

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
April 20, 2020
AGENDA**

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

1. Introduction by Mayor Newhard.
2. **Public Hearing on the Tentative Budget of the Village of Warwick for FY 2020-2021.**
3. Acceptance of Minutes: April 6, 2020

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

4. Acceptance of Reports: March 2020: Clerk's Office, Building, Planning Board & ZBA. Due COVID-19, the NYS Court Comptroller Reporting is suspended from electronic filing.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

5. Authorization to Pay all Approved and Audited Claims # _____ – _____ in the amount of \$_____.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

6. Police Report - *Suspended to Streamline Meeting due to COVID-19*

Correspondence

1. Letter from Village Engineer, Lehman & Getz regarding the flow monitoring study of the Village's sanitary sewer system.

Privilege of the Floor

(Please limit your comments to **five (5)** minutes. If reading a document, please submit a copy to the Clerk. Please note all remarks must be addressed to the Board as a body and not to individual Board members. Please state your name clearly before speaking). These rules are taken from the Handbook for Village Officials – New York State Conference of Mayors and Municipal Officials.

Motions

Trustee Cheney's Motions:

MOTION to accept the proposal dated April 3, 2020 from Barton & Loguidice for Construction Administration and Construction Observation services for the Wastewater Treatment Plant Ultraviolet Disinfection Improvement Project at a cost not to exceed \$89,900 and authorize the Mayor to amend the existing contract.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

MOTION to accept the bid from Constellation New Energy, Inc. for the Electrical Power Supply in the amount of \$0.05295 per kilowatt hour as per the recommendation of DPW Supervisor, Mike Moser. The contract will be for the period of June 1, 2020 to May 31, 2022.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

MOTION to accept the bid from Direct Energy Business for the Natural Gas Supply at the fixed price of \$0.3568 per CCF as per the recommendation of DPW Supervisor, Mike Moser. The contract will be for the period of June 1, 2020 to May 31, 2022.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Trustee Lindberg's Motion:

MOTION to adopt the Budget of the Village of Warwick for the fiscal year beginning June 1, 2020.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

MOTION to relevy on the Village of Warwick 2020-21 tax bills unpaid water and sewer fees and building inspector / code enforcement fees to properties listed on the attached report, including errors and omissions as per the Village Assessor, with a total relevy amount of \$ 2,121.88.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Reports: *Suspended to Streamline Meeting due to COVID-19*

Final Comments from the Floor

Final Comments from the Board

Executive Session, if applicable

Adjournment

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



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FAX (845) 986-6884
mayor@villageofwarwick.org
clerk@villageofwarwick.org

VILLAGE OF WARWICK

INCORPORATED 1867

LEGAL NOTICE

PLEASE TAKE NOTICE THAT THE PUBLIC HEARING ON THE TENTATIVE BUDGET OF THE VILLAGE OF WARWICK for the fiscal year beginning June 1, 2020 will be held on Monday, April 20, 2020 at 7:30 p.m. in Village Hall, 77 Main Street, Warwick, NY at which time and place all interested persons will be given an opportunity to be heard. Copies of the Tentative Budget will be available for review on the Village's website, www.villageofwarwick.org, beginning April 8, 2020. Hard copies will be made available to the public by mail upon receipt of written request.

Pursuant to Governor Cuomo's Executive Order 202.1, the public hearing will be conducted in the following manner: Members of the Village Board will attend the meeting at Village Hall, 77 Main Street, Warwick, NY or via Zoom videoconference; the public may view and comment via Zoom video or teleconference by going to <https://zoom.us/join> or by dialing 1-646-876- 9923 and entering Meeting ID: 375 556 245 Password: 394642, or submit comments to be received by 4:00 p.m. on April 20, 2020 via mail; Attn: Village Clerk, 77 Main Street, Warwick, NY, 10990 or via email; clerk@villageofwarwick.org. The public hearing may also be viewed live on the Village's Facebook page at <https://www.facebook.com/VillageofWarwick>.

The compensation proposed to be paid to each member of the Village Board is as follows:

Mayor	\$ 48,335.62
Deputy Mayor	\$ 8,363.69
Trustees	\$ 7,684.12 (each)

**BY ORDER OF THE BOARD OF TRUSTEES
VILLAGE OF WARWICK
RAINA ABRAMSON, VILLAGE CLERK**

Dated: April 6, 2020

Lehman & Getz, P.C.
17 River Street
Warwick, NY 10990

(845) 986-7737 Phone

(845) 986-0245 Fax

April 9, 2020

Mayor Michael Newhard
Village of Warwick
77 Main Street
Warwick, NY 10990

Re: Sanitary Sewer Flow Monitoring Study
L&G #1800.91

Dear Michael:

We have engaged the services of Flow Assessment Services, Inc. of West Chester, PA to conduct a flow monitoring study of the Village's sanitary sewer system. Flow meters will be installed in seven manholes to continuously record flows for three months. The purpose of the study is to obtain accurate flow data during dry and wet weather conditions. This data will be very useful in identifying locations of infiltration and inflow.

The program is being implemented in response to a directive from the New York State Department of Environmental Conservation.

Flow Assessment Services will be working as a subcontractor to Lehman & Getz. We have attached a copy of their proposal, with a total fee of \$27,910. We have directed them to begin the study as soon as possible.

Sincerely,

Lehman & Getz, P.C., Village Engineers
David A. Getz, P.E.



804 Plumtry Drive · West Chester, PA 19382 · Phone: (610) 918-3857

Village of Warwick, NY
77 Main Street
Warwick, NY 10990

April 3, 2020

Attn: Mayor Michael Newhard

Re: Flow Monitoring in the Village

Dear Mayor Newhard:

By the request of Mr. David A. Getz, P.E. with Lehman & Getz, we are pleased to offer our proposal for flow monitoring toward your inflow & infiltration program. In this proposal we offer the cost of 7 flow metering stations for 3 months each. We are also offering the cost of an optional logging rainfall gauge.

For flow monitoring, typically we break-out our pricing as follows:

- Flow meter installation: one-time charge, and includes rigorous site analysis
 - Flow meter removal is included in our installation cost
- Flow Meter Site Maintenance: each site will be visited for our crew to:
 - Enter the manhole to inspect, clean and adjust the sensor
 - Download the data and analyze the current period for data quality
 - Make any adjustments necessary to improve data quality
 - Communicate with our client on each site
- Flow meter rental: shown on a per-month basis
 - We offer constant pricing for area-velocity, flume, or combinations of these
- Flow data reduction & presentation: shown on a per-month basis.

LEHMAN & GETZ FOR WARWICK, NY

April 3, 2020

Temporary Flow Monitoring

Item #	Task Description	Quantity	Unit	Unit Cost	Total Cost
1	Flow Meter and Telemetry Installation	7	Installations	\$1,450.00	\$10,150.00
2	Flow Meter Maintenance (7 Meters x 3 Months = 21 Meter Months)	21	Meter Months	\$275.00	\$5,775.00
3	Flow Meter and Telemetry Rental (7 Meters x 3 Months = 21 Meter Months)	21	Meter Months	\$200.00	\$4,200.00
4	Data Reduction & Presentation (7 Meters x 3 Months = 21 Meter Months)	21	Data Months	\$250.00	\$5,250.00
5	Website Set-up	22	Set-ups	N/A	\$0.00
6	Monthly Website and Cellular Charges (7 Meters x 3 Months = 21 Meter Months)	21	Data Months	\$85.00	\$1,785.00
7	Logging Rain Gauge (1 Rain Gauge x 3 Months = 3 Rain Gauge Months)	3	Rain Gauge Months	\$250.00	\$750.00
	Total of Above:				\$27,910.00

- B. Flow monitoring will be performed to obtain information necessary to accurately analyze the monitoring tributary areas for infiltration during high groundwater periods and for rainfall related inflow during wet weather periods. Continuous metering will be conducted for the designated time period as directed by the Client.

The flow monitoring will be accomplished by one of the following methods:

1. The use of continuous monitoring devices incorporating a velocity sensor combined With a depth sensor; or
 2. Palmer Bowlus flumes, in conjunction with continuous depth recording (used for smaller pipes and lower flows).
- C. [option proposed] A minimum of one recording tipping bucket rainfall gauge will be installed at a central location within the study area. The rain gauge will be capable of recording rainfall data in 5-minute increments. The rainfall data will enable the correlation of metered flow rates to rainfall intensity, duration, and volume for the purpose of identifying inflow and its components.
- D. Flow monitoring data reduction and review will be performed on all data obtained each flow monitoring location. The data obtained will be reduced, evaluated, and presented in report form. One (1) copy of the completed report will be submitted to the Client. This will include, for each location, tabular reports based on 5-minute time increments.

The tabular report will be provided and will include:

A summary of daily flow information for a selected time period. The summary presents, for each day, the minimum flow rate, peak flow rate, total daily flow, total rain, peak hourly rain, and peak 5-minute rainfall, if applicable. The summary also included the total flow volume, average daily flow, and total rainfall quantity, if applicable, for the selected time period.

Detailed flow reports of the flow rate data in 5-minute time increments will also be prepared and submitted. The detailed report will include depth of flow, velocity of flow, incremental flow rate, cumulative flow rate and recorded rainfall. The report will also include the total daily flow volume and total daily rainfall quantity, if applicable.

In addition, flow hydrographs will be prepared for each flow monitoring location, which present a plot of the recorded flow rates for a selected time period. A bar graph of rainfall recorded during the selected time period is also plotted on the hydrograph.

Further, periodically data will be posted to a secure password protected web site that will allow project personnel (both city and consultant) access to flow, rainfall and groundwater recorded data. Users then can prepare and review detailed flow reports, graphs and tables. Comparison between wet and dry periods as well as net flows per sub system calculations is also capable. Online data export format capabilities included Excel, Access, and ASCII.

I. CLIENT RESPONSIBILITIES

While developing this proposal, I have assumed that Lehman & Getz (hereafter referred to as Client) or the owner would provide the following at no additional charge to Flow Assessment Services (hereafter referred to as sub-consultant):

- A. Furnish copies of the necessary plot maps of all sewers to be studied. The sewer lines and manholes should be clearly marked and labeled with a numbered reference system [provided with the RFP email].
- B. Make arrangements to provide traffic control and permitting as required by local public safety authorities; FAS will provide normal traffic control with our vans and cones. If police detail is required, we will pass that through at cost.
- C. Make arrangements to provide access to and exposure for entry those manholes within the study area which are buried, covered or otherwise not readily accessible.
- D. Provide free and legal access to all sites of work.
- E. Assure the prompt clearance of major blockages or obstructions in the sewer system, if any, should such clearance be required for performance of the work. (as we discussed, if we find a location to need work or be unsuitable we will notify the project manager and return later)
- F. Provide the shutdown of certain pump stations, upon prior request, should it become necessary for the satisfactory performance of the work.

II. MUTUAL AGREEMENTS

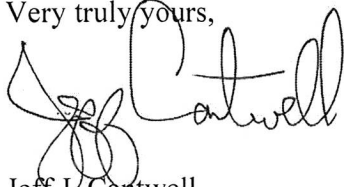
- A. Sub consultant shall not be held liable to the Client if delayed or prevented from performing the work as specified herein through any cause beyond the control of Sub consultant and not caused by his own fault or negligence, including acts of God, or the public enemy, weather conditions; acts of government, including changes in state and/or federal requirements governing sewer system evaluation surveys after the effective date of this contract; fires, floods, epidemics, strikes, jurisdictional disputes, lockouts, and freight embargoes. Sub consultant shall advise the Client, in writing, of any such delays
- B. Sub consultant is an equal opportunity employer.
- C. Sub consultant agrees to carry
 - a. Commercial General Liability, Personal & ADV Injury and Products, Comp/Op AGG.
 - b. Automobile Liability, Bodily Injury, Property Damage
 - c. Umbrella Liability
 - d. Workman's Compensation Insurance covering any liability of the Consultant during the course of the services performed and as described herein.
 - i. A sample certificate is available showing our standard coverage
 - ii. Coverage beyond our standard may require pass through cost beyond our proposed pricing
- D. The provisions of the Agreement may be revised upon written notice by either party, and the written acceptance of the revisions by both parties to this Agreement.
- E. Sub consultant shall not assign, sublet, or transfer his interest in this Agreement without the written consent of the Client.
- F. If the owner or the engineer wishes to accompany Flow Assessment during the installation of our equipment, we ask for your flexibility. Because we are installing and servicing meters for numerous clients across the Mid-Atlantic Region, it is sometimes difficult for us to make firm schedules in advance.

III. METHOD OF PAYMENT

The Method of Payment for Professional Services outlined above shall be in the form of progress invoices to be submitted to the Client for the items above as the fieldwork is actually completed. We request payment within 30 days of our invoice.

Thank you for the opportunity to offer our services.

Very truly yours,



Jeff J. Cantwell

Email: jcantwell@flowassessment.com



April 3, 2020

Hon. Michael J. Newhard, Mayor
Village of Warwick
77 Main Street
Warwick, New York 10990

Re: Proposal for Engineering Services
Wastewater Treatment Plant Ultraviolet (UV) Disinfection Improvements Project
File: 702.4146

Dear Mayor Newhard,

Barton & Loguidice, D.P.C. (B&L) is pleased to provide this proposal for construction phase services for the UV Disinfection Improvements Project. The improvements include installation of a three bank UV system within the existing chlorine contact tank, with a pole barn structure located above the tank to provide shelter to staff during maintenance.

Scope of Services:

B&L proposes to provide the following scope of services:

Construction Phase Services

Construction Administration Services – Three Months Assumed

- B&L will prepare conformed copies of the successful bidder's submittal for contract execution.
- Review shop drawings and submittals for the material and equipment to be incorporated into the project for conformance with the Contract Documents.
- Attend monthly project meetings with the contractor's representatives, make periodic site visits to the project site during construction of the project, and advise the Village regarding construction related issues. (Total of 8 meetings)
- Review contractor's payment applications and submit same to the Village for processing and prepare change orders, if necessary.
- Attend a final field meeting and complete final review of the completed construction, and prepare a report on any deficiencies, corrective actions required etc. as determined at said review.



- Prepare completed construction drawings based on information compiled by B&L personnel and the contractors. We will deliver two hard copy sets and one electronic copy (AutoCAD, latest version) of the drawings.

Construction Observation Services

- Conduct both part-time and full-time on-site construction observation (CO) of the work in progress to assist the Village in determining if the work is, in general, proceeding in accordance with the Contract Documents. The CO will not advise on, issue directions regarding or assume control over, safety precautions and programs in connection with the work. It is anticipated that construction of the proposed improvements will require two months full time and one month part time.
- B&L will provide up to 450 hours of observation services. Additional hours beyond the assumed amount would be billed at our standard billing rate at the time of service.
- The CO would prepare a daily report with photographs that would record the contractor's hours at the job site, daily activities, and progress of work.
- The CO will be present during the pipe installation, concrete pours, equipment installation and site restoration to verify that is in accordance with the Contract Documents and intended function.
- The CO will verify material matches approved submittals.
- The CO will inform the Village in writing of any operations and procedures that may lead to delay in the construction.
- The CO will be present during system testing and maintain a log and file of tests and related reports.

The amount of time required for construction administration and observation is dependent on the contractor's progress and final scope of the construction project. Based on our experience, we have estimated what we feel is a reasonable time frame for completion of the work, and have estimated the time required for construction administration and observation services accordingly.



Fee for Services:

The proposed fee for engineering services outlined above would be as follows:

Construction Administration Services (Lump Sum)	\$ 41,900
Construction Observation Services (Time and Expense)	\$ 46,800
Expenses (Lump Sum)	\$ <u>1,200</u>
TOTAL	\$ 89,900

We would not exceed this amount unless the Village first authorized a modification of the scope and fee. B&L shall have the ability to reallocate construction administration and construction observations fees between phases, if needed. If construction observation hours exceed the allocation above, or if the construction period extends beyond three (3) months, further construction observation and administration would be provided as an additional service.

Thank you for the opportunity to be of continued service to the Village of Warwick. If you have any questions, please feel free to contact our office.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in black ink, appearing to read 'Donald H. Fletcher', is located below the company name.

Donald H. Fletcher
Senior Vice President

KWC/

AUTHORIZATION

Barton & Loguidice, D.P.C. is hereby authorized by the Village of Warwick to proceed with the services described herein in accordance with the original contract terms and conditions.

Authorized Printed Name

Authorized Signature

Date

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



(845) 986-2031
FAX (845) 986-6884
mayor@villageofwarwick.org
clerk@villageofwarwick.org

VILLAGE OF WARWICK

INCORPORATED 1867

Date: April 14, 2020
To: Mayor, Newhard & The Village Board of Trustees
From: DPW Supervisor, Mike Moser

A bid opening was held on April 14, 2020 at Village Hall for Natural Gas Supply and Electrical Power Supply for Village owned properties for June 1, 2020 to May 31, 2022.

After reviewing bids received, I recommend the Village contract with the following companies:

Electrical Power Supply

Constellation New Energy, Inc.

\$.05295 per Kilowatt Hour

Natural Gas Supply

Direct energy Business

\$.3568 per CCF

Village of Warwick
RPTL 520 Prorated Taxes for the 2020 Levy

<u>S/B/L</u>	<u>Relevy Code</u>	<u>Amount</u>	<u>Name</u>
201-3-36	OT001	145.93	Hoeg
201-4-2	OT001	35.02	Qui
213-4-13	OT001	35.02	Ewing
217-2-8	OT001	133.49	Capozucca
223-1-1.-8	OT001	68.48	Miller
227-1-1.-71	OT001	144.35	Bigg-Cairn LLC

VILLAGE OF WARWICK TAX RELEVIES 2020-21

<u>S/B/L</u>	<u>Relevy Code</u>	<u>Amount</u>	<u>Name</u>
222-1-1.-99	WR001	76.92	Normann
222-1-1.-99	SR001	72.89	Normann
201-3-25	WR001	58.32	Dolson
201-3-25	SR001	57.54	Dolson
228-1-1.-27	WR001	52.79	Defere
228-1-1.-27	SR001	52.55	Defere
211-10-8	BR001	528.58	LSF9 Master Participation Trust
219-1-2.1	BR001	660.00	Warwick Commons LLC

Errors/Omissions:	562.29
Relevies:	1,559.59
TOTAL:	2,121.88

OT001 - Errors/Omissions
AL001 - Alarm Relevy
WR001 - Water Relevy
SR001 - Sewer Relevy
BR001 - Building Repair
PL001 - Planning and Zoning