

DATE OF MEETING: February 7, 2022

PLACE OF MEETING: Village Hall, Pawling, New York

MEMBERS PRESENT: Mayor Lauri Taylor
Trustee Dan Peters
Trustee John Burweger
Trustee Jerry Locascio
Trustee Tom Meyer

The meeting was called to order at 7:01 P.M. with the Pledge of Allegiance.

Mr. Jonathan Bardavid, a village attorney, went over proposed Local Law No. 1 of 2022 regarding reimbursement of expenses incurred by the Village in connection with Water Service Connections.

MOTION by Trustee Peters to open the Public Hearing on proposed Local Law No. 1 of 2022 regarding reimbursement of expenses incurred by the Village in connection with Water Service Connections at 7:04 P.M. **SECONDED** by Trustee Burweger. There was no discussion; all were in favor and the motion carried.

Mr. Drew Montgomery, a resident of Quaker Hill Road, asked if there was a reason it was not printed online because nobody knew what the law was. The Clerk responded it stated in the legal ad that if anyone was interested in the local law they could contact her to receive a copy. Mayor Taylor said the issue would be addressed moving forward. Mr. Montgomery said the agenda was online - why wasn't the law online and how could there be a public meeting when nobody knows what it says. Trustee Peters said it was introduced at the last meeting. Mr. Montgomery said the last meeting was on a Tuesday, not on Monday, and he was not able to come and he doesn't know who comes and who doesn't but it should be online. Trustee Locascio said the meeting was on Tuesday due to a holiday. The Clerk said it was her fault and apologized. She said she would be better in the future. Mr. Montgomery continued that the Board should have a Public Hearing on a day when people know what the Public Hearing is about. The Mayor said the Board heard Mr. Montgomery on the point that it needs to be online. Mr. Montgomery responded alright.

MOTION by Trustee Locascio to close the Public Hearing on proposed Local Law No. 1 of 2022 regarding reimbursement of expenses incurred by the Village in connection with Water Service Connections at 7:05 P.M. **SECONDED** by Trustee Burweger. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Peters to approve Local Law No. 1 of 2022 regarding reimbursement of expenses incurred by the Village in connection with Water Service Connections as presented. **SECONDED** by Trustee Burweger. There was no discussion; all were in favor and the motion carried.

Ms. Betsy Montgomery, representing the Pawling Farmer's Market, said they were considering returning to the Village Green and before they go any further she wanted to know if they would have the support and encouragement of the village to do that. Mayor Taylor said she would not see any reason why they wouldn't because the Board was in favor of the Farmer's Market. Ms.

Montgomery thanked the Village Board and said she would take it up with the Pawling Farmer's Market Board.

MOTION by Trustee Peters to approve the Notice to serve as Lead Agency for the Village of Pawling Water Supply Project – Lower Baxter Environmental (SEQRA) Review. **SECONDED** by Trustee Burweger.

NOTICE OF INTENT TO SERVE AS LEAD AGENCY
THE VILLAGE OF PAWLING WATER SUPPLY PROJECT –
LOWER BAXTER ENVIRONMENTAL (SEQRA) REVIEW

WHEREAS the Village of Pawling, is proposing to develop five water supply wells, a water treatment facility, and related utility line infrastructure on the Village's Water Supply lands. Five new water wells will be put into permanent operation and a treatment facility with an EMC generator will be constructed at 50 Tyrell Road on Tax Parcel No. 6957-20-904187-0000. The remaining utility line infrastructure will be constructed at 50 Tyrell Road to make a connection through two parcels (134001-6957-16-937250-0000 and 134001-6957-16-868317-0000) and the New York State Electric and Gas Corporation (NYSEG) transmission corridor (by easement) to Grandview Avenue;

WHEREAS the 50 Tyrell Road parcel is currently occupied by three existing and operational bedrock wells (known as the Baxter wells), existing test wells¹ (whose permanent operation is part of this environmental analysis), existing Baxter Green Water Treatment Plant and associated structures, successional forest and wetland area. This parcel abuts the Baxter Road residential subdivision to the west, NYS Electric and Gas (NYSEG) right-of-way (ROW) to the northwest, Village water supply land (134001-6957-16-937250-0000²) to the northeast (through which the water line will connect), residential development to the east and south, with some undeveloped area.

WHEREAS the proposed wells will be added to the Village's water supply system for which additional ground water supply is urgently needed pursuant to the terms of the Consent Order between the Dutchess County Department of Health and the Village. These wells will increase source capacity to enable the water supply system to sufficiently meet maximum daily demand. The new wells are proposed to operate in conjunction with the Umscheid water wells (located northwest of the site on parcel 134001-6957-16-868317-0000). With the Lower Baxter wells operational in conjunction with the Umscheid water wells, the maximum daily flow from the water treatment plant will be 432,000 gallons per day.

WHEREAS the Village is seeking water treatment approval and design from the NYS Department of Health (NYSDOH), water treatment approval from the Dutchess County (DCDOH), financing and bonding approval from the Village of Pawling Board of Trustees, and a water withdrawal permit and wetland permit (permanent operation of the test wells and installation of a water line)

¹ Test wells (BG4 – BG8) and preliminary test pumping were completed May through June 2021 with NYSDEC approval (a Type II Action under SEQRA) to determine if the Lower Baxter Aquifer has the quantity and quality of water to support development of a Public Water Supply Source. The Village is currently required to develop additional sources of water supply under the terms of a Consent Order with Dutchess County DOH.

² The Village is in the process of purchasing this property and the purchase is expected to be complete by the end of February 2022.

from the NYS Department of Environmental Conservation (NYSDEC). No change in access is proposed.

WHEREAS, the proposed action has been determined to be an Unlisted Action, pursuant to the New York State Environmental Quality Review Act (SEQRA) 6 NYCRR Part 617;

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to the applicable standards of SEQRA 6 NYCRR Part 617.6, the Village of Pawling Board of Trustees concludes that it is the appropriate agency to serve as Lead Agency for the coordinated environmental review of the proposed Unlisted Action; and

BE IT FURTHER RESOLVED THAT, the Village of Pawling hereby declares its intent to be Lead Agency for the coordinated SEQRA evaluation; and

BE IT FURTHER RESOLVED THAT, the Village of Pawling Board of Trustees hereby authorizes the circulation of the FEAF and associated materials to the other Involved and Interested Agencies, indicating the Village's intention to serve as Lead Agency.

There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Locascio to approve the proposal received from LaBella for GIS training and management -Proposal #PM19-184 (see attached). **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Peters to send a letter to the NYS DEC Bureau of Pesticide Management regarding the Green Mountain Lake pesticide application subject to counsel review. **SECONDED** by Trustee Burweger. There was no discussion; all were in favor and the motion carried.

Mayor Taylor tabled the fence discussion at the Umscheid well property pending the Clerk contacting the temporary fencing company and inquiring about pricing on different time frame contracts to save funds.

Mayor Taylor reported she attended a webinar on the American Rescue Act Funds and it seems the village will be able to consider all the funding it will be receiving as lost revenue which would put the village in a category with more flexibility on how it uses the funds. She reported the village received \$115,000 last year and would be receiving \$115,000 this year and it has until 2024 to spend the funds or appropriate the funds to a particular project.

MOTION by Trustee Peters to approve Mayor Taylor signing the RBT engagement letter (see attached). **SECONDED** by Trustee Locascio. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Meyer to approve the December 6, 2021 – Organizational Meeting and December 6, 2021 minutes. **SECONDED** by Trustee Burweger. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Peters to approve the Metro North Treasurer's Report for December 2021. **SECONDED** by Trustee Burweger. There was no discussion; all were in favor and the motion carried.

Mr. Dan Stone, a representative from LaBella, gave an engineer's report and an update on the status of the water system.

Mayor Taylor announced that the village closed on the Umscheid property on March 3rd and she thanked Jonathan Bardavid and Dan Stone for all their hard work.

MOTION by Trustee Peters to approve the no cost Change Order for PCSO 14 Scope of Service Descriptions and budget increases and decreases for Chazen Project No 41848.00 proposal (see attached). **SECONDED** by Trustee Burweger. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Peters to approve payment of the January bills in the amount of \$404,485.32. **SECONDED** by Trustee Burweger. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Locascio to approve payment of the Metro North bills in the amount of \$5,785.19. **SECONDED** by Trustee Burweger. There was no discussion; all were in favor and the motion carried.


MOTION by Trustee Burweger to adjourn the meeting at 7:41 P.M. and go into Public Comment. **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Burweger to return to regular session and close the meeting and go into Executive Session for litigation at 7:44 P.M. **SECONDED** by Trustee Locascio. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Burweger to close Executive Session at 8:12 P.M. **SECONDED** by Trustee Locascio. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Burweger to return to regular meeting at 8:12 P.M. **SECONDED** by Trustee Locascio. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Meyer to close the meeting at 8:12 P.M. **SECONDED** by Trustee Burweger. There was no discussion; all were in favor and the motion carried.


Village Clerk

At a Meeting of the Village of Pawling Board of Trustees held at Village Hall, 9 Memorial Avenue, Pawling, New York, on the 7th day of February, 2022, at 7:00 PM.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF PAWLING

Identifier: Adopting Local Law regarding reimbursement of expenses incurred by the Village in connection with Water Service Connections

The meeting was called to order by Mayor Lauri Taylor and the following were:

P R E S E N T:

Mayor Lauri Taylor
Trustee Daniel Peters
Trustee John Burweger
Trustee Gerald Locascio
Trustee Thomas Meyer

Trustee Peters moved the following resolution, seconded by Trustee Burweger, to adopt Local Law 1 of 2022, to be known as “A Local Law Regarding Reimbursement of Expenses Incurred by the Village related to Water Service Connections.”

WHEREAS, pursuant to Section 95-7 of the Code of the Village of Pawling (the “Village Code”) “[t]he Village will lay and maintain service pipe from the main to the curb box. All hookups between the main and the curb box must be made by the Village”; and

WHEREAS, Section 95-29 of the Village Code requires any applicant for a Water Connection as defined below, to pay the cost of service pipes from the main to curb box, including the installation of the curb box;

WHEREAS, the Trustees wish to setup a mechanism for applicants for a Water Connection to reimburse the Village for Village Connection Expenses, defined below;

WHEREAS, at the Board of Trustees meeting held on January 18, 2022 Local Law No. 1 of 2022 was introduced and the Board set the public hearing on this Local Law for February 7, 2022;

WHEREAS, a duly notice public hearing was held on February 7, 2022 and interested parties were provided an opportunity to be heard;

NOW THEREFORE BE IT ENACTED by the Board of Trustees of the Village of Pawling as follows:

Chapter 95 of the Code of the Village of Pawling is amended to add Article XI Escrow

Section 95-41. Purpose

The purpose of this Article is to ensure that all applicants seeking to connect property to the Village water supply system reimburse the Village for the Village's reasonable and necessary costs and expenses incurred in connection therewith.

Section 95-42. Certain Definitions

As used in this Article,

"Affiliate" means, with respect to an Applicant, (i) any person or entity owning or controlling such Applicant in whole or in part or (ii) any person or entity owned or controlled by such Applicant in whole or in part.

"Applicant" means an owner of real property within the Village or Town of Pawling who submits or has submitted an Application.

"Application" means an application submitted by an individual or entity to the Village seeking a Water Connection.

"Village" means the Village of Pawling.

"Water Connection" means, with respect to a given Applicant, the tapping into and laying of service pipes from the water main to curb box adjacent to the boundary line of the Applicant's property, including the installation of the curb box and

"Village Connection Expenses" means all reasonable and necessary costs and expenses incurred by the Village in connection with the construction and completion of a given Water Connection, including without limitation excavation and filling, traffic control, engineering, surveying, legal and other professional fees and costs and expenses for materials, labor and equipment, including labor provided by personnel employed or engaged by the Village and any testing and other fees charged by Dutchess County or other governmental agencies associated with the Water Connection and any costs and expenses, including reasonable attorney's fees, incurred by the Village in connection with an action to enforce any violation by the Applicant of the provisions of this Article.

Section 95-43. Applicability.

This Article shall apply to any Application submitted prior to January 1, 2022 for which a Water Connection has not been approved and/or fully completed on or before January 1, 2022 and all Applications submitted at any time after January 1, 2022.

Section 95-44 Reimbursement of expenses for water connection.

Each Applicant for a given Water Connection shall be responsible for reimbursing the Village for all Village Connection Expenses.

Section 95-45 When and how deposit required.

(a) Each Applicant shall pay the Village an application fee of \$500 at the time the Application is submitted. This fee is non-refundable. In the event that the Application is approved and the given Water Connection is completed, such application fee will be credited towards the total amount that the Applicant must pay to reimburse the Village for the Village Connection Expenses.

(b) Following receipt of the Application fee and Application, the Water Commissioner shall establish an escrow amount based on his or her preliminary estimate of the amount required for reimbursement of the Village Connection Expenses ("Escrow Amount") and the Applicant shall pay the Escrow Amount to the Village.

(c) The Village shall deposit the Escrow Amount in a non-interest-bearing account maintained by the Village of Pawling for custody of such funds.

(d) Prior to payment of the Escrow Amount, the Village shall not be required to review or process the Application or commence work on the Water Connection.

(e) Within thirty (30) days after later of (i) completion of the Water Connection (ii) payment of all Village Connection Expenses from the Escrow Account, the balance remaining in the Escrow Account, if any, shall be refunded to the Applicant.

Section 95-46 Escrow

(a) Amount

The Escrow Amount shall be determined by the Water Commissioner based upon his or her estimate of the Village Connection Expenses for the given Water Connection. The Water Commissioner may consider the diameter of the water main, the surface features which are to be removed and replaced, the distance between the water main and the Applicant's property and any other factors that the Water Commissioners deems relevant.

(b) Replenishment of escrow.

If at any time prior or after the completion of the Water Connection, the Water Commissioner determines that an addition to the Escrow Amount is required in order to fully cover the Village Connection Expenses, the Applicant shall be required to promptly pay such additional amount and such additional amount shall become part of the Escrow Amount.

(c) Payment of expenses.

1. The Escrow Amount shall be used only to pay the Village Connection Expenses.
2. The Water Commissioner shall review all bills and/or vouchers associated with the Water Connection and shall approve payment from the Escrow Amount of only such costs and expenses as he or she deem to be reasonable and necessary in connection therewith. Upon such review and approval by the Water Commissioner, the Village shall cause such bills or vouchers, as the case may be, to be paid out of the Escrow Amount and shall debit the separate record of such account accordingly. The vouchers shall be available on request to the Applicant.
3. The Applicant may appeal to the Village Board any determination of the Water Commissioner with respect to (i) establishment of the Escrow Amount or (ii) approval and/or payment of any Village Connection Expenses. With respect to a determination of the Water Commissioner under clause (i) of the immediately preceding sentence, such appeal right shall be waived and null and void unless it is submitted on or before the 30 day after the Applicant is notified of the Escrow Amount. With respect to a determination of the Water Commission under clause (ii) of the first sentence of this subsection, such appeal right shall be waived and null and void unless it is submitted on or before the 30 day after the completion of the Water Connection. A timely appeal to the Village Board is a prerequisite to any challenge in any court of law.

(d) Failure to make deposit or replenishment.

In the event the Applicant fails to pay any Escrow Amount or addition thereto as provided in this Article, the Village shall have the right, at the Village's option, to exercise any one or more of the following remedies in whole or in part:

- i) Refuse to accept and/or cease to process the Application and/or any other application submitted by the Applicant or an Affiliate of the Applicant to the Village for any permit, approval, certificate or entitlement of any kind;
- ii) Cease work on the Water Connection;
- iii) Refuse to turn on or suspend water service to the Applicant's property;
- iv) Exercise any other remedy provided by law or in equity;

(e) Charge Against Real Property

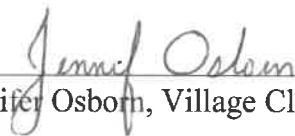
Any unpaid Village Connection Fees shall be a charge against the real property which was the subject of the Application and shall be a lien against such real property and shall be collected in the same manner as real property taxes in accordance with the provisions the Real Property Tax Law

The question of the foregoing Resolution was duly put to a vote, the Board of Trustees voting as follows:

Mayor Lauri Taylor	Aye
Trustee Daniel Peters	Aye
Trustee John Burweger	Aye
Trustee Gerald Locascio	Aye
Trustee Thomas Meyer	Aye.

I hereby certify that the above is a true and correct copy of the Resolution passed by the Village of Pawling Board of Trustees at a meeting held on February 7, 2022

Date: February 7, 2022



Jennifer Osborn, Village Clerk

December 13, 2021

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

*Re: Proposal for Professional Services
Asset Management Program
General Mapping - ArcGIS Online Training & On-Call Support
Proposal #PM19-184*

Dear Mayor Taylor and Board of Trustees:

The Village of Pawling Highway Department (Village) is interested in collecting and managing assets into an ArcGIS Online map. Assets include, but are not limited to, sidewalks, sewer manholes, water shutoff valves, ADA ramps, etc. Municipal Separate Stormwater Sewer (MS4) assets (inlets, culverts, manholes and outfalls) are not included with this proposal, and are intended to be covered by a separate NYSDEC grant, if approved.

By initiating an infrastructure inventory, we are starting the Village's goal for the implementation of an Asset Management Plan (AMP). Our first objective for developing an AMP is to assist in the inventory of Village key infrastructure and assets. We understand that the Village has limited financial resources and that a strategy for developing an AMP should consider this, seek to identify outside funding sources and be completed in a phased responsible manner.

Chazen proposes developing the inventory of infrastructure utilizing geographic information system (GIS) technology. We have been successful in the use of ESRI's ArcGIS's Field Maps application and appropriate field data collection tools. The data collection tools provide real time connection to the ArcGIS Online 'cloud based' mapping platform. Using this technology is intended allow the Village to develop and access mapping information via ArcGIS Online. As the AMP is further developed, the ArcGIS database can be expanded to provide additional useful data and inventory additional assets.

Background

We previously prepared water and sewer infrastructure maps for the Village by digitizing existing static sewer and water infrastructure maps. Mapped features included sewer manholes, sewer pipes, force mains, water pipes, water valves, hydrants, etc. A data dictionary and domains were developed to create libraries for water and surface attributes. Domains for sewer pipes, included invert elevations, pipe shape, condition, etc. Printed versions of these maps have been provided to the Village and the electronic versions are hosted on the Chazen server.

We aim to publish these maps to ArcGIS Online to allow updating and management of the sewer and water infrastructure and other assets.

Project Approach

New York: Hudson Valley • Capital District • North Country • Westchester
Tennessee: Nashville • Chattanooga Oregon: Portland

Chazen Engineering, Land Surveying & Landscape Architecture Co. DPC (NY) • Chazen Engineering Consultants, LLC (TN/OR)

We will work with the Village to develop a program to provide access to GIS layers and datasets for the ArcGIS Online mapping as requested. We have recommended that the Village purchase a Trimble TDC600 handheld unit. Ultimately, the Village and Chazen will have the ability to utilize data feature attributes, by updating, changing or adding/removing, keeping the AMP data current and relevant. These first objectives will be to provide the foundation for an AMP. Based on this understanding and approach we propose the following initial steps.

Scope of Services

Task 0100 – Field Data Collection Training & Support

Scope – We will meet with Village staff (Meeting 1) to provide GIS training and provide a walkthrough for mapping of existing assets. Once training has been completed, inventory of sewer and water infrastructure may commence using the handheld Trimble TDC600. The intent is that this work will be completed by Village employees, especially following repair or replacement of infrastructure. Oversight and coordination may be provided by us as requested to ensure data collection is accurate.

We have already recommended mapping equipment, which was subsequently purchased by the Village. An additional quote for a software license has been sent to the Village. This license will host the Village AMP GIS and will be maintained by us.

Limitations – The TDC600 is considered a mapping-grade GPS and is not considered survey-grade technology.

Task 0200 – On-Call Support

Scope – Chazen will provide on-call support as needed to assist in the mapping and data collection process and help resolve potential technology issues and concerns. We will review the field data after it is imported to ArcGIS Online. If alterations to the collection process or additional training is needed, then we may provide this on a Time & Materials basis plus reimbursable expenses. We will provide management of the actual ArcGIS Online license and dataset.

Limitations – The Village is responsible for payment of the \$1,200 annual ESRI Online GIS license.

Future Scope of Services

This proposal of services identifies tasks needed to allow the Village to be best positioned for compliance with current NYSDEC MS4 mandates and maintain fiscal responsibility, while using potential grant funding. Once the grant awards have been established, Chazen can provide additional services to further support the AMP. Additional AMP will require additional asset data collection and analysis of quantified assets. As the AMP is then further implemented, the Village should also consider financial advisement for managing assets for short- and long-term durations of each life-cycle.

Professional Services Fee Schedule

Chazen proposes to bill each task as indicated in the following Fee and Time Schedule Summary. Invoices will be issued monthly for all services performed during that month and are payable upon receipt. Lump Sum tasks will be billed commensurately with the percentage of the task which has been completed. Time and Materials tasks will be billed based on the actual hours and reimbursable expenses incurred. Fees listed for Time and

Materials tasks are estimates only. Chazen will make its best effort to complete each of these tasks within the estimated amounts; however, it is possible that it will be necessary to exceed these amounts in order to complete the scope of services for each task. We will not exceed any estimated fee amounts without first notifying you.

Fee and Time Schedule Summary

Tasks		Fee Estimates	Proposed Schedules
Task No.	Task Description	Time and Materials Estimate	Duration
0100	Field Data Collection Training & Support	\$1,500	1-2 Days
0200	On-Call Support	\$2,000	As Needed
Total		\$3,500	

Closing

Please feel free to contact me at 845-486-1539 if you have any questions or require clarification of the proposed scope of services offered. We would be glad to meet with you and the Village Board to further discuss our approach if deemed appropriate.

If you find this proposal acceptable, and as our authorization to proceed, please review and execute this document. Chazen looks forward to the opportunity of working with the Village on this project.

Sincerely,



Seth Erlich, P.E.
Project Engineer

Authorization:

Name (Printed)

Date



LIMITED LIABILITY PARTNERSHIP
CERTIFIED PUBLIC ACCOUNTANTS BUSINESS DEVELOPMENT CONSULTANTS

January 1, 2022

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

Dear Mayor Taylor and Members of the Village Board:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide pertaining to the Village of Pawling (the "Village").

We will perform the following accounting and/or consulting services, at the specific request of Village personnel. Such services can include the following with the respective fees indicated below:

- Assist the Village's Treasurer in closing the accounting records for the year ended May 31, 2022, including, but not limited to:
 - Reconciling Village prepared schedules of cash, receivables and payables to accounting records.
 - Evaluating whether additional receivables or payables should be recorded.
 - Reviewing Village prepared accounting reports and reconciliations for reasonableness.
 - Comparing Village accounting information to prior year and budget and inquiring regarding variances.
 - Proposing adjustments to accounting records as considered necessary.
 - Assist the Village's Treasurer with the preparation of the annual update document ("AUD") for the year ended May 31, 2022, including, but not limited to:
 - Preparing the AUD includes entering Village accounting information as adjusted into the New York State Office of the State Comptroller's ("NYS OSC") reporting software.
 - Assisting with identifying and correcting AUD edits prior to filing.
 - Reviewing draft AUD with Village personnel.
 - Preparing draft footnotes to the AUD and reviewing same with Village personnel.
 - Filing the AUD on the NYS OSC website.
- Year-end closing and AUD report preparation, dependent upon year-end ready records, not to exceed - \$9,000;
- Footnote preparation - \$750.

rbtcpos.com

11 Racquet Road
Newburgh, NY 12550
T: (845) 567-9000
F: (845) 567-9228

2678 South Road, Suite 101
Poughkeepsie, NY 12601
T: (845) 485-5510
F: (845) 485-5547

P.O. Box 209
51 Sullivan Street
Wurtsboro, NY 12790
T: (845) 888-5656
F: (845) 888-2789

555 Madison Avenue
5th Floor
New York, NY 10022
T: (718) 772-0850
F: (718) 772-0851

Village of Pawling

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We will perform the following bookkeeping and other tax-related services, at the specific request of Village personnel for the Village's Parking Fund. Such services can include the following with the respective fees indicated below:

- Calculation of Metro North payment (quarterly).
 - Preparation of monthly bank reconciliations for five bank accounts (quarterly).
 - Calculation of required sales tax deposits (quarterly).
 - Preparation and filing of Sales tax Forms ST-100 (quarterly).
 - Evaluating whether receivables or payables should be record (annually).
 - Proposing adjustments to accounting records as considered necessary (annually).
- Quarterly services - \$550;
- Annual services - based on the standard hourly rates for the assigned personnel.

Additional services can include the following with the respective fees indicated below:

- Make recommendations based on observations and inquiries to improve efficiency of recordkeeping and effectiveness of internal controls (general consulting services).
- Respond to questions, whether by phone, email or in person, regarding the proper accounting for transactions on an on-going basis (general consulting services).

Our fees for these services will be billed based on time spent at discounted hourly rates for assigned personnel according to the following rate schedule:

Partner \$250/hour
Manager \$225/hour
Senior \$175/hour
In Charge \$125/hour
Associate \$110/hour

The services provided under the terms of this engagement are provided under the direction and supervision of the Village Treasurer. This engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential. In addition, we have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

Our invoices for these services will be rendered each month as work progresses and are payable on presentation. The terms of this agreement are effective as of the date of this letter and through December 31, 2022.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

RBT CPAs, LLP

Shannon M. Mannese, CPA, CFE

Shannon M. Mannese, CPA, CFE
Partner

Confirmed on behalf of the addressee(s):

Mayor

Date

February 4, 2022

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

Re: *Village of Pawling Baxter the Lower
PSCO 14 Scope of Service Descriptions and budget increases and decreases
Chazen Project No. 41848.00*

Dear Mayor Taylor and Board of Trustees:

Chazen is providing this Professional Service Change Order to revise budget estimates (Increases and decreases) to reflect work actually completed or now proposed in furtherance of permitting and developing the Umscheid Water Supply source. This revised budget decreases Chazen's previous budgets where surpluses were identified and increases line-item budgets to compensate Chazen for unanticipated permit application work. The attached spreadsheet provides a list of all previously approved line-item budgets, the value remaining at the time of this request representing potential decreases in budgeted amounts and proposed increases which balance actual work costs and proposed work costs.

The work will be performed under the terms of the Contract for Services established between the Village and Chazen.

Please note this proposal includes all contemplated work through permitting and NYSDOH preliminary plan approval. Chazen will at a later date provide an additional proposal for Construction Bidding, Award and Construction Administration Services.

SCOPE OF SERVICE DESCRIPTIONS

Task Value Decreases and becoming inactive

As shown on the attached spreadsheet, Tasks 14, 2700, 2800, 2900, 4200, 4700, 5400, 5000, 5700, 5800, and 5900 will decrease a total contract value by \$149,946.

Task Value Increasing and remaining active

As shown on the attached spreadsheet tasks 1300, 5000 and 5100 will increase by a value of \$143,666 and remain active.

Contingencies will increase by \$6,280 (the difference between the decreases and the increases)

New York: Hudson Valley • Capital District • North Country • Westchester

Tennessee: Nashville • Chattanooga Oregon: Portland

Chazen Engineering, Land Surveying & Landscape Architecture Co. DPC (NY) • Chazen Engineering Consultants, LLC (TN/OR)

Please feel free to contact me with any questions at dstone@Labellapc.com or (914) 474-2815.

Sincerely,



Daniel W. Stone, PE

Authorization:

Name (Printed)

Date

CC: Jennifer Osborn

File - https://Chazencompanies.Sharepoint.Com/Sites/41848-02baxterthelower/Shared Documents/General/20210928_41848-02_PSCO-5.Docx

Follow the money disposition of 41848.00 tasks February 4, 2022

Proj no	Task	Description	original limit	paid	remaining July 2021	June 17 revised limit	paid through 12/2021	remaining 3/1/2022	increased 1/2022	limit after change order approved	value remaining after change order and December billing 1/2022	close or open after December billing
41848.00	1	Soils work on Umscheid and Town LS	\$ 10,000	\$ 10,000		NA	\$ 10,000				\$ -	Close
41848.00	2	Continued soils on Umscheid LS	\$ 10,000	\$ 10,000		NA	\$ 10,000				\$ -	Close
41848.00	3	Test well installation and testing LS	\$ 100,000	\$ 100,000		NA	\$ 100,000				\$ -	Close
41848.00	400	Admin. Aest Test wells	\$ 10,000	\$ 8,000	\$ 2,000	\$ 8,000	\$ 8,000				\$ -	Close
41848.00	5	SEOR	\$ 6,000	\$ 6,000		NA	\$ 6,000				\$ -	Close
41848.00	600	wetland delineation	\$ 2,000	\$ 1,995	\$ 5	\$ 1,995	\$ 1,995				\$ -	Close
41848.00	700	Jurisdictional det	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000				\$ -	Close
41848.00	8	wetland delineation Report	\$ 7,500	\$ 7,500		NA	\$ 7,500				\$ -	Close
41848.00	900	respond to comments includes meetings	\$ 5,000	\$ 5,000	\$ 20	\$ 5,480	\$ 5,480				\$ -	Close
41848.00	10	Boundary Survey	\$ 13,500	\$ 13,500		NA	\$ 13,500				\$ -	Close
41848.00	11	Topo	\$ 4,850	\$ 4,850		NA	\$ 4,850				\$ -	Close
41848.00	12	Survey wetland	\$ 3,500	\$ 3,500		NA	\$ 3,500				\$ -	Close
41848.00	1300	Subdivision services	\$ 9,100	\$ 8,190	\$ -	\$ 5,000	\$ 8,190		\$ 3,190	\$ 8,190	\$ -	Close
41848.00	13pm	subdivision PM services		\$ 5,600		NA	0				\$ -	close
41848.00	13ps	Subdivision PS services		\$ 5,100		NA	0				\$ -	close
41848.00	14	geotech drilling	\$ 10,100	\$ 10,100	\$ 7,980	\$ 10,100	\$ 2,020	\$ 7,980			\$ -	Active
41848.00	15	ETR Drone Photo's	\$ 2,000	\$ 2,000		NA	\$ 2,000				\$ -	Close
41848.00	16	ETR Site Assessment	\$ 12,875	\$ 12,875		NA	\$ 12,875				\$ -	Close
41848.00	17	Meet NYSDEC USFW	\$ 14,985	\$ 14,985		NA	\$ 14,985				\$ -	Close
41848.00	1800	Phase 1	\$ 3,825	\$ 2,868	\$ 957	\$ 2,868	\$ 2,868				\$ -	Close
41848.00	19	SHPO	\$ 2,500	\$ 2,500		NA	\$ 2,500				\$ -	Close
41848.00	20	In proposal as Lead Agency not in proj summary									NA	Close
41848.00	21	Lead Agency	\$ 1,250	\$ 1,250		NA	\$ 1,250				\$ -	Close
41848.00	2200	Opinion of cost	\$ 2,500	\$ -	2500	NA	\$ -				\$ -	Close
41848.00	23	proj sketch	\$ 1,950	\$ 1,950		NA	\$ 1,950				\$ -	Close
41848.00	24	proj schedule	\$ 2,500	\$ 2,500		NA	\$ 2,500				\$ -	Close
41848.00	2500	Eng report	\$ 15,500	\$ 15,500		NA	\$ 30,500				\$ -	close
41848.00	2600	ERC/DOH	\$ 1,250	\$ 376	\$ 874	\$ 376	\$ 376				\$ -	Close
41848.00	2700	30% design	\$ 45,000	\$ 6,250	\$ 25,000	\$ 25,000	\$ 6,250	\$ 18,750			\$ -	Close
41848.00	2800	60% design	\$ 45,000	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 25,000			\$ -	Close
41848.00	2900	withdrawal permit	\$ 2,500	\$ 2,500	\$ 20,000	\$ 20,000	\$ -	\$ 13,500			\$ -	Close
41848.00	3000	address DOH Comments	\$ 15,000	\$ 10,284	\$ 4,716	\$ 22,500	\$ 9,000	\$ -			\$ -	Close
41848.00	3100	project meetings	\$ 30,000	\$ 13,294	\$ 16,706	\$ 13,294	\$ 10,284	\$ -			\$ -	Close
41848.00	32	revise EAF	\$ 2,500	\$ 2,500		NA	\$ 2,500				\$ -	Close
41848.00	3300	trapping turtles 2020	\$ 19,500	\$ 19,496	\$ 4	\$ 19,496	\$ 19,496				\$ -	Close
41848.00	3400	ITP/NISFWS	\$ 30,000	\$ 27,599	\$ 2,563	\$ 27,599	\$ 27,599				\$ -	Close
41848.00	3500	Article 24	\$ 5,000	\$ 2,970	\$ 2,030	\$ 2,970	\$ 2,970				\$ -	Close
41848.00	3600	coordination With NYSDEC	\$ 15,000	\$ 11,335	\$ 3,665	\$ 11,335	\$ 11,335				\$ -	Close
41848.00	37	Hydrogeo	\$ 35,000	\$ 35,000		NA	\$ 35,000				\$ -	Close
41848.00	3800	efc report	\$ 22,900	\$ 30,984	\$ 8,084	\$ 30,984	\$ 30,984				\$ -	Close
41848.00	3900	Additional Habitat Survey's	\$ 16,500	\$ 15,857	\$ 643	\$ 15,857	\$ 15,857				\$ -	Close
41848.00	Also	4000 Fish shock survey	\$ 3,462	\$ 2,431	\$ 1,031	\$ 2,431	\$ 2,431				\$ -	Close
41848.00	also	4000 Trapping survey A&B	\$ -	\$ -	\$ -	\$ -	\$ -				NA	Close
41848.00	4000	Bag Turtle monitoring ETR Education	\$ -	\$ -	\$ -	\$ -	\$ -				NA	Close
41848.00	4100	Bag Turtle monitoring P2	\$ 16,226	\$ 16,226		\$ 16,226	\$ 16,226				\$ -	Close
41848.00	4200	Radio telemetry	\$ 43,516	\$ 41,897	\$ 11,158	\$ 63,516	\$ 55,634	\$ 7,882			\$ -	Close
41848.00	4300	turtle fence monitoring	\$ 11,558	\$ -	\$ -	\$ -	\$ -				\$ -	Close

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