



AGENDA
November 20, 2023
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I. OPEN MEETING

II. PUBLIC HEARING

- Tentative Garbage Budget for 2024

III. NEW BUSINESS

- Approve minutes from October 16, 2023 and November 6, 2023.
- Approve 2024 Garbage Budget.
- Approve Change Order No. 1 for Kasselmann Electric Co. Inc. for Contract 4 Electrical Construction – Lower Baxter.
- Approve proposal for Engineering Design Services for the Anderson Way Watermain Replacement Project from LaBella Associates in the amount of \$51,500.
- Approve Village Green and Public Assembly Events Permit for St John the Evangelist Knights of Columbus Nativity Display.
- Discuss correspondence received regarding waiver of water penalty for Water Account No. 10111.
- Discuss correspondence received regarding waiver of water penalty for Water Account No. 10328.
- Approve October 2023 Metro North Treasurer's Report.

IV. OLD BUSINESS

- Engineer's Report

V. MOTION TO PAY BILLS

- Metro North bills in the amount of \$2,117.25.

VI. ADJOURNMENT

2024 Tentative Garbage Budget

	1/2022 – 12/2022 Expenditures	1/2023 – 12/2023 Budget	1/1/23-10/10/23 Expenditures	1/2024-12/2024 Tentative Budget
Personnel Services	76,995	80,500	71,103 (20 of 26 P/Rs)	100,000
Social Security	4,753	4,991	4,391	6,200
Medicare	1,112	1,168	1,027	1,450
Retirement	8,085	9,800	not available yet	11,624
Contingency		5,000		10,000
Truck Repair	18,382	14,000	13,290	19,000
Tipping Fees	89,237	96,622	9 of 12 months 74,847 includes recycling	108,000 Includes recycling
Recycling	1,053	2,067	See Tipping Fees	see tipping fees
Administration	Rent 1,500 Other 851 Software 706	Rent 1,500 Other 1,700 Software 3,000	Rent 1,500 Other 1,126 Software 1,555	Rent 1,500 Other 1,200 Software 1,600
Maintenance	3,129	2,714	785	1,064
Fuel	4,500	10,500	---	6,630
BAN Principal	---	-----	----	----
BAN Interest	---	-----	----	----
TOTAL	210,303	233,562 ÷ 938 = \$249.00/unit	Approx. 169,624 10-month total	268,268 ÷ 938 = \$286.00/unit

CHANGE ORDER NO.: 1

Owner: The Village of Pawling
 Engineer: LaBella Associates
 Contractor: Kasselmann Electric Co. Inc.
 Project: Village of Pawling Water Supply Project
 Contract Name: Contract 4 Electrical Construction
 Date Issued: 10/30/2023 Effective Date of Change Order: 10/30/2023
 Owner's Project No.: VP-BID-04D
 Engineer's Project No.: 41848.02
 Contractor's Project No.:

The Contract is modified as follows upon execution of this Change Order:

Description: Generator and ATS be purchased by Kasselmann Electric Co. Inc. under Contract 4 Electrical Contract. All work relating to the installation, start-up, and commissioning of the generator and ATS will remain the same. Change in contract time is only related to the installation, start-up, and commissioning of the Generator and ATS.

Attachments: Submittal showing specs of Generator and ATS.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 729,009.00	Original Contract Times: Substantial Completion: 12/31/23 Ready for final payment: 1/31/24
Increase / Decrease from previously approved Change Orders No. 2 (Number of previous Change Order): \$ 0	Increase / Decrease from previously approved Change Orders No. 1 to No. (Number of previous Change Order): Substantial Completion: N/A Ready for final payment: N/A
Contract Price prior to this Change Order: \$ 729,009.00	Contract Times prior to this Change Order: Substantial Completion: 12/31/23 Ready for final payment: 1/31/24
Increase this Change Order: \$ 74,175.00	Increase this Change Order: Substantial Completion: 365 Days Ready for final payment: 365 Days
Contract Price incorporating this Change Order: \$ 803,184.00	Contract Times with all approved Change Orders: Substantial Completion: 12/31/24 Ready for final payment: 1/31/25

By: [Signature] Recommended by Engineer (if required)

Title: REGIONAL LEADER CONST SVCS

Date: 11/3/23
Accepted by Owner

By: _____
Title: _____
Date: _____

[Signature] Accepted by Contractor

DIRECTOR OF OPERATIONS

11/1/23
Approved by Funding Agency (if applicable)

By: _____
Title: _____
Date: _____



Kasselmann Electric Co., Inc.

279 Broadway

Menands, NY 12204

518-465-4795

518-465-4161 fax

October 16, 2023

Daniel Stone

LaBella Associates

21 Fox Street

Poughkeepsie, NY 12601

RE: Pawling WTP

KEC#1 - Furnish & Install Generator & ATS

	Sub-Total	Total
80KW Kohler Generator	\$51,000.00	\$51,000.00
Startup Load Testing & Training	\$4,500.00	\$4,500.00
2 Year Service & Maintenance Plan	\$3,000.00	\$3,000.00
Offload & Set	\$6,000.00	\$6,000.00
Subtotal		\$64,500.00
OH&P	\$0.15	\$9,675.00
Total		\$74,175.00

NOTE: Fuel and generator pad by others

Kyle Rose, PM

kylar@kasselmannelectric.com

Proposal



Project Name	Project Location	Date
VILLAGE OF PAWLING WATER SUPPLY PROJECT – LOWER BAXTER WTP	Pawling, NY	10/16/2023

Qty	Bill of Material Summary
1	Kohler 80REOZIF Generator Output - 83kW, 104kVA, 277/480 Volt, Three Phase, 125amps, 60 Hz Fuel Type - Diesel Tank - 348 gallons / 48 hours Enclosure – Sound Attenuated Warranty - 2 Year Basic Estimated Leadtime - 32 Weeks, ARO
1	Kohler KSS-AMTA-0200S Transfer Switch Type - Specific Breaker Rated, Open Transition, 480 Volts/60Hz, 200amps Poles - 3-Pole, 4-Wire, Solid Neutral Enclosure - NEMA 1 Enclosure Warranty - 2 Year Basic Estimated Leadtime - 10 Weeks, ARO
1	Distributor Start-Up Start-up Service with Connected Load Test & Batteries Load Bank Testing Hours - 2 NFPA 110 Test Spill Kit

Spec/Notes:

Terms	Retainage	F.O.B.	Mfg. Manuals
Net 30 or Prior to SU	No Retainage Allowed	Source	1

Proposal



Kohler Model: 80REOZJF

This diesel generator set equipped with a 4R9X alternator operating at 277/480 volts is rated for 83kW/104 kVA.
Output amperage: 125

Qty	Description
	80REOZJF Generator System
1	<p>80REOZJF Generator Set</p> <p>Includes the following:</p> <p>Literature Languages English</p> <p>Approvals and Listings UL2200 Listing</p> <p>Engine 80REOZJF, 12V, 60Hz, 4RX / 4TX</p> <p>Nameplate Rating Standby 130C Rise</p> <p>Voltage 60Hz, 277/480V, Wye, 3Ph, 4W</p> <p>Alternator 4R9X</p> <p>Cooling System Unit Mounted Radiator, 50C</p> <p>Skid and Mounting Skid/Tank</p> <p>Air Intake Standard Duty</p> <p>Controller APM402</p> <p>Enclosure Type Sound</p> <p>Enclosure Material Steel</p> <p>Enclosure Silencer Internal Silencer</p> <p>Fuel Tank Type Standard</p> <p>Fuel Runtime (Approx.) 48 Hours</p> <p>Subbase Fuel Tank Capacity 348 Gallons</p> <p>Fuel Tank Options Inner Tank Leak Alarm</p> <p>Starting Aids, Installed 1500W,120V</p> <p>Electrical Accy.,Installed Battery, 1/12V, Wet</p> <p>Electrical Accy.,Installed Battery Charger, 10A</p> <p>Electrical Accy.,Installed Run Relay</p> <p>Rating, LCB 1 100% Rated</p> <p>Amps, LCB 1 250</p> <p>Trip Type, LCB 1 Electronic, LSI</p> <p>Interrupt Rating LCB 1 18kA at 480V</p> <p>Fuel Lines, Installed Flexible Fuel Lines</p> <p>Miscellaneous Accy,Installed Coolant in Genset</p> <p>Warranty 2 Year</p> <p>Factory Testing Power Factor Test,0.8,3Ph Only</p>

Kohler Model: KSS-AMTA-0200S

3 Pole, 4 Wire, Solid Neutral, 200 amp, Kohler Specific Breaker rated Standard automatic transfer switch, Model KSS-AMTA-0200S, rated 480V, 60 Hz complete with all standard equipment and housed in a NEMA Type 1 enclosure.

Qty	Description
1	ATS KSSB Transfer Switch System
	KSS-AMTA-0200S
	Includes the following:
	Literature Languages English
	Mechanism Specific Breaker
	Transition Standard
	Logic 1200
	Voltage 480V / 60 Hz
	Poles & Wires 3 Pole/4 Wire, Solid Neutral
	Enclosure NEMA 1
	Amps 200 Amps
	Connection Standard
	IBC Seismic Certification None
	CSA Certification None
	Warranty 2-YR BASIC

OFFER ACCEPTANCE

I hereby authorize Kinsley Power Systems, Inc. to use this form as a bona fide purchase order of the equipment shown on Proposal Number QUO-48022-Q5C2T which clearly establishes definite price and specifications of material ordered. The person signing is doing so according to the terms and conditions below.

Proposed By:

Company: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Accepted By:

Company: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

TERMS & CONDITIONS:

Agreement subject to Terms and Conditions available at <https://www.kinsley-group.com/generalterms/>.

INSTALLATION (not included)	Defined as to include but not limited to; rigging, wiring, plumbing, fuel or fuel for testing, unless noted. All "Shipped Loose" items are to be installed by others; including enclosure hoods, stacks, stairs, silencers, etc.
ESTIMATED SHIPPING	Ship dates are best estimates only. Therefore, Kinsley Power Systems is not responsible for incidental or liquidated damages.
TERMS	Net 30 days from shipment date or prior to start-up whichever comes first; subject to credit approval. Orders greater than \$500,000 will be subject to a payment schedule negotiated between Seller and Buyer. We reserve the right to charge 1.5% on accounts over 30 days past due. Our price does not include sales tax or installation.
CANCELLATION/BILLABLE DELAYS	If the manufacturer will allow order to be cancelled a re-stocking charge will apply. Orders placed on in-stock items which are not shipped or picked up after 15 days of order date will be returned to inventory for sale to others. Factory-ordered units shipped to a Kinsley facility for temporarily storage due to customer payment or jobsite readiness issues are subject to storage fees of 1% per month unless order is paid in full.
CONTRACT CHANGES	A mutually agreed to, signed change order is required for any contract changes.
RETAINAGE	None
FREIGHT	F.O.B. Factory, Freight Allowed; Tailgate Delivery, Off-loading by others. Shipping addresses must be deliverable by an LTL carrier. Ex: No dirt roads, steep or narrow driveways etc. Delivery truck must be able to turn around or back in safely. Please specify special delivery requirements. Unless otherwise specified, additional charges will apply.
MANUALS	One set of manuals is included with each unit. Additional manuals can be ordered at additional cost.
WARRANTY	Manufacturer's standard warranty terms and conditions apply.
START UP	Start-up service is during normal business hours. After hours or weekend start up is available at an additional cost. Unless otherwise noted, all 3rd party testing such as NETA, Insulation Resistance, Ground Fault, Infrared Scanning, emissions testing, exhaust backpressure testing, etc. to be provided by others

I acknowledge that I have read and agree to all the above Terms and Conditions:

(Initial)



May 8, 2023

Mayor Lauri Taylor and Village Board
Village of Pawling
9 Memorial Avenue
Pawling, New York 12564

**RE: Proposal for Engineering Design Services for
the Anderson Way Watermain Replacement Project
Village of Pawling, Dutchess County, New York
LaBella Proposal No. P2302973**

Dear Mayor Taylor and Village Board

LaBella Associates, DPC (LaBella) is pleased to submit to you and the Village Board of the Village of Pawling (Village) this proposal for the engineering design and permitting of a minimum 6-inch watermain to replace the existing watermain located within the bounds of Anderson Way from the intersection of West Main Street to the cul-de-sac of Anderson Way.

Project Description

The existing water main along Anderson Way is nearing the end of its serviceable life. The proposed project will replace the existing water main (approximately 1,100 lf) and replace the existing water services to the curb stops.

Scope of work

Phase 0100 – Base Map Development

LaBella will utilize the Village's existing orthorectified digital photogrammetry and lidar mapping as a survey background. Ground truthing will be performed under this phase once the final watermain alignment is determined.

Phase 0200 – Environmental Review

An environmental review of the proposed improvements will be completed in order to comply with the requirements of the State Environmental Quality Review Act, as well as other environmental regulations. In completion of this task, since this project is a rehabilitation of an existing facility on the same property, we anticipate that the action will be classified as a Type II action under SEQRA, and the Village will serve as the Lead Agency for the project.

Deliverables:

- Short Environmental Assessment Form (SEAF).

Phase 0400 – Detailed Design

Work completed in this phase of the project will be directed towards preparation of plans and technical

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www.labellapc.com



specifications that will display to the Village and reviewing agencies the extent and complexity of the major project elements. Final contract documents will be prepared to communicate the requirements of the project to prospective bidders and obtain approval of the project by any required agencies.

Tasks anticipated during this phase of the work include:

- Prepare preliminary plans indicating existing physical features, underground utilities, the proposed alignment, and location of appurtenances, required easements, and special design features.
- Prepare an opinion of probable construction cost at the completion of preliminary design.
- Present the preliminary plans and cost estimate to the village for review and comment.
- Complete final plans and details needed for construction and approvals by jurisdictional agencies.
- Prepare a final engineer's opinion of probable construction costs.
- Prepare contract documents consistent with General Municipal Law requirements to allow the solicitations of competitive bids from contractors.

Assumptions

- As-Built drawings of the existing watermain will be provided by the Village
- As-Built drawings of the existing sanitary sewer collection system will be provided by the Village
- As-Built drawings of the existing storm water collection system will be provided by the Village

Deliverables:

- Three (3) sets – 30% Contract Drawings
- Three (3) sets – 75% Contract Documents (Drawings and Technical Specifications)
- Three (3) copies – 75% Engineer's Opinion of Probable Construction Cost
- Three (3) sets – 100% Contract Documents (Drawings, Technical Specifications and Front-End documents)
- Three (3) copies – Engineer's Opinion of Probable Construction Cost
- Three (3) sets – Final Contract Documents (Drawings, Technical Specifications and Front-End documents)
- Three (3) copies – Final Engineer's Opinion of Probable Construction Cost

Phase 0400 – Permitting

Work completed in this phase of the project will be directed towards obtaining the necessary permitting to begin construction. During this phase, LaBella will prepare an Application for Approval of Plans for Public Water Supply Improvement (DOH-348) and submit to the Dutchess County Department of Behavioral & Community Health (DCDBCH) for review and comment. This submission to the DCDBCH will include:

- Application for Approval of Plans for Public Water Supply Improvement (DOH-348)
- Three (3) sets – 75% Contract Documents (Drawings and Technical Specifications)
- Application review fee – TBD

Additionally, under this phase, LaBella will respond to one (1) round of review comments from the regulatory agency.



Phase MT00 – Meetings

As with any project of any magnitude, it is assumed that review meetings will need to take place. During the predesign and detailed design tasks LaBella assumes that the following meetings will need to occur:

- Preliminary alignment meeting
- 75% detailed design meeting
- 100% detailed design meeting

Phase RE00 – Reimbursable Expenses

As with any project of any magnitude, it is assumed that review meetings will need to take place. During

Implementation

A. Schedule

The work load of the firm is such that LaBella is able to start work within 2 weeks from the authorization to proceed. LaBella will work with the Village to develop a design timeline.

B. Fees

LaBella proposes to perform the above tasks for a **Lump Sum Fee of \$51,500**. LaBella will be monthly based upon the amount of work completed for each month.

Excluded Fees

The following fees and services have been excluded:

- Permit, review, licensing, filing, inspection or publications fees from jurisdictional agencies.
- Archeological investigations, if required, by SHPO.
- Material testing for soils analyses, compaction and concrete slump and compressive strength.

Excluded Services

The services listed below are available and have not been included in the Scope of Work:

- Preparation of temporary or permanent easement maps and descriptions and obtaining the easements necessary to construct the project.
- Publication of any and all notices, as necessary.
- Development of a Storm Water Pollution Prevention Program (we believe the disturbed area will be less than one acre).
- Additional environmental studies not identified.
- Bidding Services
- Construction Services to include Administration and Observation



Acceptance

The "General Conditions for Professional Engineering Services" governing our services are attached to and form part of this Agreement. If the Terms and Conditions of this proposal are acceptable to the Village, please execute one (1) copy of the attached Agreement and return it to our office. This will serve as our Agreement.

We appreciate the opportunity to serve the Village and look forward to the successful completion of the project. If you have any questions, please do not hesitate to contact me at (330) 518-6639 or via e-mail at jfusillo@labellapc.com.

Respectfully submitted,

LaBella Associates

Joseph M. Fusillo, PE, ENV SP
Senior Civil Engineer, Regional Civil Leader

cc: file: 2023.05.08_P2302973_Anderson Way WM Replacement_Letter Proposal.Docx

**PAWLING VILLAGE GREEN AND PUBLIC ASSEMBLY EVENTS PERMIT
APPLICATION FOR PERMISSION TO USE PUBLIC PROPERTY WITHIN THE VILLAGE**

The purpose of this application form is to aid in the application and review process. However, it is not designed to cover every possible circumstance. The Village Board may require additional information in order to approve an application.

Application Date 11/20/23 (application must be filed at least 60 days prior to the event)

Name of Entity "Applicant" requesting permission St. John the Evangelist Knights of Columbus
 Contact Person Ryan McGrath Connection with the event Chair #545
 Address 6 Stanley Dr. Pawling NY 12564
 Phone 845-323-1747
 Email ryanlou@yahoo.com

Event Date 11/25/23 Event Time and Duration 11/25/23 → 1/6/24
 Event Purpose Knights of Columbus Nativity Display
 The purpose of the requesting entity for-profit non-profit political other

Expected number of participants Will the event be open to the general public? Yes No

If not, who are the expected participants?

NOTE: non-participating members of the public may not be excluded from the Green or other public areas

Will there be entertainment or a speaker? Yes No. If so, describe

Will food or beverages be served? Yes No. If so describe
 Food vendors must have all applicable health department permits.

NOTE: no alcoholic beverages may be consumed on the Village Green or other public areas without specific approval of the Village Board of Trustees.

Please describe any other activities taking place during the event

Will there be supplemental illumination or other electrical equipment? Yes No
 If so, describe items and power source Spotlight & Christmas lights plugged into Village unit.
 NOTE: permission must be obtained from the Village to use public power sources - \$20 fee

Will there be signage used? Yes No. If so, describe form and content

What provisions will be made to handle litter or refuse resulting from the event?

What provisions will be made to handle proper sanitation for the event?

Are there any structures, tents, booths, tables or other large objects planned as part of the event? Yes No
 If so, describe the size, material, location, use, the method (if any) by which they are fixed in place, and how long they will be in place before and after the event. Draw your plan on the attached map.
 NOTE: public walkways and seating may not be obstructed

The Village Board grants permission for the above named Entity to hold the above named Event on the above named Date.

Village Clerk: Date
 Printed Name Date
 Entity Representative *Ryan McGrath* Date 11-20-23
 Printed Name Ryan McGrath

By signing this application, Applicant agrees to all of the terms and conditions of the Village Green and Public Assembly Events Policy.

Christine Brown

From: Buerle, Kimberly <kbuerle@northwell.edu>
Sent: Monday, November 6, 2023 4:01 PM
To: Christine Brown
Subject: 21 Baxter Rd Water/Sewer Bill

Good Evening,

I just received my water/sewer bill from 06/01/23-08/31/23. It had been sent to my next-door neighbor's house without my knowledge and they just gave me the bill yesterday 11/5/23. When opening the bill today, I realized how overdue the bill was. I called the number on the bill to explain what happened and why I would be sending these bills late and she explained that I need to send this email to explain what happened and see if I can have the late fees waived. I have written up the checks and am sending them out first thing tomorrow morning via mail. I am very sorry for this inconvenience and I just want to make it clear that the bill was sent to the wrong address and I wasn't aware of it until yesterday. Please let me know if there is anything you can do. I appreciate your time. Thank you.

Kimberly & Matthew Buerle
21 Baxter Road, Pawling NY 12564
914-924-3916

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Christine Brown

From: Barbara Szolc <szolc.barbara@gmail.com>
Sent: Tuesday, November 7, 2023 11:40 AM
To: Christine Brown
Cc: Barbara Szolc
Subject: water/sewer late fee waive inquiry _Barbara Szolc

Dear Christine and Village Committee,

I am kindly asking you to waive my late penalties for the most recent water/sewer bill.

I am experiencing financial hardship. I left the state of NY this summer and I got a second job out of state (Louisiana, Pennsylvania). I came back home (Pawling) last Saturday, November 4th. I saw the bill in my mail and paid it right away on Monday, November 6th. I honestly thought I could pay it till the end of December. My mistake.

I would like to kindly suggest it would be much appreciated to have an alert system/payment deadline reminder in place via email or text message about this inquiry. Other companies (verizon, nyseg, etc.) have such a thing and it is very helpful.

Please take into consideration that I am a regular payer and I have never missed previous payments.

Once again thank you for your time and kindness,

Barbara Szolc.

Treasurer's Report October 1, 2023 – October 31, 2023

October 1, 2023		
Checking	\$120.88	
Money Market	\$9,321.93	
	Total	\$9,442.81
Receipts		
Interest earned		
	Total Receipts	\$0,00
Disbursements:		
October 12 – MN 3 rd Quarter Status Report	\$2,324.63	
October 12 – September 18 th Vouchers	\$2,180.15	
October 12 – 3 rd Quarter Transfer to Cap Rsv	\$211.33	
	Total Disbursements	\$4,716.11
Cash Balance – October 31, 2023		
Location of Funds –		
Checking	\$120.88	
Money Market	\$4,605.82	
	Total	\$4,726.70

Metro North Operating Exp Cash Balance 10/1/2023	\$13,122.24
Plus Interest Earned	\$4.46
Metro North Operating Expense Cash Balance 10/31/2023	\$13,126.70
Metro North Cap. Rsv Cash Balance 10/1/2023	\$28,853.50
3rd Quarter Transfer – 10/12/2023	\$211.33
Metro North Cap. Rsv Cash Bal 10/31/2023	\$29,064.83
Metro North Merchant Account 10/1/2023	\$12,730.99
October 2023 – Deposits	\$687.35
October 2023 - Merchant Svcs Charge	-\$98.38
Metro North Account Balance 10/31/2023	\$13,319.96

Metro North Vouchers to be Approved at November 20, 2023 Meeting

Check Number	Voucher Number	Vendor	Amount
883	017	RBT CPAs	\$1,200.00
884	018	PayByPhone	\$117.25
885	019	Pride Lawn Care	\$800.00
		Total	\$2,117.25