

DATE OF MEETING: March 7, 2022

PLACE OF MEETING: Village Hall, Pawling, New York

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

The meeting was called to order at 7:00 P.M. with the Pledge of Allegiance.

Mayor Taylor continued the water rate increase discussion. She said in 2019 the Board of Trustees approved an increase of 2.9% that was supposed to take effect 2020 however that was when COVID started so the Board decided to hold off. She stated the Board plans to move forward with the 2.9% increase. Trustee Locascio said it was discussed at the last meeting. Mayor Taylor said the Board did not have to take any action since it was already approved – this was to make the public aware of the increase.

Mayor Taylor announced that Bulk Pickup for the village is scheduled for April 21, 2022.

MOTION by Trustee Peters to accept the proposal submitted from KG&D Architects, PC to complete the Space Plan for the Village Hall. **SECONDED** by Trustee Locascio. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Locascio to approve the proposal from LaBella for Building Department Assessment – Professional Services Proposal PM211.95 dated March 2, 2022 (see attached). **SECONDED** by Trustee Meyer. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Peters to join the Bus Patrol School Bus Stop Arm Enforcement Program through Dutchess County. **SECONDED** by Trustee Meyer. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Peters to approve the Village Green and Public Assembly Events Permit Application from the Pawling Free Library for an event on April 23, 2022. **SECONDED** by Trustee Locascio. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Meyer to pass a proclamation making April Parkinson's Awareness Month. **SECONDED** by Trustee Locascio.

Parkinson's Awareness Month Proclamation

WHEREAS, Parkinson's disease is a progressive neurological movement disorder of the central nervous system, which has a unique impact on each patient; and

WHEREAS, according to the Parkinson's Foundation, the American Parkinson's Disease Association and the National Institutes of Health, there are over one million Americans diagnosed with Parkinson's disease; and

WHEREAS, symptoms include slowness, tremor, difficulty with balance and speaking, rigidity, cognitive and memory problems; and

WHEREAS, although new medicines and therapies may enhance life for some time for people with Parkinson's, more work is needed for a cure; and

WHEREAS, increased education and research are needed to help find more effective treatments with fewer side effects and ultimately a cure for Parkinson's disease; and

WHEREAS, a multidisciplinary approach to Parkinson's disease care includes local wellness, support, and caregiver groups; and

WHEREAS, April has been proclaimed as World Wide Parkinson's Awareness Month for all to recognize the need for more research and help in dealing with the devastating effects of Parkinson's disease.

NOW, THEREFORE, I, Lauri Taylor, Mayor, do hereby proclaim April as Parkinson's Awareness Month in The Village of Pawling, The County of Dutchess, and State of New York.

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

Trustee Peters gave an update on the water system. Items discussed were:

The waterline installation at the Umscheid parcel

Meter repairs/constant leaks – noticing customers with penalty for non-response.

Mayor Taylor reported the new website is almost complete and the Board was in the process of getting the meeting live stream up and running.

MOTION by Trustee Meyer to approve payment of the February bills in the amount of \$257,577.98. **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Locascio to approve payment of the February 28, 2022 prepaids in the amount of \$738.00. **SECONDED** by Trustee Meyer. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Peters to adjourn the meeting and go into Public Comment at 7:12 P.M. **SECONDED** by Trustee Locascio. There was no discussion; all were in favor and the motion carried.


Village Clerk



March 2, 2022

Lauri Taylor
Mayor
Village of Pawling
9 Memorial Ave.
Pawling, NY 12564

**RE: Building Department Assessment
Professional Services Proposal
LaBella Proposal: PM211.95**

Dear Mayor Taylor:

LaBella Associates (LaBella) are pleased to submit this proposal to perform an operational assessment of the Village of Pawling's Building Department. In our current role supporting the Village's Building Department we have begun to evaluate operations and this proposal outlines the next steps in the development and implementation of new operational standards. The scope of services detailed below represents the tasks that you have requested and/or we believe are necessary to accomplish your objectives.

Task 0100 – Baseline Data Assessment

The basis for building department operations and staffing needs is a detailed understanding of the volume of existing structures, new construction, and occupancies and building systems that are regulated by the NYS Department of State (DOS). Based on our work with the Village we understand that a comprehensive list of these systems does not exist.

Scope – Under this task LaBella will work with Building Department staff to establish baseline data on active permits and structures within the Village. This data will identify all properties, including those that require annual operating permits and will serve as a starting point for initiating the annual operating permit program. The Village's municipal operating software will be utilized to pull parcel data. Field work will be used to supplement the desktop review and fill in data gaps.

In addition to an overall number of structures and permits, LaBella will identify the following buildings and systems that require an annual operating permit:

1. Fire Suppression Systems;
2. Fire Alarm Systems;
3. Emergency Generators;
4. Elevators and Lifts;
5. Parking Structures;
6. Assembly Occupancy Inspections;
7. Grease Traps & Backflow Prevention;
8. Hazardous Occupancies & Materials; and,
9. Rental Property Inspections.



Assumptions – In execution of the assignment LaBella will collaborate with Village staff to access property information and refine the data. LaBella has included two (2) days of field work to physically assess properties and supplement the data that is made available.

Task 0200 – Develop Operating Permit Program

Scope – Under this task LaBella will establish an operating permit enforcement program. This program will cover all annual inspection and certifications required by NYS DOS and the New York State Uniform Code. The program will be broken into three main categories:

1. Third party inspection programs;
2. Municipal inspections; and,
3. Village established certification programs.

Each component of the larger program, as defined above, will include written plans when complete. At the conclusion of the complete project a full program manual will be compiled and provided to the Village.

Assumptions – LaBella anticipates multiple meetings with the Village during the execution of this task, to work through the inspection programs and ensure that they are designed to meet the Village's needs while being considerate of the Village's staffing and resources. Each Operating Permit will have a written program that outlines the minimum requirements, best practices and/or checklist to ensure uniform enforcement across departments and staff.

Deliverables – The final deliverable will be a comprehensive Operating Permit program manual that is fully integrated into the Village's municipal software. LaBella will provide both digital (pdf) and hard copies of the program manual for reference and use in execution of the program.

Task 0300 – Automation of Building Permit Process

Scope – LaBella is currently working with multiple jurisdictions to implement technology that will automate building permit intake, plan review, and processing. Various systems can provide greater access and transparency to not only municipal staff, but the applicant and their consulting team. Under this task LaBella will build the program, and can maintain the program on an annual basis if advanced. Costs associated with software licensing are not included in this proposal and will be defined through this process.

LaBella will also assist the Village in their active website development process, including conversion of the Village Code to a more user-friendly PDF format. This will be done at no cost to the Village.

Assumptions – Village Information Technology (IT) staff will support LaBella in the effort and provide updates to the Village's website to accommodate the digital process.

Fee Schedule

While we feel like we have a detailed understanding of the Village's goals, we propose to bill the tasks below on a Time and Materials basis. This approach will ensure we have the flexibility to accomplish your objectives without an excessive initial fee. It will also account for the unknown effort associated with developing the baseline data that we need to successfully execute this assignment.



Tasks		Fee Estimates	Anticipated Schedule
Task No.	Task Description	Time & Materials Estimate ⁽¹⁾	Task Duration
0100	Property Data Assessment	\$2,000	3 weeks
0200	Operating Permit Program	\$7,500	4 weeks
0300	Building Permit Automation	\$5,500	4 weeks
Total Estimated Fee Budget		\$15,000	

¹ Fees listed for Time and Materials tasks, Sub-Consultants, and Reimbursable Expenses are estimates only. LaBella will bill for actual hours and reimbursable expenses incurred. While LaBella will make its best effort to complete each of these tasks within the estimated amounts, it is possible that it will be necessary to exceed these amounts in order to complete the scope of services for each task.

A copy of our current Billing Rate Schedule is attached to this proposal. Invoices will be issued monthly for all services performed during that month and are payable upon receipt. LaBella will make its best effort to complete all of the identified tasks within the overall estimated project budget. It is possible that it will be necessary to exceed these amounts in order to complete the scope of services for the project. We will not exceed the total estimated fee without obtaining written authorization from you.

Agreement

We understand that this work will be performed under the existing term agreement with the Village. If the above is acceptable and you would like us to schedule this work, please sign below and return an original copy. We appreciate this opportunity to continue assisting the Village of Pawling. While we feel like we have provided a responsive proposal, we are happy to discuss ways we can modify the scope to better meet your needs. Please feel free to contact me at 518.273.0055 or elarkin@labellaPC.com if you have any questions whatsoever. LaBella looks forward to working with you on this project.

Authorization

Signature: _____ Date: _____
Name: _____ Title: _____
(Please Print)

Respectfully submitted,

LaBella Associates



Edward P. Larkin, PE, NYSCCEO
Regional Manager, Buildings Engineering

EPL/ enc [Billing Rate Schedule]

cc: Jen Osborn, Village of Pawling
Rachel Shaw, LaBella
File

HOURLY RATES

Title	2022 Billing Rate
PRINCIPAL	
Senior Principal	\$220
SENIOR PROFESSIONALS	
Senior Professional V	\$207
Senior Professional IV	\$193
Senior Professional III	\$180
Senior Professional II	\$166
Senior Professional I	\$153
PROFESSIONALS	
Professional V	\$144
Professional IV	\$135
Professional III	\$126
Professional II	\$118
Professional I	\$112
TECHNICIANS	
Technician VII	\$108
Technician VI	\$103
Technician V	\$96
Technician IV	\$90
Technician III	\$85
Technician II	\$80
Technician I	\$76
PROJECT ADMINISTRATORS	
Project Administrator II	\$81
Project Administrator I	\$72
SURVEY	
Survey Crew	\$193

Labor charges include administrative services, telephone, US mail and facsimiles.

Form 2022-ERN-A

DIRECT COSTS

Reimbursable expenses are in addition to personnel charges and include expenditures made in the interest of the project for the expenses as listed below:

- Reproduction of reports, drawings, photocopies and blueprints
- Messenger and express service deliveries
- Travel, tolls, and overnight expenses. Auto use will be charged at IRS standard business mileage rate.
- Maps, photographs, ordinances, plans and other documents directly related to and necessary to complete contractual obligations.

SUBCONTRACTORS

Subcontractors work will be billed at actual cost plus 15%.

COURT PROCEEDINGS

All requests for appearance before a Judge or other Officer of the court will be billed on a per diem basis at a rate of \$2,800 per day, plus direct expenses. Other litigation support will be billed at a rate of \$350 per hour, plus direct expenses.

BILLING

Project costs will be billed monthly. Invoices are payable upon receipt. Invoices not paid within 30 days will be assessed a finance charge of 1.5% per month.