

WORKSHOP AGENDA – 6:00 pm
REGULAR MEETING - 7:00 pm
Monday, February 6, 2023

Public Hearings:

Workshop:

Department of Public Works discussion

1. Discuss:
 - a. Update on 7-9 Mckenzie property
 - b. Update on 49 West Broad property
 - c. GDC update
 - d. Dowd Street moved to the 2/21/23 Village Board Meeting at the request of the Applicant
 - e. Chair Factory First Amendment to Purchase and Sale Agreement and First Amendment to Master Development Agreement
 - f. Brooker Engineering Annual Contract for 2023-2024
 - g. Brooker Engineering MS-4 Annual Report 2023
 - h. Jinet Remigio's request to take 80 days of unpaid maternity leave of absence starting February 27, 2023 and returning June 19, 2023
 - i. Jeanmarie Galietta's retirement notice effective July 31, 2023
 - j. Request for Carmelina Palumbo to attend the NYGFOA Annual Conference on March 29, 2023 – March 31, 2023 at a cost of \$225
 - k. Patricia Goodman – Community Development Advisory Committee
 - l. Quisqueya Sports Club request to raise Dominican Flag at Independence Day event on February 27, 2023 from 5pm – 6pm
 - m. Edilia Estevez's request to change winter overnight parking rules on Fourth Street
2. Authorize Mayor to sign Chair Factory First Amendment to Purchase and Sale Agreement and First Amendment to Master Development Agreement
3. Approved Recommended Action Plan submitted by Chair Factory property developers
4. Authorize Mayor to sign Brooker Engineering annual contract for 2023 – 2024 in the amount of \$18,000
5. Authorize Mayor to sign Brooker Engineering MS-4 Annual Report proposal in the amount of \$1,400
6. Appoint Patricia Goodman to Community Development Advisory Committee
7. Budget Adjustments



BROOKER ENGINEERING PLLC

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22 Paris Avenue, Suite 105 201.750.3527 Tel
Rockleigh, NJ 07647

January 19, 2023

Honorable Mayor & Board of Trustees
Village of Haverstraw
40 New Main Street
Haverstraw, NY 10927

Re: 2023 - 2024 Village Engineering Consultant Proposal

Dear Mayor & Trustees:

The following is our proposal for engineering services for the 2023- 2024 fiscal year, effective June 1, 2023 through May 31, 2024. Our proposal is substantially the same as our prior proposals.

The services to be included in the fixed fee would be as follows:

1. Prepare limited reports, memoranda, and/or opinions on engineering matters as may be required by the Mayor, the Village Board, or the Planning Board. Examples of some of the types of tasks that would be included in the scope for the stipend would be, review drainage complaints, oversee contractor's work on minor drainage repairs, review of Zoning Ordinances and day to day assistance to the DPW department.
2. Attend various Village Board workshop and Planning Meetings for Village Improvement Projects.
3. Provide Assistance to Building Inspector on an as needed basis. Provide unsafe buildings inspections and reports.

Our 2023 fee for the fixed fee services is \$18,000 for one year, payable monthly in the amount of \$1,500.

The remainder of the services we provide vary too widely in scope to perform them on a fixed fee basis. I propose to provide them on a time/cost basis or separate proposal basis in addition to the above fee. These services are as follows:

4. Review all applications for subdivision and/or site plan approval and make recommendations on engineering matters to the Planning Board.
5. Provide construction field review of the required improvements for compliance with the subdivision or site plan approvals.
6. Prepare "one time", or large-scale reports or recommendations requiring more than five hours per month to prepare. This would include large scale projects such as: road improvements projects, drainage projects, parking lot rehabilitation and lighting upgrade projects, revised master plans, etc.

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Brian Brooker, P.E. Eve Mancuso, P.E., C.M.E. Ken DeGennaro, P.E., C.F.M. Stuart Strow, P.E., C.F.M.
Anthony Riggi, P.E. Benjamin Levitz, P.E. Dennis Rocks, P.E., C.F.M. Elvia Baca, P.E. Hillary Chadwick, P.E. John Bezuyen, P.P.L.S.
Joseph J. Moran, P.E. Joseph Nyitray, P.E. Matthew Trainor, P.E. Nestor Celiz, P.E. Shardul Patel, P.E. Vincent Kane, P.E.

The fees for this additional portion of my services will be billed monthly on a time/cost basis in accordance with the fee schedule attached or optionally, by separate proposal when the scope of services is defined. I hope you find this proposal satisfactory. We look forward to continuing to serve the Village as your engineering consultant for the 2023-2024 term. We thoroughly enjoy working with the Village and hope to continue our good relationship for years to come.

Eve Mancuso, P.E. will continue to be your primary engineering representatives.

Please indicate your acceptance by signing below and returning to our office at your earliest convenience. We look forward to working with you again.

Very truly yours,



BROOKER ENGINEERING, PLLC
Brian Brooker, P.E.
Principal

Name

Title

Signature

Date

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Haverstraw Fee Schedule Effective June 1, 2023-May 31, 2024

<u>PERSONNEL</u>	<u>HOURLY RATE</u>
Principal Engineer P.E.	\$221.00
Engineer, P.E.	\$194.00
Engineer	\$162.00
Construction Field Review	\$138.00
CADD Drafter/Technicians	\$126.00
Engineering Intern	\$ 73.00
 <u>SURVEYING</u>	
2-Man Survey Crew	\$232.00
Crew Chief	\$169.00
Instrument Man	\$120.00
Licensed Surveyor, P.L.S.	\$203.00

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January 27, 2023

Honorable Mayor & Board of Trustees
Village of Haverstraw
40 New Main Street
Haverstraw, NY 10927

Attn.: Carmelina Palumbo - Village Clerk/ Treasurer

Re: Proposal for Engineering Services
Annual Report for MS4
Municipal Separate Stormwater Sewer Systems
2023 MCC-Municipal Compliance Certificate
FY: March 2022 through March 2023

Dear Mayor & Board of Trustees:

In response to the NYSDEC Division of Water requirements, we are submitting herewith a proposal to perform the engineering services associated with the preparation of the necessary 2023 Annual Report.

The Annual Report is required to allow the NYSDEC to monitor each municipality's progress in achieving the measurable goals in accordance with the six initial Management Practices identified in the previously submitted Letter of Intent. In addition to the report, a Municipal Compliance Certificate certifying you are implementing and complying with all applicable conditions of the permit, must be completed and submitted. Please be advised that the deadline for submission of the MS4 Annual Report and MCC is June 1, 2023.

Stormwater Mapping/Illicit Discharge – the stormwater conveyance system mapping has been initiated by summer staff and the DPW department in prior years. The mapping of outfalls is complete and mapping of catch basins partially complete. The goal of the program is to have the full stormwater conveyance system mapped in GIS. This includes all structures; catch basins, manholes, headwalls, ditches, swales and pipes – essentially any component of the stormwater systems that conveys stormwater. The Round 15 Grant monies are intended for this purpose. New software has been developed to collect and record the system attributes. The DPW staff has been trained by our office to perform this work.

We are available to support their efforts and answer questions. As this additional data is collected, and compiled, it is then downloaded to create an electronic map. This map may be viewed on the tablet. If the Village would like to maintain the paper CAD maps we can assist with this Task. The grant funds from Round 15 may be utilized for all of these tasks.

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Joseph J. Moran, P.E. Joseph Nyitray, P.E. Matthew Trainor, P.E. Nestor Celiz, P.E. Shardul Patel, P.E. Vincent Kane, P.E.

Outfall inspections are required to be completed; 20 % each year, but are no longer a qualifying reimbursable item under Round 15. The DPW should also inspect the outfalls; a minimum of 20% should be inspected. We can assist with this Task.

Education and Outreach is one of the areas the Village should continue to work on regularly to be in compliance with the MS-4 goals. The relevant Village staff should attend seminars and take classes to support their responsibilities. In addition to the mandatory requirement for the DPW staff to receive annual training, it would be beneficial for the Planning Board, Zoning Board, Building Department and Village Board members to participate in educational opportunities as it relates to best management practices. Stormwater Management, Erosion Control and Illicit Discharge Identification and Elimination are topics which should be focused upon. The Village should continue to participate in the Stormwater Consortium. I will continue to attend the monthly Stormwater Consortium meetings on your behalf. When seminars or classes become available I will be sure to notify you so the appropriate staff could attend the seminars.

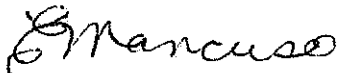
The Self-Assessment Audit is a required component of the Annual Report. The Self-Assessment is a survey of each of the components of the Village Stormwater Management Plan to ensure compliance. I review the data with Bobby Drexler each year in preparing the Self-Assessment.

Fee for Service

The total lump sum fee for the preparation of the 2023 MS4 and MCC Annual Report and Self-Assessment Audit is: \$1,400.

We thank you for the opportunity to submit this proposal. Your signature below will authorize us to begin work. Should you have any questions, please feel free to contact me.

Very truly yours,



BROOKER ENGINEERING, PLLC
Eve M. Mancuso, P.E., Partner

Accepted by

Date: