

Village of Portville Board Meeting January 13, 2020

Present: Anthony Evans, Mayor
Joseph McClarney, Deputy Mayor
Vincent Pascucci, Trustee
Michael DeBarbieri, Trustee
Francisco Morales, Trustee

Absent: Kristen Harriger, Clerk/Treasurer
Shawn Recktenwald, Officer in Charge

Attendees: Rebecca Johnstone
Holly Fischer
Bob Fischer
Bill Geise
Kenneth Knutsen –Barton & Loguidice
Matthew Zarbo – Barton & Loguidice

Meeting opened with the pledge to the flag at _7:01___p.m.

MOTION: was made to approve the minutes of the Board Meeting on December 16, 2019.

Joseph McLarney **2nd:** Michael DeBarbieri **ALL AYES**

MOTION: was made to approve Abstract #007 Voucher #227-262 # in the amount of \$110,125.30.

Michael DeBarbieri **2nd:** Francisco Morales **ALL AYES**

MOTION: was made to approve the financial statement through 2019.

Francisco Morales

2nd:

Joseph McLarney

ALL AYES

Justice Report – Placed on file.

Police Report – placed on file. Officer Justin Hatzell to start full time. He needs to pass a physical and acuity test. Once he has passed, he can become full time.

DPW Report – There was a massive water main break Christmas Day. Mayor Evans was very pleased with how the community came together bringing donuts, coffee/drinks, pizzas (pizzaland), kids bringing thank you cards as DPW employees and a thank you to John Krist
There were many great comments on both Christmas light decorations.
State will be called on the pothole in front of the bridge by Funeral Home.
Water meters change over continues.

Resolution #001-20 Be it Resolved, Authorization for Representative to Execute Grant Agreement with NYSEFC

Resolved: Vincent Pascucci

2nd: Joseph McLarney

Resolution #002-20 Be it Resolved, Authorization and Appropriation of Local Match

Resolved: Michael DeBarbieri

2nd: Francisco Morales

Resolution #003-20 Be it Resolved, SEQR Determination (type II)

Resolved: Joseph McLarney

2nd: Vincent Pascucci

Resolution #004-20 Be it Resolved, Motion to create a Proposal Selection Committee consisting of Mayor, DPW, Clerk, Deputy Mayor, and Planning Chair Bob Fischer.

Resolved: Anthony Evans

2nd: Vincent Pascucci

Resolution #005-20 Be it resolved, Motion to authorize the Mayor to, at his discretion, authorize the clerk to direct the request for proposal for Engineering Consultant Services

Resolved: Vincent Pascucci

2nd: Joseph McLarney

Resolution #006-20 Be it Resolved, Motion to accept the NYS Community Development Block Grant

Resolved: Joseph McLarney

2nd: Michael DeBarbieri

Old & New Business:

Attorney Kelly Balco was appointed by Mayor Evans the new Village of Portville Prosecutor. She resides in Randolph and works for the county and the DA office. She will be replacing Amber Kerling.

Mayor Evans and Vince Pascucci have been speaking with Corey Wicker from the IDA – concerning the next steps with the Bulson Building.

Engineering Planning Grant (EPG) Program

Sample Resolution Language

Applicants with projects selected for funding will need to provide resolutions that:

- Authorize a representative to execute the Grant Agreement
- Document and authorize project costs and local match funding requirements
- Declare SEQR findings or determinations (municipal applicants)

Sample resolution language is provided below. This or similar language should be included in the resolutions of your authorizing body. The language should be conformed to your particular project and grant program. The sample SEQR resolution language is for the majority of projects that receive grant funding under EPG. Sample language is not provided for situations involving a positive declaration.

Please be advised that recent amendments to the SEQR regulations have been adopted and became effective on January 1, 2019.

Applicants will need to develop adequate “whereas” or “resolved” statements for the governing body’s consideration that provide identifying information for the project and other necessary background to support the particular determinations to be made.

THIS SAMPLE LANGUAGE IS ONLY FOR THE PURPOSE OF ASSISTING YOU IN DRAFTING YOUR RESOLUTIONS AND IS NOT INTENDED TO BE LEGAL ADVICE.

The sample resolutions were prepared with municipal applicants in mind. Local counsel should be consulted prior to adopting any resolutions. The resolutions must be acted on by the municipal applicant’s governing body and appropriately certified.

If you have questions, please contact the New York State Environmental Facilities Corporation at 518-402-7461.

WHEREAS, the Village of Portville has received an Engineering Planning Grant in the amount of \$30,000 for completing an investigation of its sanitary sewer collection system, and wishes to enter into agreement with the New York State Environmental Facilities Corporation (NYSEFC) for said grant.

NOW, THEREFORE, BE IT:

RESOLVED that the Village Mayor is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents, and instruments necessary to bring about the project and to fulfill the Village of Portville’s obligations under the Grant Agreement.

Authorization and Appropriation of Local Match

WHEREAS, the Village of Portville has received an Engineering Planning Grant in the amount of \$30,000 for completing an investigation of its sanitary sewer collection system, wherein said grant, awarded and administered by the New York State Environmental Facilities Corporation (NYSEFC), will require the Village to provide a local match of not less than twenty-percent of the awarded grant.

NOW, THEREFORE, BE IT:

RESOLVED that the **Village of Portville** authorizes and appropriates a minimum 20% local match as required by the Engineering Planning Grant Program for the **Village of Portville Sewer Inflow and Infiltration Study**. Under the EPG program, this local match must be at least \$6,000 (20% of the EPG grant award of \$30,000). In-kind services totaling a minimum of \$6,000 in value will be used to meet the local match requirement. The **Village Mayor** may increase the in-kind service local match above \$6,000 without further approval from the **Village of Portville Board of Trustees**.

SEQR Determination (Type II)

WHEREAS, Title 6 of the New York Code of Rules and Regulations (6 NYCRR) Section 617.5 under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law;

NOW, THEREFORE, BE IT:

RESOLVED that the **Village of Portville** hereby determines that the proposed **Village of Portville Sewer Inflow and Infiltration Study** is a Type II action in accordance with 6 NYCRR Section 617.5(c) subparagraphs (24) and (27) which constitute that an engineering or environmental study that does not commit the **Village of Portville** to undertake, fund, or approve any Type I or Unlisted actions is not subject to further review under 6 NYCRR Part 617. These engineering or environmental studies have been determined not to have a significant impact on the environment and are precluded from environmental review under Environmental Conservation Law.

The Village was awarded a \$50,000 Community Planning Grant administered through the NYS Office of Homes and Community Renewal Community Development Block Grant program. The grant award will be used to fund the cost for an engineering consultant to complete a comprehensive assessment of the Village of Portville's Wastewater Treatment Facility and Water System. The deliverable of the study will be two Preliminary Engineering Reports, one for Wastewater Treatment Facility and one for the Water System. The Village previously approved providing a \$2,500 cash match to also help fund the study.

As per the requirements of the CDBG program, the Village is required to competitively procure proposals for the required engineering services. The Village must prepare and advertise a Request for Proposal (RFP) that meets CDBG procurement standards and invites consultants to compete for the required engineering services. CDBG recommends that Village should allow a minimum of four weeks between the date of RFP advertisement and the due date of proposals.

At this board meeting, the Village needs to authorize the Mayor to, at his discretion, authorize the Clerk to advertise the Request for Proposal for Engineering Consultant Services for the Village of Portville Comprehensive Wastewater Treatment Facility and Water System Preliminary Engineering Reports in the local newspaper, regional newspapers, and/or on the Village website. The Village also needs to create a Proposal Selection Committee that will be tasked with selecting an engineering consultant from the response received during the RFP process.

Resolution 1: NOTE – YOU NEED TO UPDATE THE RESOLUTION WITH WHO WILL BE ON THE COMMITTEE

Motion to create a Proposal Selection Committee comprising of **Village Board Members** and the **Department of Public Works Superintendent**. The Proposal Selection Committee will be responsible for selecting an engineering consultant for the recently awarded \$50,000 CDBG Community Planning Grant.

Resolution 2:

Motion to authorize the Mayor to, at his discretion, authorize the Clerk to direct the Request for Proposal for Engineering Consultant Services for the Village of Portville Comprehensive Wastewater Treatment Facility and Water System Preliminary Engineering Reports in the local newspaper, regional newspapers, and/or on the Village website.

Resolution 3:

Motion to accept the New York State Community Development Block Grant and authorize the Mayor to execute a Grant Agreement with the Office of Community Renewal and any and all other contracts, documents, and instruments necessary to bring about the project and to fulfill the Village of Portville's obligations under the Grant Agreement.

MOTION: to adjourn the meeting at __7:41____pm.

Francisco Morales 2nd: Michael DeBarbieri **ALL AYES**

Respectfully Transcribed,

Kristine Harriger
Treasurer