff

c. Which fire protection and emergency medical services serve the project site?
Fire: Liberty, Youngsville, Swan Lake, Loch Sheldrake; EMS: Sullivan County Emergency Center, Mobilemedic EMS, Central Hatzalah

d. What parks serve the project site?
Walnut Mountain, Turtle Spring Nature Trail, Swan Lake Park, Liberty Rail Trail, Hanofee Park

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres
 b. Total acreage to be physically disturbed? _____ acres
 c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? Yes No
 i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No
 If Yes,
 i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

 ii. Is a cluster/conservation layout proposed? Yes No
 iii. Number of lots proposed? _____
 iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? Yes No
 i. If No, anticipated period of construction: _____ months
 ii. If Yes:
 • Total number of phases anticipated _____
 • Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
 • Anticipated completion date of final phase _____ month _____ year
 • Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,

- Total number of structures _____
- Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length
- Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,

- Purpose of the impoundment: _____
- If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____
- If other than water, identify the type of impounded/contained liquids and their source. _____
- Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres
- Dimensions of the proposed dam or impounding structure: _____ height; _____ length
- Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)
 If Yes:

- What is the purpose of the excavation or dredging? _____
- How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?
 - Volume (specify tons or cubic yards): _____
 - Over what duration of time? _____
- Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

- What is the total area to be dredged or excavated? _____ acres
- What is the maximum area to be worked at any one time? _____ acres
- What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:

- Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes No
If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No
If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No
If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No

If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

• Do existing sewer lines serve the project site? Yes No
 • Will a line extension within an existing district be necessary to serve the project? Yes No
 If Yes:
 • Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:
 • Applicant/sponsor for new district: _____
 • Date application submitted or anticipated: _____
 • What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:
 i. How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
 ii. Describe types of new point sources. _____

 iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

 • If to surface waters, identify receiving water bodies or wetlands: _____

 • Will stormwater runoff flow to adjacent properties? Yes No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:
 i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

 ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

 iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:
 i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
 ii. In addition to emissions as calculated in the application, the project will generate:
 • _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 • _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 • _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
 • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.

ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? Yes No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? Yes No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade, to an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
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<p>m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Provide details including sources, time of day and duration:</p> <p>_____</p>	
<p>ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p>	
<p>n. Will the proposed action have outdoor lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:</p> <p>_____</p>	
<p>ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p>	
<p>o. Does the proposed action have the potential to produce odors for more than one hour per day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____</p> <p>_____</p>	
<p>p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Product(s) to be stored _____</p> <p>ii. Volume(s) _____ per unit time _____ (e.g., month, year)</p> <p>iii. Generally, describe the proposed storage facilities: _____</p>	
<p>q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe proposed treatment(s):</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action use Integrated Pest Management Practices? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe any solid waste(s) to be generated during construction or operation of the facility:</p> <ul style="list-style-type: none"> • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) <p>ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:</p> <ul style="list-style-type: none"> • Construction: _____ • Operation: _____ <p>iii. Proposed disposal methods/facilities for solid waste generated on-site:</p> <ul style="list-style-type: none"> • Construction: _____ • Operation: _____ 	

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

Urban Industrial Commercial Residential (suburban) Rural (non-farm)

Forest Agriculture Aquatic Other (specify): _____

ii. If mix of uses, generally describe: _____

b. Land uses and covertypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

<p>c. Is the project site presently used by members of the community for public recreation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>i. If Yes: explain: _____</p>						
<p>d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes,</p> <p>i. Identify Facilities: _____</p> <p>_____</p>						
<p>e. Does the project site contain an existing dam? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Dimensions of the dam and impoundment:</p> <ul style="list-style-type: none"> • Dam height: _____ feet • Dam length: _____ feet • Surface area: _____ acres • Volume impounded: _____ gallons OR acre-feet <p>ii. Dam's existing hazard classification: _____</p> <p>iii. Provide date and summarize results of last inspection: _____</p> <p>_____</p>						
<p>f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Has the facility been formally closed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> • If yes, cite sources/documentation: _____ <p>ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____</p> <p>_____</p> <p>iii. Describe any development constraints due to the prior solid waste activities: _____</p> <p>_____</p>						
<p>g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____</p> <p>_____</p>						
<p>h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;"><input type="checkbox"/> Yes – Spills Incidents database</td> <td>Provide DEC ID number(s): _____</td> </tr> <tr> <td><input type="checkbox"/> Yes – Environmental Site Remediation database</td> <td>Provide DEC ID number(s): _____</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Neither database</td> </tr> </table> <p>ii. If site has been subject of RCRA corrective activities, describe control measures: _____</p> <p>_____</p> <p>iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide DEC ID number(s): _____</p> <p>iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____</p> <p>_____</p>	<input type="checkbox"/> Yes – Spills Incidents database	Provide DEC ID number(s): _____	<input type="checkbox"/> Yes – Environmental Site Remediation database	Provide DEC ID number(s): _____	<input type="checkbox"/> Neither database	
<input type="checkbox"/> Yes – Spills Incidents database	Provide DEC ID number(s): _____					
<input type="checkbox"/> Yes – Environmental Site Remediation database	Provide DEC ID number(s): _____					
<input type="checkbox"/> Neither database						

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100-year Floodplain? Yes No

k. Is the project site in the 500-year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____

n. Does the project site contain a designated significant natural community? Yes No
 If Yes:
i. Describe the habitat/community (composition, function, and basis for designation): _____

ii. Source(s) of description or evaluation: _____
iii. Extent of community/habitat:
 • Currently: _____ acres
 • Following completion of project as proposed: _____ acres
 • Gain or loss (indicate + or -): _____ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? Yes No
 If Yes:
i. Species and listing (endangered or threatened): _____

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? Yes No
 If Yes:
i. Species and listing: _____

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? Yes No
 If yes, give a brief description of how the proposed action may affect that use: _____

E.3. Designated Public Resources On or Near Project Site

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? Yes No
 If Yes, provide county plus district name/number: _____

b. Are agricultural lands consisting of highly productive soils present? Yes No
i. If Yes: acreage(s) on project site? _____
ii. Source(s) of soil rating(s): _____

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? Yes No
 If Yes:
i. Nature of the natural landmark: Biological Community Geological Feature
ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? Yes No
 If Yes:
i. CEA name: _____
ii. Basis for designation: _____
iii. Designating agency and date: _____

<p>e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?</p> <p>If Yes:</p> <p>i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District</p> <p>ii. Name: _____</p> <p>iii. Brief description of attributes on which listing is based: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>g. Have additional archaeological or historic site(s) or resources been identified on the project site?</p> <p>If Yes:</p> <p>i. Describe possible resource(s): _____</p> <p>ii. Basis for identification: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?</p> <p>If Yes:</p> <p>i. Identify resource: _____</p> <p>ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____</p> <p>iii. Distance between project and resource: _____ miles.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?</p> <p>If Yes:</p> <p>i. Identify the name of the river and its designation: _____</p> <p>ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name Town of Liberty Town Board Date May 30, 2024

Signature Frank DeMayo Title Town Supervisor

PRINT FORM

June 18, 2024

Liberty Town Board
Mr. Frank DeMayo
120 North Main Street
Liberty, NY 12754

Dear Supervisor DeMayo and Town Council,

After careful consideration of your current situation, I am happy to present a proposal for the most effective approach to the human resources functions for the Town of Liberty. This proposal outlines my strategy to guide you in evaluating your current HR functions, creating a comprehensive employee handbook, developing robust employee policies, and selecting an experienced external HR provider to outsource certain, if not all, functions. I will assist you every step of the way, from policy development to the recommendation and research of potential HR vendors specializing in municipal operations.

Objectives

1. **Develop an HR Handbook:** Collaborate to create a detailed HR handbook that addresses all critical aspects of employment within the Town of Liberty.
2. **Policy Development:** Develop and implement clear, compliant HR policies that promote a productive workplace environment.
3. **Vendor Selection:** Facilitate the selection process of a qualified external HR company that specializes in municipal operations.

Scope of Services

Evaluation of Current HR Functions:

- Conduct a thorough assessment of your current HR practices to identify strengths and areas for improvement.
- Provide recommendations for enhancements based on best practices in municipal HR management.

HR Handbook Creation:

- Work with town officials to identify specific needs and integrate them into the handbook.
- Draft sections including employment practices, benefits, code of conduct, and disciplinary procedures.
- Ensure compliance with state and federal regulations through revisions in consultation with legal advisors.

Policy Development:

- Evaluate existing HR policies and identify improvement areas.
- Craft new policies to foster a supportive and legally compliant work culture.
- Set up mechanisms for ongoing policy feedback and improvement.

Vendor Selection for HR Management:

- Establish criteria for selecting an HR management company.
- Assist in preparing and distributing a Request for Proposal (RFP) to potential vendors.
- Help evaluate proposals and negotiate terms to secure the best service agreement for the town.

Project Timeline

Month 1-2:

- Begin the HR vendor selection process, including preparation and distribution of the RFP.
- Meet with town stakeholders and employees to understand pain points of current HR processes

Month 3-4:

- Develop the HR handbook and integrate feedback from town officials. The handbook will be presented and discussed in sections.

Month 5-6:

- Policy development and reviews, ensuring alignment with the chosen HR vendor's practices.

Regular updates will be given to the town council regarding progress, incurred costs, and any necessary adjustments.

Budget

As a local professional committed to enhancing our community, I am pleased to propose my services to the Town of Liberty at a special rate of \$100 per hour. The projected duration of this work is estimated to be between 80-100 hours, which will encompass consultancy fees, incidental expenses, and costs related to the HR vendor selection process. Invoices will be submitted semi-monthly for hours spent so you will see the progress of the project.

The goal of this proposal is to develop a strategic and compliant HR framework that aligns with the operational objectives of the Town of Liberty and facilitates efficient management through a qualified external provider. I eagerly anticipate the opportunity to discuss this proposal in more detail and to begin my collaboration with the Town of Liberty.

Sincerely,


Jacquie Leventoff

President, Carol Alexander Enterprises, LLC

CHRISTOPHER KNAPP
DIRECTOR

TEL. 845-807-0221
FAX 845-807-0232



**COUNTY OF SULLIVAN
REAL PROPERTY TAX SERVICES
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701**

May 10, 2024

Hon. Frank DeMayo, Supervisor, Town of Liberty
120 North Main Street
Liberty, NY 12754


Dear Supervisor DeMayo:

Our office was recently contacted by one of three homeowners (Mr. Vitanza) located on a private road in the Town of Liberty seeking to name the private road. There are currently three constructed residences located on this private road. Two of the three homeowners have now put forth road names. Mr. Vitanza suggests either Serendipity Way, All Terrain Dr or Copper Hill Ln while Mr. Potts suggests either Arrowhead or Knight as the name for the private road. We have conducted a search and there are no other roads named Arrowhead in the Town of Liberty, however, there is one in the Town of Tusten and Knight is a road name in two towns, Lumberland and Neversink; the other three names have no conflicts anywhere else in the county. Our office has no objection to any of the names provided except Knight.

The current E-911 addresses for the three homes are 45 Midway Road, 39 Midway Road and 37 Midway Road, White Sulphur Springs. Pursuant to section 62-8(B) of the Town of Liberty Code, it is the responsibility of the town board to name private roads.

Please notify me of the name the town board decides upon. If it is not any of the aforementioned names additional research will be necessary.

Sincerely,



Christopher Knapp, Director

ENCL: County Road naming policy, letter to all property owners dated: 5/10/2024



**COUNTY OF SULLIVAN
REAL PROPERTY TAX SERVICES
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701
911Addressing@sullivanny.us**

Policy and Procedure for Naming / Renaming Roads for 911 Purposes

1. Three or more residential/commercial/public structures or parcels being accessed by the same right-of-way **requires** the right-of-way to be named as a road. To begin the process of naming a right-of-way, create a **short** list of name choices (2-3 is usually sufficient) for that right-of-way. It is recommended that you avoid using tree, bird, or "Hill" names. For safety and mailing purposes each ROW needing a name should have a unique name, not similar to others within the same area/private community (i.e.: within the same private community we would be unlikely to approve Sorrel Av, Sorrel Ln, Sorrel Ct...). Please note, some road suffixes may be reserved for public roads (i.e.: Rd, St, Rte, etc...). We will adjust as needed.
2. **Obtain written agreement from all parties that will be using this roadway to access their residence/business and from the land owners for properties immediately surrounding the roadway.** The written agreement should indicate that they are aware of the desire and intention to acquire a formal road name for addressing purposes, that the short list has been provided to them in verbal or written form, that they are aware that said naming and addressing may require them to contact the appropriate parties regarding a change of address, and that they agree to the naming of said roadway. This written agreement, containing the necessary language as indicated above, can be done in petition form. Please note, this may not apply to all situations.
3. Provide the short list, along with the written agreement of all parties affected, if needed, to the 911 Addressing Center by submitting it to the address above* or by calling (845) 807-0221. Request review and approval for at least one of the names, for each road, you have specified on your short list. If submitting by mail or email, please include a brief letter requesting review and approval. Be sure to include your contact information so that you can be notified of the accepted name. The 911 Addressing Center will determine if one or more of your name choices can be used for 911 purposes. Upon approval you will be notified via a road name approval letter or email with a Real Property Services letterhead.
4. After you are notified of the accepted name by the 911 Addressing Center, submit the approval letter and a written request to your Town Clerk requesting that the Town Board approve, by resolution, the accepted name for the right-of-way. The written request must include your name and/or company name, community name, the proposed road name, and a site plan clearly identifying the location of the new road.
5. The resolution will be voted on at a regularly scheduled Town Board meeting.
6. Upon approval by the Town Board, you must mail a copy of the resolution to the "911 Addressing, Office of Real Property Tax Services" at the above address. You may also email it as an attachment.
7. Once the process is completed, and the 911 Address Center receives all of the required documentation and applications, the new road be will built into the 911 database. Any existing residential or commercial structures on the road will either be assigned a 911 address or receive a new 911 address reflecting the new road name. In some cases new numbers may be assigned as well.†

* ATTN: 911 Addressing Coordinator

† The County of Sullivan will provide the new address(es) to the USPS and the Assessor. Street information will be provided to the Telephone Address Management System. Any other necessary address change notifications are the responsibility of the property owner.

‡ The owners/residents are responsible for informing all appropriate agencies of the official address change. Send copies of the address assignment letter you receive to your banks, mortgage companies, insurance companies, utility companies, alarm companies, subscription services, and any other entity that should be informed of the change in writing. Bring a copy of the letter to your local Post Master to re-register for delivery at the new address and/or to update the physical address associated with your PO Box.

CHRISTOPHER KNAPP
DIRECTOR

TEL. 845-807-0221
FAX 845-807-0232



**COUNTY OF SULLIVAN
REAL PROPERTY TAX SERVICES
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701**

May 10, 2024

John Melchick, Jr. & Jeanne Melchick
PO Box 208
Youngsville, NY 12791-0208

Dear Mr. & Mrs. Melchick,

I'm writing this letter to you to inform you that it is Sullivan County's policy that private roads be named once 3 or more structures are accessed by the private road. In this case 37, 39 & 45 Midway Road are all structures that're using the same private road for access to the town road. Recently, a new home was constructed which uses the same private road for access as you do which is why this matter is being brought to your attention at this time.

I've enclosed the policy and procedure concerning this matter for convenience. In this case, you actually own the private road but since there're others who utilize the road, everyone will need to agree on a name for the road.

We apologize for any inconvenience this may cause but the policy is in place for everyone's safety. If you have any questions please feel free to contact us at the telephone number above. Thank you for your cooperation and understanding while we work to provide you with the best emergency service response possible.

Sincerely,

Christopher Knapp

Sullivan County 911 Addressing Center

**ENCL: Road naming policy & procedure
Cc: Tina & James Potts and Philip & Erica Vitanza**