



## **Subscribe to the Village of Pawling YouTube page for Live Stream**

Date: February 8, 2024  
To: Pawling Joint Sewer Commission Members  
From: Chairperson Lauri Taylor

The Business Meeting of the Pawling Joint Sewer Commission is scheduled for Thursday, February 8, 2024 at 7:00 p.m. at the Village of Pawling Village Hall, 9 Memorial Avenue, Pawling, NY

### **The Agenda is as follows:**

- Approve January 2024 Business Meeting Minutes as presented.
- Approve the January 2024 Treasurer's Report as presented.
- Approve payment of January 2024 Vouchers as presented and any prepay vouchers.

### **Approve the following:**

- Transfer \$51,793.00 from O&M Acct. to Checking Acct. to pay January 2024 Vouchers and any pre-paid Vouchers.

### **Discussion:**

- **Ref. # 4.24** – Letter in response to J. Groups Designs, LLC regarding sewer hook-up at 63, 67 & 71 East Main Street.
- **Ref. # 07.24** – Request for Lead Agency regarding Project Name KHJW – 568 Route 22 – Amended Site Plan/Special Use Permit.
- **Ref. # 08.24** – Quote from GP Jager, Inc. to purchase 2 Rotors for the WWTP

**Ref. # 09.24** – Proposal from Municipal Solutions to conduct Budget & Financial Policies for the Pawling Joint Sewer Commission. Cost would be Time & Material at a rate of \$165.00 per hour. Estimated time to complete is 35 hrs. (\$5,775.00)

**Current Projects – Discussion & Updates**

- Castagna –
- ASPCA –

**Consultant Reports**

- Attorney Report –
- Engineering Reports –
- Sewer Operator Reports – Rich Kane, Justin Kadish.

Close meeting and adjourn.

Visitor Comments –

# Pawling Joint Sewer Commission

9 Memorial Ave.

Pawling, New York, 12564

Phone (845)855-9442

Fax (845)855-9317

Email: [PJSC@villageofpawling.org](mailto:PJSC@villageofpawling.org)

January 23, 2024

Dist. 1/23/2024  
Ref. # 4.24

Mr. Curt Johnson  
J. Groups Designs, LLC  
63 East Main Street  
Pawling, NY 12564

Re: Sewer Hook-up  
63, 67 & 71 East Main Street, Pawling

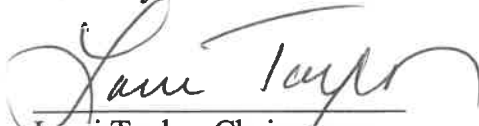
Dear Mr. Johnson:

Pawling Joint Sewer Commission has capacity to convey and treat the anticipated wastewater flow from Pawling Commons located at 63, 67 and 71 East Main St. Pawling NY (Tax ID # 134001-7056-05-101917). Further, PJSC accepts the owners estimated buildout flow of approximately 20,000 gallons per day and notes that while the project property is within NYC's Watershed, the PJSC's permitted outfall is to the Swamp River which isn't in the NYCDEP controlled watershed.

As a condition of the commitment to accept, treat and discharge wastewater from Pawling Commons, PJSC requires that both the existing lateral serving the building at 63 E. Main St and the lateral formerly serving the market be inspected and televised and the results of that inspection and copies of the video's be presented to PJSC's engineer for review. This inspection work will also document the location of all cleanouts, the slope of the laterals and the condition of the lateral. Any deficiencies noted will need to be corrected prior to issuance of the Certificate of Occupancy by the Village's code Enforcement Group.

Finally, please submit, for approval by PJSC's engineer, an engineering detail and the location for the connection of the multi-family building (71 E. Main St.) lateral to the existing on site lateral sewer.

Sincerely,

  
Lauri Taylor, Chairperson  
Pawling Joint Sewer Commission

Cc: Jonathan Soukup, Cedarwoods Engineering  
Brian Soukup, Cedarwoods Engineering  
Dan Stone, LaBella Associates  
Chris Maeder, Village of Pawling Building Inspector

**LEAD AGENCY NOTICE**

Dist. 1/29/2024  
Ref. #07.24

**PROJECT NAME: KHJW – 568 Route 22 – Amended Site Plan/Special Use Permit**

**NOTICE TO INTERESTED and INVOLVED AGENCIES REGARDING  
DESIGNATION OF LEAD AGENCY**

THIS NOTICE IS ISSUED PURSUANT TO PART 617 OF THE IMPLEMENTING REGULATIONS FOR ARTICLE 8 (STATE ENVIRONMENTAL QUALITY REVIEW ACT) OF THE ENVIRONMENTAL CONSERVATION LAW TO DESIGNATE A LEAD AGENCY FOR THIS PROJECT REVIEW.

**THE PROJECT SPONSOR: Pawling NY Congregation of Jehovah’s Witnesses - Jared Spence**

**PROJECT DESCRIPTION: 568 Route 22 (7057-17-243066)/R-1 Zoning District**

*The Application is for amended site plan approval and special permit approval for the addition of two, 790 SF rectories to the lower-level story of the existing two-story, approximately 10,000 SF building and an additional 24 seats to the main worship area. In addition, the septic system is proposed to be expanded and five additional parking spaces and sidewalk area are proposed (approximately 1,988 SF) Note that the existing septic is located within 100 feet of a state-regulated wetland. Therefore, the project involves 415 SF of disturbance in the regulated adjacent area of the NYSDEC wetland. No disturbance is proposed to the wetland itself. The site is also located within the NYC Watershed. The project requires area variances for lot coverage, parking stall size, and drive aisle width.*

**LEAD AGENCY DESIGNATION**

Under the applicable standards of Title 6 NYCRR §617.6(b)(3), the Village of Pawling Planning Board has determined that it should be the Lead Agency in the environmental review of the proposed action. This notice is being sent to interested and involved agencies with the request that your involved agency consent to the designation of the Village of Pawling Planning Board as Lead Agency. If your involved agency declines to consent, you are referred to the procedures outlined in 6 NYCRR §617.6(b)(5).

This notice is being mailed or personally delivered on the date shown below. Please complete the attached RESPONSE TO REQUEST THAT THE ABOVE NAMED AGENCY SERVE AS LEAD AGENCY FOR THE ABOVE ACTION/APPLICATIONS consenting to the designation of the Village of Pawling Planning Board as Lead Agency and return it by personal delivery to the Planning Board Secretary located at **9 Memorial Ave., Pawling, NY 12564** or by email to **Vivian Nikolatos at [pbsecy@villageofpawling.org](mailto:pbsecy@villageofpawling.org)** on or before 30 days after the date of this Notice to Interested and Involved Agencies. Failure to return a response within the 30 day time period is deemed to be a waiver of objection by the involved agency and constitutes a consent by such involved agency to the requested designation as Lead Agency.

**The involved agencies will continue to be notified of SEQRA determinations and subsequent SEQRA proceedings, and SEQRA documents will be made available to you.**

**Dated: January 26, 2024**

**Village of Pawling Planning Board**

**By: ROBERT PFISTER, CHAIRMAN**

**STATE OF NEW YORK: COUNTY OF DUTCHESS  
VILLAGE OF PAWLING**

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**LEAD AGENCY NOTICE**

**PROJECT NAME: *KHJW – 568 Route 22 – Amended Site Plan/Special Use Permit***

**PROPOSED LEAD AGENCY DECLARATION BY  
VILLAGE OF PAWLING PLANNING BOARD FOR**

**SUBDIVISION APPLICATION: Pawling NY Congregation of Jehovah’s Witnesses**

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**RESPONSE TO REQUEST THAT THE ABOVE NAMED AGENCY SERVE AS LEAD AGENCY FOR THE ABOVE ACTION/APPLICATIONS**

ON BEHALF OF DC Dept. Behavioral & Community Health, WE ACKNOWLEDGE RECEIPT OF THE LEAD AGENCY NOTICE IN THIS MATTER, the Environmental Assessment Form filed by Applicant and supporting SEQRA filings, upon which the involved agency designated below held a regular or special meeting, with requisite notice of same, and upon a resolution moved and seconded and a majority of the members of the involved agency voting for the motion, authorized this response to the Notice of Lead Agency.

THE ABOVE NAMED AGENCY:

CONSENTS TO THE DESIGNATION OF THE VP **PLANNING BOARD** AS LEAD AGENCY FOR THESE APPLICATIONS, AND REQUESTS THAT THE LEAD AGENCY CONTINUE TO NOTIFY THE UNDERSIGNED INVOLVED AGENCY OF SEQR DETERMINATIONS AND PROCEEDINGS FOR SUCH APPLICATIONS.

DOES NOT CONSENT TO THE ABOVE NAMED INVOLVED AGENCY (**PLANNING BOARD**) TO SERVE AS LEAD AGENCY.

DATED: \_\_\_\_\_

PLANNING BOARD

BY: \_\_\_\_\_  
SIGNATURE OF AUTHORIZED MEMBER

\_\_\_\_\_  
TITLE

**PLEASE HAND DELIVER OR RETURN BY EMAIL TO**  
**VIVIAN NIKOLATOS**  
**PLANNING BOARD SECRETARY**  
**9 MEMORIAL AVENUE**  
**PAWLING, NY 12564**  
***pbsecy@villageofpawling.org***

Dist. 2/8/2024

Ref. # 0824

**GP JAGER, INC.**

PO BOX 50  
BOONTON, NJ 07005  
USA

Voice: 973-750-1180  
Fax: 973-750-1181

**QUOTATION**

Quote Number: 29284-020524

Quote Date: Feb 5, 2024

Page: 1

Lead time: 1-2 WEEKS ARO

**GP Jager Inc.**

**Bill To:**

H2O INNOVATION  
4 COMMERCE STREET  
POUGHKEEPSIE, NY 12603  
USA

**Ship To:**

H2O INNOVATION  
4 COMMERCE STREET  
ATTN: JUSTIN KADISH  
POUGHKEEPSIE, NY 12603  
USA

Customer ID	Good Thru	Payment Terms	Manufacturer
29284	3/6/24	Net 30 Days	BOERGER

**A 3% FEE WILL APPLY FOR CREDIT CARD TRANSACTIONS.**

Qty	Item	Description	Unit Price	Amount	Project #
2.00	R9327R9	ROTOR PL2200 3-LOBE SCREW R	1,096.20	2,192.40	
2.00	R9327L9	ROTOR PL220 3-LOBE SCREW L	1,096.20	2,192.40	
4.00	D45008	MECHANICAL SEAL, PL	339.36	1,357.44	
2.00	Z38250	COUNTERSUNK SCREW, M8 X 16 DIN EN ISO 10642, A4 TORX (ISR-T40), DIN 965	4.62	9.24	
1.00	FREIGHT NOT INCLUI	FREIGHT IS NOT INCLUDED & WILL BE BILLED ONCE THE ORDER SHIPS. IF A FREIGHT ESTIMATE IS REQUIRED, PLEASE ADVISE  END USER: VILLAGE OF PAWLING, NY MODEL: PL220			



**WE ACCEPT ACH PAYMENTS &  
ALL MAJOR CREDIT CARDS.**

Subtotal	5,751.48
Freight	
<b>TOTAL</b>	<b>5,751.48</b>

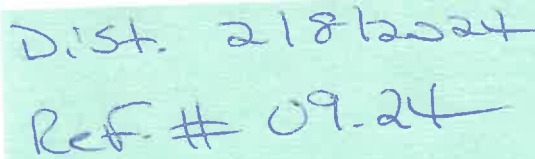
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**Municipal  
Solutions, Inc.**  
Municipal Financial Advisors

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February 7, 2024

Lauri Taylor, Mayor  
Pawling Joint Sewer Commission  
Pawling Village Hall  
9 Memorial Avenue  
Pawling, New York 12564



Dist. 21812024  
Ref # 09-24

Dear Mayor Taylor:

Municipal Solutions, Inc. is pleased to submit this contract in connection with the Pawling Joint Sewer Commission (PJSC) budget and financial policy reviews for your consideration and approval.

Per the Municipal Securities Rulemaking Board's (MSRB) Rule G-42, we must have a current contract in place prior to work commencing. This contract must state fair market value rates and fees and be accepted by both the municipality and Municipal Solutions, Inc. We must, under rule G-42, show that we've acted in good faith with the issuer and to ensure the accuracy of representation in our contracts regarding the agreed upon scope and fees, whether the contract be a Preliminary Authorization to Proceed or a Full Contract.

The Securities and Exchange Commission (SEC) enforces the rules and regulations set by the MSRB. Municipal Solutions, Inc. is registered as a recognized municipal advisor with the SEC (MS ID #867-00383) and the MSRB (MS ID #K0173) as mandated by the Dodd-Frank Wall Street Reform and Consumer Protection Act (the Dodd-Frank Act).

The PJSC has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely and to plan the adequate funding of services desired by the public, including the provision and maintenance of the Town and Village of Pawling's wastewater collection and treatment facilities.

The PJSC is charged with the task of maintaining reasonable fund balances and reserve funds sufficient to mitigate current and future risks (i.e. unanticipated emergency expenditures, mitigate unexpected costs resulting from natural disasters, sudden, unexpected increases in employee benefits and other budgetary expenses and revenue shortfalls), plan for future capital project and equipment needs, and to ensure stable sewer user rates.

By developing a fund balance policy that maintains a sufficient level of fund balance and appropriate reserve funds, the PJSC will receive the following benefits:

- Reduces the need for urgent and significant increases in the sewer rates.
- Ensures the PJSC's ability to effectively react with adequate existing resources to address emergency situations and other events and take advantage of advantageous opportunities that may present themselves to the PJSC.

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*Municipal Solutions, Inc. is a Member of the National Association of Municipal Advisors*

62 Main Street, LeRoy, NY 14482 Phone: 585-768-2136 Fax: 585-394-4092  
2528 State Route 21, Canandaigua, NY 14424 Phone: 585-394-4090 Fax: 585-394-4092  
[www.municipalsolution.com](http://www.municipalsolution.com)

- Exercises good fiscal management by permitting the development of a more responsible and responsive long-term financial plan.
- Eliminate the need for short-term borrowing to handle cash flow between the start of the fiscal year and the receipt of revenue from sewer rents.
- Maximizes investment earnings by maintaining adequate levels of cash and investments.

### **Scope of Services for Budget Consulting**

Municipal Solutions, Inc will review the PJSC's existing budget and fund balance levels and suggest improvement to the PJSC monthly budget reports into an easy-to understand format and content.

The resulting reports are expected to be user-friendly and in a format that is easy to prepare, manage and retrieve information for budget analysis.

The services requested include but are not limited to the following:

1. Assist the City PJSC in the development of the 2024 and future year budget and monthly financial reporting model.
2. Review the 2024 PJSC budget and make appropriate modifications to the budget as conditions warrant.
3. Develop a recommended fund balance policy for Commission members' consideration.
4. Provide other general financial services as requested,

Services will be billed at the current hourly rate of \$165.00 per hour plus reimbursable expenses. We estimate the services associated with the development will take approximately 35 hours.

If there are services performed beyond the scope of the project, or if the project ceases for any reason, an invoice for work completed will be due at the current hourly rate plus expenses.

The fees may be adjusted annually based on the U.S. Bureau of Labor and Statistics Consumer Price Index – All Urban Consumers.

Invoices will be submitted periodically. Payment is expected within 45 days of the invoice date.

### **Conflicts of Interest and Other Required Disclosures**

Rule G-42 of the Municipal Securities Rulemaking Board requires us to provide you with certain disclosures regarding conflicts of interest and other required disclosures (the "Disclosures"). Those Disclosures are attached hereto in Appendix A. We further covenant and agree to provide to the Village updated Disclosures as required by Municipal Securities Rulemaking Board Rule G-42 to the extent any arise after the date of this letter. The Disclosures, and each delivery thereof, as provided from time to time, shall be incorporated by reference as of the date thereof into this letter to the same extent as if set forth herein.

We at Municipal Solutions, Inc. operate with a core value of honesty and integrity in all aspects of our business. We pride ourselves in our competent and friendly staff and our services go above and beyond what our contracts call for. We do our very best to keep costs down and pass any savings back to our clients. If you have any concerns that are not addressed in this contract, we would be happy to discuss them with you at your convenience.



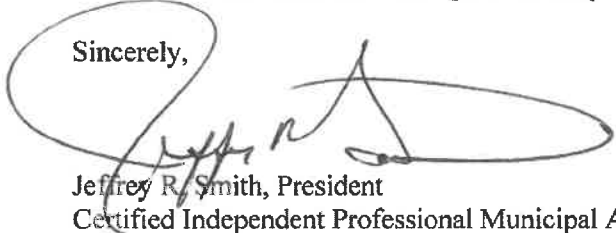
**Miscellaneous**

Upon acceptance of this proposal, please execute and return one copy to our LeRoy office located at 62 Main Street, LeRoy, New York 14482 following the next Board meeting. The terms set forth above are subject to change if we do not receive a signed contract within 30 days. You have the right to terminate this contract for any reason at any time.

We agree to promptly amend or supplement this letter to reflect any material changes or additions to the agreement evidenced by this letter.

If you should have any questions concerning this proposal, please do not hesitate to contact me. We look forward to our continued working relationship with the Village.

Sincerely,



Jeffrey R. Smith, President  
Certified Independent Professional Municipal Advisor

JRS/slw

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**Pawling Joint Sewer Commission, New York  
Contract Dated February 7, 2024  
Budgeting Financial Services  
Accepted by:**

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A

### PAWLING JOINT SEWER COMMISSION, NEW YORK Contract Dated February 7, 2024 Budgeting Financial Services

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#### DISCLOSURE OF CONFLICTS OF INTEREST

Municipal Securities Rulemaking Board Rule G-42 requires us, as your municipal advisor, to provide written disclosure to you about material conflicts of interest.

We have determined, after exercising reasonable diligence, that we have no known material conflicts of interest that would impair our ability to provide advice to the Village in accordance with our fiduciary duty to municipal entity clients. The attached paragraphs outline areas of potential conflicts of interest we have reviewed to make this no material conflict of interest determination.

#### FORMS OF COMPENSATION AS POTENTIAL CONFLICTS

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

**Fixed fee** - Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing, as described below.

**Hourly fee** - Under an hourly fee form of compensation, the municipal advisor is paid an amount equal to the number of hours worked by the advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (*e.g.*, a retainer payable monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

**Fee contingent upon the completion of a financing or other transaction** - Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

**Fee paid under a retainer agreement** - Under a retainer agreement, fees are paid to a municipal advisor periodically (*e.g.*, monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (*e.g.*, a fixed fee per month regardless of the number of hours worked) or an hourly basis (*e.g.*, a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

**Fee based upon principal** - Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities (*e.g.*, bonds). This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation.

From time to time, Municipal Solutions, Inc. does provide municipal advisory assistance to surrounding municipalities including, but not limited to, the Village of Pawling. Municipal Solutions, Inc. is not aware of any material conflicts of interest that this relationship would bring to our fiduciary responsibility to the Village as of the date of this Agreement. If Municipal Solutions, Inc. becomes aware of any conflict of interest that could interfere with our fiduciary obligations to the Village, Municipal Solutions, Inc. will notify the Village that a conflict has been identified and we will meet with the Village to discuss the impacts of the conflict and possible methods to resolve the identified conflict areas.

### **RELIANCE ON OUTSIDE INFORMATION**

In formulating our recommendations as it comes to the issuance of municipal securities, we often have to rely on information provided by outside sources such as engineering firms, architectural firms, CPAs, attorneys, and other professional entities, as well as the municipality itself. We must rely on the expertise and professional knowledge of these entities in that the information they are providing is reasonable and correct. As part of our fiduciary duty to our clients, we will do our best to make sure this is the case. If we feel that the information provided to us is inaccurate, inconsistent, or incomplete, we will ensure to tell you before providing any recommendations based on the material.

### **LEGAL OR DISCIPLINARY EVENTS**

Municipal Solutions, Inc. is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the United States Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). As part of this

registration, we are required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Municipal Solutions, Inc. Pursuant to MSRB Rule G-42, Municipal Solutions, Inc. is required to disclose any legal or disciplinary event that is material to the Village's evaluation of Municipal Solutions, Inc. or the integrity of its management or advisory personnel.

We have determined that no such event exists.

Copies of Municipal Solutions, Inc. filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC's EDGAR Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Municipal Solutions, Inc. or for our CIK number which is 0001612999.

The MSRB has made available on its website ([www.msrb.org](http://www.msrb.org)) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.