

January 17, 2018

**A Special Meeting of the Nunda Village Board of Trustees was held on January 17, 2018, at the Nunda Government Center Building, at 3:00 PM with the following present:**

**Mayor:** Robert Cox

**Trustees:** Darren Snyder  
Mel Allen

**Waste Water Treatment Plant Operator:** Markus Hugi

**Clerk-Treasurer:** LeRoy Wood

**Citizens:** None attended

**Mayor Cox** - called the meeting to order at 3:00 PM

**Roll Call:** Deputy Mayor Fritz Amrhein absent  
Trustee Morgan absent

**Pledge of Allegiance:** led by Mayor Cox

**Introductions of Attendees:** J.P. Schepp – Chatfield Engineering  
J.C. Smith – New York State Environmental Facilities Corporation  
(NYSEFC)

**New Business**

J.C. Smith from NYSEFC thanked everyone present for their time and the scheduling of this Special Meeting of the Village Board of Trustees. Mr. Smith discussed the application process and how municipalities were able to receive funding from NYSEFC. The grant process has provided 25% of entire estimated costs of a certain Capital Improvement Plan for municipalities. There is a grant agreement which would need to be completed between the municipality and NYSEFC. The Village would be required to adhere to requirements as stated in letter received from the NYSEFC which will be reviewed and discussed later in this meeting. Mr. Smith also stated funding would need to met in order for NYSEFC to provided grant monies.

*A. Review Capital Improvement Plan – Wastewater Treatment Plant*

J.P. Schepp, Engineer, Chatfield Engineering reviewed entire engineering plan for said project of the Village Wastewater Treatment Plant. Discussed was *each phase* of the project as developed by Chatfield Engineering and the priority thereof. The project was created due to the aging of the Wastewater Treatment Plant at more than 40 years in municipality operations without any major upgrade to the systems in this time.

*B. Review Project No. C8-6485-01-00 Costs*

Total estimated cost of project	<b>\$ 2,290,262</b>
75% of local share	\$ 1,717,697
Plus, Grant monies received	<u>\$ 572,668</u>
	<b>\$ 2,290,365</b>

J.C. Smith mentioned other opportunities of grant monies out there available that the Village could pursue to offset the \$ 1,717,697 funds the Village would be required to commit to should they want to complete the entire Capital Improvement Project.

J.P. Schepp stated working with the Livingston County Grant Writer would be beneficial in ascertaining additional grant monies to help with funding.

*C. Review Letter from New York State Environmental Facilities Corporation – dated January 3, 2018*

In reviewing the letter from NYSEFC, there were several items required prior to any awarded grant funding being provided along with an Agreement Execution and Closing. Listed are the items needed to move ahead with obtaining the awarded grant funding:

- 1) Certified copy of resolution authorizing the local share of 75% of project costs and indicating the source of funding for such local share
- 2) Project budget indicating the sources of funding for total project costs of \$ 2,290,262
- 3) Cost and Effectiveness certification
- 4) Confirmation that the Village has not issued any bond anticipation note (BAN) or any other debt relating to this project, if applicable
- 5) Completed wire instructions
- 6) N/WBE work plan
- 7) Acceptable M/WBE utilization plan for a contract, generally an engineering agreement

The Letter also stated upon execution of an Agreement with the Village and NYSEFC, funds would be released once the associated items listed below were met:

- 1) Executed engineering agreement
- 2) Executed bond counsel services agreement
- 3) Executed local counsel services agreement or authorizing resolution
- 4) Executed financial advisor services agreement
- 5) Executed construction contracts
- 6) Construction contract notices to award
- 7) Construction contract notices to proceed
- 8) Construction contracts bid tabulations
- 9) Certificate as to title to project site
- 10) Submittal of project plans and specifications
- 11) Engineers certification of technical requirements
- 12) Certification of project completion
- 13) Acceptable MWBE Utilization Plans for contracts and agreements

J.C. Smith provided two potential sources of funding – United States Rural Development and New York State.

J.P. Schepp, Chatfield Engineering, discussed potential financial management consultants which could be used in the managing of this Capital Improvement Project.

J.C. Smith left meeting at 4:09 PM.

### **Resolution no. 2018-003**

**WHEREAS**, the Nunda Village Board of Trustees has determined the requirement of a financial management consultant service for the Wastewater Treatment Plant Capital Improvement Project, the Board of Trustees believes it is in the best interest of the Village to receive Request for Proposals on said project for a Financial Management Consultant;

#### **NOW THEREFORE BE IT RESOLVED:**

That the Nunda Village Board of Trustees creates, distributes, and advertises a Request for Proposal for a Financial Management Consultant Service for the management and reporting requirements, back to the Village Board of Trustees, for the Capital Improvement Project at the Village Wastewater Treatment Plant.

The motion was made by Trustee Snyder, seconded by Trustee Allen. Carried 3-0.

Mayor Cox thanked J.P Schepp for his time, attendance, and his being able to meet today.

### **Adjournment**

With no further business to be discussed, the motion to adjourn was made Trustee Allen, seconded by Trustee Snyder at 5:01 PM. Carried 3-0.

Respectfully submitted,

LeRoy J. Wood  
Clerk-Treasurer