



Town of Shandaken Town Board
Regular Monthly Meeting Agenda
Monday, September 14, 2015

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of previous T/B Meeting minutes**
5. **Supervisor's Financial Report**
6. **Communications**
7. **Committee Reports:**
 - a. *Ambulance*
 - b. *Police*
 - c. *Phoenicia Water*
 - d. *Pine Hill Water*
 - e. *Museum*
 - f. *Recreation*
 - g. *Shandaken Day*
8. **Public Comments on Resolutions**
9. **Motions:**
10. **Resolutions:**
 110. **Pay All Bills**
 111. **Town Board– Authorize FEMA Buyouts**
 - a. *SBL# 25.15-1-48 (T. Byron)*
 - b. *SBL# 12.18-2-7 (J. Blydenburgh)*
 - c. *SBL# 25.1-2-20 (J. Barden)*
 112. **Town Board– Advertise Bids for Three Town Info Kiosks**
 - a. **Smart Growth Grant**
 113. **Town Board – Advertise Bids for Morton Library Portico Repair**
 114. **Police – Accept Resignation of P/T Officer – Vandendooren**
 115. **Police - Hire Part-Time Officer –Ryan V. Benincasa**
 - a. **P/T Rate - \$19.17 per hour**
 116. **Ambulance Hire Part-Time Ambulance Technician Coddington**
 117. **Town Board – No Campaign Signage until after Columbus Day**
11. **Open Public Comment**
12. **Meeting Adjournment -IN MEMORY OF:**

Georgette Béneat Jordyn Engler

RESOLUTION TO PAY ALL BILLS

WHEREAS, The Department of Audit and Control require Town Boards to sign and inspect all vouchers coming into the town for payment, to number and total amounts from each fund.

THEREFORE BE IT RESOLVED, that the Town Board authorize the following vouchers paid:

General	\$ 61,892.09
Highway	28,353.74
Phoenicia Water	4,980.71
Pine Hill Water	----
Phoenicia Lights	864.20
Chichester Lights	130.05
Pine Hill Lights	510.10

	\$ 96,730.89

AND MOVES ITS ADOPTION

Seconded by: STORMS

ROLL CALL

	AYES	NAYS
BOARD MEMBER BERNSTEIN	ABSENT	_____
BOARD MEMBER HIGLEY	ABSENT	_____
BOARD MEMBER MALLOY	<u> X </u>	_____
BOARD MEMBER STORMS	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

AUTHORIZING SUPERVISOR TO ENTER AGREEMENT WITH NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION REGARDING FEMA BUYOUT PROPERTIES

WHEREAS, the Town of Shandaken (*Town*) suffered devastating losses from Hurricane Irene and Tropical Storm Lee (*Storms*) in August and September of 2011; and

WHEREAS, multiple residential parcels endured ‘Substantial Damages’ from said *Storms* as prescribed under Federal Emergency Management Agency (*FEMA*) Guidelines which makes them eligible for purchase through the *FEMA* Buyout Program; and

WHEREAS, sixteen (16) parcels have been identified and have remained in the *FEMA* Buyout Program which includes demolition of any structures and restricting the parcels as open space perpetually; and

WHEREAS, the *Town* has declined taking ownership of these parcels whereby the New York City Department of Environmental Protection (*NYC-DEP*) is willing to take ownership; and

WHEREAS, in order for these buyouts to continue being processed the *Town* and *NYC-DEP* must enter into an agreement regarding maintenance of said parcels whereby *NYC-DEP* is offering minimal maintenance including annual property inspections, boundary maintenance and signage but not including active management (mowing, snowplowing, etc.); and

WHEREAS, the *Town* understands that moving forward if the *Town* wishes active management activities to take place on these parcels the *Town* would have to take responsibility for these through a permitting process of the *NYC-DEP*; and

THEREFORE BE IT RESOLVED that the Town of Shandaken Town Board does hereby authorize the Town Supervisor to enter into an agreement with *NYC-DEP* with understanding of all that is prescribed above and moves the following parcels forward through the *FEMA* Buyout Program:

Parcel # 8595	SBL# 25.15-1-48	Owner: T. Byron
Parcel # 8601	SBL# 12.18-2-7	Owner: J. Blydenburgh
Parcel # 8603	SBL# 25.1-2-20	Owner: J. Barden

AND MOVES ITS ADOPTION
Seconded by: MALLOY

ROLL CALL

	AYES	NAYS
BOARD MEMBER BERNSTEIN	ABSENT	_____
BOARD MEMBER HIGLEY	ABSENT	_____
BOARD MEMBER MALLOY	__X__	_____
BOARD MEMBER STORMS	__X__	_____
SUPERVISOR STANLEY	__X__	_____

ADVERTISING FOR BIDS FOR INSTALLATION OF THREE TOWN INFORMATION KIOSKS FUNDED BY SMART GROWTH GRANT

WHEREAS, the Town of Shandaken has been awarded a Smart Growth Grant from NYS DEC which included the installation of four (4) town oriented information kiosks; and

WHEREAS, the Town has been successful in the installation of one kiosk using volunteers at the Big Indian Park; an

WHEREAS, the Town on several occasions has made its best effort in its request for volunteers for the installation of the final three kiosks (Main Street, Phoenicia; Ash Road and Route 42, Shandaken; Main Street, Pine Hill) with minimal response from the public; an

WHEREAS, the Town has enough remaining funds in the Smart Growth Grant available for the necessary materials and labor to install these kiosks including the installation of bluestone bases and solar lighting fixtures for all four kiosks; and

WHEREAS, the Town has contacted DEC and received approval for this activity

THEREFORE BE IT RESOLVED that the Town of Shandaken Town Board hereby advertise for bids to install the three kiosks and install bluestone bases and solar lighting fixtures on all four kiosks and that any interested individuals or corporations who wish to bid on this project must attend a mandatory site visit at Big Indian Park to inspect the constructed kiosk on **Thursday, September 24, 2015 at 11am;**

BE IT FURTHER RESOLVED that any bid be submitted along with any other requirements as prescribed in the attached Request For Proposal (RFP) to the Town of Shandaken Town Clerk’s Office located at 7209 Route 28, PO Box 67, Shandaken, NY 12480 no later than 3pm on Monday, October 5, 2015 and must be in a sealed envelope clearly marked on the exterior of the envelope in large block letters “KIOSK BID” with said bids to opened and read aloud at the regularly scheduled Town Board meeting that evening at 7 pm

AND MOVES ITS ADOPTION

Seconded by: STANLEY

ROLL CALL

	AYES	NAYS
BOARD MEMBER BERNSTEIN	ABSENT	_____
BOARD MEMBER HIGLEY	ABSENT	_____
BOARD MEMBER MALLOY	<u> X </u>	_____
BOARD MEMBER STORMS	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

Town of Shandaken Request for Proposals

Project Description and Preliminary Scope of Work

The Town of Shandaken is soliciting proposals from qualified contractors for work to be completed on Town Information Kiosks:

Project Description

The Town is requesting labor to install three ten foot by ten foot (10' X 10') information kiosks to be located at locations previously designated throughout the Town and install bluestone base floors and solar lighting fixtures to these three kiosks as well as one previously constructed in Big Indian Park, State Route 28, Big Indian, NY. All construction materials needed will be provided by the Town through the Smart Growth Grant, excepting tools needed for construction.

Requirement

The Town requires a mandatory site visit to the existing kiosk located at Big Indian Park, NYS Route 28, Big Indian, NY 12410 scheduled for Thursday, September 24, 2015 at 11AM. Specifications and any relevant material will be available at that site visit for any interested parties.

Completion Date

The required completion date would be November 30, 2015.

Scope of Work

Professional services required shall include:

1. Construct and install three (3) information kiosks including but not limited to:

- a. Site preparation
- b. Support post installation
- c. Plywood panel installation
- d. Roof truss, sheathing, drip edge and shingle installation

2. Install bluestone floor base in all four information kiosks:

- a. Ground preparation including base material and tamping
- b. Placement and securing of for four (4) slabs of 1½" to 2" thick blue stone in

triangular cut for each kiosk

3. Install Solar lighting fixtures in all four kiosks:

- a. Provide three written estimates for adequate Solar lighting fixtures
- b. Install and secure solar lights and accessories

Payment Schedule

Payments shall be made in one lump sum payment upon the satisfactory completion of all work. Payment shall be based strictly on the contract price as approved by the Town Board of Shandaken.

Other: The successful firm must comply with all applicable funder requirements.

Submittal Content

The proposal must be organized in sections containing the following information:

Description of Firm. Describe your firm, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.

Experience. Briefly describe other projects executed by your firm that demonstrate relevant experience; however, extensive descriptions of vaguely related projects are discouraged.

Insurance. The Town will require proof of contractor's insurance and workman's compensation, as needed and if

selected, the contractor must provide proof that the Town of Shandaken has been added as an additional insured.

- Personnel.** Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and the total project, including a schedule of Personnel to be assigned to project. The schedule should reflect realistic activity durations.
- Project Cost.** The applicant shall state the full cost of undertaking the proposed services. In addition, the applicant shall state the hourly rates of various staff members in the event that additional services are requested by the Town.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

Additional Information

Questions regarding the project may be directed to:

Robert A. Stanley
Town Supervisor
PO Box 134
Shandaken, NY 12480
(845) 688-7169
shandakensupervisor@yahoo.com

Submittal Deadline

Proposals should be sent in a sealed envelope clearly labeled on the outside of the envelope in large block letter **“KIOSK BID.”** Proposals must be received no later than 3 p.m. on Monday, October 5, 2015 at Town Clerk’s Office, Town of Shandaken, P.O. Box 67, Shandaken, NY 12480. Bids will be opened and read aloud at the Regular Monthly Meeting of the Shandaken Town Board to be held at 7pm on the evening of Monday, October 5, 2015 at the Shandaken Town Hall, 7209 NYS Route 28, Shandaken, NY 12480. Proposals received after the deadline will not be considered.

Selection Process

Proposals will be ranked based on qualifications and the TOWN may choose to interview several of the top ranked firms. However, at its discretion, the TOWN may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications
- Familiarity with Area and Project
- Project Approach and Schedule
- References

The TOWN Board may award the bid on the evening of October 5, 2015 at its regularly scheduled monthly meeting, but retains the right to award at a later date no later than October 19, 2015.

The TOWN will provide all necessary permits and approvals, as necessary, for the specific project completion.

The TOWN reserves the right to reject any and all of the proposals submitted in response to this RFP.

Equal Opportunity/ Affirmative Action Employer

All qualified consultants will receive consideration without regard to race, color, religion, creed, sex, age, or national origin.

ADVERTISING FOR BIDS FOR REPAIR OF MORTON LIBRARY PORTICO

WHEREAS, the Morton Memorial Library building (Morton Library) located on Elm Street in Pine Hill is owned by the Town of Shandaken; and

WHEREAS, the Morton Library is an Historic structure listed on both the State and National Registry; and

WHEREAS, the building serves a substantial portion of the community and provides open access to literary materials, provides educational opportunities, social gathering and computer access to a significant portion of the public including residents and visitors; and

WHEREAS, the portico at the entrance of the Morton Library is in need of necessary repair in order to continue operating and to provide these assets to the community at large; and

WHEREAS, the Town has Good Neighbor funds available to assist in this repair;

THEREFORE BE IT RESOLVED that the Town of Shandaken Town Board hereby advertise for bids to repair the portico of the Morton Library and that any interested individuals or corporations who wish to bid on this repair may schedule an appointment to inspect the portico or may inspect on their own and that any bid for the repair be submitted along with a minimum of three references to the Town of Shandaken Town Clerk’s Office located at 7209 Route 28, PO Box 67, Shandaken, NY 12480 no later than 3pm on Monday, October 5, 2015 and must be in sealed envelope clearly marked on the exterior of the envelope in large block letters “LIBRARY BID” with said bids to be opened and read aloud at the regularly scheduled Town Board meeting that evening at 7 pm.

BE IT FURTHER RESOLVED that the Town’s Good Neighbor Funds be used to pay for the repair based on the bids received that evening.

AND MOVES ITS ADOPTION

Seconded by: STORMS

ROLL CALL

	AYES	NAYS
BOARD MEMBER BERNSTEIN	ABSENT	_____
BOARD MEMBER HIGLEY	ABSENT	_____
BOARD MEMBER MALLOY	<u> X </u>	_____
BOARD MEMBER STORMS	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

ACCEPT P/T POLICE RESIGNATION

WHEREAS, JOHN VANDENDOOREN, has submitted a resignation letter to the Town of Shandaken for his position with Town of Shandaken Police Department; and

THEREFORE BE IT RESOLVED, that the Town Board of Shandaken hereby accepts JOHN VANDENDOOREN resignation from the Town of Shandaken Police Department.

AND MOVES ITS ADOPTION

Seconded by: MALLOY

ROLL CALL

	AYES	NAYS
BOARD MEMBER BERNSTEIN	ABSENT	_____
BOARD MEMBER HIGLEY	ABSENT	_____
BOARD MEMBER MALLOY	<u> X </u>	_____
BOARD MEMBER STORMS	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

RESOLUTION HIRING -TOWN POLICE - PART-TIME OFFICER

WHEREAS, pursuant to §20 of the Town Law, the Town Board should designate all appointed officers and employees of the Town,

THEREFORE BE IT RESOLVED that **Ryan V. Benincasa** be, and hereby is appointed Part-Time Police Officer for the Town of Shandaken Police Department, , Starting September 14, 2015, and receive a Part-Time rate of \$19.17 per hour, while discharging the duties of said office.

AND MOVES ITS ADOPTION

Seconded by: MALLOY

ROLL CALL

	AYES	NAYS
BOARD MEMBER BERNSTEIN	ABSENT	_____
BOARD MEMBER HIGLEY	ABSENT	_____
BOARD MEMBER MALLOY	<u> X </u>	_____
BOARD MEMBER STORMS	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

RESOLUTION HIRING –AMBULANCE P/T TECHNICIAN

WHEREAS, pursuant to §20 of the Town Law, the Town Board should designate all appointed officers and employees of the Town,

THEREFORE BE IT RESOLVED that **JAMES CODDINGTON** be, and hereby is appointed Part-Time AMBULANCE TECHNICIAN, for the Town of Shandaken AMBULANCE Department, to be paid \$197.68 per 12 hr. shift including trips.

AND MOVES ITS ADOPTION

Seconded by: STANLEY

ROLL CALL

	AYES	NAYS
BOARD MEMBER BERNSTEIN	ABSENT	_____
BOARD MEMBER HIGLEY	ABSENT	_____
BOARD MEMBER MALLOY	<u> X </u>	_____
BOARD MEMBER STORMS	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

**RESOLUTION REQUESTING NO CAMPAIGN SIGNAGE
UNTIL AFTER COLUMBUS DAY (October 12, 2015)**

WHEREAS, the Town of Shandaken recognizes the importance of preserving its natural beauty and viewscapes throughout the Town and

WHEREAS, Columbus Day weekend is recognized as a highly desirable time for visitors to travel to our area and enjoy the pristine beauty of Shandaken.

THEREFORE, the Town Board of Shandaken requests that campaign signs for the General Election regardless of party affiliation or contest, not be displayed until after Columbus Day, October 12, 2015.

AND MOVE ITS ADOPTION

Seconded by: MALLOY

ROLL CALL

	AYES	NAYS
BOARD MEMBER BERNSTEIN	ABSENT	_____
BOARD MEMBER HIGLEY	ABSENT	_____
BOARD MEMBER MALLOY	<u> X </u>	_____
BOARD MEMBER STORMS	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____