

**Town of Shandaken
County of Ulster
State of New York**

**The Town of Shandaken Town Board conducted a Regular Monthly Meeting on Monday
April 1, 2019. Shandaken Town Hall. 7209 Rt. 28 Shandaken, NY**

**Call to Order
Pledge of Allegiance
Roll Call**

Members Present **Robert Stanley – Supervisor
Gael Alba - Board Member
Peter DiSclafani – Board Member
Kevin VanBlarcum – Board Member
Faye Storms – Board Member**

Recording Secretary **Joyce Grant - Town Clerk**

**On a Stanley/Storms motion the Town Board unanimously approved the minutes of the
previous meeting as submitted by the Town Clerk.**



**Town of Shandaken Town Board
Regular Monthly Meeting Agenda
Monday, April 1, 2019**

- 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. Building/Zoning*
 - c. Police*
 - d. Phoenicia Water*
 - e. Pine Hill Water*
 - f. Museum*
 - g. Recreation*
- 8. Public Comments on Resolutions**
- 9. Motions:**
- 10. Resolutions:**
 - 67. Pay All Bills**
 - 68. Town Board – Apply for CDBG Funds**
 - a. Phoenicia Water District Projects
 - b. Planning Grants
 - 69. Ambulance – Promote Ambulance Personnel**
 - c. T. Surak – PT to FT EMT @ \$12.10/hr
 - d. B. Lovaglio-Emry – PT Driver to PT EMT @ \$12.10/hr
 - 70. Highway – Approve Purchase and Financing for 2 Highway Vehicles**
 - e. Not to Exceed \$400,000
 - f. 2 International Plow Trucks
 - g. Key Governmental Financing for \$280,000
 - 71. Town Board – Proclaim April as Parkinson's Awareness Month**
 - 72. Town Board – 30 Day Liquor Notification Waiver**
 - h. Birch Creek Mercantile

73.Highway – RFQ for Highway Survey Work

11. Open Public Comment

12. Meeting Adjournment - *IN MEMORY OF:*

Catherine DeBellis Albert “Albee” Frisenda

Joan Kelly

PUBLIC HEARING NOTICE

Pursuant to resolution 65-19. The Town of Shandaken, does hereby call for a Public Hearing to apply for CDBG Grants - Monday, April 1, 2019 @ 6:45pm at the Shandaken Town Hall, 7209 Route 28, Shandaken, NY to hear all those in favor and against such actions.

By order of the Shandaken Town Board.

Public Hearing on applying for grants through CDBG closed at 6:55, no comments.

RESOLUTION #67-19

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	\$ 168,830.20
Highway	75,263.29
Phoenicia Water	9,553.15
Pine Hill Water	374.92
Phoenicia Lights	1,062.33
Chichester Lights	157.96
Pine Hill Lights	618.40

	\$ 256,074.25

AND MOVES ITS ADOPTION

Seconded by: VANBLARCUM

ROLL CALL

AYES NAYS

BOARD MEMBER ALBA	<u> X </u>	<u> </u>
BOARD MEMBER DISCLAFANI	<u> X </u>	<u> </u>
BOARD MEMBER STORMS	<u> X </u>	<u> </u>
BOARD MEMBER VANBLARCUM	<u> X </u>	<u> </u>
SUPERVISOR STANLEY	<u> X </u>	<u> </u>

AUTHORIZE SUPERVISOR TO EXECUTE DOCUMENTS FOR CONSOLIDATED FUNDING APPLICATION FOR FUNDING OF INFRASTRUCTURE IMPROVEMENTS FOR PHOENICIA WATER DISTRICT AND TOWN PLANNING ACTIVITIES

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 is in need of several improvements; and

WHEREAS, several projects have been identified for further development including; completion of the High Street Loop; Installation of the third Finishing Water Pump at the Filtration Plant; Improvements for Chemical Storage and Ventilation; Cleaning and Disinfection of the existing Infiltration Gallery; and TV Inspection of the Water Storage Tank and spring water resources; and

WHEREAS, the Town of Shandaken occasionally also identifies other projects in need of further scoping and planning; and

WHEREAS, one currently identified project will be to apply for a traffic study for the Hamlets of Phoenicia and Pine Hill; and

WHEREAS, Community Development Block Grants (CDBG) funds are available for such infrastructure improvement and planning activities through the New York State Consolidated Funding Application (CFA) process;

THEREFORE BE IT RESOLVED that the Town of Shandaken Town Board does hereby authorize the Town Supervisor to apply for up to the maximum amount of \$750,000 from CDBG through the CFA process for said infrastructure improvements for the Phoenicia Water District; and

BE IT FURTHER RESOLVED that the Town of Shandaken Town Board does hereby authorize the Town Supervisor to apply for CDBG – Planning Grants through the CFA process as identified until the CFA deadline.

AND MOVE ITS ADOPTION

Seconded by: DISCLAFANI

ROLL CALL

AYES NAYS

BOARD MEMBER ALBA	<u> X </u>	<u> </u>
BOARD MEMBER DISCLAFANI	<u> X </u>	<u> </u>
BOARD MEMBER STORMS	<u> X </u>	<u> </u>
BOARD MEMBER VANBLARCUM	<u> X </u>	<u> </u>
SUPERVISOR STANLEY	<u> X </u>	<u> </u>

AMBULANCE TECHNICIANS

WHEREAS, under §20 of the Town Law, the Town Board shall designate all appointed officers and employees of the Town;

THEREFORE, BE IT RESOLVED that the following personnel be promoted within the Town of Shandaken Ambulance Department at rates not to exceed the following for the remainder of the Fiscal Year 2019:

- Part Time Driver Robert Lovaglio-Emry to Part Time EMT-B @ \$12.10 per hour**
- Part Time EMT-B Teresa Surak to Full Time EMT-B @ \$12.10 per hour**

AND MOVES ITS ADOPTION

Seconded by: STORMS

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

RESOLUTION # 70 - 19

OFFERED BY STORMS

RESOLUTION FOR PURCHASE AND FINANCING OF REPLACEMENT HIGHWAY VEHICLES

WHEREAS, the Town of Shandaken Highway Superintendent has identified two vehicles for replacement; and

WHEREAS, the Town Highway Superintendent has identified these vehicles available through a NYS Bid as well as available financing for said vehicle costs; and

THEREFORE BE IT RESOLVED, that the Town Shandaken Town Board does hereby authorize the Town Supervisor to approve the purchase of two (2) 2020 International HV507 Dump Trucks with Plow Bodies including front plows and wings for a price not to exceed four hundred thousand dollars (\$400,000 US)

Be It Further Resolved that the Town Supervisor be authorized to enter into agreement with Key Government Finance, Inc. located at 726 Exchange St., Suite 900, Buffalo, NY 14210 for two hundred eighty thousand dollars (\$280,000 US) for a period not to exceed seven (7) years;

AND MOVE ITS ADOPTION

Seconded by: STANLEY

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

RESOLUTION # 71-19

OFFERED BY ALBA

PARKINSON’S AWARENESS MONTH PROCLAMATION

WHEREAS, Parkinson’s Disease is a progressive neurological movement disorder of the central nervous system, which has a unique impact on each patient; and

WHEREAS, according to the Parkinson’s Action Network, the Parkinson’s Disease Foundation, the American Parkinson’s Disease Association and the National Institutes of Health, there are over one million American’s diagnosed with Parkinson’s disease; and

WHEREAS, symptoms include slowness, tremor, difficulty with balance and speaking, rigidity, cognitive and memory problems; and

WHEREAS, although new medicines and therapies may enhance life for some time for people with Parkinson’s, more work is needed for a cure; and

WHEREAS, increased education and research are needed to help find more effective treatments with fewer side effects and ultimately a cure for Parkinson’s disease; and

WHEREAS, a multidisciplinary approach to Parkinson’s disease care includes local wellness, support and caregiver groups; and

WHEREAS, April has been proclaimed as World Wide Parkinson’s Awareness Month for all to recognize the need for more research and help in dealing with the devastating effects of Parkinson’s disease.

NOW, THEREFORE BE IT RESOLVED that the Town of Shandaken Town Board does hereby proclaim **April 2019 as Parkinson’s Awareness Month in the Town of Shandaken**

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 STORMS	<u> X </u>	_____
BOARD MEMBER VANBLARCUM	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

RESOLUTION #72-19

OFFERED BY: DISCLAFANI

RESOLUTION AUTHORIZING WAIVER OF 30 DAY NOTIFICATION REQUIRED

BY THE NEW YORK STATE LIQUOR AUTHORITY

WHEREAS, BIRCH CREEK MERCANTILE, LLC , 270 Main Street, Pine Hill, NY 12465, has applied for a liquor license, and

WHEREAS, BIRCH CREEK MERCANTILE, LLC , 270 Main Street, Pine Hill, NY 12465 has requested that the Town waive the 30 day notification required by the New York State Liquor Authority in an effort to expedite the granting of a liquor license to **BIRCH CREEK MERCANTILE LLC**, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Shandaken does hereby grant the request of the **BIRCH CREEK MERCANTILE LLC**, and does hereby waive the thirty (30) day Liquor License notice requirement to **BIRCH CREEK MERCANTILE LLC, 270 Main Street, Pine Hill, NY 12465**

AND MOVES ITS ADOPTION

Seconded by: VANBLARCUM

ROLL CALL
AYES NAYS

BOARD MEMBER ALBA	<u> X </u>	_____
BOARD MEMBER DISCLAFANI	<u> X </u>	_____
BOARD MEMBER STORMS	<u> X </u>	_____
BOARD MEMBER VANBLARCUM	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

ADVERTISE FOR SURVEYING FOR TOWN HIGHWAY DEPARTMENT

WHEREAS, the Town of Shandaken Highway Superintendent has identified a need for specific work regarding surveying of certain current Town Roads and Rights-of-Way;

WHEREAS, the Town Board has created a Request For Qualifications (RFQ) [attached] in order to seek qualified personnel or individuals to assist in surveying services; 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.

THEREFORE BE IT RESOLVED, that the Town of Shandaken advertise for an Surveyor or firm to assist the Town Highway Department; and

BE IT FURTHER RESOLVED, that any person(s) or firm 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). All submissions must be received in the Town Clerk’s Office office no later than 12 pm on Monday, April 29, 2019. All submissions will be certified by the Town Clerk as received by that time and sent to the review committee for recommendation to the Town Board to be awarded at the regularly scheduled Town Board meeting on Monday, May 6, 2019. The Town of Shandaken reserves the right to reject any and all bids.

AND MOVE ITS ADOPTION

Seconded by: DISCLAFANI

ROLL CALL
AYES NAYS

BOARD MEMBER ALBA	<u> X </u>	<u> </u>
BOARD MEMBER DISCLAFANI	<u> X </u>	<u> </u>
BOARD MEMBER STORMS	<u> X </u>	<u> </u>
BOARD MEMBER VANBLARCUM	<u> X </u>	<u> </u>
SUPERVISOR STANLEY	<u> X </u>	<u> </u>

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 Highway Department in surveying portions of Town Roads and Right-of Ways.

Completion Date

Project has a proposed completion date of September 30, 2019.

Scope of Work

Professional services required are likely to include:

- Surveying and identifying boundaries of certain Town-Owned roads and operational areas.
- Surveying and identifying Deeded Right-of-Ways for Town maintained roads and operational areas.
- Surveying and identifying Right-of-Ways By Use for Town Maintained roads and operational areas.
- Provide detailed and stamped maps for areas designated by the Town Highway Superintendent.
- Other survey work as designated by the Highway Superintendent.

Other: 1) The successful firm or individuals **must** have familiarity with Highway law and usage regulations.

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 Highway Superintendent Eric Hofmeister at:

Town of Shandaken Highway Department
P.O. Box 134
Shandaken, New York 12480
(845) 688 – 9901
shandakenhighway@gmail.com

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

- Town Highway Inventory
- Town Highway map

Submittal Deadline

Four copies of the proposal must be received no later than 12:00 p.m. on Monday, April 29, 2019 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 "Survey 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 1:00 pm on Monday, April 29, 2019 and in due course, will provide written notification to the awarded firm following a meeting of the Town Board scheduled for Monday, May 6, 2019 at 7pm. 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.