



Town of Shandaken Town Board
Regular Monthly Meeting Agenda
Monday, May 2, 2016

- 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**
 - a. *Rte 212 Coalition* – PAARI Program
 - b. *Onteora Board of Education* – 2016-17 Budget
- 7. Committee Reports:**
 - a. *Ambulance*
 - b. *Police*
 - c. *Phoenicia Water*
 - d. *Pine Hill Water*
 - e. *Museum*
 - f. *Recreation*
- 8. Public Comments on Resolutions**
- 9. Motions:**
- 10. Resolutions:**
 - 90. Pay All Bills**
 - 91. Phoenicia Water – Release Closeout Funds for Construction**
 - a. **Bridge Street Bridge Main Repair**
 - 92. Phoenicia Water – Advertise for Engineer for CDBG Projects**
 - a. **Request for Qualifications**
 - 93. Highway – Accept Bids for Lower Birch Creek Project (FEMA)**
 - 94. Highway – Award Bids for Muller Rd. Bridge Replacement (FEMA)**
 - 95. Highway – Advertise Bid for Little Peck Hollow Bridge (FEMA)**
 - 96. Town Board – Set Special Meeting – Mon., May 23, 2016 @ 1pm**
 - 97. Approve Public Assembly Permit Festival of the Voice**
- 11. Open Public Comment**

Meeting Adjournment - *IN MEMORY OF: Donna Rutulante*

RESOLUTION #90-16

OFFERED BY: DISCLAFANI

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	\$ 33,492.76
Highway	32,470.52
Phoenicia Water	6,509.04
Pine Hill Water	11.33
Phoenicia Lights	919.98
Chichester Lights	134.85
Pine Hill Lights	536.12

	\$ 74,074.60

AND MOVES ITS ADOPTION

Seconded by: MALLOY

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER ALBA	<u> X </u>	<u> </u>
BOARD MEMBER DISCLAFANI	<u> X </u>	<u> </u>
BOARD MEMBER MALLOY	<u> X </u>	<u> </u>
BOARD MEMBER STORMS	<u> X </u>	<u> </u>
SUPERVISOR STANLEY	<u> X </u>	<u> </u>

RESOLUTION # 91 - 16

OFFERED BY: MALLOY

AUTHORIZING FINAL DISBURSEMENT OF GRANT FUNDS FROM EMERGENCY GRANT FOR BRIDGE STREET WATER MAIN REPLACEMENT

WHEREAS, the Town of Shandaken owns and operates a municipal water system located in the Hamlet of Phoenicia (Phoenicia Water District); and

WHEREAS, the Phoenicia Water District had endured a catastrophic failure of an 8” water main crossing the Bridge Street Bridge in Phoenicia due to extreme cold temperatures; and

WHEREAS, under Town of Shandaken Resolution #68-15 of 2015 authorized the Town Supervisor to apply for a United States Department of Agriculture Emergency Community Water Assistance Grant (USDA-ECWAG); and

WHEREAS, the Town had received a letter from USDA – ECWAG that the Town has preilimarily been awarded said grant for the \$150,000 maximum;

WHEREAS, the Town is satisfied with the work completed in December 2015 to repair the main, and

WHEREAS, there is a certain amount of monies being held in retainage until the Town is content the work is complete to their satisfaction;

THEREFORE BE IT RESOLVED that the Town of Shandaken Town Board does hereby authorizes the final disbursement of \$9,197.58 from the USDA-ECWAG monies to Merritt Construction, Inc.; and

BE IT FURTHER RESOLVED the Town Board does hereby authorize the Town Supervisor to execute any documents necessary for said disbursement of USDA-ECWAG monies.

AND MOVES ITS ADOPTION

Seconded by: STANLEY

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER ALBA	__X__	_____
BOARD MEMBER DISCLAFANI	__X__	_____
BOARD MEMBER MALLOY	__X__	_____
BOARD MEMBER STORMS	__X__	_____
SUPERVISOR STANLEY	__X__	_____

RESOLUTION # 92- 16

OFFERED BY STANLEY

**RESOLUTION ADVERTISING REQUEST FOR PROPOSAL TO HIRE ENGINEER FOR \$415,000
COMMUNITY DEVELOPMENT BLOCK GRANT AWARDED TO PHOENICIA WATER DISTRICT**

WHEREAS, the Town of Shandaken owns and operates the Phoenicia Water District located in and around the Hamlet of Phoenicia; and

WHEREAS, the Town of Shandaken is in receipt of a \$415,000 Community Development Block Grant (CDBG) from the Office of Homes and Community Renewal (OHCR) for upgrades to and for the Phoenicia Water District; and

WHEREAS, the award includes funding allocated for expenses associated with Engineering activities; and

WHEREAS, the Town Board has created a Request For Qualifications (RFQ) [attached] in order to seek qualified personnel or individuals to assist in engineering services necessary for this grant; and

WHEREAS, the Town will appoint a review committee to rank firms or individuals based on their respective submittals for said purposes in order to make recommendation to the Town Board in accordance with OHCR requirements.

THEREFORE BE IT RESOLVED, that the Town of Shandaken advertise for an Engineer to assist the Town Board in processing the grant and any and all projects associated with the CDBG grant; and

BE IT FURTHER RESOLVED, that any person(s) interested in applying for such work should supply the appropriate reference materials and other requested documentation in accordance with the supporting RFQ (Request For Qualifications). Copies of the RFQ can be found at the Town Clerk’s Office (7209 Rte. 28, PO Box 67, Shandaken, NY 12480) and on the Town website (www.shandaken.us/bids). All submissions must be received in the same office no later than 12 pm on Monday, May 23, 2016. All submissions will be opened at a Special Town Board meeting on Monday, May 23, 2016 at 1pm. The Town of Shandaken reserves the right to reject any and all bids.

AND MOVES ITS ADOPTION

Seconded by: MALLOY

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER ALBA	<u> X </u>	<u> </u>
BOARD MEMBER DISCLAFANI	<u> X </u>	<u> </u>
BOARD MEMBER MALLOY	<u> X </u>	<u> </u>
BOARD MEMBER STORMS	<u> X </u>	<u> </u>
SUPERVISOR STANLEY	<u> X </u>	<u> </u>

Town of Shandaken Request for Proposals

Project Description and Preliminary Scope of Work

The Town of Shandaken is soliciting proposals from qualified firms for assistance in the following:

Project Description

Assist the Town of Shandaken with a Community Development Block Grant (CDBG) and projects involving engineering and construction components for the Phoenicia Water District.

Completion Date

Project has a proposed completion date of December 31, 2017.

Scope of Work

Professional services required are likely to include:

- Assist Town with properly documenting all activities associated with the grant
- Provide engineering services and documents, as necessary, throughout completion of the grant
- Provide project management services for portions, or all activities, involved with the grant including but not limited to:
 - Completion of a water main loop approximately eight hundred linear feet (800 LF)
 - survey, map, cost estimate and DOH signed plans previously completed
 - Installation of a third finishing pump in filtration plant
 - Installation of a new infiltration gallery for filtration plant
 - Reclamation of existing infiltration gallery
 - Installation of chemical storage and ventilation equipment at filtration plant
- Assist Town in procuring and properly documenting any contracts associated with the grant
- Assist Town in meeting all requirements set forth by New York State Office of Homes and Community Renewal (OHCR)
- Work with the Grant Administrator in procurement of services, securing of contracts and processing claims
- Meet regularly, at least bi-monthly, with the Phoenicia Water Committee, or designees, to update them on progress made on projects
- At the discretion of the Town Board attend Town Board meetings upon request to update them on progress or upcoming activities
- Create a clear and feasible schedule through completion of the project
- Create detailed budgets, and amendments as necessary, of costs for both materials and construction throughout length of the grant

Other: 1) The successful firm or individuals **must** have familiarity with CDBG and NYS OHCR reporting and reimbursement requirements.

Submittal Content

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

- **Description of Firm.** Describe your firm's legal structure, 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. Also list all public sector clients for whom you have performed similar work in the past five years. Please highlight projects illustrating work within the Catskill Forest Preserve and the New York City West-of Hudson Watershed. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name and address of the lead firm

as well as the name and addresses of the other firms with which you worked.

- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. 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 but not required.
- **Costs.** Provide a schedule of the hourly rate of each person who would be working on this project and set forth a detailed description of any other costs, disbursements and expenses that would be charged to the town by the firm.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, alternate approaches the Town of Shandaken might wish to consider, or special considerations related to programmatic/ funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.
- **Project Schedule.** Provide a schedule of past general projects and activities indicating the duration of each activity and of the total project, including a schedule of Personnel assigned to project. The schedules should reflect actual activity durations.

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 Supervisor Robert A. Stanley at:

Town of Shandaken
P.O. Box 134
Shandaken, New York 12480
(845) 688 – 7165
shandakensupervisor@yahoo.com

The following may be requested from, or viewed at, Town offices at 7209 Rte. 28, Shandaken, NY 12480,

- CDBG application and award
- Phoenicia Water District Map
- Town Flood Maps (including new preliminary maps)
- Preliminary Engineering Report for projects included in grant
- Work previously completed (surveys, estimates, etc.)
- Other pertinent material (as requested)

Submittal Deadline

Four copies of the proposal must be received no later than 12:00 p.m. on Monday, May 23, 2016 at the Town Clerk's Office, Town of Shandaken, 7209 Rte. 28, P.O. Box 67, Shandaken, NY 12480. Proposals must be clearly marked with large block lettering on the envelope "**CDBG Engineer Bid.**" Proposals received after the deadline will not be considered.

Selection Process

Proposals will be ranked based on the factors set forth below and the Town of Shandaken Review Committee and Town Board, in its discretion, may choose to interview several of the top ranked firms or it may reject all of the applicants. However, at its discretion, the Town of Shandaken 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 of Project Team
- Familiarity with Area and Project
- Project Approach and Schedule

- References
- Cost Proposal
- Responsibility/capability to complete the work as required

A selection committee appointed by the Town of Shandaken will assist with firm evaluations and make recommendations to the Town Board of Shandaken who will make the final selection. The Town of Shandaken expects to open proposals at a Special Town Board meeting scheduled for 1:00pm on Monday, May 23, 2016 and in due course, will provide written notification to the awarded firm. The Town of Shandaken reserves the right to reject any and all proposals.

Equal Opportunity/ Affirmative Action Employer

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

RESOLUTION# 93-16

OFFERED BY STORMS

Accept Bids for Lower Birch Creek Bridge Replacement (FEMA)

WHEREAS, Pursuant to Resolution 86-16, the Town of Shandaken Town Board Advertised for bids for **Lower Birch Creek** Bridge Replacement.

WHEREAS, bids – clearly marked on envelope **Lower Birch Creek BRIDGE REPLACEMENT**, were received at the Town Clerk’s Office, Shandaken Town Hall, 7209 Route 28, PO Box 67, Shandaken, NY 12480 no later than 3pm on May 2, 2016, to be opened at the regular Town Board meeting scheduled for 7PM that evening. The Town Board reserves the right to reject any or all bids.

THEREFORE, BE IT RESOLVED, that the following bids were received and accepted as qualified bidders-

Evergreen Construction 25 Evergreen Mtn. Rd. Westkill, NY 12492	\$536,872.00
Kingston Equip. Rental Inc. 78 Stone Rd. W.Hurley, NY 12491	503,400.00
J.Mullen & Sons, Inc. 997 Kings Highway Saugerties, NY 12477	741,620.08
New Century Cons. LLC 11 Arch Street. Watervliet, NY 12189	544,400.00
Tweedie Construction 90 Crystal Creek Rd. Walton, NY 13856	527,047.00

AND MOVES ITS ADOPTION

Seconded by: ALBA

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER ALBA	_X_	_____
BOARD MEMBER DISCLAFANI	_X_	_____
BOARD MEMBER MALLOY	_X_	_____
BOARD MEMBER STORMS	_X_	_____
SUPERVISOR STANLEY	_X_	_____

RESOLUTION # 94-16

OFFERED BY: ALBA

Award Bid – Muller Road Bridge Project (FEMA)

WHEREAS, Pursuant to Resolution 83-16, the Town of Shandaken Town Board Advertised and Received bids from firms for Muller Road Bridge Project.

WHEREAS, On April 4th, 2016 the following bids were received and accepted as qualified bidders-

Advanced Enterprise Concrete & Excavation 40 Mullens Lane Saugerties NY 12477	\$522,470.
Evergreen Mtn. Contracting 25 Evergreen Mtn. Rd. Westkill, NY 12492	521,843.
Kingston Equip. Rental Inc. 78 Stone Rd. West Hurley, NY 12491	518,000
New Century Construction 11 Arch St. Watervliet, NY 12189	594,400
OCS Industries 33 Fini Drive Middletown, NY	669,690
Tweedie Construction 90 Crystal Creek Rd. Walton NY 13856	497,726

THEREFORE, BE IT RESOLVED, That after a review with the Town’s Engineering Services, the Town of Shandaken Town Board award Muller Road Bridge Project to:

Tweedie Construction 90 Crystal Creek Rd. Walton NY 13856 **497,726**
(*Pending Property Owner Approval)

AND MOVES ITS ADOPTION

Seconded by: STANLEY

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER ALBA	<u> X </u>	_____
BOARD MEMBER DISCLAFANI	<u> X </u>	_____
BOARD MEMBER MALLOY	<u> X </u>	_____
BOARD MEMBER STORMS	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

RESOLUTION # 95-16

OFFERED BY DISCLAFANI

Advertise for Bids - Little Peck Hollow Bridge Replacement

WHEREAS, The Town of Shandaken Highway Department is seeking bids for **Little Peck Hollow** Bridge Replacement Project, as a result of Hurricane Irene damage. There will be a MANDATORY Pre - Bid Meeting on **May 12, 2016 – 1pm** at the Shandaken Town Hall.

Specifications are available at the Highway Superintendent’s Office, 7209 Route 28, Shandaken, NY or by calling (845) 688-5031 – Invitation for Bids & RFP can also be found at www.shandaken.us/bids

THEREFORE BE IT RESOLVED, that bids – clearly marked on envelope **Little Peck Hollow Bridge Replacement Project** - will be received at the Town Clerk’s Office, Shandaken Town Hall, 7209 Route 28, PO Box 67, Shandaken, NY 12480 no later than **12pm on Monday May 23rd**, to be opened at the Special Town Board Meeting on that date at 1pm. The Town Board reserves the right to reject any or all bids.

AND MOVES ITS ADOPTION

Seconded by: MALLOY

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER ALBA	__X__	_____
BOARD MEMBER DISCLAFANI	__X__	_____
BOARD MEMBER MALLOY	__X__	_____
BOARD MEMBER STORMS	__X__	_____
SUPERVISOR STANLEY	__X__	_____

RESOLUTION #96-16

OFFERED BY: MALLOY

Set Special Meeting Date

WHEREAS the Town Board would like to set a Special Meeting Date to address Town Business

THEREFORE BE IT RESOLVED, that the Town of Shandaken Town Board set the following Special Meeting Date: **Monday, May 23rd, 2016 at 1pm**

AND MOVE ITS ADOPTION

Seconded by STANLEY

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER ALBA	<u> X </u>	_____
BOARD MEMBER DISCLAFANI	<u> X </u>	_____
BOARD MEMBER MALLOY	<u> X </u>	_____
BOARD MEMBER STORMS	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

RESOLUTION #97-16

OFFERED BY STANLEY

RESOLUTION APPROVING PUBLIC ASSEMBLY PERMIT

FOR THE PHOENICIA INTERNATIONAL FESTIVAL OF THE VOICE

WHEREAS, the Town of Shandaken Town Board under §59 of the Town of Shandaken Code has the sole authority to approve applications for the purpose of a Public Assembly in excess of five hundred (500) persons, and

WHEREAS, the Town Board recognizes the benefits of public events to the economy of the Town and also recognizes the necessity to provide adequate protections and a safe environment for its residents and participants alike, and

WHEREAS, the Town is in receipt of documentation illustrating compliance under the law providing the necessary insurance, permits, security, parking, lighting, sanitation, emergency and evacuation requirements, and

WHEREAS, the Town Board is satisfied with the application from the Phoenicia International Festival of the Voice for their event to be held in Phoenicia, NY on **August 4 – August 7, 2016**

THEREFORE, BE IT RESOLVED, The Shandaken Town Board hereby resolves to award the Public Assembly to Phoenicia Festival of the Voice.

AND MOVES ITS ADOPTION

Seconded by: DISCLAFANI

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER ALBA	_X_	_____
BOARD MEMBER DISCLAFANI	_X_	_____
BOARD MEMBER MALLOY	_X_	_____
BOARD MEMBER STORMS	_X_	_____
SUPERVISOR STANLEY	_X_	_____