

DATE OF MEETING: March 16, 2015

PLACE OF MEETING: Village Hall, Pawling, New York

MEMBERS PRESENT: Mayor Robert Liffland  
Trustee Stan Mersand  
Trustee John Burweger  
Trustee Brian Griffin  
Trustee Dan Peters

The meeting was called to order at 7:00 P.M. with the Pledge of Allegiance and a Moment of Silence for military members that lost their lives.

The following Resolution was proposed by Trustee Mersand, who moved its adoption, and seconded by Trustee Peters.

**WHEREAS**, the Village of Pawling Board of Trustees (“Board”) is proceeding with applications for financing and regulatory permit approval for the design and construction of a Water Treatment Plant (“WTP Project”) located at 132 Reservoir Road in the Village of Pawling (“Village”); and

**WHEREAS**, short term and long term financing of the WTP through the New York State Environmental Facilities Corporation (“EFC”) and the Drinking Water State Revolving Fund (“DWSRF”) will require specialized professional assistance for the Board to comply with state and federal financial and tax regulations, and for the administration of the use of DWSRF funds for the WTP Project; and

**WHEREAS**, Municipal Solutions, Inc. is a certified Minority and Women Owned Business Enterprise provider, the engagement of which by the Village and the engineering firm working on the WTP Project for the Board will satisfy all or part of the Board’s legal duty to hire certified Minority and Women Owned Business Enterprises for projects financed by DWSRF funds; and

**WHEREAS**, Municipal Solutions, Inc., has submitted two engagement letter proposals for the Board’s approval: a) a proposal to provide services related to the Short Term Drinking Water State Revolving Fund BAN closing for a cost of \$1,250.00 (plus disbursements) for a note borrowing or renewal that is less than \$499,000.00 that does not require preparation of an Official Statement; or \$1,900.00 (plus disbursements) for a note borrowing or renewal that is between \$500,000.00 - \$999,000.00, that does not require preparation of an Official Statement; and Long Term Closing with DWSRF for a “not to exceed” cost of \$8,000.00 (plus disbursements) (Exhibit “A” annexed hereto); and b) a proposal for services to be provided by subcontract between Municipal Solutions, Inc. with the Zarecki & Associates, LLC, which cost would be passed through the engineers working on the WTP Project for the Board, including I. Assist with the Application for Funding to the DWSRF, for a “not to exceed” cost of \$5,400.00 (plus disbursement); II. MWBE Coordination, Loan Administration and Reporting to Funding Agencies, for a “not to exceed” cost of \$20,000.00 (plus disbursements); III. Capital Bookkeeping Services, for a “not to exceed cost of \$12,000.00 (plus disbursements); IV. Assist in Determining Water Rates, for an estimated cost of 60 hours at \$135.00 per hour (\$8,100.00 plus disbursements); and V. General Financial Services, for an estimated 100 hours at \$135.00 per hour plus disbursements (\$13,500.00) (Exhibit “B”). The total estimated fee for the services in Exhibit “B”, including reimbursable disbursements, is \$68,000.00;

**NOW, THEREFORE, BE IT RESOLVED** that the Board accepts the proposed engagement proposals annexed as Exhibits “A” and “B”, subject to the requirement that the mayor and staff are

authorized to coordinate what specific activities will be provided by Municipal Solutions, to avoid duplication of efforts by staff and consultants, and Municipal Solutions will report to the Board and Commission on their work at various times as requested by the Board and Commission.

The question of the foregoing Resolution was duly put to a vote, the mayor and trustees voting as follows:

Mayor Robert Liffland	Aye
Trustee Dan Peters	Aye
Trustee John Burweger	Aye
Trustee Stan Mersand	Aye
Trustee Brian Griffin	Aye.

The Resolution was adopted.

The following Resolution was proposed by Trustee Mersand, who moved its adoption, and seconded by Trustee Peters.

**WHEREAS**, the Village of Pawling Board of Trustees (“Board”) is proceeding with applications for financing and regulatory permit approval for the expansion and modernization of the Wastewater Treatment Plant (“WWTP Upgrades Project”) located at 37 Corbin Road in the Town of Pawling (“Town”); and

**WHEREAS**, short term and long term financing of the WWTP Upgrades through the New York State Environmental Facilities Corporation (“EFC”) and the Clean Water State Revolving Fund (“CWSRF”) will require specialized professional assistance for the Board to comply with state and federal financial and tax regulations, and for the administration of the use of CWSRF funds for the WWTP Upgrades Project; and

**WHEREAS**, Municipal Solutions, Inc., municipal financial advisors, have provided services regarding the WWTP Upgrades Project for compliance with Minority and Women Business Enterprise regulations, and have shown their facility with the EFC requirements applicable when the WWTP Upgrades Project financing is approved and the construction phase of the project commences; and

**WHEREAS**, Municipal Solutions, Inc. is a certified Minority and Women Owned Business Enterprise law provider, the engagement of which by the Village or the engineering firms working on the WWTP Upgrades Project for the Board will satisfy all or part of the Board’s legal duty to hire certified Minority and Women Owned Business Enterprises for projects financed by CWSRF funds; and

**WHEREAS**, Municipal Solutions, Inc., has submitted two engagement letter proposals for the Board’s approval: a) a proposal to provide services related to the Short Term Clean Water State Revolving Fund BAN closing for a “not to exceed” cost of \$5,400.00 (plus disbursements) and Long Term Closing with CWSRF for a “not to exceed” cost of \$8,000.00 (plus disbursements) (Exhibit “A” annexed hereto); and b) a proposal for services to be provided by subcontract with the Chazen Companies, which cost would be passed through the engineers working on the WWTP Upgrades Project for the Board including application to the Office of the State Comptroller for a Sewer Exclusion Order (to exclude from the constitutional debt limit the proposed sewer debt of this WWTP Upgrades Project at a cost of \$3,500.00, including disbursements, analysis of sewer rate structure and the revenues necessary to support the debt service of the WWTP Upgrades Project at a rate of \$135/hr. plus expenses for an estimated 60 hours (~\$8,100.00), and general financial services in relation to the administration of the CWSRF funds to comply with the processes and methods that

will be imposed by EFC in the project funding agreement, at a cost projected to be \$13,500.00 for 100 hours at \$135/hr. (Exhibit "B"). The total estimated fee for the services in Exhibit "B", including reimbursable disbursements, is \$30,000.00. This is separate and apart from the services that Municipal Solutions, Inc was already subcontracted to provide to Chazen that is estimated to be \$34,000.00; and

**WHEREAS**, the Pawling Joint Sewer Commission ("Commission") will be a party to the Engagement letter annexed hereto as Exhibit "A", and have approved the same proposed letter of engagement by proper resolution on March 12, 2015;

**NOW, THEREFORE, BE IT RESOLVED** that the Board accept the proposed engagement proposals annexed as Exhibits "A" and "B", subject to the requirement that the mayor and staff are authorized to coordinate what specific activities will be provided by Municipal Solutions, to avoid duplication of efforts by staff and consultants, and Municipal Solutions will report to the Board and Commission on their work at various times as requested by the Board and Commission.

The question of the foregoing Resolution was duly put to a vote, the mayor and trustees voting as follows:

Mayor Robert Liffland	Aye
Trustee Dan Peters	Aye
Trustee John Burweger	Aye
Trustee Stan Mersand	Aye
Trustee Brian Griffin	Aye

The Resolution was adopted.

**MOTION** by Trustee Peters to approve the quote received from The Network Support Company for a server upgrade in the amount of \$7,559.58 (to come out of the Computer budget line). **SECONDED** by Trustee Mersand. Trustee Burweger asked if that amount was in addition to the amount that was paid to the company monthly for their support. The Clerk responded that was correct. Trustee Burweger asked if the Clerk was satisfied with the company. The Clerk responded in the affirmative. There was no further discussion; all were in favor and the motion carried.

There was discussion on contacting The Network Support Co. to ask for a schedule of what purchases might be necessary for budgeting purposes. The Clerk said she would contact the company.

**MOTION** by Trustee Peters to authorize the village attorney to draft a village ordinance regarding Handicapped Parking within the village. Trustee Mersand explained that the Village Justice told him that he was unable to find anything within the village ordinances for handicapped parking. He said that if the village has an ordinance then the fines would go to the village. **SECONDED** by Trustee Mersand. There was no further discussion; all were in favor and the motion carried.

**MOTION** by Trustee Peters to approve the Tree & Shrub Care Proposal received from Bartlett Tree Experts. **SECONDED** by Trustee Burweger. There was discussion about coordinating with the village highway crew for a maintenance routine. There was no further discussion; all were in favor and the motion carried.

The Board discussed the possible purchase of a pneumatic hammer. Trustee Peters had an estimate for renting that piece of equipment with the pricing at \$500 a day plus \$390 each way to deliver and pick up. He said there were numerous times the village did not have a piece of equipment that would cut through the frost or would cut through the concrete. There was discussion

on the possible purchase of a 2 ton roller. Mayor Liffland asked Trustee Peters to look into those items and report back to the board.

Trustee Griffin distributed the Dutchess County Tourism Bike Tour Guide and reported that Pawling was included for the first time.

There was discussion on having presentations by grant writers.

**MOTION** by Trustee Mersand to approve the minutes from February 17, 2015 and March 2, 2015. **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

**MOTION** by Trustee Griffin to approve the Metro North Treasurer's Report for February 2015. **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

Mr. Chad Henke, President of the Harlem Valley Car Club, asked permission from the board to hold their car cruise in the village. Mayor Liffland said the board would review the application and vote on it at the April 6, 2015 meeting.

**MOTION** by Trustee Peters to approve the Little League Opening Day parade pending the Village Clerk receiving the application and the insurance agent signing off on it. **SECONDED** by Trustee Burweiger. There was no discussion; all were in favor and the motion carried.

Mayor Liffland thanked Trustee Griffin for his service with the village and for what he brought to the table. The mayor said he appreciated Trustee Griffin's hard work and dedication. The board members concurred.

**MOTION** by Trustee Peters to adjourn the meeting at 7:57 P.M. and go into Public Comment. **SECONDED** by Trustee Griffin. There was no discussion; all were in favor and the motion carried.

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Village Clerk