

MS4 Annual Report Cover Page

MCC form for period ending March 9, 2 0 2 1

This cover page must be completed by the report preparer.
Joint reports require only one cover page.

SPDES ID

N Y R 2 0 A 4 7 1

Choose one:

This report is being submitted on behalf of an individual MS4.

Fill in SPDES ID in upper right hand corner.

Name of MS4

T o w n o f O r a n g e t o w n

OR

This report is being submitted on behalf of a Single Entity

(Per Part II.E of GP-0-10-002)

Name of Single Entity

OR

This is a joint report being submitted on behalf of a coalition.

Provide SPDES ID of each permitted MS4 included in this report. Use page 2 if needed.

Name of Coalition

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

SPDES ID

N Y R 2 0 A

MS4 Annual Report Cover Page

MCC form for period ending March 9, 2021

Provide SPDES ID of each permitted MS4 included in this report.

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

SPDES ID
N Y R 2 0 A

MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9, 2021

Name of MS4

SPDES ID
N Y R 2 0 A 4 7 1

Section 2 - Contact Information

Important Instructions - Please Read

Contact information must be provided for each of the following positions as indicated below:

1. Principal Executive Officer, Chief Elected Official or other qualified individual (per GP-0-08-002 Part VI.J).
2. Duly Authorized Representative (Information for this contact must only be submitted if a Duly Authorized Representative is signing this form)
3. The Local Stormwater Public Contact (required per GP-0-08-002 Part VII.A.2.c & Part VIII.A.2.c).
4. The Stormwater Management Program (SWMP) Coordinator (Individual responsible for coordination/implementation of SWMP).
5. Report Preparer (Consultants may provide company name in the space provided).

A separate sheet must be submitted for each position listed above unless more than one position is filled by the same individual. If one individual fills multiple roles, provide the contact information once and check all positions that apply to that individual.

If a new Duly Authorized Representative is signing this report, their contact information must be provided and a signature authorization form, signed by the Principal Executive Officer or Chief Elected Official must be attached.

For each contact, select all that apply:

- Principal Executive Officer/Chief Elected Official
- Duly Authorized Representative
- Local Stormwater Public Contact
- Stormwater Management Program (SWMP) Coordinator
- Report Preparer

First Name MI Last Name

Title

Address

City State Zip

eMail

Phone County

MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9, 2 0 2 1

Name of MS4

SPDES ID
N Y R 2 0 A 4 7 1

Section 2 - Contact Information

Important Instructions - Please Read

Contact information must be provided for each of the following positions as indicated below:

1. Principal Executive Officer, Chief Elected Official or other qualified individual (per GP-0-08-002 Part VI.J).
2. Duly Authorized Representative (Information for this contact must only be submitted if a Duly Authorized Representative is signing this form)
3. The Local Stormwater Public Contact (required per GP-0-08-002 Part VII.A.2.c & Part VIII.A.2.c).
4. The Stormwater Management Program (SWMP) Coordinator (Individual responsible for coordination/implementation of SWMP).
5. Report Preparer (Consultants may provide company name in the space provided).

A separate sheet must be submitted for each position listed above unless more than one position is filled by the same individual. If one individual fills multiple roles, provide the contact information once and check all positions that apply to that individual.

If a new Duly Authorized Representative is signing this report, their contact information must be provided and a signature authorization form, signed by the Principal Executive Officer or Chief Elected Official must be attached.

For each contact, select all that apply:

- Principal Executive Officer/Chief Elected Official
- Duly Authorized Representative
- Local Stormwater Public Contact
- Stormwater Management Program (SWMP) Coordinator
- Report Preparer

First Name MI Last Name

Title

Address

City State Zip

eMail

Phone County

MS4 Municipal Compliance Certification (MCC) Form

MCC form for period ending March 9, 2021

Name of MS4

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

Section 3 - Partner Information

Did your MS4 work with partners/coalition to complete some or all permit requirements during this reporting period? Yes No

If Yes, complete information below.

Submit a separate sheet for each partner. Information provided in other formats will not be accepted. If your MS4 cooperated with a coalition, submit one sheet with the name of the coalition. It is not necessary to include a separate sheet for each MS4 in the coalition.

If No, proceed to Section 4 - Certification Statement.

Partner/Coalition Name

C o r n e l l C o o p e r a t i v e E x t e n s i o n

Partner/Coalition Name (con't.)

(C C E)

SPDES Partner ID - If applicable

N Y R 2 0

Address

1 0 P a t r i o t H i l l s D r i v e

City

S t o n y P o i n t

State

Zip

N Y

1 0 9 8 0 -

eMail

Phone

(8 4 5) 4 2 9 - 8 6 6 7

Legally Binding Agreement in accordance with GP-0-08-002 Part IV.G.?

Yes No

What tasks/responsibilities are shared with this partner (e.g. MM1 School Programs or Multiple Tasks)?

- MM1 T a r g e t e d P u b l i c E d . & O u t r e a c h
- MM2 P u b l i c I n v o l v e m e n t / P a r t i c p a t .
- MM3
- MM4
- MM5
- MM6 G o o d H o u s e k e e p i n g / P o l l . P r e v .

Additional tasks/responsibilities

- Watershed Improvement Strategy Best Management Practices required for MS4s in impaired watersheds included in GP-0-08-002 Part IX.

MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9, 2 0 2 1

Name of MS4

SPDES ID
N Y R 2 0 A 4 7 1

Section 4 - Certification Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in GP-0-08-002 Part VI.J.

First Name MI Last Name

Title (Clearly print title of individual signing report)

Signature

Date

The annual report form and any attachments can be sent to the DEC Central Office clicking the Submit Form link below, or by sending it directly to: MS4compliance@dec.ny.gov. All submissions must include the SPDES ID in the title and must be complete before hitting the Submit Form link below:

Submit Form

If unable to submit electronically, hardcopy submissions can be sent to:

Bureau of Water Compliance
Division of Water
4th Floor
625 Broadway
Albany, New York 12233-3505

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2 0 2 1

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0				
---	---	---	---	---	--	--	--	--

Water Quality Trends

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s are contributed to this report?

1. Has this MS4/Coalition produced any reports documenting water quality trends related to stormwater? If not, answer No and proceed to Minimum Control Measure One.

- Yes No

If Yes, choose one of the following

- Report(s) attached to the annual report
- Web Page(s) where report(s) is/are provided below

Please provide specific address of page where report(s) can be accessed - not home page.

URL

URL

URL

URL

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Town of Orangetown

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

3. What strategies did your MS4/Coalition use to achieve education and outreach goals during this reporting period? Check all that apply:

- Construction Site Operators Trained # Trained

--	--	--	--
- Direct Mailings # Mailings

--	--	--	--
- Kiosks or Other Displays # Locations

--	--	--	--
- List-Serves # In List

--	--	--	--
- Mailing List # In List

--	--	--	--
- Newspaper Ads or Articles # Days Run

--	--	--	--
- Public Events/Presentations # Attendees

--	--	--	--
- School Program # Attendees

--	--	--	--
- TV Spot/Program # Days Run

--	--	--	--
- Printed Materials: Total # Distributed

--	--	--	--

Locations (e.g. libraries, town offices, kiosks)

C	C	E	E	d	u	c	a	t	i	o	n	C	e	n	t	e	r
L	i	b	r	a	r	i	e	s									

Other:

W	R	C	R	R	a	d	i	o	S	h	o	w	s				
---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--

Web Page: Provide specific web addresses - not home page. Continue on next page if additional space is needed.

URL

r	o	c	k	l	a	n	d	c	c	e	.	o	r	g	/	s	t	o	r	m	w	a	t	e	r	-	c	o	n	s	o	
r	t	i	u	m	-	w	a	t	e	r	-	q	u	a	l	i	t	y	-	e	d	u	c	a	t	i	o	n				

URL

r	o	c	k	l	a	n	d	c	c	e	.	o	r	g	/	f	a	c	t	-	s	h	e	e	t	s						

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2021

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID
N Y R 2 0 A 4 7 1

3. Web Page con't.: Provide specific web addresses - not home page.

URL

r o c k l a n d c e . o r g / s t o r m w a t e r - c o n s o
r t i u m - w a t e r - q u a l i t y - e d u c a t i o n / s t
o r m w a t e r - c o n s o r t i u m - r a d i o - s h o w

URL

URL

URL

URL

URL

URL

DRAFT

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Town of Orangetown

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

4. Evaluating Progress Toward Measurable Goals MCM 1

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

The first evaluation is done immediately following most CCE classes/ seminars. In such cases, the participants are asked to name at least one of the Best Management practices that they intend to use on their property. Public outreach awareness through CCE- Stormwater Consortium sponsored radio shows, CCE news letters, Distribution of Rain barrels.

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

Fertilizer Law Class - 3 in attendance - participants offered written evaluations immediately following classes, MS4 Consortium meeting - 6 meeting, 8 Public radio programs, 8 rain barrels given out, 12 CCE news letters, CCE handed out 100 Stormwater Quality brochures through Orangetown Highway Department, Keep Rockland Beautiful Cleanup days - 44 volunteers, Rockland P.L.U.S (Planning Land Use with Students) - 300 students participated.

C. How many times was this observation measured or evaluated in this reporting period?

			1
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this Measurable Goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

MCM #1 - CCE will continue to develop, shape, and improve outreach and education efforts. This includes brochures, PSAs, the stormwater webpage, the interactive map, promoting the many public participation opportunities available throughout Rockland County, etc.

MCM #2 - CCE will continue to recruit volunteers and collaborate with other organizations (KRB, Environment Educators of RC) to promote storm drain marking, litter cleanup, cont. litter hotline.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

2. URL(s) con't.:

Please provide specific address(es) where notice(s) can be accessed - not home page.

URL

URL

URL

URL

URL

URL

URL

DRAFT

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

T	o	w	n	o	f	O	r	a	n	g	e	t	o	w	n	-	D	E	M	E
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

3. Where can the public access copies of this annual report, Stormwater Management Program SWMP) Plan and submit comments on those documents?

Enter address/contact info and select radio button to indicate which document is available and whether comments may be submitted at that location. Submit additional pages as needed.

- MS4/Coalition Office Annual Report SWMP Plan Comments

Department

T	o	w	n	o	f	O	r	a	n	g	e	t	o	w	n	-	D	E	M	E
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Address

1	2	7	R	o	u	t	e	3	0	3
---	---	---	---	---	---	---	---	---	---	---

City

O	r	a	n	g	e	b	u	r	g
---	---	---	---	---	---	---	---	---	---

N	Y
---	---

Zip

1	0	9	6	2	-		
---	---	---	---	---	---	--	--

Phone

()			-		
---	--	--	---	--	--	---	--	--

- Library Annual Report SWMP Plan Comments

Address

5	L	i	b	r	a	r	i	e	s	T	h	r	o	u	g	h	o	u	t	O	'	T	o	w	n
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Zip

					-		
--	--	--	--	--	---	--	--

Phone

()			-		
---	--	--	---	--	--	---	--	--

- Other Annual Report SWMP Plan Comments

Address

T	o	w	n	H	a	l	l	-	2	6	O	r	a	n	g	e	b	u	r	g	R	o	a	d
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

City

O	r	a	n	g	e	b	u	r	g
---	---	---	---	---	---	---	---	---	---

N	Y
---	---

Zip

1	0	9	6	2	-		
---	---	---	---	---	---	--	--

Phone

(8	4	5)	3	5	9	-	5	1	0	0
---	---	---	---	---	---	---	---	---	---	---	---	---

- Web Page URL: Annual Report SWMP Plan Comments

w	w	w	.	o	r	a	n	g	e	t	o	w	n	.	c	o	m	/	g	r	o	u	p	s	/	d	e	p	a	r
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

t	m	e	n	t	s	/	d	e	m	e	/																				
---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please provide specific address of page where report can be accessed - not home page.

- eMail Comments

e	r	e	i	l	l	y	@	o	r	a	n	g	e	t	o	w	n	.	c	o	m
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

b	p	e	t	e	r	s	@	o	r	a	n	g	e	t	o	w	n	.	c	o	m
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

4.a. If this report was made available on the internet, what date was it posted?

Leave blank if this report was not posted on the internet.

0	5
---	---

 /

0	0
---	---

 /

2	0	2	1
---	---	---	---

4.b. For how many days was/will this report be posted?

3	6	5
---	---	---

If submitting a report for single MS4, answer 5.a.. If submitting a joint report, answer 5.b..

5.a. Was an Annual Report public meeting held in this reporting period?

Yes No

If Yes, what was the date of the meeting?

0	5
---	---

 /

1	9
---	---

 /

2	0	2	0
---	---	---	---

If No, is one planned?

Yes No

5.b. Was an Annual Report public meeting held for all MS4s contributing to this report during this reporting period?

Yes No

If No, is one planned for each?

Yes No

6. Were comments received during this reporting period?

Yes No

If Yes, attach comments, responses and changes made to SWMP in response to comments to this report.

DRAFT

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

7. Evaluating Progress Toward Measurable Goals MCM 2

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Attendees at public meetings, number of letters/phone calls/ and emails received

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

No significant increase in public meeting attendance, no letters, phone calls or email questions received.

C. How many times was this observation measured or evaluated in this reporting period?

			0
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Continue tracking any comments, inquiries from the public.
Improve public awareness.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

 If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Town of Orangetown

SPDES ID

N	Y	R	2	0					
---	---	---	---	---	--	--	--	--	--

3.b. What types of illicit discharges have been found during this reporting period?

- Broken Lines From Sanitary Sewer
- Industrial Connections
- Cross Connections
- Inflow/Infiltration
- Failing Septic Systems
- Pump Station Failure
- Floor Drains Connected To Storm Sewers
- Sanitary Sewer Overflows
- Illegal Dumping
- Straight Pipe Sewer Discharges
- Other:
- None

F u e l s p i l l

4. How many illicit discharges/potential illegal connections have been detected during this reporting period?

		3
--	--	---

5. How many illicit discharges have been confirmed during this reporting period?

		3
--	--	---

6. How many illicit discharges/illegal connections have been eliminated during this reporting period?

		3
--	--	---

7. Has the storm sewershed mapping been completed in this reporting period?
 If No, approximately what percent was completed in this reporting period?

Yes No

	9	9
--	---	---

 %

**8. Is the above information available in GIS?
 Is this information available on the web?**

Yes No
 Yes No

If Yes, provide URL(s):

Please provide specific address of page where map(s) can be accessed - not home page.

URL

URL

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

12. Evaluating Progress Toward Measurable Goals MCM 3

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Number of illicit discharges detected, identified, eliminated (including: failing septic systems, sanitary sewer overflows, pump station failures, fuel spills, illegal dumping and broken sanitary sewer lines). Number of IDDE NOV's issued. Linear feet of sanitary mains tv'd. Number of manholes outfitted with inserts in high I & I areas, Number of linear feet of sanitary mains slip lined. Number of manholes rehabed.

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

Use of tracking system for illicit discharges. Sanitary sewer overflows, pump station failures, fuel spills - corrected/ fixed (3.) The Town tv'd, cleaned approximately 7,800 LF of sanitary sewer mains in the current reporting year, Replaced approximately 389 LF of damaged sanitary mains. CIPP 488 LF of sanitary sewer main.

C. How many times was this observation measured or evaluated in this reporting period?

			3
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

The Town will be replacing 100 linear feet of sanitary piping. Review I & I program with an emphasis on spot repairs, manhole inserts, slip lining and manhole rehabilitation.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Town of Oangetown

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

Minimum Control Measures 4 and 5.
Construction Site and Post-Construction Control

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report?

--	--	--

1a. Has each MS4 contributing to this report adopted a law, ordinance or other regulatory mechanism that provides equivalent protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities? Yes No

1b. Has each Town, City and/or Village contributing to this report documented that the law is equivalent to a NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control through either an attorney certification or using the NYSDEC Gap Analysis Workbook? Yes No NT

If Yes, Towns, Cities and Villages provide date of equivalent NYS Sample Local Law.
 09/2004 03/2006 NT

2. Does your MS4/Coalition have a SWPPP review procedure in place? Yes No

3. How many Construction Stormwater Pollution Prevention Plans (SWPPPs) have been reviewed in this reporting period?

	1	6
--	---	---

4. Does your MS4/Coalition have a mechanism for receipt and consideration of public comments related to construction SWPPPs? Yes No NT

If Yes, how many public comments were received during this reporting period?

		0
--	--	---

5. Does your MS4/Coalition provide education and training for contractors about the local SWPPP process? Yes No

6. Identify which of the following types of enforcement actions you used during the reporting period for construction activities, indicate the number of actions, or note those for which you do not have authority:

- Notices of Violation #

--	--	--	--	--	--

 No Authority
- Stop Work Orders #

--	--	--	--	--	--

 No Authority
- Criminal Actions #

--	--	--	--	--	--

 No Authority
- Termination of Contracts #

--	--	--	--	--	--

 No Authority
- Administrative Fines #

--	--	--	--	--	--

 No Authority
- Civil Penalties #

--	--	--	--	--	--

 No Authority
- Administrative Orders #

--	--	--	--	--	--

 No Authority
- Enforcement Actions or Sanctions #

--	--	--	--	--	--

 No Authority
- Other #

--	--	--	--	--	--

 No Authority

DRAFT

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Town of Orangetown

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

Minimum Control Measure 4. Construction Site Stormwater Runoff Control

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report?

--	--	--

1. How many construction projects have been authorized for disturbances of one acre or more during this reporting period?

		4
--	--	---

2. How many construction projects disturbing at least one acre were active in your jurisdiction during this reporting period?

	1	0
--	---	---

3. What percent of active construction sites were inspected during this reporting period? NT

	5	0
--	---	---

 %

4. What percent of active construction sites were inspected more than once? NT

	2	0
--	---	---

 %

5. Do all inspectors working on behalf of the MS4s contributing to this report use the NYS Construction Stormwater Inspection Manual? Yes No NT

6. Does your MS4/Coalition provide public access to Stormwater Pollution Prevention Plans (SWPPPs) of construction projects that are subject to MS4 review and approval? Yes No NT

If your MS4 is Non-Traditional, are SWPPPs of construction projects made available for public review? Yes No

If Yes, use the following page to identify location(s) where SWPPPs can be accessed.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2021

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

6. con't.:

Submit additional pages as needed.

● MS4/Coalition Office

Department

Address

City

Zip

Phone

○ Library

Address

City

Zip

-

Phone

○ Other

Address

City

Zip

-

Phone

○ Web Page URL(s): Please provide specific address where SWPPPs can be accessed - not home page.

URL

URL

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

7. Evaluating Progress Toward Measurable Goals MCM 4

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Percentage of SWPPPs reviewed.

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

100% of SWPPPs reviewed. 100% of SWPPPs reviewed were returned with comments. All of these were returned with modifications reflecting NYSDEC standards.

C. How many times was this observation measured or evaluated in this reporting period?

		1	6
--	--	---	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Continue reviewing all SWPPPs in accordance with Town local law and NYSDEC standards.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

4a. Are the MS4s contributing to this report involved in a regional/watershed wide planning effort?
 Yes No

4b. Does the MS4 have a banking and credit system for stormwater management practices?
 Yes No

4c. Do the SWMP Plans for each MS4 contributing to this report include a protocol for evaluation and approval of banking and credit of alternative siting of a stormwater management practice?
 Yes No

4d. How many stormwater management practices have been implemented as part of this system in this reporting period?

--	--	--

5. What percent of municipal officials/MS4 staff responsible for program implementation attended training on Low Impace Development (LID), Better Site Design (BSD) and other Green Infrastructure principles in this reporting period?

	1	0
--	---	---

 %

DRAFT

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

6. Evaluating Progress Toward Measurable Goals MCM 5

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Number of reports of flooding during storm events from business districts and residents.

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

No reports of flooding in previously reported flood prone areas where corrective action was taken.

C. How many times was this observation measured or evaluated in this reporting period?

			0
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

The Town received a grant from the NYSEFC GIGP program to create a bioretention/ infiltration basin with shallow storm water wetlands to handle and treat storm water runoff that eventually flows into the Sparkill Creek in Tappan. The construction of the basin is almost complete.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Town of Orangetown

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

Minimum Control Measure 6. Stormwater Management for Municipal Operations

The information in this section is being reported (check one):

- On behalf of an individual MS4
- On behalf of a coalition

How many MS4s contributed to this report?

--	--	--

1. Choose/list each municipal operation/facility that contributes or may potentially contribute Pollutants of Concern to the MS4 system. For each operation/facility indicate whether the operation/facility has been addressed in the MS4's/Coalition's Stormwater Management Program(SWMP) Plan and whether a self-assessment has been performed during the reporting period. A self-assessment is performed to: 1) determine the sources of pollutants potentially generated by the permittee's operations and facilities; 2) evaluate the effectiveness of existing programs and 3) identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program, if it's not done already.

<u>Operation/Activity/Facility</u>	<u>Addressed in SWMP?</u>		<u>Self-Assessment Operation/Activity/Facility performed within the past 3 years?</u>	
Street Maintenance.....	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Bridge Maintenance.....	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Winter Road Maintenance.....	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Salt Storage.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Solid Waste Management.....	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
New Municipal Construction and Land Disturbance..	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Right of Way Maintenance.....	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Marine Operations.....	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Hydrologic Habitat Modification.....	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Parks and Open Space.....	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Municipal Building.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Stormwater System Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Vehicle and Fleet Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Other.....	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Town of Orangetown

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

2. Provide the following information about municipal operations good housekeeping programs:

- Parking Lots Swept (Number of acres X Number of times swept) # Acres

				8
--	--	--	--	---
- Streets Swept (Number of miles X Number of times swept) # Miles

	1	0	1	5
--	---	---	---	---
- Catch Basins Inspected and Cleaned Where Necessary #

		1	5	0
--	--	---	---	---
- Post Construction Control Stormwater Management Practices Inspected and Cleaned Where Necessary #

			1	8
--	--	--	---	---
- Phosphorus Applied In Chemical Fertilizer # Lbs.

		2	2	6
--	--	---	---	---
- Nitrogen Applied In Chemical Fertilizer # Lbs.

	3	5	2	3
--	---	---	---	---
- Pesticide/Herbicide Applied (Number of acres to which pesticide/herbicide was applied X Number of times applied to the nearest tenth.) # Acres

1	2	3	5	.	5
---	---	---	---	---	---

3. How many stormwater management trainings have been provided to municipal employees during this reporting period?

				5
--	--	--	--	---

4. What was the date of the last training?

1	2
---	---

 /

0	1
---	---

 /

2	0	2	0
---	---	---	---

5. How many municipal employees have been trained in this reporting period?

		3
--	--	---

6. What percent of municipal employees in relevant positions and departments receive stormwater management training?

	1	0
--	---	---

 %

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Town of Orangetown

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

7. Evaluating Progress Toward Measurable Goals MCM 6

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Catch basins inspected and cleaned. Municipal parking lots swept.
Municipal employee training in "Good Housekeeping."

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

The Town Highway Department continues to inspect and clean where necessary between 300-400 out of 4000 catch basins annually.
DPW employees trained annually on "Good housekeeping" principles.

C. How many times was this observation measured or evaluated in this reporting period?

1	5	0
---	---	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

Yes No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

Yes No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Continue with the above and maintain working partnership with CCE to assist in training Highway Dept. personnel.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Town of Oramgetown

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

Additional Watershed Improvement Strategy Best Management Practices

The information in this section is being reported (check one):

- On behalf of an individual MS4
 On behalf of a coalition

How many MS4s contributed to this report?

--	--	--

MS4s must answer the questions or check NA as indicated in the table below.

MS4 Description	Answer	Check NA	(POC)
NYC EOH Watershed	-	-	-
Traditional Land Use	1,2,3,4,5,6,7a-d,8a,8b,9	10,11,12	Phosphorus
Traditional Non-Land Use	1,2,3,4,7a-d,8a,8b,9	5,10,11,12	Phosphorus
Non-Traditional	1,2,77a-d,8a,8b,9	3,4,5,10,11,12	Phosphorus
Onondaga Lake Watershed	-	-	-
Traditional Land Use	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Non-Traditional	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Greenwood Lake Watershed	-	-	-
Traditional Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Non-Traditional	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Oyster Bay	-	-	-
Traditional Land Use	1,4,7a-d,9,10,11,12	2,3,5,6,8a,8b	Pathogens
Traditional Non-Land Use	1,4,7a-d,9,10,11,12	2,3,5,6,8a,8b	Pathogens
Non-Traditional	1,4,7a-d,9	2,3,4,5,8a,8b,10,11,12	Pathogens
Peconic Estuary	-	-	-
Traditional Land Use	1,4,7a-d,8a,9,10,11,12	2,3,5,6,8b	Pathogens and Nitrogen
Traditional Non-Land Use	1,4,7a-d,8a,9,10,11,12	2,3,5,6,8b	Pathogens and Nitrogen
Non-Traditional	1,4,7a-d,8a,9	2,3,4,5,8b,10,11,12	Pathogens and Nitrogen
Oscawana Lake Watershed	-	-	-
Traditional Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Non-Traditional	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
LI 27 Embayments	-	-	-
Traditional Land Use	1,2,3,4,7a-d,9,10,11,12	5,6,8a,8b	Pathogens
Traditional Non-Land Use	1,2,3,4,7a-d,9,10,11,12	5,6,8a,8b	Pathogens
Non-Traditional	1,2,3,4,7a-d,9	5,6,8a,8b,10,11,12	Pathogens

1. Does your MS4/Coalition have an education program addressing impacts of phosphorus/nitrogen/pathogens on waterbodies? Yes No N/A

2. Has 100% of the MS4/Coalition conveyance system been mapped in GIS? Yes No N/A

If N/A, go to question 3.

If No, estimate what percentage of the conveyance system has been mapped so far.

	6	5	%
--	---	---	---

Estimate what percentage was mapped in this reporting period.

		0	%
--	--	---	---

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

3. Does your MS4/Coalition have a Stormwater Conveyance System (infrastructure) Inspection and Maintenance Plan Program? Yes No N/A

4. Estimate the percentage of on-site wastewater treatment systems that have been inspected and maintained or rehabilitated as necessary in this reporting period?

1	0	0
---	---	---

 %

5. Has your MS4/Coalition developed a program that provides protection equivalent to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-08-001) to reduce pollutants in stormwater runoff from construction activities that disturb five thousand square feet or more? Yes No N/A

6. Has your MS4/Coalition developed a program to address post-construction stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre that provides equivalent protection to the NYS DEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-08-001), including the New York State Stormwater Design Manual Enhanced Phosphorus Removal Standards? Yes No N/A

7a. Does your MS4/Coalition have a retrofitting program to reduce erosion or phosphorus/nitrogen/pathogen loading? Yes No N/A

7b. How many projects have been sited in this reporting period?

--	--	--

7c. What percent of the projects included in 7b have been completed in this reporting period?

--	--	--

 %

7d. What percent of projects planned in previous years have been completed?

--	--	--

 %
 No Projects Planned

8a. Has your MS4/Coalition developed and implemented a turf management practices and procedures policy that addresses proper fertilizer application on municipally owned lands? Yes No N/A

8b. Has your MS4/Coalition developed and implemented a turf management practices and procedures policy that addresses proper disposal of grass clippings and leaves from municipally owned lands? Yes No N/A

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	1
---	---	---	---

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

Town of Orangetown

SPDES ID

N	Y	R	2	0	A	4	7	1
---	---	---	---	---	---	---	---	---

9. Has your MS4/Coalition developed and implemented a program of native planting?

Yes No N/A

10. Has your MS4/Coalition enacted a local law prohibiting pet waste on municipal properties and prohibiting goose feeding?

Yes No N/A

11. Does your MS4/Coalition have a pet waste bag program?

Yes No N/A

12. Does your MS4/Coalition have a program to manage goose populations?

Yes No N/A

DRAFT

PROCLAMATION for MENTAL HEALTH
AWARENESS MONTH
MAY 2021

WHEREAS, mental health is essential to the well-being and the vitality of our families, businesses, and communities; and

WHEREAS, mental health conditions after the COVID pandemic are real and prevalent in our nation with a prediction that 1 of 3 adults and 1 of 3 children affected; and

WHEREAS, traumatic events such as assault, military combat, an accident, a natural disaster, or the Coronavirus pandemic can have long-lasting negative effects; and

WHEREAS, sometimes our biological responses and instincts, which can be life-saving during a crisis, leave children and adults with ongoing psychological symptoms; and

WHEREAS, post-traumatic stress disorder (PTSD) affects 3.5% of the U.S. adult population, about 7.7 million Americans and 37% of those cases are classified as severe; and

WHEREAS, PTSD can occur at any age, the average age of onset is in a person's early 20's; and

WHEREAS, stigma and fear of discrimination keep many who would benefit from trauma-based mental health services from seeking help; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, education, compassion, and awareness about mental illness can change negative attitudes and behaviors toward people with mental illness; and

WHEREAS, every Rockland County business, school, government agency, law enforcement agency, healthcare provider, and citizens share the responsibility to promote mental wellness and support suicide prevention efforts.

THEREFORE, I, Teresa M. Kenny, Supervisor of the Town of Orangetown, do proclaim the Month of May 2021 as MENTAL HEALTH AWARENESS MONTH in Orangetown, I call upon all our residents, government agencies, public and private institutions, businesses and schools to recommit our community to increasing awareness and understanding of mental illnesses and trauma-related disorders, reducing stigma, and discrimination, and promoting appropriate and accessible services for all individuals.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Orangetown to be affixed this 11th day of May, 2021.



Teresa M. Kenny, Supervisor



Rosanna Sfraga, Town Clerk

PROCLAMATION FOR NATIONAL POLICE WEEK
SUNDAY, MAY 09 TO SATURDAY MAY 15, 2021

To recognize National Police Week 2021 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Town of Orangetown Police Department;

WHEREAS, there have been 56,034 assaults against law enforcement officers in 2019, resulting in approximately 17,188 injuries;

WHEREAS, since the first recorded death in 1786, more than 24,852 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including two officers' from the Town of Orangetown Police Department (1973) and two officers from Village of Nyack Police Department (1981);

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, A total of 1,627 law enforcement officers died in the line of duty during the past ten years, including 135 who were killed in the line of duty in 2019; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 33rd Annual Candlelight Vigil, on the evening of May 13, 2021;

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

THEREFORE, BE IT RESOLVED that the Orangetown Town Board formally designates May 09 – 15, 2021, as Police Week in the Town of Orangetown, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Orangetown to be affixed this 11TH day of May, 2021.



Teresa M. Kenny, Supervisor



Rosanna Sfraga, Town Clerk

PROCLAMATION for NATIONAL PUBLIC WORKS WEEK
MAY 16 - 23, 2021

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Town of Orangetown; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the Town of Orangetown to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, this year 2021 marks the 61st Annual National Public Works Week sponsored by the American Public Works Association / Canadian Public Works Association; and

RESOLVED, I, Teresa M. Kenny, Orangetown Supervisor, do hereby designate the week of May 16 - 22, 2021, as National Public Works Week in the Town of Orangetown, and I urge all citizens to join with representatives of the American Public Works Association / Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Orangetown to be affixed this 11th day of May 2021.



Teresa M. Kenny, Supervisor



Rosanna Sfraga, Town Clerk



Environmental, Planning, and Engineering Consultants

34 South Broadway
Suite 401
White Plains, NY 10601
tel: 914 949-7336
fax: 914 949-7559
www.akrf.com

December 21, 2020

Ms. Rosanna Sfraga, Town Clerk
Town of Orangetown
26 Orangeburg Road
Orangeburg, NY 10962
via email: townclerk@orangetown.com

Re: Town of Orangetown – Professional Planning, Land Use and Zoning Analysis Services for Preparation of a Comprehensive Plan

Dear Ms. Sfraga:

The Town of Orangetown is a vibrant community with historic hamlets, scenic natural beauty, and prime economic development opportunities—characteristics AKRF has helped to preserve and build upon for over 35 years. AKRF is a multidisciplinary consulting firm with 300 planners, engineers, scientists, and staff serving the needs of municipalities throughout the Hudson Valley. We are well-known for our steady commitment to quality, integrity, and reliability. Our planners are thoughtful, responsive, and experienced in community planning needs and opportunities, and we are excited at the prospect of expanding upon our work with the Town of Orangetown. We understand the Town's interest in balancing economic development and its concomitant demand on community facilities, with sustainability initiatives and natural resource preservation.

A Comprehensive Plan is an evolving long-term planning document that begins with a description of what a community looks like today and provides strategies to guide its future. The Comprehensive Plan includes statements of the community's goals and provides a roadmap for how to achieve them. The purpose of the Comprehensive Plan is to present—in an easily accessible and readable format—a guide to decision making on important issues, including land use, infrastructure, and construction. AKRF has extensive experience working with municipalities and stakeholders to distill the critical issues facing a community, engage the community around shared objectives, and develop policies that will guide future decision-making.

AKRF has worked on a wide range of Comprehensive Plans, Master Plans, Open Space and Recreation Plans, Farmland Protection, Waterfront, Economic Development and Corridor Management Plans for communities throughout the region, including the Towns of Goshen, Rhinebeck, Cortlandt, Amenia, Southeast, and Dover. For the Town of Cortlandt, AKRF prepared a NYSERDA funded sustainable master plan, components of which are currently in the implementation phase. Our planners have extensive experience working with municipalities and stakeholders to distill the critical issues facing the community and develop innovative solutions for advancing their goals and objectives. We also have proven and unparalleled experience developing Comprehensive Plans that can actually be implemented. While grounded in the economic and land use reality of a municipality, the plans we have developed, whether at the scale of a single block, a neighborhood, or an entire City, articulate an attainable vision of the 'best self' that a community wants to, and can, become. We pride ourselves on our ability to listen to the community,



develop insights from data and produce plans that are easy to understand, and more importantly, easy to implement. That ability is what sets our team apart.

Joining AKRF in this response is Metropolitan Urban Design (MUD) Workshop. MUD Workshop is a people-centric urban design and planning studio dedicated to the regeneration of neighborhoods and public places with a history of successfully providing comprehensive plan preparation assistance to several municipalities in New York and its surrounding States. The firm specializes in and emphasizes sustainability and community centric thinking and has employed several novel digital and in-person techniques for stakeholder and community visioning and engagement.

The AKRF Team is ready to begin this exciting work immediately. We appreciate the opportunity to submit this proposal and look forward to discussing our approach with you further. In the meantime, please do not hesitate to reach out to us by phone (914-922-2360) or email (aley@akrf.com) with any questions regarding this proposal.

Sincerely,
AKRF, Inc.



Nina S. Peek, AICP
Vice President, Hudson Valley Office Director
Principal-in-Charge



Ashley Ley, AICP
Senior Technical Director
Project Manager

1. PROPONENT PROFILE

1. PROPONENT PROFILE

AKRF, Inc. is a multidisciplinary consulting firm, integrating planning, environmental, and engineering services. Incorporated in 1981, AKRF has office locations throughout the Northeast and Mid-Atlantic. As a medium-sized company, the firm combines the breadth and resources of larger firms with the specialized know-how and attentiveness offered by smaller ones to complete a wide variety of projects, and deliver solutions with substantial, measurable value.

AKRF offers the full complement of services required for this assignment. We are proud to be able to mobilize staff quickly, coordinate multi-specialty teams, and meet the deadlines of the ‘near impossible’ schedules that are often required for complex assignments. Because we work in a variety of settings for both public and private clients, we have particular expertise in planning for communities, where our professional skills are used to address long range goals and objectives, conservation, preservation, and community design.

Our planning work focuses on local issues that extend beyond traditional implementation tools, including funding techniques, grant writing, design controls, incentive programs, environmental regulations and public-private partnerships. Regardless of the project or client, AKRF prides itself in providing realistic, achievable planning concepts that can be implemented and help shape local development patterns.

AKRF has extensive experience assisting municipalities with implementing goals and objectives identified in their planning and policy documents. AKRF is experienced in brownfield redevelopment planning, land use and zoning analysis, and crafting contemporary zoning instruments that result in desirable and compatible development. We have analyzed the strengths and weaknesses of existing zoning codes, updated traditional zoning codes, and developed new progressive zoning tools to achieve a wide variety of goals for downtown centers, suburban areas, and rural communities. In various communities these codes have transformed downtowns and former industrial areas into vibrant mixed-use communities, protected valuable open space resources, and promoted contextual infill development.

On projects large and small, AKRF’s strategic problem-solving approach sets us apart from our colleagues. AKRF has significant experience helping clients quickly identify critical issues and potential challenges ensuring projects are completed as smoothly and cost-effectively as possible.

AKRF has built a distinguished reputation of being a premier firm because:

- » We are always strategic in our approach. We understand the implications of our work—not only on the technical analysis, but also on public policy and issues of community concern.
- » We are problem solvers, not planning-by-the-book consultants. Our creative approach means we develop the most appropriate, tailored solutions to project challenges.
- » We offer the full array of technical specialists (acknowledged experts in their fields) for planning, engineering, and environmental review.

OFFICE ADDRESS

34 South Broadway, Suite 401
White Plains, NY 10601
Tel: 914.949.7336

PRIMARY CONTACTS

Nina S. Peek, AICP
Vice President, Hudson Valley Office Director
Principal-in-Charge
Email: npeek@akrf.com
Tel: 914.922.2380

Ashley Ley, AICP
Senior Technical Director
Project Manager
Email: aley@akrf.com
Tel: 914.922.2360



- » We meet our clients’ deadlines without sacrificing quality. Our people know what it takes to get the job done right and on time.
- » We have close working relationships with reviewing agencies and other interested parties, which helps us expedite our clients’ projects through the often complex approval process.
- » We treat all our clients’ projects with the same dedication. No assignment is too large or too small—and all get the time and attention of our seasoned professionals.

MUNICIPAL PLANNING

We pride ourselves on our ability to tailor our services to the unique needs of our clients. In some communities, AKRF is the go to advisor for any/all development applications for all Town/ Village Boards. For other clients, we provide review services only for larger development/redevelopment applications that require the multi-disciplinary expertise we can provide.

AKRF is currently providing planning, traffic, and environmental review services to the following Hudson Valley communities:

- | | |
|------------------------|---------------------------|
| » Town of Orangetown | » Town of Southeast |
| » Town of Amenia | » Town of Poughkeepsie |
| » Town of Clarkstown | » Village of Mamaroneck |
| » Town of Monroe | » Village of Scarsdale |
| » Town of Cortlandt | » Village of Irvington |
| » Town of Dover | » Village of Pelham Manor |
| » Town of Fishkill | » Village of Port Chester |
| » Town of North Castle | » City of New Rochelle |
| » Town of Philipstown | » City of Yonkers |

From our White Plains office, AKRF’s municipal and regional planners provide a range of services to communities throughout the Hudson Valley. Our staff prepare: Open Space and Farmland Plans, Trail Plans, Watershed Management, Habitat Protection, Sustainable Master Plans, Special Area Plans, and Zoning Amendments; conduct site plan, subdivision, and State Environmental Quality Review Act (SEQRA) reviews; and manage special projects for cities, towns, villages, and counties.

To provide our clients with thorough analyses, plans, or designs, our staff evaluate existing conditions, build consensus with involved parties, and develop strategies to support sustainable growth, all while respecting the unique local character that distinguishes one community from its neighbor. From planning and design of community gateways and centers to transforming manufacturing areas into vibrant commercial development to integrating regional transportation, economic, and redevelopment studies, AKRF devotes a key attention to detail and an approach tailored to the unique characteristics of the municipality to all of our community planning and regional development assignments.

Metropolitan Urban Design (MUD) Workshop FIRM PROFILE

Metropolitan Urban Design (MUD) Workshop is a people-centric urban design and planning practice dedicated to the regeneration public places and neighborhoods. We emphasize sustainability and community-centric thinking in all our projects as we recognize this to be the greatest factor in bringing about positive changes in communities, and ensuring the long-term viability of all planning, design and development works.

Overview

MUD Workshop is an urban design and planning firm dedicated to the regeneration of neighborhoods and public places.

We emphasize sustainability and community-centric thinking in all our projects as we recognize these to be the greatest factors in bringing about positive changes in communities and ensuring the long-term viability of all design and development works. Central to our approach is stakeholder and community engagement, for which we have developed a number of interactive techniques, both digital and in-person, ensuring a sound understanding of the specific needs and lifestyles of current and future inhabitants. This, in combination with our understanding of land use, zoning, public realm, transportation, environment, and architectural design provides us with a strong basis from which to conceive projects rooted in the integration of urban and environmental systems.

Our work products have a strong emphasis on implementation. We do this by engaging implementation partners early on in the process to identify actions and



Awards

develop projects that are rooted in physical and economic feasibility. We work with our Clients to identify their target audience and specific needs with regards to next steps in a project to determine the right format for deliverables. Our work products have included design and planning reports, visual simulations, digital engagement platforms, short films and marketing brochures to inform public funding applications and investor engagement collaterals.

MUD Workshop has led and assisted on several long range planning projects, public realm projects and traffic and transportation projects involving streetscapes. Chief among these are the Port Morris Waterfront Connections and City of Easton Comprehensive Plan, Mount Kisco Comprehensive Plan, Hoboken Master Plan and Jersey City Master Plan.

MUD Workshop is a certified MWBE and our clients include City and State agencies, CBOs, not-for-profits, institutions, private organizations and developers.

- 2019: New Jersey Smart Growth Award for the Hoboken Master Plan
- 2019: Westchester Municipal Planning Federation Award for Mount Kisco Comprehensive Plan
- 2017: Lehigh Valley Planning Commission Award for the Easton Comprehensive Plan, PA
- 2017: Recognition for outstanding and invaluable service to community by PA Congressman Matt Cartwright and Senators Boscola, Browne and Scavella for the Easton Comprehensive Plan, PA
- 2015: Runner-up at the Obama Administration's Strong Cities Strong Communities Challenge for Hartford, CT
- 2009: Runner-up at the Design Trust for Public Spaces, New York for the Grand Concourse Beyond 100 Urban Design Competition
- 2008: Winner of the ULI Hines National Student Urban Design Competition

2. RECENT EXPERIENCE

2. RECENT EXPERIENCE

REDEVELOPMENT OF HNA PALISADES PREMIER CONFERENCE CENTER, ORANGETOWN, NY

AKRF was retained by the Town of Orangetown, NY for due diligence planning services in connection with the future development of the HNA Palisades Premier Conference Center. The Town of is interested in establishing a public private partnership to facilitate the successful redevelopment of the site. AKRF is working with Zarin & Steinmetz, serving as Special Counsel, to prepare and circulate an Offering Plan/Memorandum to gauge interest from the development community for site development concepts.

TOWN OF ORANGETOWN, TRAFFIC CONSULTANT, ORANGETOWN, NY

AKRF has been retained by the Town of Orangetown to provide a peer review for a warehouse redevelopment project located along Greenbush Road. AKRF's responsibilities include conducting technical peer reviews of the traffic assessment, parking layout and supply, site access, and safety assessment.

TOWN OF SOUTHEAST PLANNING SERVICES, SOUTHEAST, NY

Since 1998, AKRF has served as planning consultant to the Town of Southeast in Putnam County providing site planning and environmental review services, and coordinating development approvals among the Town's reviewing boards. AKRF has worked with the Planning and Town Boards to update Town zoning regulations (home based occupations, farmers markets, indoor shooting ranges, recreational businesses), historic resource protections, architecture and design guidelines, local environmental regulations (stormwater management and wetlands), and the development review processes.

In 2014, AKRF facilitated an update of the Town's Comprehensive Plan, which AKRF previously prepared in 2002. We analyzed the existing zoning and provided extensive recommendations to modernize the Code. Several of these initiatives were implemented in 2015, including the creation of a new Special Route 6 Zoning District between the Village of Brewster and the City of Danbury, CT, to stimulate commercial development in this corridor. AKRF is currently working with the Town to update the Route 22 Master Plan and corresponding zoning regulations.

HAMLET OF NANUET TRANSIT ORIENTED DEVELOPMENT, TOWN OF CLARKSTOWN, NY

AKRF worked for the Town of Clarkstown to realize its vision for a transit-oriented development (TOD) around the Nanuet train station. AKRF's team of planners, traffic engineers and economists mapped the physical opportunities and constraints of the TOD area, facilitated and participated in stakeholder and public meetings on the alternatives for redevelopment. AKRF prepared various development scenarios with accompanying photo simulations and drafted zoning regulations to effectuate the TOD. AKRF assisted the Town through the SEQRA



process, preparing a Draft Generic Environmental Impact Statement for the proposed zoning at full potential buildout. The Town of Clarkstown adopted the new TOD zoning by local law in September 2019 and is currently evaluating the first development project to come in under the new zoning.

TOWN OF CORTLANDT PLANNING SERVICES

For over 20 years, the Town of Cortlandt in Westchester County has called on AKRF to provide a range of planning services, including preparation of a Sustainable Master Plan, new Waterfront Tourism and Waterfront Light Industrial zoning regulations, and economic development studies to provide highest and best use recommendations for vacant properties in and around the waterfront. Underutilized former industrial parcels require the development of new zoning to encourage reuse; the new zoning focused on tourism and recreational business uses that benefit from a Hudson River waterfront location. Working with the Town Supervisor, Town Staff, and Town Board members, AKRF provided an inventory of the affected waterfront parcels, helped develop draft regulations, and developed a Generic EIS for the proposed rezoning action.



WYANDANCH BOA STEP 2 DOWNTOWN REVITALIZATION PLAN AND STEP 3 IMPLEMENTATION STRATEGY, TOWN OF BABYLON, NY

AKRF was retained by the Town of Babylon to prepare a blight study, market study, Urban Renewal Plan, New York State Brownfield Opportunity Area (BOA) Program Step 2 Nomination, and a Generic Environmental Impact Statement (GEIS), which together constitute a redevelopment and revitalization plan for downtown Wyandanch known as the Wyandanch Downtown Revitalization Plan (May 2009). The objectives were to create a “Main Street” feel to promote economic development and improved quality of life in the hamlet, and to remain consistent with the community’s vision. The plan provided key land use and zoning recommendations, with the intention of redeveloping the area with transit oriented, mixed, higher-density uses. In 2008, the project was selected as one of over 100 active projects across the state to present at a forum with multiple local, state, and federal agencies as part of the State’s Brownfields Smart Growth Spotlight Communities Initiative. The Town adopted the final plan in May 2009 and is currently in Step 3 of the BOA Program, involving site design and development of a form-based code to implement the land use recommendations.

AKRF worked closely with the New York State Department of State, the agency that administers the BOA Program, to ensure compliance with the program requirements. One of the key components of the Step 2 Nomination was an economic and market trends analysis, which determined demand for additional housing, retail, office, and industrial activities in downtown Wyandanch. The market analysis was instrumental in identifying the strategic sites for redevelopment, and ultimately, resulted in a projected build-out scenario, which was analyzed in the GEIS. The GEIS also evaluated the potential impacts of the final land use and zoning recommendations and urban design concepts.

To comply with BOA Program requirements, AKRF also conducted an extensive environmental data collection effort for the abandoned, vacant, underutilized, and potential brownfield sites identified in the project area, based on a review of available environmental reports, a review of regulatory records, and limited

street-level site inspections. AKRF identified sites with multiple environmental concerns and those where a Phase II Environmental Site Assessment was recommended. This information was critical to the identification of the strategic sites for redevelopment, and will be utilized to procure funding sources to jump-start revitalization of the area. AKRF staff also worked closely with New York State Department of Environmental Conservation Region 1 Office representatives to select brownfield sites in the project area that met the BOA Program’s eligibility criteria (based on ownership, environmental conditions, and potential to spur economic activity) for additional site assessment funding.

As part of the overall BOA effort, AKRF participated in ongoing public outreach and participation efforts to update the community on the Town’s progress in downtown Wyandanch and to solicit input and ideas. These efforts have included working with the Wyandanch BOA Steering Committee, presenting information and responding to questions from the public at community meetings, and participating in meetings with targeted groups and agencies. AKRF also assisted the Town in identifying potential funding sources and presenting to the project to government agencies at a Town-sponsored Spotlight Communities Meeting in March 2009 to help leverage funding for the overall Wyandanch effort.

TOWN OF STANFORD COMPREHENSIVE PLAN UPDATE, STANFORD, NY

AKRF is currently assisting the Town of Stanford in Dutchess County with preparing a Comprehensive Plan that reflects the community’s goals with respect to community character; conservation, development and economic viability; recreation; mobility; and, government and community services. Services include attendance at all Comprehensive Plan Committee meetings, updates to statistical data and mapping from the 2012 Master Plan, revising where necessary previously identified Town recommendations, and identifying new land use considerations.

VILLAGE OF IRVINGTON ZONING UPDATES, IRVINGTON, NY

AKRF prepared a zoning strategy and draft zoning language to implement a new vision for Irvington’s formerly industrial waterfront. While the waterfront had been subject to adaptive reuse sponsored by a private developer, the underlying zoning was still for industrial uses and would not allow the flexibility needed to achieve full redevelopment of the historic manufacturing buildings on the waterfront. AKRF developed strategies for mixed-use, open space, parking, and design standards that will be applied through zoning to facilitate redevelopment.

Most recently, AKRF was retained by the Village of Irvington to prepare zoning text and map amendments for the Broadway Corridor. The Village is seeking a zoning toolbox to guide development of the Broadway Corridor north of Strawberry Lane in a manner consistent with the recently updated Comprehensive Plan. AKRF is working with the Village to develop zoning that promotes the clustering of development setback from the public right-of-way to preserve the large lawns and open space fronting Broadway.





CITY OF NEWBURGH ZONING CODE REVISIONS, NEWBURGH NY

AKRF prepared a comprehensive rewrite of the City of Newburgh Zoning Code, conducted the environmental review, and led an extensive public engagement process. The project was funded through a Dyson Foundation grant, and was completed within an ambitious 18-month schedule. This contemporary zoning code will facilitate and encourage new and sustainable development with the goal of transforming the City as a great place in which to live, work, and conduct business.

Project components include extensive fieldwork and mapping; weekly client conference calls and stakeholder meetings; and environmental analyses. The Zoning Code combined a traditional Euclidean zoning code and a Form-Based Code, and was designed to identify specific, targeted areas for development, redevelopment, and revitalization. The new Zoning Code was adopted in 2015 and is identified on GeneralCode.com as a model ordinance.

TOWN OF MONROE PLANNING SERVICES, MONROE, NY

AKRF currently provides planning consulting services to the Town of Monroe Planning Board regarding special projects in the Town. Services include preparing reviews and recommendations for complying with the procedural requirements of the State Environmental Quality Review Act (SEQRA).

VILLAGE OF PELHAM MANOR PLANNING SERVICES

AKRF has provided the Village of Pelham Manor with on-call planning services for 15 years. We developed intersection improvements to New York State and Westchester County Roads; updated the Village's zoning regulations that facilitated the transformation of a blighted manufacturing district into a downtown retail and business district; and performed site plan reviews of major applications. In 2012, the Village of Pelham Manor received a Planning Achievement Award from the Westchester Municipal Planning Federation for its Business District Revitalization — a project for which AKRF provided land use, zoning, and environmental review.

TOWN OF BLOOMING GROVE COMPREHENSIVE PLAN AND ZONING AMENDMENTS

AKRF prepared a Comprehensive Plan for the Town of Blooming Grove, an Orange County municipality seeking to preserve its rural character and agrarian qualities in the face of development pressure and limited water and sewer infrastructure. The Comprehensive Plan included recommendations for new zoning and subdivision regulations, protection of natural and historic resources, and recommendations for appropriate commercial and infrastructure development. Also included in the Plan were conceptual plans for a New Town Center and guidance for developing conservation or cluster subdivisions. In addition, AKRF drafted a comprehensive set of zoning text amendments to implement the Comprehensive Plan that were adopted by the Town Board.

SOUTHOLD TOWN COMPREHENSIVE PLAN UPDATE TRANSPORTATION AND INFRASTRUCTURE CHAPTER, SOUTHOLD, NY

AKRF assisted the Town of Southold Planning Department with the preparation of the Transportation and Infrastructure Chapter for the Comprehensive Plan Update. AKRF created GIS inventories of Town roads, sidewalks, bike routes, bike trails and paths, ferries, commuter rail, buses, parking, truck routes, and airports. Other tasks included assisting with public outreach by presenting at Planning Board, Town Board and Transportation Committee meetings. AKRF estimated the amount of vehicular, pedestrian, bicycle, and truck traffic the

future buildout of undeveloped land per existing zoning may generate, and what potential improvements or strategies may be necessary to accommodate future growth.

SOUTHOLD TOWN COMPREHENSIVE PLAN UPDATE SEQRA EAF, SOUTHOLD, NY

AKRF assisted the Town of Southold Planning Department with performing review of their Comprehensive Plan Update pursuant to the New York State Environmental Quality Review Act (SEQRA). AKRF evaluated the goals and recommendations of the update in the context of the Town’s existing and anticipated future conditions and resources to determine the potential for any impacts. In accordance with SEQRA, AKRF completed the Full Environmental Assessment Form (EAF) Parts 1, 2, and 3 on behalf of the Town of Southold Planning and Town Boards, working closely with the Town’s Planning Department. AKRF analyzed potential impacts for a range of technical areas including agricultural, aesthetic, cultural, transportation, and socioeconomic resources.

SUFFOLK COUNTY COMPREHENSIVE MASTER PLAN 2035, SUFFOLK COUNTY, NY

AKRF led a multidisciplinary team to prepare the Suffolk County Comprehensive Master Plan 2035 (SCCMP 2035) and companion executive summary document. The plan addresses a wide range of issues affecting Suffolk County residents; changing demographics, shifting patterns for economic development; transportation challenges; environmental concerns regarding agricultural land and water resources; and quality of life issues. One of the most effective means of addressing the wide variety of issues facing Suffolk County today, and well into the future, will be to develop the sustainable “Smart Growth” strategies outlined in the comprehensive master plan. These strategies will be essential to creating a vibrant and sustainable future for Suffolk County.

The SCCMP 2035 begins with an analysis of the purpose, goals, and objectives of the plan and identifying key policy themes to guide and inform planning decisions regarding the future of Suffolk County. The document then outlines an implementation strategy and identifies 108 short-, mid-, and long-term recommended actions that would promote a more sustainable future for the County. The supporting appendices of the document include an exhaustive analysis and evaluation of existing conditions regarding transportation, including railroad, airports, freight, and ferries, water resources, land use patterns, economic development in the agricultural, medical, and tech industry sectors, and housing and population trends. Numerous previously published reports,



surveys, and studies were reviewed in order to gather all the necessary data for the existing conditions analysis. A companion executive summary document also was developed and produced to provide a brief summary of the findings and recommendations outlined in the SCCMP 2035. This is the first new comprehensive plan for Suffolk County to be adopted by the County Legislature in over 40 years; Framework for the Future – Suffolk County Comprehensive Master Plan 2035 was formally adopted in July 2015.

TOWN OF SMITHTOWN COMPREHENSIVE PLAN, NY

The Town of Smithtown is in the process of updating its Comprehensive Plan, and AKRF is assisting them as part of a multidisciplinary team. AKRF is leading the preparation of the Transportation plan for each hamlet and Pedestrian plan for each hamlet, and will prepare accompanying SEQRA analyses for the Comprehensive Plan. AKRF will create GIS inventories of streets, sidewalks, bike routes, bike trails and paths, commuter rail, buses, and truck routes, and use them in transportation planning assessments. Future growth under existing zoning and Transit Oriented Development rezoning conditions will be analyzed. AKRF will also provide public outreach support by attending six workshops to gather input from the public.

SUFFOLK COUNTY HIKE/BIKE MASTER PLAN, NY

Suffolk County is creating its first ever Hike/Bike Master Plan, and AKRF is assisting them as part of a multidisciplinary team. The Hike/Bike Master Plan was a recommendation in the Comprehensive Master Plan 2035, which AKRF previously led the preparation of. To support the consultant team on this project, AKRF will attend public outreach events, conduct field studies of potential hike and bike connections, and provide implementation plans. Specifically, AKRF's design engineers will provide cost estimates for recommended trails or bike facilities, and AKRF's transportation planners will research and develop Operations and Maintenance templates and funding sources. The eventual Master Plan will provide turnkey solutions to funding, costing and maintaining several recommended trail and bike facilities.



13th STREET CORRIDOR: Connecting neighborhoods and unifying multimodal travel, utilities and sustainable infrastructure



Planning and urban design framework, centered around public realm improvements to create new opportunities for commerce, recreation, resilience and transportation infrastructure

The 2035 Comprehensive Plan for Easton, adopted in 2017 was led by MUD Workshop. The plan builds on the initiatives of Eastonians to revive their City from years of industrial decline and subsequent sprawl, and proposes a planning and urban design framework to define Easton’s identity as its region’s cultural and economic hub. The framework is a shared vision that embodies people’s aspirations established through direct feedback and a strong emphasis on preservation of Easton’s historic assets and traditional urban form with the clear acknowledgment of modern usage patterns.

METROPOLITAN URBAN DESIGN WORKSHOP

Services:
Master Plan
Visioning
Stakeholder Engagement
Graphic Design and Visualization

Client Team:
City of Hoboken, NJ

Collaborators:
AKRF Inc.
Philip Habib and Associates
Best Wishes Studio

Timeline:
Completed in 2017

Role:
Princ Consultant

Awards:
Annual Lehigh Valley Planning Commission Award 2017

Certificates of recognition for invaluable service to the community from Congressman Matt Cartwright and Senators Browne, Boscola and Scavello

VILLAGE OF MOUNT KISCO COMPREHENSIVE PLAN

MUD Workshop Qualification



METROPOLITAN URBAN DESIGN WORKSHOP

Services:
 Comprehensive Plan
 Visioning
 Stakeholder
 Engagement
 Graphic Design and
 Visualization
 Digital Engagement

Client Team:
 Village of Mount
 Kisco

Collaborators:
 BFJ Planning

Timeline:
 Completed in 2019

Role:
 Sub-consultant

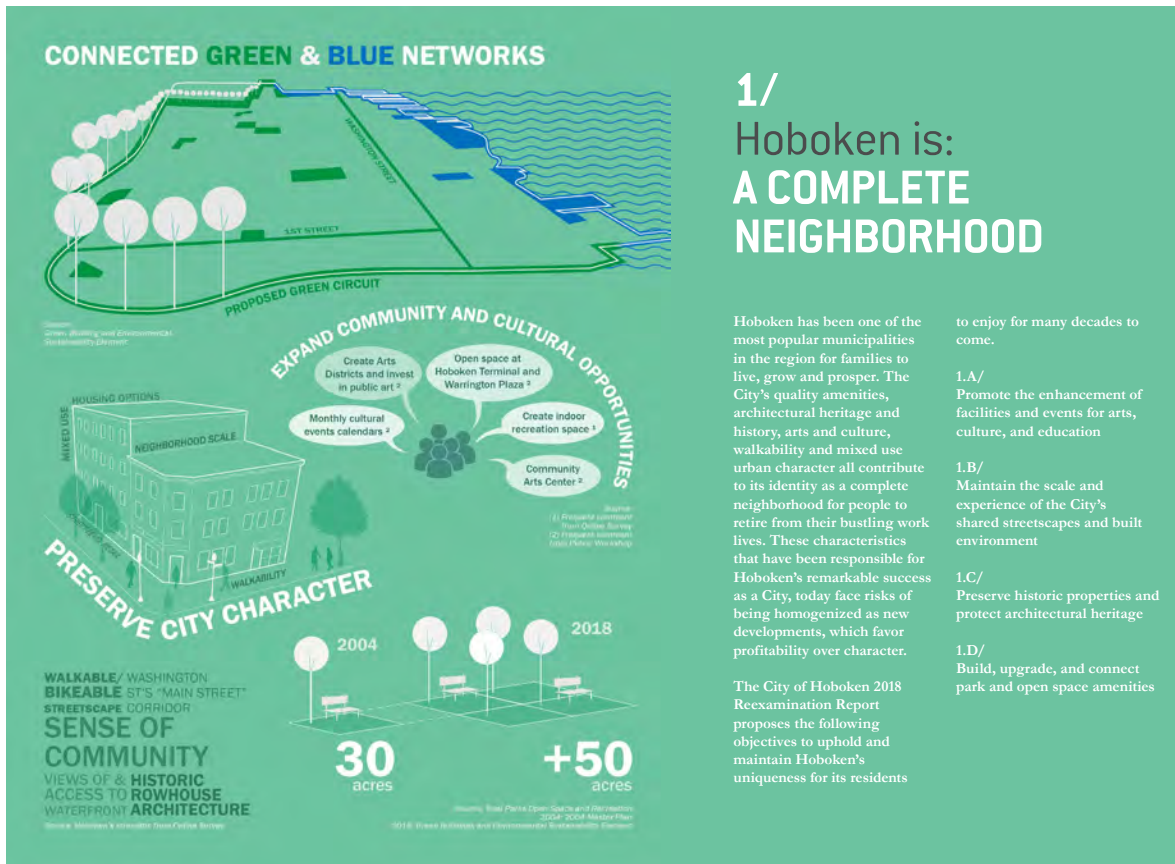
Awards:
 Westchester
 Municipal Planning
 Federation Award
 2019

MUD Workshop supported BFJ Planning on Envision Mount Kisco: A Comprehensive Plan Update for the Village of Mount Kisco. The Comprehensive Plan process provided an assessment of current demographic conditions, downtown, housing needs, local economy, infrastructure, environmental resources, market conditions and a community vision for the future of the Village and development of the Downtown Moger Lots. The community vision was driven by a robust community and stakeholder engagement plan that shaped recommendations throughout the planning process.

In addition to traditional face to face design charrettes, town hall hearings and focus groups, the community outreach process also involved an interactive digital platform which expanded the reach and opportunity for input by all sections of the community. During the course of the plan development, around 350 individual responses informed the plan vision, goals, and the Form Based Code Overlay in the Downtown and Train Station area.

HOBOKEN MASTER PLAN

MUD Workshop Qualification



METROPOLITAN URBAN DESIGN WORKSHOP

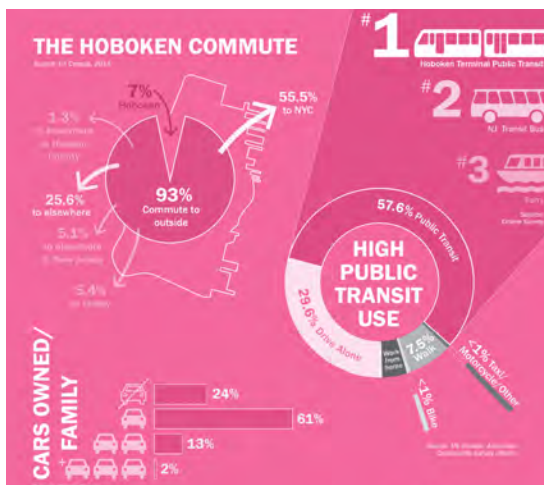
Services:
Master Plan
Visioning
Stakeholder Engagement
Graphic Design and Visualization

Client Team:
City of Hoboken, NJ
Collaborators:
BFJ Planning

Timeline:
Completed in 2018

Role:
Sub-consultant

Awards:
New Jersey Future
Smart Growth Award
2019

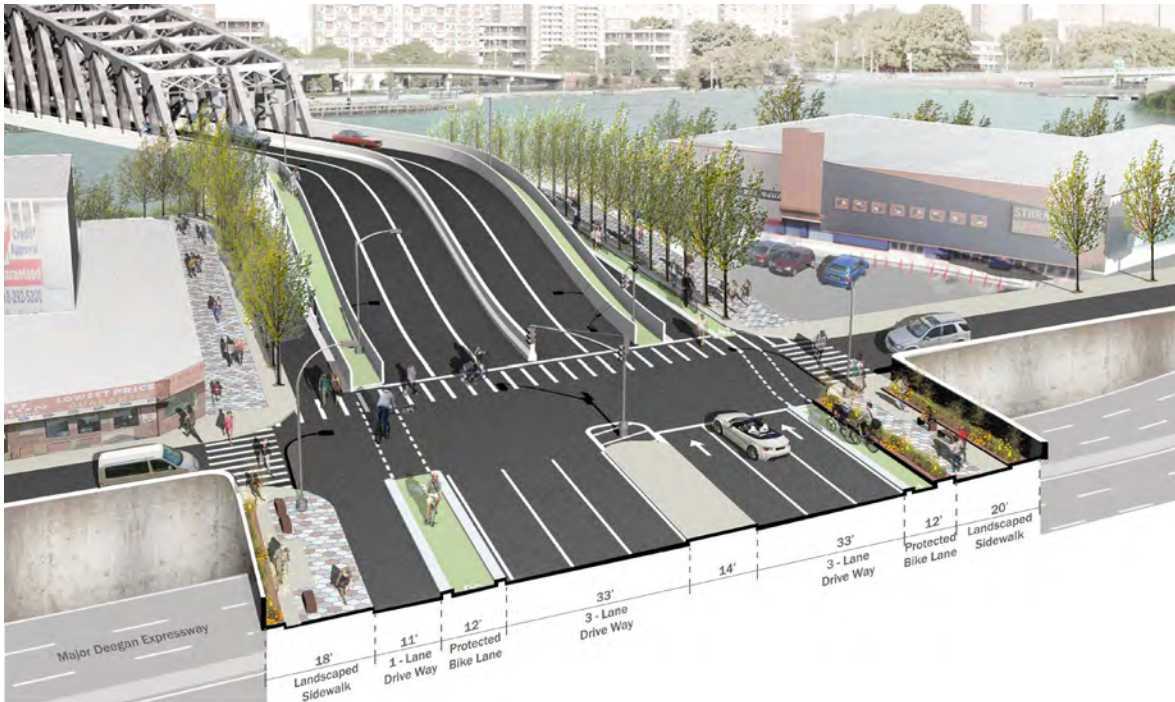


Stakeholder and community engagement to create a cohesive vision and identify projects and initiatives to achieve this vision incrementally

The Hoboken 2018 Master Plan is a people's vision to guide the growth, historic preservation and resiliency efforts for the City of Hoboken. The Master Plan reevaluated and expanded on existing initiatives, additionally focusing on recent trends in population and development growth, and issues in flood mitigation. MUD Workshop worked with the community and stakeholders to develop five guiding principles that reflect the City's character and community vision. These principles guide structured growth with improvements to transportation, zoning, and resiliency, while preserving special historic and cultural assets.

PORT MORRIS WATERFRONT CONNECTIONS

MUD Workshop Quals



Streetscape design, pedestrian improvements and long term resilience infrastructure to get people safely to the Harlem River waterfront and improve environmental quality

The Lower Concourse BOA is primarily comprised of industrial uses interspersed with small areas of residential and commercial, and characterized by large-scale transportation infrastructure that fragment this neighborhood and separate it from the waterfront. The waterfront access and pedestrian improvements plan developed by MUD Workshop took into account feedback from several outreach meetings organized by various agencies and community groups. This feedback was used to inform planning and design improvements which were visualized for key priority areas. Proposed Improvements to traffic nodes at two of the priority areas - 138th Street/Major Deegan Expressway and Bruckner Boulevard/Lincoln Avenue will provide safe pedestrian and bike connections to the Harlem River waterfront and to existing network of bikeways.

METROPOLITAN URBAN DESIGN WORKSHOP

Services:

Urban Planning
Urban Design
Stakeholder Engagement
Graphic Design and Visualization

Client Team:

NYS Department of State
SoBRO

Collaborators:

AKRF Inc.

Timeline:

Completed in 2019

Role:

Sub-consultant

2A: RESUMES OF KEY PERSONNEL



NINA S. PEEK, AICP

VP AND DIRECTOR OF HUDSON VALLEY OFFICE

Nina Peek, AICP is a Vice President and Director of AKRF's Hudson Valley office with extensive experience providing a broad range of public and private sector clients with land use planning, public engagement, and environmental consulting services. Her work has included transit oriented development plans, corridor studies, new multi-use trailways and trailway master plans; and open space and farmland protection plans. Nina has an extensive resume of National Environmental Policy Act and State Environmental Quality Review Act reviews for on-call assignments, including for the Governor's Office of Storm Recovery, the New York State Department of Transportation, the New York State Thruway Authority and the Dormitory Authority of the State of New York. Ms. Peek has extensive expertise managing land planning, design, permitting, infrastructure and construction projects throughout the Hudson Valley. In addition, Ms. Peek has deep management experience assembling and directing teams, building consensus on goals and objectives, and completing projects on schedule and on budget.

EDUCATION

MRP, Cornell University, Regional Planning, 1993
BS, Cornell University, College of Architecture,
Art & Planning, 1991

LICENSES/CERTIFICATIONS

Certified Planner, American Institute of Certified
Planners

PROFESSIONAL MEMBERSHIPS

Member, American Planning Association, Upstate
NY Chapter

Immediate Past-President, New York Planning
Federation

Member, American Institute of Certified Planners
Former Chairperson Town of Amenia NY,
Planning Board

YEARS OF EXPERIENCE

27 years in the industry

9 years with AKRF

RELEVANT EXPERIENCE

Town of Stanford Comprehensive Plan Update, Stanford, NY

AKRF was retained by the Town of Stanford to assist in updating the Town's 2012 Master Plan. AKRF is meeting (virtually) every other week with a Comprehensive Plan Committee tasked with responding to comments and concerns offered on the Town's prior plan. Issues of particular interest and relevance to the Community and the Committee include: prioritizing Stanford as a right-to-farm community, balancing economic development with community character preservation, and natural resource conservation. The Plan will also current land use trends include regulating short-term residential uses, tiny houses, and renewable energy (solar and wind). Ms. Peek is Project Manager and Principal-in-Charge.

Form Based Code Rezoning, Newburgh, NY

AKRF was retained to perform a comprehensive rewrite of the City of Newburgh Zoning Code. The project included bi-weekly meetings over an eight month period with a Leadership Team and Advisory Group comprised of City officials and staff, and representatives from various constituency, neighborhood and non-for-profit groups within the City; extensive document review and fieldwork; Public Engagement Meetings with the community to present the proposed amendments; and preparation of required SEQRA analyses. The code is a combination of a Euclidean Code and a Form Based Code, designed to identify specific, targeted areas within the City of Newburgh for development and redevelopment. The City of Newburgh adopted the hybrid code in 2016. Ms. Peek served as the Project Manager.

Zoning Revisions, Salisbury, CT

On behalf of the Town of Salisbury, CT, AKRF prepared zoning text amendments to create multi-family zoning district overlays within downtown Salisbury and Lakeville. In addition to the new overlay districts, the Town of Salisbury zoning code also now allows flexibility in converting existing structures to allow multi-family residences. AKRF prepared the text and map revisions, met with the members

of the Planning and Zoning Commission, stakeholder groups and conducted several public engagement meetings. The Planning and Zoning Commission voted unanimously in favor of the zoning code amendments, which were adopted in September 2019. Ms. Peek served as Principal-in-Charge.

Open Space Institute, River-to-Ridge Trail, New Paltz, NY

AKRF, Inc. provided planning and environmental consulting services to the Open Space Institute, Land Trust, Inc. (OSI) for the River to Ridge Trail in New Paltz, NY. The project, which received final approval in 2016 and officially opened in September 2018, is a 3.16-mile multi-use recreational trail through approximately 300 acres of conserved land in the Town and Village of New Paltz ultimately connecting the Wallkill Valley Rail Trail and the extensive trail network in the Shawangunk Mountains. Principal-in-Charge and Project Manager. Ms. Peek prepared the SEQRA environmental review, which included ACOE wetland permitting, traffic and parking analyses and represented the project in front of the Town of New Paltz Planning Board.

Transit-Oriented Development Project, Nanuet, NY

Together with Cambridge Systematics, AKRF worked for the Town of Clarkstown to realize its vision for a transit-oriented development (TOD) around the Nanuet train station. AKRF's team of planners, traffic engineers and economists mapped the physical opportunities and constraints of the TOD area, facilitated and participated in stakeholder and public meetings on the alternatives for redevelopment. AKRF prepared various development scenarios with accompanying photo simulations and drafted zoning regulations to effectuate the TOD. AKRF assisted the Town through the SEQRA process, preparing a Draft Generic Environmental Impact Statement (DGEIS) for the proposed zoning at full potential buildout. The Town of Clarkstown adopted the new TOD zoning by local law in September 2019 and is currently evaluating the first development project to come in under the new zoning. Ms. Peek served as Principal-in-Charge.

On-Call Planning, New Rochelle, NY

AKRF is providing on-call planning services to the City of New Rochelle. AKRF will assist the City with SEQRA and NEPA environmental reviews, site and subdivision application review, updates to existing zoning text and preparation of new zoning text as necessary and a variety of other planning-related assignments. Ms. Peek serves as the Principal-in-Charge.

Special Project Consultant, Poughkeepsie, NY

On behalf of the Town of Poughkeepsie, AKRF reviewed all the SEQRA related documents and Site Plans for the proposed Hudson Heritage project on Route 9 across from Quiet Cove Park and just north of Marist College. The Hudson Heritage project proposes: 750 residential units, 350,000 sf of retail, restaurant and other commercial uses, and adaptive reuse of several of the National Register Listed structures. AKRF provided technical review services for land use, zoning and public policy, traffic, air and noise, hazardous materials, historic, natural and cultural resources, visual impacts and other related environmental considerations. The Town Board of the Town of Poughkeepsie adopted Findings for the Project and approved the Master Plan on December 6, 2017. AKRF continues to provide traffic review services for site specific site plan approval submittals to the Town of Poughkeepsie Planning Board. Ms. Peek served as Principal-in-Charge and Project Manager.



ASHLEY A. LEY, AICP

PROJECT MANAGER

Ashley Ley, AICP is a Senior Technical Director in AKRF's Environmental Services Group and manages AKRF's Stamford office. Ms. Ley has more than 15 years of experience in municipal land use planning and zoning, including the preparation of special area plans; comprehensive plans; zoning text, map, and code amendments; visual impact assessments; urban design standards; and socioeconomic analyses. Ms. Ley currently serves as a planning consultant for several municipalities in New York and Connecticut. Her experience also includes the preparation of environmental impact statements and assessments under the State Environmental Quality Review Act (SEQRA) and National Environmental Policy Act (NEPA) for public actions, private development projects, Community Development Block Grant (CDBG) Disaster Recovery, U.S. Department of Housing and Urban Development's (HUD) funded developments, and large transportation and infrastructure projects.

EDUCATION

MUP, New York University, 2005

BA, University of Michigan, History, 2003

BFA, University of Michigan, Graphic Design, 2003

LICENSES/CERTIFICATIONS

Certificate in Landscape Design, New York Botanical Garden

Certified Planner, American Institute of Certified Planners

PROFESSIONAL MEMBERSHIPS

American Planning Association, Member

Westchester Municipal Planning Federation, Director-at-Large

City of Stamford Environmental Protection Board, Member

Urban Land Institute, Westchester/Fairfield Women's Leadership Initiative Co-Chair

YEARS OF EXPERIENCE

15 years in the industry

15 years with AKRF

RELEVANT EXPERIENCE

Zoning Code Revisions, Irvington, NY

AKRF was retained by the Village of Irvington to prepare zoning text and map amendments for the Broadway Corridor. The Village is seeking a zoning toolbox to guide development of the Broadway Corridor north of Strawberry Lane in a manner consistent with the recently updated Comprehensive Plan. AKRF is working with the Village to develop zoning that promotes the clustering of development setback from the public right-of-way to preserve the large lawns and open space fronting Broadway. Ms. Ley serves as Project Manager.

Zoning Revisions, Salisbury, CT

AKRF was retained by the Town of Salisbury, CT to recommend a zoning toolbox to guide development of multifamily housing consistent with the Town's Plan of Conservation and Development (POCD). Salisbury's residential Zoning Regulations focused on single-family homes. AKRF worked with the Planning and Zoning Commission to identify zoning tools and prepared text and map amendments that would allow multi-family housing in certain districts, while maintaining community character and natural resources. In particular, AKRF worked with the Town to develop affordable housing incentive and multi-family housing floating zone regulations. Ms. Ley served as Project Manager.

On-Call Planning Services, Southeast, NY

Since 2007, Ms. Ley has served as a planner for the Town of Southeast where she provides ongoing site planning, design, and environmental review services for the Town, Planning, and Architectural Review Boards, as well as the Historic Sites Commission. Ms. Ley has worked with the Town to update its zoning regulations, architectural review regulations, design guidelines, local environmental regulations (stormwater management and wetlands), and the development review process. In 2014, Ms. Ley facilitated the update of the Town's Comprehensive Plan, which AKRF prepared in 2002. Ms. Ley worked with the Town Board to implement the recommendations of Comprehensive Plan through the adoption of new zoning regulations. Ms. Ley is currently working with the Planning Board to update the Special Area Plan and zoning for Route 22, which AKRF prepared in 2006. In addition, Ms. Ley is presently facilitating the Planning Board's State Environmental Quality Review Act (SEQRA) review of a proposed nearly 1 million square foot logistics center.

On-Call Planning Services, Pelham Manor, NY

Ms. Ley serves as a planner for the Village of Pelham Manor as part of AKRF's ongoing commitment to provide planning services to the Village. AKRF has facilitated the update of the Village's zoning regulations, including the creation of a new downtown business district, which received a Planning Achievement award from the Westchester Municipal Planning Federation in 2012. Ms. Ley conducted the site plan review of two major retail development projects in the Village, as well as prepared ordinance revisions to the Village's regional shopping center regulations including landscaping and signage guidelines. In addition, Ms. Ley recently prepared a special area plan and zoning recommendations for the Village's Retail District.

Hamilton Green, White Plains, NY

AKRF prepared the Environmental Impact Statement (EIS) under the New York State Environmental Quality Review Act (SEQRA) and provided site planning and environmental services for the development of Hamilton Green—a new vibrant, mixed-use community in downtown White Plains, NY. Hamilton Green, a transit oriented development (TOD), has been designed as a bridge between the White Plains TransCenter and the downtown core. The project incorporates a unique, food-centric destination—an upscale Food + Craft Hall (42,000 sf), innovative and active open space totaling 57,000 sf (35 percent of the site), 900 dwelling units, and an additional 48,000 sf of street level retail. Ms. Ley served as the Project Manager for the preparation of the proposed zoning text amendments, EIS, and local approvals.

On-Call Planning Services, Village of Mamaroneck, NY

In 2019, AKRF was retained by the Village of Mamaroneck to provide environmental and site plan review for a redevelopment project currently in front of the Village's Zoning Board of Appeals. The project is seeking multiple area variances, site plan approvals and several permits from the Village to facilitate the expansion of a self-storage facility. In 2020 AKRF was retained to provide on-call planning and technical review services to the Planning Board and Harbor and Coastal Zone Management Commission, as well as the Zoning Board of Appeals. AKRF has provided the Village's land use boards with technical reviews of site plan, wetland permit, and special permit applications. Ms. Ley serves as Project Manager.

Special Projects Consultant, Poughkeepsie, NY

On behalf of the Town of Poughkeepsie, AKRF reviewed all the SEQRA related documents and Site Plans for the proposed Hudson Heritage project on Route 9 across from Quiet Cove Park and just north of Marist College. The Hudson Heritage project proposes: 750 residential units, 350,000 sf of retail, restaurant and other commercial uses, and adaptive reuse of several of the National Register Listed structures. AKRF provided technical review services for land use, zoning and public policy, traffic, air and noise, hazardous materials, historic, natural and cultural resources, visual impacts and other related environmental considerations. The Town Board of the Town of Poughkeepsie adopted Findings for the Project and approved the Master Plan on December 6, 2017. AKRF continues to provide traffic review services for site specific site plan approval submittals to the Town of Poughkeepsie Planning Board. Ms. Ley conducted the peer review of the land use, zoning, and visual analysis chapters of the DEIS.



AARON WERNER, AICP

DEPUTY PROJECT MANAGER

Mr. Werner is a Technical Director in AKRF's Environmental Services Group. He has over 15 years of experience in preparing and critically reviewing various planning documents, Environmental Impact Statements, Phase I Environmental Site Assessments for real estate transactions, and Phase II subsurface investigations. He has successfully managed all aspects of pre- and post-development phases of project construction, with a primary focus on housing and mixed-use development. As a former Director of Environmental Planning at the NYC Department of Housing Preservation and Development (HPD), he was responsible for ensuring compliance with city, state and federal environmental requirements for New York City's ambitious affordable housing pipeline. In addition to City and State Environmental Quality Review (CEQR/SEQRA), he has a thorough understanding of the U.S. Department of Housing and Urban Development's (HUD) environmental standards and requirements as they relate to both the rehabilitation and new construction of housing. Mr. Werner is proficient in ESRI ArcGIS, Microsoft Office Suite, and Adobe Acrobat/Adobe Photoshop. His experience includes the following key disciplines: urban/regional planning concepts, GIS analysis, affordable housing and community development policy, zoning, environmental sciences, historic preservation, civil engineering, architecture, landscape architecture, site contamination and brownfield redevelopment.

EDUCATION

M.A., Geography (Urban and Retail Planning), State University of New York (SUNY) at Binghamton, 2005

B.A., Environmental Studies (Environmental Planning), State University of New York (SUNY) at Binghamton, 2003

LICENSES & CERTIFICATIONS

American Institute of Certified Planners (AICP)

PROFESSIONAL MEMBERSHIPS

American Planning Association - NYC Metro Chapter

YEARS OF EXPERIENCE

Year started in company: 2018

Year started in industry: 2003

RELEVANT EXPERIENCE

Town of Dover Planning Services, Dover, Dutchess County NY

Mr. Werner currently serves as the consulting planner for the Town of Dover Planning Board, and provides on-going consulting services on the review of site plan and subdivision applications, including compliance with the New York State Environmental Quality Review Act (SEQRA), and master plan and zoning recommendations. Mr. Werner regularly attends all planning board meetings, and is available to the Town to attend consultation meetings with Applicants or other municipal board meetings as requested.

Town of Amenia Planning Services, Amenia, Dutchess County NY

AKRF was recently retained by the Town of Amenia to assist the Town Board, Planning Board and Zoning Board of Appeals with application review. Mr. Werner will serve as Deputy Project Manager for this assignment.

Town of Philipstown, Planning Services, Special Projects Consultant, Philipstown, Putnam County NY

Mr. Werner currently serves as the Deputy Project Manager for provision of consulting services to the Town of Philipstown Planning Board regarding special projects in the Town. Services include preparing reviews and recommendations for complying with the procedural requirements of the State Environmental Quality Review Act (SEQRA).

Town of Monroe, Planning Services, Special Projects Consultant, Monroe, Orange County NY

Mr. Werner currently serves as the Project Manager for provision of consulting services to the Town of Monroe Planning Board regarding special

projects in the Town. Services include preparing reviews and recommendations for complying with the procedural requirements of the State Environmental Quality Review Act (SEQRA).

City of New York - Dept. of Housing Preservation & Development (HPD) Office of Development, Building and Land Development Services - Environmental Planning

While at a prior employer, Mr. Werner served as Director of Environmental Planning. He also previously served as Acting Director, Deputy Director, and Senior Environmental Planner. The Environmental Planning unit of HPD's Division of Building and Land Development Services (BLDS) was charged with reviewing proposed affordable housing developments City-wide that sought City funding (and/or other City actions) through the Mayor's "Housing New York" plan for environmental impacts in accordance with relevant laws and statutes. The City's housing plan focused primarily on the development of much needed affordable housing (new construction as well as preservation) on both City- and privately-owned properties throughout the five boroughs of New York City. Duties included the following:

- » Supervising the workload of five staff planners on all necessary environmental assessment and compliance materials for land disposition/rezoning/funding actions taken by the agency to facilitate construction/preservation of affordable housing on City and privately-owned properties. The environmental review processes varied by type of actions involved and included, but were not limited to, City Environmental Quality Review (CEQR) for Uniform Land Use Review Procedure (ULURP) or non-ULURP actions, and 24 CFR Part 58 for projects that included federal actions/funding from HUD.
- » Effective management of a pipeline of approximately 150 projects per year. In FY '17 HPD closed loans connected to the preservation and new construction of 24,000 units of affordable housing.
- » Coordinated with other City agencies (Department of City Planning, Department of Transportation, Department of Environmental Protection, etc.) as well as various planning and engineering consultants on the preparation of routine and complex planning and environmental review documents, including large scale, site specific, mixed-use affordable housing developments and area-wide plans.
- » Assisted the financing staff of the agency (approximately 13 loan programs) with environmental reviews/clearances needed for fiscal year-end closings on construction loans from City, State, and Federal sources obligated by the agency.
- » Represented the agency with regard to the coordination of broad level planning/environmental assessment/policy issues and decision making throughout the five boroughs.
- » Testified on behalf of the agency at various public hearings and meetings.



CHRISTON P. ROBBINS

SR. TECH DIRECTOR - NATURAL RESOURCES

Christon Robbins is a Senior Technical Director in the Planning and Natural Resources group with experience specializing in the environmental review process, as well as federal, state and local permitting and natural resources issues.

Mr. Robbins has conducted and managed Due Diligence and State Environmental Quality reviews for a wide variety of large and small, commercial, residential, and trail related projects. In his capacity as the Project Manager on complicated, multi-phased projects, he has developed strategies for achieving project objectives while navigating the State and Federal environmental review processes. He has also generated applications for and obtained environmental permits from federal, state and local agencies for a variety of surface water resource impacts on the Hudson River, fresh and tidal wetlands and various categories of watercourses in New York. These efforts typically involved communication with federal and state agencies and local governments, including the New York State Department of Environmental Conservation (NYSDEC), New York State Department of State (NYS DOS), New York City Department of Environmental Protection (NYCDEP), the U.S. Army Corps of Engineers (USACE) Eastern and Western Permits departments, the Delaware River basin Commission (DRBC) and the Planning and Town/Village Boards of multiple municipalities.

EDUCATION

MES, Yale University, Concentration in Coastal and Watershed Systems, School of Forestry and Environmental Studies, 2000

BS, Worcester Polytechnic Institute, Electrical Engineering/Digital Design, 1987

LICENSES/CERTIFICATIONS

Freshwater Wetlands Construction Techniques

Wetland Delineations

YEARS OF EXPERIENCE

19 years in the industry

10 years with AKRF

RELEVANT EXPERIENCE

Town of Stony Point NY, Shoreline and Critical Infrastructure Protection: Beach and Grassy Point Roads, Stony Point, NY

AKRF is providing engineering design for measures to reduce impacts from flood conditions along Beach and Grassy Point Roads in the Town of Stony Point. Because it is located between the Hudson River waterfront and steep hillsides, Stony Point is susceptible to flooding from both storm surge and inland creek overflows particularly during extreme storm events. Historically, Hurricane Irene, Tropical Storm Lee and Superstorm Sandy resulted in significant flooding and damage to homes, business and critical infrastructure. AKRF has worked closely with the State and municipal officials along with shoreline residents and business owners to fine tune the approach to the proposed improvements.

Mr. Robbins is the Project Manager, responsible for the management and overall success of this project which includes the Beach and Grassy Point improvement projects. These were identified as Priority projects in the Stony Point NYRCR Plan, also managed by Mr. Robbins.

Orange County Department of General Services, Orange County Transportation & Land Use Study, Orange County, NY

The Orange County Department of Planning has retained AKRF to conduct

a transportation and land use study for the western portion of Orange County. The study includes assessing multimodal connectivity within the study area to address existing deficiencies and plan for future growth and potential changes in land use. Study recommendations will focus on improving traffic operations along key corridors, exploring safety enhancements and pedestrian amenities, and improving the availability of and coordination between various transit providers. Robust public engagement via various media include outreach to elected and appointed officials, residents, agencies, and the business community. Mr. Robbins serves the Project Manager and Natural Resources Technical Lead.

Rockland Housing Action Coalition, Homes for Heroes, NY

AKRF is responsible for the preparation of federal environmental review documents under the National Environmental Policy Act (NEPA) for this proposed residential development with the objective of creating 51 units of safe and affordable rental housing for disabled and displaced veterans in multiple development phases. The project scope includes traffic analysis, hazardous materials, cultural and natural resources reviews, physical surveys and subsurface investigations, site layout, as well as architecture and civil engineering tasks. Coordination with the County of Rockland and U.S. Department of Housing and Urban Development (HUD) were also critical to develop the required Environmental Assessment including all related technical studies and assist the client in navigating the complicated review process. The EA has been accepted as complete by the County and HUD and the first phase of housing has been constructed. Mr. Robbins is the Project Manager responsible for the management overall success of this project.

New York Rising Community Reconstruction Program (NYRCR), Various locations, NY

AKRF is preparing the Recovery and Resiliency Plan for Montgomery County, NY. Following extreme storms in June, 2013, many communities in Montgomery County experienced severe flooding and unprecedented damage. The County is eligible for up to \$3 million in New York State capital funds to support the implementation of recovery projects. The five-month long project will be implemented in two phases; the first focusing on identifying remaining recovery needs, and then on developing county-wide long-term resiliency strategies and actions.

Mr. Robbins led the Town of Stony Point and the Village of Suffern NYRCR Plans. Mr. Robbins worked closely with Planning Committees comprised of local residents, business owners, and municipal staff to identify assets, develop a vision statement, prepare a list of community needs and opportunities and guide the development of projects to better prepare the communities for and increase their resilience to future storms. He also worked closely with the NYS team of Regional Leads and Planners along with municipal officials to guide the community through the NYRCR process. Plans for both communities were accepted by the NYS Governor's Office of Storm Recovery (GOSR) and identified projects are in the process of being implemented.



MARISSA A. TARALLO, PE, PTOE

TRAFFIC

Marissa Tarallo, PE, PTOE is a Senior Technical Director and is a certified Professional Engineer (PE) and Professional Traffic Operations Engineer (PTOE). She has served as project manager for a variety of multidisciplinary development projects for both public agencies and private developers. She is highly skilled in site access and circulation planning, conceptual roadway design and the preparation of traffic studies including traffic data collection, capacity analyses, and recommending mitigation measures to improve circulation and traffic flow. Ms. Tarallo has developed numerous microsimulation models for a variety of projects including traffic signal phasing improvements and optimization and is skilled in the use of Highway Capacity Software, Synchro/SimTraffic, VISSIM and AutoCAD.

EDUCATION

BS, Smith College of Engineering and Computer Science, Syracuse University, Civil Engineering, 2011

LICENSES/CERTIFICATIONS

Professional Engineer, CT - 34264

Professional Engineer, NY – 96451

Professional Transportation Operations Engineer, Institute of Transportation Engineers

PROFESSIONAL MEMBERSHIPS

Member, Institute of Transportation Engineers CT & NY

Member, Intelligent Transportation Society CT & NY

Member, American Society of Civil Engineers

YEARS OF EXPERIENCE

9 years in the industry

9 years with AKRF

RELEVANT EXPERIENCE

Town of Orangetown, Traffic Consultant, Orangetown, NY

AKRF has been retained by the Town of Orangetown to provide a peer review for a warehouse redevelopment project located along Greenbush Road. AKRF’s responsibilities include conducting technical peer reviews of the traffic assessment, parking layout and supply, site access, and safety assessment. Ms. Tarallo serves as the project manager.

New Rochelle Downtown Circulation Study, New Rochelle, NY

Following up on Traffic, Circulation and Gateway recommendations contained in the City of New Rochelle’s Downtown Study, AKRF evaluated recommendations to improve vehicular and pedestrian circulation at various locations (including near the New Rochelle Train Station and the main corridors of Main and Huguenot Streets) throughout the City of New Rochelle through the use of traffic simulation (Synchro/Simtraffic) supplemented with stand-alone intersection analyses. This comprehensive and multi-faceted effort to reshape the transportation circulation system has been a priority for many progressive communities and cities across the nation and would result in the City of New Rochelle enhancing multiple modes of transportation (vehicular, transit, walking and biking) creating a more sustainable community and a more inviting area to visit.

Ms. Tarallo, serving as lead engineer, prepared microsimulation models of corridors in the study area utilizing Synchro/SimTraffic software. She developed and calibrated/validated the existing models based on field observations and data collection and developed future volumes for proposed circulation changes. Ms. Tarallo also prepared technical memorandums outlining results of various stages of the project, and assessing the feasibility of the proposed circulation changes.

Town of Clarkstown, Traffic Consultant, Clarkstown, NY

As the Town Traffic Consultant, AKRF’s responsibilities include reviewing site plans and environmental assessments from a traffic standpoint to ensure that capacity analyses, parking, site access and egress, and internal site circulation issues are adequately and correctly addressed in reports that are submitted to the Town. In addition, AKRF has provided transportation planning and engineering services on a variety of Town initiatives including



rezoning and complete street applications.

Ms. Tarallo, serving as project manager, has led the review of a wide variety of Traffic Impact Studies, ranging from due diligence studies to large-scale EIS reviews involving vehicular, pedestrian, bicycle and safety concerns. In addition, Ms. Tarallo has led several standalone projects including parking, warrant, and complete streets studies. Her responsibilities include managing the scope, budget, and documentation for each individual project and close coordination with the Town. Ms. Tarallo has also frequently presented findings to the Town Planning Boards.

Putnam County Commercial Corridors Feasibility Study, Putnam County, NY

AKRF was retained by Putnam County to prepare a Commercial Corridors Feasibility Study with a Recommended Plan of Action including a market study and an evaluation of various commercial revitalization strategies, as well as a needs assessment of roadways and transportation conditions for nine commercial corridors throughout the County. AKRF is preparing the needs assessment of roadways and transportation elements for the nine commercial corridors in the county.

Ms. Tarallo was responsible for project schedule, budget and documentation regarding the roadway assessment and transportation conditions. She led the data collection effort and transportation assessment of the nine corridors and the development of mobility and parking management strategies for each of the corridors.

City of New Rochelle, City-Wide Complete Streets Study, New Rochelle, NY

AKRF was retained to complete a city-wide study to determine where changes to streets and roadways are desirable and to provide design documents to improved street design to encourage walking, cycling and safety. Ms. Tarallo was the technical lead responsible for developing the complete streets recommendations for several key corridors in the City including Quaker Ridge Road and Webster Avenue. She led the field reconnaissance, developed multimodal roadway improvements as well as complimentary safety improvements such as improved intersection geometry and signal phasing, and oversaw the development of design documents and technical memorandums.

Cortlandt Medical-Oriented District, Cortlandt, NY

AKRF was retained by the Town of Cortlandt to prepare a Due Diligence Traffic Study associated with the proposed Cortlandt Medical Oriented District (MOD) along the Route 202/35 corridor. AKRF performed trip generation surveys and estimated the levels of traffic associated with the proposed development plan including a hospital expansion, medical office space, hotel, retail and residential uses.

Ms. Tarallo, serving as project manager, oversaw the trip generation and traffic analysis development. She developed recommendations for improvements to the corridor including geometric improvements, such as roadway restriping and widening, and signal improvements, including preparation of signal warrants for the installation of new traffic signals, and provided an engineering cost estimate for the proposed improvements. In addition, Ms. Tarallo met and coordinated with potential developers, Town and NYSDOT officials in order to build consensus for the proposed improvements. Ms. Tarallo is currently working closely with the Town, NYSDOT and key stakeholders to prepare the Traffic Impact Study for the Generic Environmental Impact Statement (GEIS).



LORIANNE DEFALCO, AICP

PLANNING AND SOCIOECONOMICS

Lorianne DeFalco, AICP is a Senior Technical Director in the firm's Environmental Assessment & Planning Department with experience in planning and economics. She has expertise in environmental impact analysis, including land use and zoning, socioeconomics, energy and climate change, and environmental justice. She is also proficient in market analysis, economic benefits modeling (IMPLAN), public outreach, and a variety of computer applications including Geographic Information Systems (GIS) and Adobe Creative Cloud. Ms. DeFalco serves as Project Manager and Deputy Project Manager for a wide variety of projects, including environmental impact statements and environmental assessments, land use and urban renewal plans, and market and fiscal impact analyses. Notably, Ms. DeFalco served as Project Manager for the Wyandanch New York State Brownfield Opportunity Area (BOA) Program Step 2 Nomination and Step 3 Implementation Strategy for the Town of Babylon. In addition, Ms. DeFalco has worked on area-wide and waterfront planning on a number of other projects for municipalities and community-based organizations.

EDUCATION

University of the Arts, Adobe Creative Cloud, 2015

MS, New York Institute of Technology, Old Westbury, Environmental Technology, 2006

BS, University of Massachusetts, Amherst, Environmental Design, 2002

LICENSES/CERTIFICATIONS

LEED® Green Associate, US Green Building Council

Certified Planner, American Institute of Certified Planners

PROFESSIONAL MEMBERSHIPS

Member, American Planning Association,

Committee Member, Urban Land Institute, Philadelphia Housing Local Product Council

YEARS OF EXPERIENCE

18 years in the industry

16 years with AKRF

RELEVANT EXPERIENCE

Suffolk County 2035 Comprehensive Master Plan, Suffolk County, NY

AKRF was retained by the Suffolk County Department of Planning and Economic Development to complete the Suffolk County Comprehensive Master Plan–2035, to examine a broad range of issues facing the County now and into the future. Ms. DeFalco was brought in to respond to comments from the County on the draft plan. As such, she finalized the drafts related to land use, social conditions, housing, and the overall economy.

NYS Brownfield Opportunity Areas Program Services for the Town of Babylon, Wyandanch, NY

AKRF was selected by the Town of Babylon to provide NYS Brownfield Opportunity Areas (BOA) Program consulting services and technical assistance for the Town's "Wyandanch Rising" downtown revitalization initiative. The project involved preparation of a blight study, a market study, a BOA Step 2 Nomination, an Urban Renewal Plan, and a Generic Environmental Impact Statement (GEIS), which together became the "Wyandanch Downtown Revitalization Plan." The Plan included proposed land use and zoning changes, and recommendations for Transit Oriented Development (TOD) along the Straight Path Corridor. Ms. DeFalco served as Project Manager and coordinated all aspects of the project, including preparation of deliverables, project schedule, team and client meetings, and public outreach and participation activities. Subsequently, after successful completion of the Step 2, the Town received a Step 3 BOA grant aimed at implementation of the recommendations. Ms. DeFalco prepared the Step 3 Implementation Strategy and assisted the Town in achieving the first BOA designation in the state.

Village of Patchogue Local Waterfront Revitalization Program and Harbor Management Plan, Patchogue, NY

AKRF was retained by the Village of Patchogue to prepare a Local Waterfront Revitalization Program (LWRP) and Harbor Management Plan (HMP) for the downtown waterfront area in accordance with NYS Department of State (NYSDOS) guidelines. As Planner, Ms. DeFalco facilitated completion of the Inventory & Analysis for the LWRP. In addition, she was involved with graphic creation and production and reviewing and editing of staff chapters.

East Main Street Urban Renewal Plan and Generic Environmental Impact Statement (GEIS), Riverhead, NY

As part of their efforts to improve the downtown waterfront, the Town of Riverhead retained AKRF to prepare an Urban Renewal Plan for the East Main Street Urban Renewal Area (EMSURA) and subsequent Generic Environmental Impact Statement (GEIS). This updated plan assessed such issues as blight, substandard conditions, land use, transportation, and community services such as solid waste management and included more than 70 recommendations pertaining to each of these issues. Ms. DeFalco was involved in the preparation of the Solid Waste; Air Quality; Cultural, Natural, and Water Resources chapters of the GEIS.

Economic and Fiscal Benefits Analysis using IMPLAN and RIMS, Various Locations, NY, NJ, PA, NY

For over 30 years, AKRF has provided economic and fiscal impact modeling services for projects large and small, including some of the largest development projects in the United States. Our analyses help our clients make informed decisions and communicate the benefits of a project, policy, or industry to stakeholders, as well as comply with regulatory requirements. Using input-output modeling software (e.g. IMPLAN and RIMS II) and custom Excel-based models, we quantify benefits including job creation, employee compensation, and value added to the economy. AKRF also creates customized fiscal impact analyses to estimate future tax revenue based on the model's output and applicable tax rates. In addition to economic and fiscal benefits, we estimate costs due to changes in demand for municipal services. Ms. DeFalco has served as Project Manager on numerous contracts.

Governor's Office of Storm Recovery, Living Breakwaters - Coastal and Social Resiliency Initiatives for Tottenville Shoreline, Staten Island, NY

In 2018 a Joint Record of Decision and Findings Statement pursuant to NEPA and SEQRA was issued for Coastal and Social Resiliency Initiatives for Tottenville Shoreline, a series of resiliency actions to be undertaken along the southern shoreline of Staten Island and offshore within the waters of Raritan Bay. The project is commonly referred to as "Living Breakwaters." AKRF led preparation of the Environmental Impact Statement on behalf of the Governor's Office of Storm Recovery and the Joint Application submitted to the U.S. Army Corps of Engineers and NYSDEC. Ms. DeFalco prepared the Environmental Justice chapter for this EIS pursuant to EO 12898 and HUD's regulations found at 24 CFR Parts 50 and 58. The environmental justice analysis was also used by the New York State Department of Environmental Conservation (NYSDEC) in its environmental permit review process associated with the proposed permit actions and its application of SEQRA, and is required under CP-29, "Environmental Justice and Permitting," which is the NYSDEC's policy on environmental justice.

SHACHI PANDEY, AICP, LEED AP [FOUNDING PRINCIPAL, MUD WORKSHOP]



Shachi Pandey is a people-centric urban designer and planner who has engaged in numerous design and development projects with a commitment to revitalize neighborhoods and public places. She is the Founding

Principal of MUD Workshop, an urban design practice that is engaged in public projects in and around NYC. Current projects include Jersey City Master Plan 2040, Mamaroneck Comprehensive Plan, Bradhurst Revitalization Study for a 32 block area in Upper Manhattan, Sag Harbor Waterfront Access and Streetscape Design, and Suffolk County 'Blueway' Plan.

At MUD Workshop Shachi has led interdisciplinary teams on several projects. Chief among them is the Comprehensive Plan Update for the City of Easton which was awarded the annual LVPC award in 2017 and received certificates of invaluable community service from three PA State Senators and Congressman Matt Cartwright. In addition, her practice has successfully collaborated on projects with other built environment professionals. Most recent collaborations include visioning, engagement and identity for the Mount Kisco Comprehensive Plan (Westchester) and Hoboken Master Plan (NJ), both of which were honored by the Westchester Municipal Planning Federation and New Jersey Future Smart Growth Awards respectively.

Prior to founding MUD Workshop, Shachi developed several public realm design and planning projects. Chief among these are the Fordham Plaza Conceptual Master Plan, which secured \$10M in Tiger grants and the Sunset Park Upland Waterfront Connector which received \$1.6M in REDC grants. Both of these plans offered increased public access, programming opportunities and innovative green design.

Shachi holds a Master's degree in City Planning (Urban Design) and a Certificate in Real Estate Design and Development from UPenn, where she was winner of the ULI Hines national urban design competition. She is currently an Adjunct Professor Columbia's GSAPP and NJIT and has also taught NYU, Pratt and internationally at La Salle University in Bogotá. She serves as the VP of Intergovernmental Affairs at the APA NY Metro Chapter.

Education

- 2008: University of Pennsylvania, Master of City Planning and Certificate in Real Estate Design and Development
- 2004: School of Planning and Architecture, Bachelor of Physical Planning

Professional Experience

- Current: Principal, MUD Workshop
- 2013 - 2015: Studio Lead, Urban Matrix
- 2009 - 2012: WXY, Sr. Planner & Urban Designer
- 2008 - 2009: EDAW|AECOM, Urban Planner & Designer
- 2007: HOK, Urban Planner & Designer
- 2004 - 2006: Emaar MGF, Development Manager

Selected Academic Experience

- 2020: Adjunct Professor, College of Architecture and Design, NJIT
- 2018 - Current: Adjunct Associate Professor, Columbia University
- 2017: Visiting Professor, La Salle University, Colombia
- 2015: Adjunct Associate Professor, Pratt University, NY
- 2013: Guest Lecturer and Critic at Fordham and Columbia University
- 2012: Assistant Instructor, Wagner School, NYU
- 2011: Guest Lecturer & Critic, Housing Studio, CUNY
- 2009, 2008: Guest Lecturer & Critic, University of Pennsylvania

Professional Affiliations and Certifications

- American Institute of Certified Planners
- LEED Accredited Professional, USGBC
- Vice President of Intergovernmental Affairs, APA NY Metro Chapter
- AIA Planning and Urban Design
- Urban Design Forum

Relevant Project Experience

- Hoboken Comprehensive Plan Update, Hoboken, NJ
- Bradhurst Revitalization BOA Step 2, New York, NY
- Port Morris Lower Concourse BOA Step 3, New York, NY
- Mount Kisco Comprehensive Plan, Mount Kisco, NY
- Comprehensive Plan 2035 Easton, PA
- Four Arts Museum Expansion Plan, Palm Beach, FL
- Sunset Park Vision Plan, Brooklyn, NY
- Sunset Park BOA Plan, Brooklyn, NY
- East River Blueway Master Plan, New York, NY
- Canal Street Urban Design Framework, New York, NY
- Sherman Creek Concept Master Plan, New York, NY
- Fordham Plaza Concept Design Plan, The Bronx, NY

3. CONSULTANT WORK APPROACH

3. CONSULTANT WORK APPROACH

AKRF, Inc. and MUD Workshop (the “Consultant Team”) are pleased to provide this Scope of Work to assist the Town of Orangetown (the “Town”) in updating its 2003 Comprehensive Plan. The Consultant Team understands that the Town seeks to address vital issues such as economic development, open space, housing, recreation, transportation and general land use matters, through a lens of sustainability. To develop the Comprehensive Plan, the Consultant Team proposes a wide-reaching and robust public engagement process, such that all stakeholders ranging from Town residents to elected officials are encouraged to take an active part in developing the Comprehensive Plan. The resultant goals set forth in the Comprehensive Plan will then reflect desires and concerns of all stakeholders and will be based on a consensus decision-making process.

The Scope of Work detailed below outlines, in broad terms, the role of the Consultant Team during the Comprehensive Plan process. The Consultant Team understands that the planning process will be fluid and will work with all stakeholders to allow flexibility in setting the precise duration, sequence, and timing of important milestones. Nevertheless, this Scope of Work, together with the associated fee for completing this Scope, serves as the best understanding of the Consultant Team’s role at this time. Should material changes to the scope be required that affect the timing and budget of the Consultant Team’s effort, a written request for amendment would be presented to the Town for its review and approval.

To help organize the Scope, the various tasks are grouped into five main phases: (1) Initiate, (2) Engage, (3) Envision, (4) Illustrate, and (5) Plan Adoption. These phases, while presented separately, would overlap, both in terms of chronological order as well as substance. Throughout the planning process, the Consultant Team will provide periodic updates—primarily through email, telephone, and conference calls—to apprise Town staff on the status of the project, discuss issues, and review drafts. As required, periodic written status reports, and status presentations would be submitted, or presented (in-person or by remote video conference) to the Town Board and, if established, the Comprehensive Plan Committee. The approach outlined below fulfills the requirements of New York Town Law Section 272-a and the New York State Environmental Quality Review Act (SEQRA).

A. INITIATE

During this short phase, the Consultant Team will work with the Town Board and land use staff to confirm the roles and responsibilities for advancing the Comprehensive Planning process. As part of this effort, the Consultant Team will finalize a work plan, project timeline as well as a public outreach plan that, as described in more detail below, would use a range of methods to inform and involve stakeholders, citizen organizations and the general public. At this stage, the Town Board could establish a Comprehensive Plan Committee (CPC), comprising key stakeholders and planning officials that would oversee the preparation of the Comprehensive Plan. However, this is not a requirement and the Town Board



could also assume this role. This proposal assumes a CPC will be established, but can be modified should the Town Board chose to lead the preparation of the Comprehensive Plan.

Kick Off Meeting

The Consultant Team will formally begin the Comprehensive Planning process with a kick off meeting with the CPC or the Town Board. At this meeting, the Consultant Team will make a brief presentation outlining the work plan, anticipated overall project timeline, process of data collection, and a draft public outreach plan. A copy of this presentation will be provided to the Supervisor / Chair of the CPC prior to the meeting. The Consultant Team will request the CPC to provide feedback on the presentation, data sources and help identify key stakeholders in the planning process which would include but are not limited to the Town Board, land use boards, committees, historic preservation groups, conservation organizations, faith groups, business groups, civic organizations etc.

Finalizing Outreach Plan

The Consultant Team will hold two additional meetings with the CPC to finalize the outreach plan.

CPC Meeting #1: At the first meeting, the Consultant Team will present the draft Outreach Plan and request feedback. The Outreach Plan will have three main components.

The first component of the Outreach Plan is a list of key community stakeholder groups (and the primary contact person) with whom targeted outreach will occur. Based on the information received during the kick off meeting, the Consultant Team will prepare a draft list of organizations and primary contact persons for CPC's approval. This list is a critical component of the Outreach Plan as it will help reach all populations vested in the Town's future.

The second component of the Outreach Plan will include a brief description of the engagement techniques and key dates / milestones. Given the COVID-19 pandemic and social distancing requirements, the Consultant Team proposes 'hybrid' engagement techniques including both digital and (as required) in-person engagement. The techniques themselves would include interviews, focus groups, planning workshops, design charrettes, surveys etc. all of which can be conducted as a combination of in-person and digital engagements.

The third component of the Outreach Plan will show a pairing of specific outreach strategies with each stakeholder group, and list target dates for general community engagement workshops / meetings. As such, the Outreach Plan will necessarily, and naturally, merge within the overall Timeline for the Comprehensive Planning Process.

CPC Meeting #2: At the second CPC meeting, the Consultant Team will present the draft final Timeline and Outreach Plan and a working draft of the project's digital outreach platforms (e.g., the Comprehensive Plan website, social media platforms, interactive mapping tools etc.).

The Consultant Team will set up a website dedicated to the Orangetown Comprehensive Plan on a user-friendly content management system. To the degree possible, we will design the website with a responsive layout that will display well on mobile devices, laptops and computers. Although the final menu items for the website will be determined in consultation with the CPC, we anticipate the content will provide stakeholders and community members information on the Comprehensive Plan schedule, the planning process and the latest public documents. The website will also be a central platform for dissemination of information regarding community outreach efforts. It will have a visual calendar for events and will track and update discussions from each outreach effort. There will be a dedicated community engagement section on the website to collect feedback. In addition to ongoing feedback, if directed by the CPC, the website will host an online survey, as well as include an interactive mapping tool. These will allow for both statistical data collection and analysis as well as place-based input. The Consultant Team will be responsible for procuring the domain name, hosting the website and for webpage maintenance during the contract period, after which, we will transfer the website to the Town of Orangetown with a guidance sheet for updates and maintenance.

Optional Social Media Outreach

Social media is a valuable tool for reaching a wide audience—particularly given present conditions. As an optional ad-on, the Consultant Team can facilitate a social media outreach campaign. Since the three most popular social media platforms—Instagram, Twitter, and Facebook—serve different purposes and (often) audiences, the Consultant Team can use all three platforms for promoting the Comprehensive Plan. However, we recommend that the Comprehensive Plan utilize Instagram and Facebook as the primary platforms as they allow for sharing work-in-progress whereas Twitter is a platform to facilitate short discussions. These platforms will primarily be used to generate excitement about the process, reach a much wider geography and younger demographic, as well as advertise all opportunities for feedback. The Consultant Team will monitor the social media platforms and alert the CPC and Town Administrator of important communications.

The Consultant Team will update the Outreach Plan based on the feedback in these two meetings and submit the final Outreach Plan to the CPC.

Review Existing Plans

The Consultant Team will review the relevant features and recommendations of the Town’s relevant existing planning documents, current land use development regulations and Zoning Code, as necessary, to achieve the goals of the Comprehensive Plan. While this review would not be resource intensive, it is critical to establishing a shared baseline of information and will likely serve to guide the Town’s priorities, policies, projects, initiatives and actions.

Collect Existing / Historical Data

The Consultant Team will collect accurate public data from reliable sources, summarize and, where appropriate, map existing conditions and historic data that will inform the planning process. The Consultant Team will study, amend as needed, and consolidate applicable materials into the Plan. Data will be collected at three scales: unincorporated Town, the whole Town inclusive of the Villages, and Rockland County. Primary areas of data collection and analyses will include but are not limited to:

- » Demographics (e.g., total population, age distribution, income distribution)
- » Housing (e.g., number of units, tenure, type, price)
- » Employment (e.g., professions of Town residents; employment opportunities in Town)
- » Traffic, Transportation and Travel (e.g., mode of transportation, commute time)
- » Economy (e.g., commercial & residential tax base, and market information as described below)
- » Public school enrollment (e.g., enrollment trends over time, specifically within newly constructed multifamily buildings)
- » Parks and Recreation (e.g. locations, accessibility, current conditions etc.)
- » Community Character (e.g. historic character, preservation, built form etc.)
- » Sustainability (e.g. review of existing codes and guidelines for building standards, stormwater management, renewable energy, waste management etc.)

The Consultant Team will prepare base maps that depict the existing built condition of the Town, its infrastructure, land uses, topography, transportation, and other salient community features, such as waterbodies, Town, County and State parks and open space, natural resources, flood zones, and anticipated sea level rise. Similar to the review of previous planning documents, this exercise will not be resource intensive. Current data acquisition and summary tools have dramatically shortened the amount of time required to obtain this data. While the Town may choose not to present this data in the main body of the Comprehensive Plan, understanding the current status and recent trends with respect to key Town characteristics is critical for engaging in a transparent and meaningful planning process with stakeholders, and for realistically setting future goals and aspirations.

B. ENGAGE

This phase of the Comprehensive Planning Process, which will occur in months 3 through 7 will focus on engaging the community around a set of goals and objectives that will guide the Town's decision-making over the next decade. Informed by existing and historical data, the Town's previous planning studies, and the themes identified in the RFP, the Engage portion of the Planning Process will solicit feedback from the community on goals for the Town's future.

The Consultant Team understands the unique challenges posed by public outreach during the COVID-19 pandemic and possess the expertise necessary to coordinate and run successful virtual meetings for both the CPC and the community. For meetings that involve the larger public, our approach includes virtual engagement in the early phases with a transition to in-person engagement as it becomes safe and practicable to do so. This approach can keep the Town's goals on track and on schedule, while allowing the community to be engaged in the process.

Community Workshop 1 / Visioning and Goal Setting

The Consultant Team will prepare for, help lead, and create a summary of one virtual Community Workshop during this phase. The workshop will occur early in the “Engage” phase (month 3) and will formally introduce the Comprehensive Planning Process to the community and gather feedback on visioning. At the beginning of the Community Workshop, the Consultant Team will make a presentation that will reflect on the baseline data on the Town’s existing conditions and goals set forth in the existing reports. The latter half of the Community Workshop will be used to gather feedback on the Town’s existing conditions, the attributes of the Town they most value and those attributes that could be enhanced. The workshop will also solicit feedback on the Comprehensive Plan goals. The Consultant Team has experience conducting large Town Hall meetings virtually and simulating a similar experience including ‘breakout groups / rooms’.

Interviews with Boards, Commissions, Committees and Agencies.

The Consultant Team will prepare for and conduct interviews with elected and appointed leaders of the Town’s Boards, Commissions, Committees and Agencies (e.g. Parks, Housing, Planning etc.). We will prepare a summary of each meeting, including the attendees and the major talking points, and include these summaries as appendices to the Comprehensive Plan.

Comprehensive Plan Website

The Consultant Team will provide text and digital materials regarding the Comprehensive Plan for posting on the Town’s website. This approach assumes that the Town can establish a dedicated page on its existing website and can readily post information.

However, an optional add-on would be for the Consultant Team to design and maintain a project website for the contract period. The website would include information on the Comprehensive Plan’s timeline, opportunities for public engagement, and information and analyses that are produced during the planning process. A dedicated email address would collect feedback from website visitors and would allow members of the community to submit messages to the CPC. The Consultant Team would monitor and summarize the e-mails received as well as share the full transcripts of the e-mails with the CPC.

Survey

The Consultant Team will design an on-line survey to collect the community’s preferences on a wide cross-section of issues. The Consultant Team will use a service such as Survey Monkey, which will provide the opportunity for both multiple-choice questions as well as queries requiring the use of visuals. We will create an infographic summary of the findings to inform the goals of the Plan.

Engagement Topics

It is anticipated that the Comprehensive Plan will focus on the following topics: infrastructure; current and future land use; community facilities; parks, trails and open space; economic development and downtown revitalization; and sustainability. During the Engage phase, the Consultant Team will utilize the various methods described above to engage the community around these topics.

To improve the efficacy of the community engagement around certain topics, the Consultant Team will perform targeted research and analysis on a limited number of substantive topics. The topics for this additional background research will be discussed with, and approved by, the CPC. For budgeting purposes, the Consultant Team has identified the following potential research activities, based on the scope of services provided in the RFP.

- » **Current Land Use and Community Character** – Through “windshield surveys” and other site visits, the Consultant Team will document examples of various development types—commercial, residential, mixed use, community facilities, etc.—within the Town. This documentation will help inform and shape public engagement. This will also include built form character and preliminary zoning analysis that shapes the built form. It will pay specific attention to need for preservation and development and how this can be balanced to reflect the Town’s history and how it is evolving.
- » **Future Land Use and Community Character** – The Consultant Team will develop realistic population projections and build-out scenarios utilizing preferred land use patterns for the Town. The build-out scenarios will include land use projections, population densities, development phasing models, infrastructure improvements and preservation of open space and the natural landscape as required.
- » **Economic Development Opportunities** – The Consultant Team will review and update as necessary the Town’s economic development incentives, including Orangetown Local Laws, and work with all stakeholders to develop an Economic Development Plan. This will include strategies and policies for development of existing underdeveloped parcels, and parcels identified by the Town as viable for redevelopment/revitalization, such as the former Rockland Psychiatric Center (“RPC”) facility, as well as the two municipal golf courses identified in the RFP (Blue Hill in Pearl River and Broadacres at the RPC property). This research will also aid in developing a Downtown Revitalization Plan that spurs economic activity in the downtown areas, including various grant funding opportunities, land use concepts, and streetscape enhancements.
- » **Mobility and Parking** – The Consultant Team anticipates conducting field visits, potentially with members of the CPC and/or the Traffic Committee, to observe examples of mobility opportunities and challenges that exist in the Town, including traffic flow, public transportation, pedestrian safety, bike-and walk-ability. Projections for traffic management in relation to current conditions and future development of the Town will also be included as part of this research. The Team will also review existing parking regulations within the Town and engage with the Town Board, appropriate commissions and community residents and businesses to understand current and potential future parking issues. In developing public policy recommendations to address mobility and parking issues, the Consultant Team will consider the ways in which on-demand transportation and other emerging technologies may play a role in future mobility within the Town.
- » **Housing** –The Consultant Team will identify a range of housing typologies that exist in the Town. The Team will collect precedent images that can be used to inform community engagement around the issue of housing choice for residents of different ages and incomes in the community.
- » **Recreation and the Public Realm** – The Consultant Team will use the inventory of Town facilities, parks and open spaces identified in the Town’s previous plans (and through the land-use base maps produced during the “Initiate” phase) and engage the community about the quantity and diversity of the Town’s recreational offerings and opportunities and their role in the future with respect to engaging and supporting the community. Specific attention during the community engagement process will be paid to opportunities for creating and activating public spaces, including pocket parks, pop-ups, etc.

This research will aid in the development of a parks and open space plan for the Town, with particular emphasis on the RPC site. The Consultant Team will also review and analyze the needs for community facilities, including the proposed addition to the existing Town Hall or a new Town Hall, community center, pool, dog park, and athletic fields and courts, based on population projections

- » **Environmental Sustainability and Climate** – The Consultant Team will review existing environmental sustainability efforts and develop community engagement around sustainability and community resilience to climate change, including impacts related to increasingly severe storms. This research will focus on ways to integrate sustainable practices throughout the Plan elements. Additionally, goals or policy recommendations will be developed that make the Town more sustainable, and climate change resilient, such as building standards, renewable energy, stormwater management, water conservation, and waste minimization and natural landscape preservation.

C. ENVISION

During the Envision phase (months 6 through 8) of the Comprehensive Plan, the Consultant Team will work with the CPC to prepare draft recommendations including policy guidelines, priority projects, initiatives and actions over the next two decades. These draft recommendations will be based on the many community outreach activities as well as the “deep dive” technical analyses.

Draft Recommendations

Based on the baseline data collected and public feedback received, the Consultant Team, together with the CPC, will prepare a preliminary synthesis of the community’s goals, objectives, and implementation strategies within the areas of infrastructure; current and future land use; community facilities; parks, trails and open space; economic development and downtown revitalization; and sustainability. During this phase, the goals, and draft recommendations, will be discussed with the CPC and Town Board and presented in a Town Hall style meeting and workshop, allowing for public feedback. The Consultant Team will also analyze the consistency of current Town local laws and policies in relationship to the Plan goals and objectives.

CPC / Town Board Work Session

At the beginning of the Envision phase, prior to the Town Hall meeting, the Consultant Team and CPC will make a presentation to the Town Board. This presentation will summarize the activities of the planning process and outline the preliminary goals that emerged from the public engagement. Feedback from the Town Board will be incorporated into the draft goals and policies that will be presented at the second Town Hall.

Community Workshop 2 / Review Draft Recommendations

The Consultant Team will prepare for, help lead, and summarize one Town Hall style workshop during this phase. This workshop will reflect back to the community the feedback received during the various public engagement sessions and, present draft policies for the Comprehensive Plan. Various interactive methods will be utilized during the Town Hall to solicit feedback on the Plan’s draft policies. Though the final format of this workshop will be determined in consultation with the CPC, we envision an informative presentation followed by breakout sessions organized by theme and led by a member of the Consultant Team and/or CPC Member. The

goal of this workshop will be to obtain feedback regarding the specific goals and/or policies being proposed.

In preparation for Community Workshop 2, the Consultant Team will review the draft Comprehensive Plan recommendation and prepare for the workshop in consultation with the CPC.

D. ILLUSTRATE

Prepare Draft Plan

Based on community, CPC, and Town Board feedback received at the second Town Hall workshop, the Consultant Team will refine the goals and/or policies developed during the “Envision” phase of the process and will prepare a draft of the Comprehensive Plan. The Illustrate phase will occur during months 8 through 11. The draft Comprehensive Plan will be graphically rich, concise, and organized around the same themes as the public engagement sessions.

Revise / Finalize Plan

Based on feedback from the CPC and from the community at the second Town Hall meeting, the Consultant Team will revise and finalize the Comprehensive Plan for public review. The CPC will then hold a formal public hearing on the draft Comprehensive Plan in accordance with New York State Town Law Town Law § 272-a(6).

Public Hearing 1 / CPC Public Hearing

The Consultant Team will prepare for and help lead the in person or remote video conference presentation and hearing of the draft Comprehensive Plan. This public hearing will be a Town Hall style meeting where after a thorough presentation of the contents of the Comprehensive Plan, the attendees will be invited to provide any final feedback.

CPC Recommendation to the Town Board

Following the CPC public hearing, the Consultant Team will revise the Comprehensive Plan as necessary to address the comments received. Once the CPC is satisfied with the revisions, it will make a formal recommendation to the Town Board per § 272-a(6).

Public Hearing 2 / Town Board Public Hearing

Within 90 days of receipt of the draft Comprehensive Plan, the Town Board will schedule its own public hearing per § 272-a(6)(b). In addition, the Town Board will refer the draft Comprehensive Plan to the Orangetown Planning Board per § 272-a(5)(a) and Rockland County Planning per § 239-m and § 272-a(5)(b), and initiate the SEQRA process (see discussion of SEQRA approach below).

As with the CPC Public Hearing, the Town Board Public Hearing would be a Town Hall style meeting with an overview of the contents of the Comprehensive Plan followed by public comments. The Consultant Team recommends leaving open a 15-day written comment period following the close of the Public Hearing.

Finalize the Comprehensive Plan

Following the close of the written comment period, the Consultant Team would work with the Town Board to revise the plan as appropriate to address the comments received. The Consultant Team would then finalize the Comprehensive Plan for consideration of adoption.

E. PLAN ADOPTION

SEQRA Approach

The Consultant Team recommends that the Town pursue an expanded Environmental Assessment Form (expanded EAF) to meet the necessary “hard look” requirement of the State Environmental Quality Review Act (SEQRA). Although the adoption of a Community’s Comprehensive Plan is a Type I Action, SEQRA does not require the preparation of an Environmental Impact Statement (EIS) for all Type I Actions. AKRF has successfully prepared expanded EAFs and Negative Declarations for the adoption of comprehensive plans in communities throughout the Hudson Valley region and we feel that this approach is legally supportable.

Broad public participation, which is one of the most important elements of a Comprehensive Plan, would have already been accomplished during the Plan’s development. Using the process we propose, the potential benefits and impacts of the various policies being proposed would have been evaluated and publicly discussed during the preparation of the Plan. To repeat that process in the name of SEQRA is not necessary. Instead, preparation of an expanded EAF would allow the Town, and the public, the opportunity to evaluate the Plan and hold public hearings and meetings prior to its adoption, without the need for the lengthy EIS process.

The Consultant Team will prepare the requisite expanded EAF and Negative Declaration for the Town Board’s consideration, and will facilitate the required filings with the Involved and Interested Agencies and the Environmental Notice Bulletin (ENB).

Plan Adoption

Following the close of the SEQRA process, the Town Board may adopt by resolution the Final Comprehensive Plan. The adopted comprehensive plan must then be filed in the office of the Town Clerk and a must be filed with Rockland County Planning. The Consultant Team will facilitate the preparation of the necessary resolutions, digital and hard copies, and required filings.

4. REFERENCES

4. REFERENCES

TOWN OF SOUTHEAST PLANNING SERVICES, SOUTHEAST, NY

Client name and location: Town of Southeast, NY

Starting date of service: 1998-Present

Contact name, title and telephone number: Thomas LaPerch, Planning Board Chair, (845) 279-7736

HAMLET OF NANUET TRANSIT ORIENTED DEVELOPMENT, TOWN OF CLARKSTOWN, NY

Client name and location: Town of Clarkstown, NY

Starting date of service: 2016-2019

Contact name, title and telephone number: Joe Simoes, Principal Town Planner, (845) 639-2070

TOWN OF CORTLANDT PLANNING SERVICES

Client name and location: Town of Cortlandt, NY

Starting date of service: 1996-Present

Contact name, title and telephone number: Chris Kehoe, AICP; Deputy Director, Planning Division, (914) 734-1080

5. FEES

5. FEES

As shown in Table 1, AKRF estimates that the proposed scope of services could be completed for a lump sum fee of \$135,000 to be billed monthly on a percent complete basis. AKRF’s hourly rates are presented in Table 2.

Table 1: AKRF Cost Estimate

PHASE	FIXED FEE
Initiate	\$20,000
Engage	\$25,000
Envision	\$45,000
Illustrate	\$35,000
SEQRA/Plan Adoption	\$7,500
Subtotal	\$132,500
Direct Expenses	\$2,500
Total	\$135,000

Notes:

- Out of pocket expenses will be billed at cost. Expenses include travel, postage and printing expenses.
- As outlined in the scope of work, cost assumes attendance at up to 16 meetings throughout the process consisting of Town Board meetings, Comprehensive Plan Committee meetings, stakeholder/organization meetings, Town Hall-style meetings, and public hearings.
- SEQRA cost assumes preparation of a Full Environmental Assessment Form and Negative Declaration to meet the necessary SEQRA requirements. If it is determined that an EIS is required, a revised scope and cost estimate would be provided.
- A social media outreach campaign and dedicated project website maintained by the Consultant Team can be provided at additional cost.

Table 2: AKRF Hourly Rate Schedule

EMPLOYEE CATEGORY	HOURLY RATE
Officer	\$215
Senior Technical Director	\$210
Technical Director	\$195
Senior Professional	\$175
Professional II	\$140
Professional I	\$130
Technical II	\$120
Technical I	\$95

Notes:
Out of pocket expenses will be billed at cost.
These rates are effective through December 31, 2021



6. FORMS AND INSURANCE



Town of Orangetown Grant Writing Services

Proposal for Professional Services
March 2021

Laberge
ENGINEERING
ARCHITECTURE



Group
SURVEYING
PLANNING

4 Computer Drive West • Albany, New York 12205
(518) 458-7112 • www.labergegroup.com

(PAGE LEFT INTENTIONALLY BLANK)

TABLE OF CONTENTS

I. OVERVIEW

Firm Overview	7
Practice Area Descriptions	11

II. EXPERIENCE

Recent Grants Management Experience & Program Delivery.....	21
Relevant Experience.....	24

III. KEY PERSONNEL

Key Personnel Overview & Staffing Plan	31
Resumes of Key Personnel	33

IV. PROPOSED METHODS & FEE

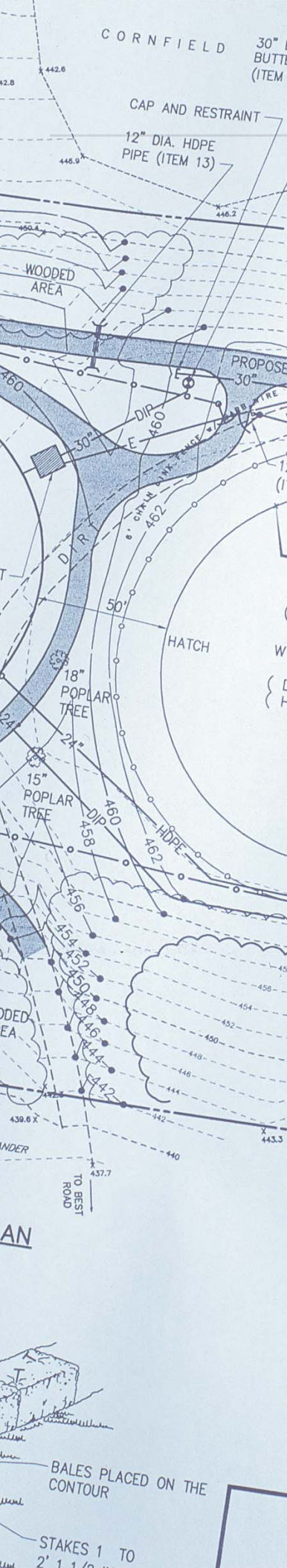
Proposed Methods.....	41
Fee Proposal.....	47

V. REFERENCES

Professional References	51
-------------------------------	----

VI. APPENDIX

Additional Grant Experience	55
Articles & Publications	
Grant Guide - The Lombardi Approach to Grant Development.....	71
How to Turn on the Tap to Water and Wastewater Funding.....	74
Preparing a 'Funding Quilt'	77
Financing Water & Sewer Infrastructure Projects.....	96

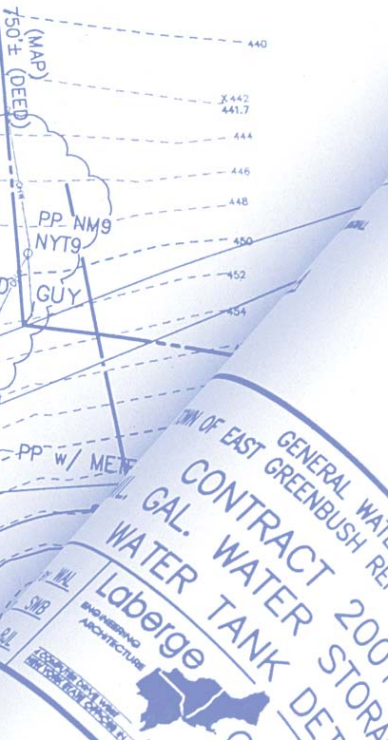


(PAGE LEFT INTENTIONALLY BLANK)

SECTION I : OVERVIEW

(PAGE LEFT INTENTIONALLY BLANK)

FIRM OVERVIEW



Laberge Group has provided engineering and planning services since 1964. Our diverse portfolio of successfully completed projects and community plans, coupled with an experienced core of project management and design staff, provides clients creative, integrated and distinctive solutions.

The firm has an excellent record for performing work on time, within budget and providing recommendations that are accepted and implemented by our clients. We have over fifty years of extensive experience working with private clients and communities of all sizes. Offering a full range of Engineering, Architecture, Surveying and Planning services under one roof, we can achieve project milestones

efficiently and economically, and with the reassurance it is the very best quality of services available.

OUR PHILOSOPHY

Laberge Group's philosophy is a simple one: *The highest quality service for each client's requirements.* Implementation of this philosophy requires highly competent comprehensive professional services provided on a personal and individual plane. This requires that we establish and maintain relationships and communication with our clients. *We don't build projects, we help build communities and organizations... one project at a time.* We do this by assisting our clients in determining and

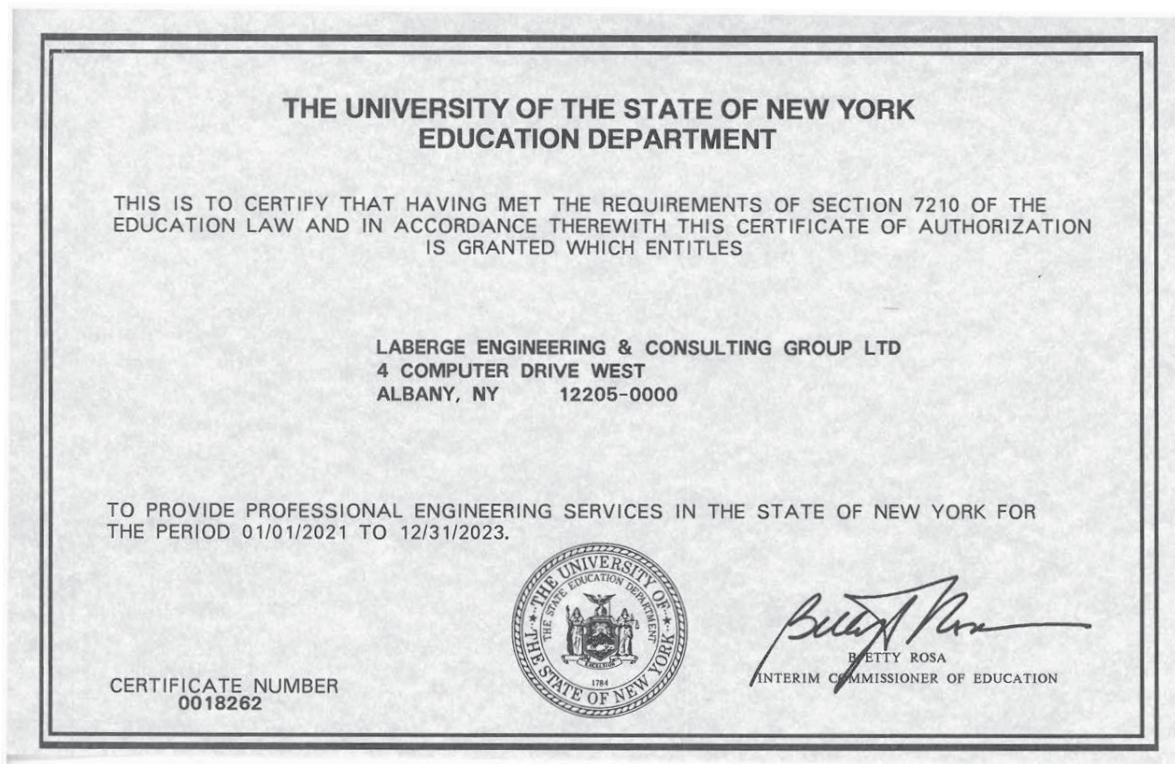
“LABERGE GROUP’S
PHILOSOPHY IS
A SIMPLE ONE: THE
HIGHEST QUALITY
SERVICE FOR
EACH CLIENT’S
REQUIREMENTS.”

prioritizing their needs. We research available funding, matching priorities with the client’s individual projects. This becomes an on-going process of matching available funding with desired projects and/or needs, building the individual projects, updating the plan, and implementing the projects.

This project, if awarded to us, will be accepted with the pledge that our total individual and collective knowledge, experience and judgment will be put to work for you, the client. Our entire staff will be available to you. No one person could (or should) handle all aspects of the project, as many different areas of expertise are required. We all will be actively involved in the assurance of quality services and the completion of all projects on time and within budget.

Name and title of person(s) authorized to bind Laberge Group:

Mr. Richard F. Laberge, P.E., President
Mr. Ronald J. Laberge, P.E., Executive Vice President
4 Computer Drive West
Albany, New York 12205
Phone: (518) 458-7112
Fax: (518) 458-1879
www.labergegroup.com • clientservices@labergegroup.com



Laberge Group is known for technical excellence, the ability to respond to a client’s needs, and dedication to project implementation. The staff understands that success comes from providing concise and attentive consulting in a fast-paced environment. Laberge Group is committed to team building, enthusiastic service, project management and multi-disciplinary expertise. Our intent is to provide you with the best service available to meet your goals and objectives.

OUR CORE SERVICES INCLUDE

PLANNING AND COMMUNITY DEVELOPMENT

Grant Writing, Administration and Management

Funding Analysis and Development of “Funding Quilt”

Planning Board Review

Waterfront Revitalization Plans

Land–Use Regulation Development

Comprehensive Master Plans

Shared Services/Local Government Efficiency Plans

Brownfield Opportunity Area Programs

Open Space/Recreation Plans

Environmental Assessments

Community Development Strategic Plans

Main Street Revitalization Plans

Economic Development Plans

Hazard Mitigation Planning

ENGINEERING

Water Treatment, Storage and Transmission

Wastewater Treatment and Collection

Stormwater Management

Street and Highway Design

Access Management

Site Design

Corridor Delineation/Studies

Facilities Design

Capital Project Planning and Budgeting

Transportation

Waterfront Development

Parks and Recreational Facilities

ARCHITECTURE

Building Design

Needs Assessments

Interior Architecture and Space Planning

Facility Evaluation

Historic Renovations

Code Analysis and Compliance

SURVEYING

Boundary Surveys

Topographic Surveys

Site Planning

Land Subdivision

Acquisition Surveys

GPS Services

(PAGE LEFT INTENTIONALLY BLANK)

PRACTICE AREA DESCRIPTIONS



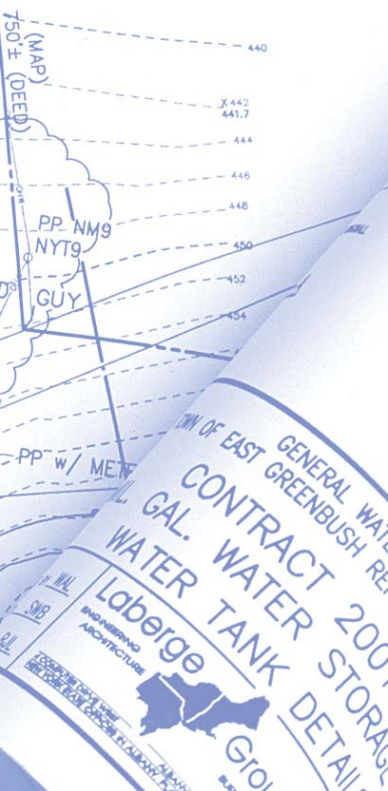
GRANTS MANAGEMENT AND ADMINISTRATION

Laberge Group provides a wide range of support and services for municipalities in need of funding. When a significant portion of municipal projects are funded through other means than tax revenue your need for an expert Grants Management partner can not be overstated. Laberge Group has the knowledge, experience and creative thinking to be that partner and provide your community the essential tools to meet all of your community development, planning and grants management needs.

The process of researching, understanding and coordinating a successful grant application can be overwhelming to many municipal officials. Laberge Group has worked with a wide range of communities and understands

the challenge of successfully implementing municipal projects. Our expertise in planning, design, financing and administrating municipal endeavors assists a project to produce the desired results. From water systems to parks, from main street revitalization to adaptive re-use projects, Laberge Group is the expert in identifying funding sources, researching and preparing competitive applications and have the detailed experience to administer the grant process efficiently and effectively from concept to completion.

Laberge Group's grants management goals concentrate on the delicate balance of two important groups; the public official's policies and goals; and the needs and aspirations of the people. With this always in mind, Laberge



Group supplies extensive insight into many program requirements including:

GRANT PREPARATION

- Needs Assessment
- Project Development
- Creation of Funding Quilt
- Creation of Supporting Information
- Grant Preparation and Presentation

GRANT ADMINISTRATION

- Program Start Up
- Environmental Review
- Financial Accounting
- Federal and State Regulatory Compliance
- Program Management

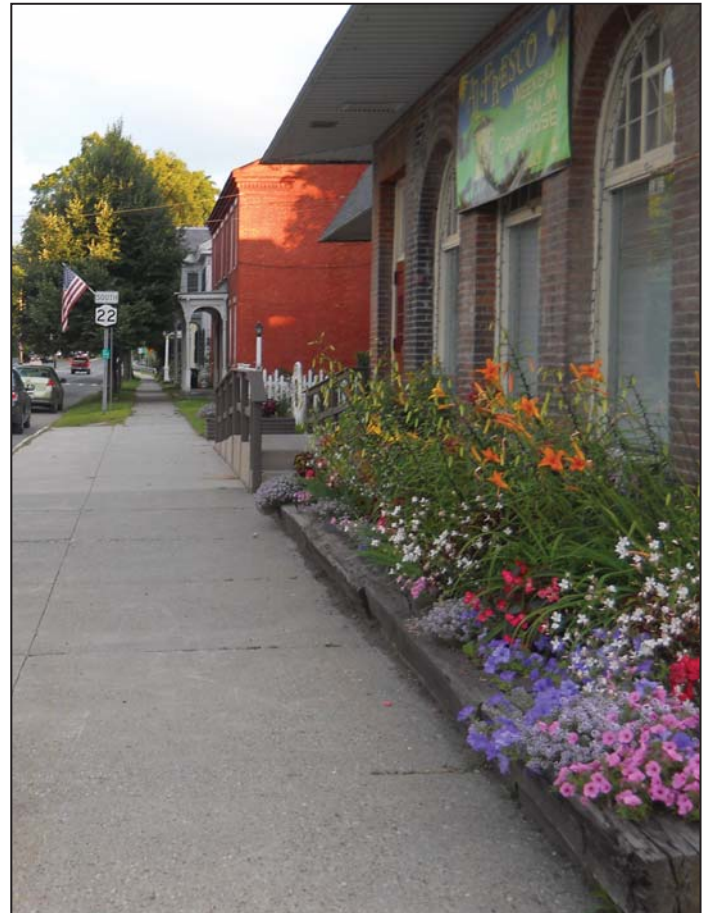
Our achievements have led to our client-community's successful procurement of funds and the administration/delivery of a completed municipal project. By partnering with communities like yours, Laberge Group has assisted in securing over **\$245,000,000 dollars** in funding since 2000.

Laberge Group has extensive experience in securing and administering grants from many State and Federal Agencies, including, but not limited to:

- US Department of Agriculture
- US Department of Transportation
- US Department of Health & Human Services
- US Environmental Protection Agency
- US Department of Commerce
- US Economic Development Administration
- US Department of Housing and Urban Development
- NYS Division of Housing and Community Renewal
- NYS Office of Parks & Recreation & Historic Preservation
- NYS Department of State

- NYS Department of Education
- NYS Department of Environmental Conservation
- NYS Department of Transportation
- NYS Department of Economic Development
- NYS Assembly & Senate
- NYS Office of Community Renewal

Laberge Group is proud of the partnerships we have created over the last five decades with many communities, their officials, and citizens. We are proud of the transformations we have assisted and would like to partner with you to realize your community's goals.



SAMPLE SUCCESS WITH ANNUAL GRANT MANAGEMENT SERVICES

Since 2016, Laberge Group has been fortunate to have assisted the City of Albany with grant development and management. From 2016-2018, we have secured a total of \$ 7,117,247 in total grant funding.

PROJECT	PROGRAM	\$ AMOUNT
Zombie Property Registry	Zombie Property	\$250,000
South End Bikeway	CFA-Climate Smart	\$325,000
South End Bikeway	CFA-LWRP	\$325,000
Rise to the Top	NYPA- 5 Cities	\$1,475,657
BuildingBlocks Software	Cities RISE	\$25,000
S. End Waterfront District	BOA	\$187,605
North Warehouse District	BOA	\$199,485
Bikeway Improvements	ESD	\$150,000
S. End Trail Connector-Linear Park	OPRHP-Canalway	\$200,000
Capital Rep	RESTORE NY	\$1,800,000
Albany PSAP	PSAP	\$1,490,000
Training & Outreach	Cities RISE	\$25,000
Local Stewardship Planning - Study	HREP	\$42,000
Lincoln Pool Park	EPF	\$262,500
Lark Street Feasibility Study	ESD	\$20,000
North South Waterfront Gateway	LWRP	\$340,000

City of Albany total of \$ 7,117,247

“BY PARTNERING WITH COMMUNITIES LIKE YOURS, LABERGE GROUP HAS ASSISTED IN SECURING OVER \$245,000,000 DOLLARS IN FUNDING SINCE 2000.”



The combination of our multi-discipline private sector and “hands on” implementation experience assists in the creation of recommendations and strategies that can, and will be implemented, and not simply sit on a shelf. This approach has been recognized by many in the field, and our staff has been asked to present seminars at the NYCOM Main Street Revitalization Conference, the New York State Association of Towns Annual Training School, and the New York Planning Federation Annual Meeting.

Laberge Group is known for technical excellence, respon-

LABERGE GROUP PLANNING SERVICES

At Laberge Group, we work closely with the municipal staff, elected and appointed officials, business leaders, and civic leaders who are our clients. Our philosophy is that our clients are the experts about their community, the political environment, and the vision of how they want to approach change. Our job is to compliment that knowledge and local expertise with new ideas, a fresh approach and our many years of experience.

Laberge Group has a reputation for providing a balanced approach to plan development. Our award winning Planning and Community Development staff includes nationally certified urban, regional, environmental, and land use planners with expertise in community and downtown revitalization, master planning, land use planning, grant writing and program implementation. Our approach is unique in that our staff is experienced at implementing projects — both as former local government planners, and as private sector consultants. Our engineers, architects, and designers work side by side with our planners to ensure that each plan is uniquely developed to meet the needs and vision of each community.

siveness to client needs, and dedication to project implementation. The staff understands that success comes from providing responsive consulting in a fast-paced business environment. Laberge Group is committed to team building, enthusiastic service, project management and multi-disciplinary expertise. Our intent is to provide you with the best service available to meet your goals and objectives.

PUBLIC PARTICIPATION

Laberge Group has extensive involvement in community participation. We have researched, developed and prepared multi-media presentations, graphic arts and models, speeches for local officials, photos, slides, and other pertinent documents for governmental information meetings and public hearings. Throughout our business history, we have provided these services for Planning, Transportation, Wastewater, Water, and Parks and Recreational projects. In addition, we have expert staff that trains local government leaders in the public participation process.

Laberge Group utilizes a variety of participatory formats to build consensus, including:

- **Community Visioning Workshops:** Laberge Group assists participants in articulating a “preferred future” or “vision” for their community.
- **Asset/Liability Workshops:** Participants identify the community’s assets and liabilities. Subsequently, Laberge group assists participants in identifying strategies to enhance and preserve the community’s assets and other strategies to eliminate or minimize its liabilities.
- **Survey Development and Analysis:** Laberge Group develops both online and written surveys that are disseminated to residents or business owners to understand the needs of the community. Laberge Group tabulates the findings and presents the results to the community.
- **Focus Groups:** Groups of stakeholders with common interests are identified, such as downtown business owners or community groups, and invited to participate in focused discussions on specific topics (e.g. economic development, transportation, land use and zoning, and/or open space preservation, etc). These discussions focus on identifying current problems and brainstorming potential solutions.
- **Design Charettes:** A charrette is a carefully managed, collaborative design process aimed at providing a proposal that reflects the input and the approval of all participants.
- **Stakeholder Interviews:** Stakeholders, identified early in the planning process, include a mix of property owners, local developers, employers, business owners, community groups, residents, and governmental agencies. Stakeholder interviews gather supplemental information to build consensus.
- **Press Event and Celebrations:** A special event to announce the successful adoption or completion of a plan and to reward all participants of the planning process.

“LABERGE GROUP
IS COMMITTED
TO TEAM
BUILDING,
ENTHUSIASTIC
SERVICE, PROJECT
MANAGEMENT
AND MULTI-
DISCIPLINARY
EXPERTISE.”

GOVERNMENT ORGANIZATION & EFFICIENCY SERVICES



With over five decades of engineering and community development experience, Laberge Group has played an instrumental role in supporting a variety of projects where two or more communities have combined their efforts to provide municipal services. This effort can lead to reduction in cost and an increase in efficiencies of services. As local governments search for ways to reduce overall spending and keep up with an increasing demand for services delivered to larger geographical areas, Laberge Group has led the way in providing practical cost saving alternatives to tax increases and municipal program cuts.

Even before the Department of State introduced the Shared Municipal Services Incentive program, Laberge Group assisted multiple communities in the design and delivery of projects that reduce duplicate layers of local government and encouraged fiscal savings for municipality and their taxpayers.

Our interdisciplinary team of municipal experts guide communities through common challenges and help find a balance between the need to provide quality municipal services, preserve quality of life and sense of place, and the need to lower taxes. Our representative shared services and consolidation projects are listed below:

Shared Service and Government Efficiency Studies:

- Town of Brookhaven Municipal Consolidation and Efficiency Competition Phase 2, Suffolk County, NY.
- Rensselaer County-Wide Shared Service Initiatives Plan
- Putnam County-Wide Shared Service Initiatives Plan
- Hamilton County-Wide Shared Service Initiatives Plan

- Town and Village of Lake George DPW Consolidation and Joint Motorpool Facility Feasibility Study, Warren County, NY.
- Functional Consolidation of Water Districts, Columbia County, the Towns of Claverack, Greenport and Stockport, and the Village of Valatie, Columbia County, NY.
- Functional Consolidation of Water Districts, Town of Plattsburgh/Town of Schuylers Falls, Clinton County, NY.
- Albany County Shared Highway Services Study, NY.
- Shared Highway Services Study, Chemung County, NY.
- Highway Department Consolidation Study for the Town of Deposit, Town of Sanford and the Village of Deposit, NY.
- Tri-Agency Shared Services Recreation Feasibility Study for the Village of Tarrytown, Sleepy Hollow and the Public Schools of the Tarrytown's, Westchester County, NY.
- Police Consolidation Feasibility Study for the Town and Village of Chester, Orange County, NY.
- Shared Services Feasibility Study for the Town and Village of Chester, Orange County, NY.
- St. Lawrence County Justice Court Consolidation Study, NY.
- Shared Recreation Feasibility Analysis for the Towns of Trenton, Remsen and Steuben, Oneida County, NY.

Shared Infrastructure Development:

- Intermunicipal Wastewater Treatment System, Town and City of Plattsburgh, Clinton County, NY.
- Shared Town and Village Hall, Town and Village of Mayfield, Fulton County, NY.
- Intermunicipal Water System Main, Town and Village of Fort Edward Washington County, NY.

- Joint Fueling Facility, Town of Arietta and Town of Lake Pleasant, Hamilton County, NY.
- Water District Functional Consolidation, Meter Reading and Coordinated Customer Billing System, Town of Plattsburgh and Town of Schuyler Falls, Clinton County, NY.

Shared Economic Development Plans and Review:

- Economic Development Strategic Plan, Town and Village of Hoosick, Rensselaer County, NY.
- Countywide Economic Development Plan, Washington County, NY.
- Countywide Economic Development Plan, Chemung County, NY.
- Countywide Economic Development Plan, Chenango County, NY.
- Countywide Economic Development Strategic Plan, County of Augusta, Virginia.

Village Dissolution/Consolidation Plans:

- Village of Spencer Dissolution Study, Tioga County, NY.
- Village and Town of Pawling Interim Consolidation Report, Dutchess County, NY.
- Village of Salem Dissolution Implementation, Washington County, NY.
- Village of Mastic Beach Dissolution Plan, Suffolk County, NY.
- Village of Port Henry Dissolution Plan, Essex County, NY.
- Village of Macedon Dissolution Plan, Wayne County, NY.
- Village of Bloomingburg Dissolution Interim Report, Sullivan County, NY.

Post Village Dissolution Implementation:

- Town of Brookhaven / Former Village of Mastic Beach, Suffolk County, NY.
- Town of Moriah / Former Village of Port Henry, Essex County, NY.
- Town of Salem / Former Village of Salem, Washington County, NY.
- Town of Van Etten / Former Village of Van Etten, Chemung County, NY.

Shared Municipal Services Incentives and Local Government Efficiency (LGE) Winning Grant Applications:

- Dissolution Plan – Expedited Assistance, Village of Mastic Beach, Suffolk County, NY
- Dissolution Plan – Expedited Assistance, Village of Port Henry, Essex County, NY
- Dissolution Implementation, Town of Salem, Washington County, NY.
- Dissolution Implementation, Village of Salem, Washington County, NY.
- Dissolution Plan – Expedited Assistance, Village of Salem, Washington County, NY.
- Dissolution Plan – Expedited Assistance, Village of Bloomingburg, Sullivan County, NY.
- Shared Fuel Consolidation Services Study, Phase III, Towns of Inlet, Morehouse, Wells, Hope, Benson, Raquette Lake, Hamilton County, NY.
- Police Consolidation Feasibility Study, Village of Mount Kisco, Westchester County, NY.
- Functional Consolidation of Water Districts, Towns of Claverack, Greenport and Stockport, and the Village of Valatie, and Columbia County, NY
- Albany County Consolidated Highway Services Study, NY.
- Joint Fueling Facility, Phase II, Towns of Indian Lake and Long Lake, and Hamilton County, NY.
- Joint Fueling Facility, Phase I, Towns of Arietta and Lake Pleasant and Hamilton County, NY.
- Police Consolidation Feasibility Study for the Town and Village of Chester, Orange County, NY.
- Police Consolidation Implementation Plan, Town and Village of Chester, Orange County, NY.
- Ulster County Tourism Office Consolidation Study, NY.
- Shared Services Implementation Grant, Functional Consolidation of Water Services, Town of Plattsburgh and Town of Schuyler Falls, Clinton County, NY.
- Shared Services Feasibility Study, Ten Municipalities and Ulster County, NY.
- Automatic Vehicle Locator System, Ten Municipalities and Ulster County, NY.
- Shared Services Feasibility Study, Town and Village of Chester Orange County, NY.

GOVERNMENT EFFICIENCY & REORGANIZATION ARTICLES & PRESENTATIONS

Laberge Group is recognized as a thought-leader in Government Operations & Efficiency, particularly in the areas of dissolution, consolidation, and shared services. Members of the team selected for the Village of Nyack Dissolution consulting project have been published in trade publications and are frequent speakers at both Association of Towns (AOT) and New York Conference of Mayors (NYCOM) events. We would be pleased to supply you with any articles and/or presentation upon request.

ARTICLES

Bumps, Bruises and the Pitfalls of Village Dissolution, Talk of the Towns, Association of the Towns of the State of NY

Moving the Barometer: Overcoming Barriers to Shared Services in Local Government, Talk of the Towns, Association of the Towns of the State of NY

Where There is a Common Problem, There is Likely a Shared Solution, Talk of the Towns, Association of the Towns of the State of NY

One Size Does Not Fit All: Chemung County's Hybrid Approach to Shared Highway Services, Talk of the Towns, Association of the Towns of the State of NY

Shared Public Services Reduce Municipal Costs Talk of the Towns, Association of the Towns of the State of NY,

PRESENTATIONS

Sharing Municipal Services - Does it Make "Sense" or "Cents", Presentation for NYCOM Conference

Bumps, Bruises and the Pitfalls of Village Dissolution, Presentation for AOT Conference

Moving the Barometer: Overcoming Barriers to Shared Services in Local Government, Presentation for NYCOM Conference

Brookhaven United - A Case Study in Government Consolidation and Efficiency, Presentation for AOT Conference

Brookhaven United - Municipal Consolidation and Efficiency Plan, Presentation for Capital District Regional Planning Commission

GOVERNMENT BOARD & EXECUTIVE LEADERSHIP CONSULTING

Laberge Group's Government Operations & Efficiency teams work with the leadership of municipal governments across New York State to help them identify priorities, achieve objectives, positively impact the lives of residents and stakeholders, and become more effective and efficient community leaders. When a community's leadership works well together, they are able to overcome fiscal challenges and work collaboratively toward improving the lives of residents and stakeholders in their communities.

Laberge Group's Board and Executive Consulting provides the tools to develop a shared vision, produce clear messaging, effectively set a strategic direction, cultivate the development of the organizational team (including strategic hiring strategies), and develop and track ongoing performance measures.

Achieving community-wide goals requires dedication and collaboration of a strong legislative and administrative leadership team, strong governance and decision-making frameworks, and the establishment of streamlined processes to free up bandwidth that allows organizations to stay focused on the vision and plan for the future while addressing challenges such as fiscal stress and other external pressures.

APPROACH TO EFFECTIVE AND EFFICIENT ASSESSMENTS, PLAN DEVELOPMENT, AND LEADERSHIP DEVELOPMENT

Laberge Group's Government Operations & Efficiency Team provides the following Government Board and Executive Leadership services:

- ▶ Development of Work Plans
 - ▶ Definition of a shared vision
 - ▶ Development of decision-making matrixes
 - ▶ Identification of concrete goals
 - ▶ Streamlining of essential practices
 - ▶ Recommendation of specific strategies for achieving goals
 - ▶ Establishment of performance measures
- ▶ Assessment of organizational structures, operations, and service delivery
 - ▶ Research current conditions through surveys, in-person interviews, and departmental and inter-departmental roundtable discussions
 - ▶ Written Assessment Report Legislative assessment including a comprehensive set of recommendations
- ▶ Board and Executive Leadership Coaching:
 - ▶ Role clarification
 - ▶ Hiring Strategies
 - ▶ Customized performance goals
 - ▶ One-on-one mentoring



ECONOMIC DEVELOPMENT

Economic development is fundamental to the growth of a community, a growth that should include three key elements; an increase in business activity; the communities available employment; and a continued investment.

Laberge Group's approach to economic development is to understand the local, regional, national, and global market. Then determine a viable businesses for individual communities. Laberge Group can assist with the creation of an economic development strategy to retain, attract, and produce new businesses.

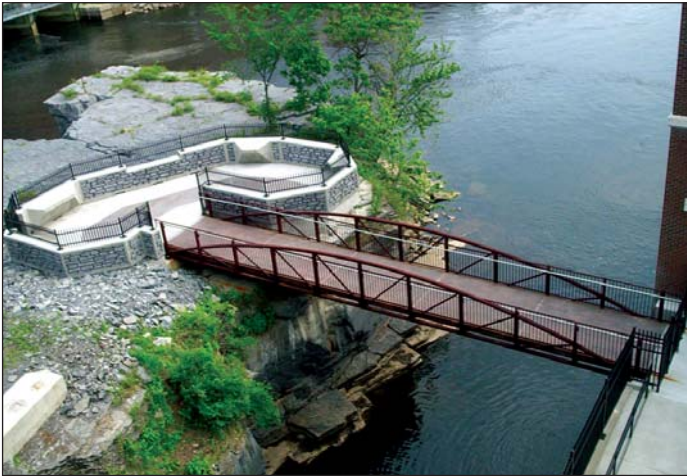
In addition to our planning services, Laberge Group develops, identifies, and implements community economic development strategies. This approach builds an action-oriented management team, focusing on programs that increase equity for communities. Laberge Group works with clients to achieve initiatives and project goals including:

- ▶ Business Retention Programs
- ▶ Main Street Redevelopment and Revitalization
- ▶ Industrial Park Development
- ▶ Consensus Building
- ▶ Target Market Analysis
- ▶ Impact Assessments
- ▶ Marketing Programs
- ▶ Grant/Loan Packaging

Laberge Group provides solutions and assistance in all phases of economic development to communities. Our staff is thoroughly familiar with Federal and State grant and loan programs, understanding that financial assistance can be the turning point in the success of projects in communities.

Laberge Group's abilities can turn the challenges of today's communities into opportunities and solutions for tomorrow's visions.





- ▶ Parks and recreation development
- ▶ Transportation Planning and Design
- ▶ Municipal Building
- ▶ Facility Needs Studies
- ▶ Feasibility studies and preliminary engineering reports
- ▶ Grant writing and administration
- ▶ Designs and permitting
- ▶ Contract Management
- ▶ Bid tabulation and review
- ▶ Survey and mapping
- ▶ Land use planning and zoning

MUNICIPAL ENGINEERING SERVICES

Municipalities have relied on the Laberge Group for their professional consulting needs for over five decades. Over the years, the firm has developed the necessary experience and qualifications to become one of the most reputable, reliable and respected firms in the region. We are a full service firm with the capability to provide all necessary services to meet virtually every need of our municipal clients.

Laberge Group is very aware of the fact that successful governments must be quick to react to changing conditions while keeping a vision of the future. Our goal is to assist you in improving the citizens of your community's quality of life. Our focus centers on public policies, the public's needs and aspirations, and the delicate balance needed to create beneficial programs. Laberge Group offers a wide range of engineering, planning, architectural and surveying services to all types of municipal organizations including counties, cities, villages, regional water and sewer districts, and state regulatory agencies. We work with clients to develop solutions to their problems and set goals that are effective, affordable and meet their needs. Our Municipal services include:

- ▶ General municipal engineering consultation
- ▶ Wastewater collection, treatment and Permitting
- ▶ Water system development, treatment, storage and distribution
- ▶ Stormwater collection, detention and permitting

WASTEWATER TREATMENT



The knowledge and experience of our staff is deep and broad-based with respect to wastewater treatment and collection. Services rendered involve all aspects of wastewater treatment and collection including:

- ▶ Environmental Impact Studies
- ▶ Master Planning
- ▶ Collection Systems
- ▶ Treatment Facilities
- ▶ Pumping Stations
- ▶ Biological Treatment
- ▶ Chemical Treatment
- ▶ Tertiary Treatment
- ▶ Stream Assimilation Studies
- ▶ Chlorination

- ▶ Metering
 - ▶ Sampling
 - ▶ Flow Measurement
 - ▶ System Mapping
 - ▶ Operation
 - ▶ Testing
 - ▶ System Management
 - ▶ Intermunicipal Facilities
 - ▶ Infiltration/Inflow Studies
 - ▶ Sewer System Evaluation Surveys
 - ▶ Comprehensive Performance Evaluations
 - ▶ Funding Identification and Application
 - ▶ Districting
- ▶ Fire Protection
 - ▶ Elevated Storage
 - ▶ Reservoirs/Dams
 - ▶ Funding/Grant Sources
 - ▶ Filtration
 - ▶ Irrigation
 - ▶ Metering
 - ▶ Ground Storage
 - ▶ Hydraulic Analyses
 - ▶ Treatment and Purification
 - ▶ System Mapping
 - ▶ Rate Studies

WATER SUPPLY TREATMENT



An available ample efficient supply of pure, good tasting water is a necessity of life. Laberge Group has rendered services involving all aspects of water supply, treatment and distribution including:

- ▶ Resource development
- ▶ Master planning
- ▶ Surface Supplies
- ▶ Ground Supplies
- ▶ Transmission
- ▶ Distribution

The services we provide to our clients do not end when the water starts flowing. We identify new opportunities and are available on an as needed basis to assist over the life of the system. Through evaluation and planning we work with communities to create solutions.



SECTION II : EXPERIENCE

(PAGE LEFT INTENTIONALLY BLANK)

RECENT GRANT & FISCAL EXPERIENCE

Laberge Group provides grant preparation, program delivery, and administration services to counties and local government agencies for planning initiatives, housing rehabilitation, economic development, water and sewer infrastructure, parks and recreation, emergency services, municipal buildings, roads, bridges, and bicycle and pedestrian paths. Individual references are available upon request. Below you will find samples of recent awards:

Brownfield Opportunity Areas (BOA)

2017	City of Albany	\$ 187,605	South End Waterfront District
2017	City of Albany	\$ 199,485	North Warehouse District

Canal Corporation

2014	Village of Montour Falls	\$ 30,000	Pedestrian Bridge and Walkway
2015	Village of Fultonville	\$ 50,000	Dock Extension Phase II
2016	City of Cohoes	\$ 125,000	Visitor Center (Canal and Market NY)

Clean Water State Revolving Loan Fund

2014	Village of Kiryas Joel	\$ 30,000	Headworks Analysis
2015	Village of Corinth	\$21,089,000	Interest Free & Low Interest Financing
2016	Village of Corinth	\$ 78,000	Wastewater Preliminary Engineering Study

Climate Smart Communities (CSC)

2019	Town of Black Brook	\$ 760,000	Drinking Water Infrastructure Resiliency Improvements
2019	Village of New Hempstead	\$ 250,000	Sidewalks

Municipal Consolidation and Efficiency Competition

2018	Town of Brookhaven	\$19,750,000	Brookhaven United Municipal Efficiency Plan
------	--------------------	--------------	---

Community Development Block Grant (CDBG)

2014	Village of Fultonville	\$ 400,000	Flood Mitigation
2014	Village of Fultonville	\$ 550,000	Wastewater Treatment Plant Improvements
2014	Village of Kiryas Joel	\$ 200,000	Microenterprise Grant Program
2014	Village of Kiryas Joel	\$ 600,000	Backwash Filter Replacement
2014	Village of New Square	\$ 600,000	Sidewalk Improvement Program
2015	Village of Kiryas Joel	\$ 400,000	Sidewalk Improvements
2015	Village of Kiryas Joel	\$ 400,000	Assistance to Homebuyers Program (P.A.T.H.)
2015	Village of Corinth	\$ 600,000	Sewer System Improvements
2015	Columbia County	\$ 878,800	Hudson Valley Creamery
2016	Town of Plattsburgh	\$ 200,000	Microenterprise Grant Program
2016	Village of Cambridge	\$ 30,000	Wastewater Engineering Report
2016	Village of Corinth	\$ 1,000,000	Wastewater Treatment Plant Improvements
2016	Village of Fultonville	\$ 900,000	Wastewater Treatment Plant Upgrades
2016	Village of DeRuyter	\$ 489,900	Water Meter - Water Conservation Program
2017	City of Cohoes	\$ 300,000	Sidewalk Replacement
2017	City of Oneida	\$ 162,000	All Seasonings Ingredients, Inc.
2018	Columbia County	\$ 375,000	Hudson Valley Creamery
2018	Village of Kiryas Joel	\$ 200,000	Microenterprise Project
2018	Village of Canastota	\$ 750,000	Dutchland Plastics Equipment and Workforce Training
2019	City of Hudson	\$ 750,000	Stormwater Separation Project
2019	Columbia County	\$ 300,000	Drumlin Fields Distillery Machinery and Equipment
2019	Rensselaer County IDA	\$ 750,000	Hudson River Foods
2019	Saranac Lake Resort	\$ 750,000	Facilities and Equipment
2019	Village of Corinth	\$ 729,000	Wastewater Infrastructure Improvement Project
2019	Village of New Square	\$ 50,000	Community Drainage Infrastructure Needs Assessment

Empire State Development Corporation (ESDC)

2013	Columbia County	\$ 1,200,000	Catamount Resort Expansion
2014	Twin States Technologies	\$ 120,000	Facility Expansion
2014	Watkins Glen International	\$ 2,000,000	Track Modernization

2015	Carver Industrial Park	\$ 2,000,000	Rail Line Extension
2015	Town of Plattsburgh	\$ 25,000	Infrastructure Feasibility Study
2016	Columbia County	\$ 375,000	Hudson Valley Creamery
2016	City of Watertown	\$ 50,000	Downtown Feasibility Study
2016	Lewis County	\$ 135,000	Industrial Park Pre-development
2017	City of Albany	\$ 150,000	Broadway Streetscape Project
2018	All Seasoning Ingredients	\$ 430,000	Expansion Project
Environmental Protection Fund			
2014	Town of Hoosick	\$ 123,625	Pool Improvements
2018	City of Albany	\$ 262,500	Lincoln Park Pool Improvements
2019	City of Albany CIGP	\$ 50,000	Washington Park Critical Assessment
Pedestrian Safety Action Plan (PSAP)			
2018	Town of Ramapo	\$ 547,000	Crosswalk and Signal Improvements
2018	City of Albany	\$ 1,490,000	Crosswalk and Signal Improvements
Hudson River Estuary Program (HREP)			
2018	City of Albany	\$ 42,000	Local Stewardship Planning Study
2018	Town of Esopus	\$ 50,000	Access and Connections Study
2019	Town of Esopus	\$ 30,750	Esopus Park Surveys & Engineering Evaluations
CREG Local Government Efficiency Grant			
2014	Hamilton County	\$ 797,000	Fuel Consolidation Phase III
2014	Village of Mount Kisco	\$ 340,000	Police Merger
2015	Town & Village of Frankfort	\$ 21,000	Police Consolidation Feasibility Study
2016	Town of Corinth	\$ 400,000	Functional Consolidation of Water System
2016	Town of Catskill	\$ 12,000	Code Enforcement Consolidation
CREG Citizen Reorganization and Empowerment Grant			
2014	Village of Bloomingburg	\$ 42,750	Dissolution Study
2014	Village of Salem	\$ 40,000	Dissolution Study
2015	Village of Port Henry	\$ 50,000	Dissolution Study
2015	Village of Salem	\$ 50,000	Dissolution Implementation
2015	Town of Salem	\$ 50,000	Dissolution Implementation
2016	Village of Port Henry	\$ 50,000	Dissolution Implementation
2016	Town of Moriah	\$ 50,000	Dissolution Implementation
2016	Village of Mastic Beach	\$ 50,000	Dissolution Study
2017	Village of Mastic Beach	\$ 50,000	Dissolution Implementation
2017	Town of Brookhaven	\$ 50,000	Dissolution Implementation
2018	Village of Van Etten	\$ 50,000	Dissolution Implementation
2018	Town of Van Etten	\$ 50,000	Dissolution Implementation
2019	Town of Moreau	\$ 17,475	Water District Consolidation
2019	Town of Schodack	\$ 11,750	Sewer District Consolidation
NYS Municipal Facilities Program (SAM)			
2016	Village of Nassau	\$ 150,000	Water Valve Replacement
2016	Village of Fultonville	\$ 75,000	Back Up Generator
NYS Water			
2016	Village of Corinth	\$ 5,000,000	Wastewater System Improvements
2016	City of Cohoes	\$ 1,452,700	Water Storage Improvements
2016	Town of North Greenbush	\$ 2,172,000	Water System Improvements
2017	Village of Kiryas Joel	\$ 1,247,700	Water Supply
2018	Town of Moreau	\$ 4,000,000	Sewer District Extension
2018	Town of Plattsburgh	\$ 3,146,000	Water Infrastructure Capital Plan
2019	City of Hudson	\$ 321,600	Washington Street Water System
2019	Town of Black Brook	\$ 1,079,280	Drinking Water Infrastructure Resiliency Improvements
2019	Town of Ramapo	\$ 1,325,000	Waverly Place Sewer Project

NYS Bridge

2018 Town of Sand Lake \$ 1,189,000 Bridge and Culvert Improvements

Transportation Improvements and Enhancements Program

2013 Town of Pound Ridge \$ 1,480,000 Sidewalks and Streetscape Improvements

Restore NY

2017 City of Albany \$ 1,800,000 Capital Rep
 2017 City of Troy \$ 1,800,000 701 River Street
 2017 Town of Colonie \$ 1,000,000 First Prize
 2017 Town of Schodack \$ 800,000 Servidone
 2017 Village of Colonie \$ 700,000 Goldstein
 2017 Village of Ellenville \$ 1,000,000 Main Street Burger King
 2017 Village of New Square \$ 1,000,000 Matzoh Factory

Local Waterfront Revitalization Program (LWRP)

2016 City of Albany \$ 650,000 South End Bikeway (LWRP & Climate Smart)
 2018 Town of Esopus \$ 76,000 Waterfront Revitalization & Hamlet Planning
 2018 City of Albany \$ 340,000 North South Waterfront Gateway

Market NY

2014 Watkins Glen International \$ 250,000 Track Modernization
 2015 Behold! New Lebanon \$ 125,000 Market NY/NYS Council of the Arts

Greenway Grant

2014 Columbia County \$ 5,000 Behold! New Lebanon
 2015 Town of North Greenbush \$ 10,000 Design Guidelines
 2018 Town of New Hempstead \$ 10,000 Planning
 2019 Town of Esopus \$ 10,000 Zoning
 2019 Town of Hoosick \$ 10,000 Comprehensive Plan

Law Enforcement and Security Grants

2019 City of Albany JAG \$ 66,740 Ballistic Shields
 2019 City of Albany EDCGP \$ 50,000 Explosive Detection Canine Team Grant Program
 2019 City of Albany CSGP \$ 50,000 Software Security Update
 2019 City of Albany SHSP/LETPP \$ 266,310 Terrorism Prevention Program
 2019 City of Albany TTTGP \$ 100,000 Unmanned Aircraft System

Zombie 2.0 Vacant Property Remediation and Prevention Fund

2019 Town of Brookhaven \$ 450,000 "Zombie" & Vacant Properties Remediation/Prevention

Cities RISE

2018 City of Albany \$ 25,000 Training and Outreach

Local Government Records Management Improvement Fund

2019 Village of New Hempstead \$ 18,375 Individual Inactive Records Inventory & Planning

Water Quality Improvement Project Program

2015 Town of Schodack \$ 222,325 Fuel Canopy
 2017 Town of Schodack \$ 18,675 Stormshed Mapping
 2017 Town of Highland \$ 624,750 Salt Shed
 2017 Town of Rotterdam \$ 48,750 Land Acquisition for Source Water Protection
 2018 City of Hudson \$ 263,750 Wastewater Pump Station Improvement
 2019 Village of Canastota \$ 413,350 WWTP UV Disinfection Implementation Project

Total \$101,018,950

Additional project descriptions and awards are available upon request.

GRANT WRITING SERVICES CITY OF ALBANY

ALBANY COUNTY, NEW YORK



Laberge Group was retained by the City of Albany to assist in the research, development and procurement of grant funding. The scope of services included:

- ▶ Conducting a Grant Needs Analysis
- ▶ Grant Funding Research
- ▶ Grant Proposal Development - Grant Application, Forms, Narratives, Exhibits and Quality Reviews
- ▶ Grant Administration and Program Delivery

CONTACT:
Rachel McEneny
Commissioner of Admin. Services
518.434.5078

To date Laberge Group has been successful in assisting the city in securing more than \$7.1 million in funding for the City of Albany, including CFA - Climate Smart, CFA - LWRP, Zombie Property, and NYPA - Five Cities funding, with future awards still pending announcement.

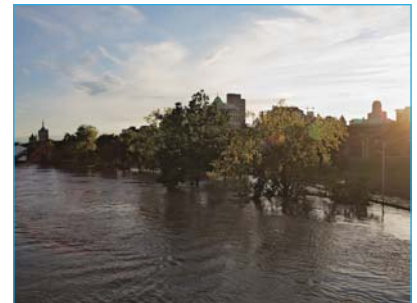
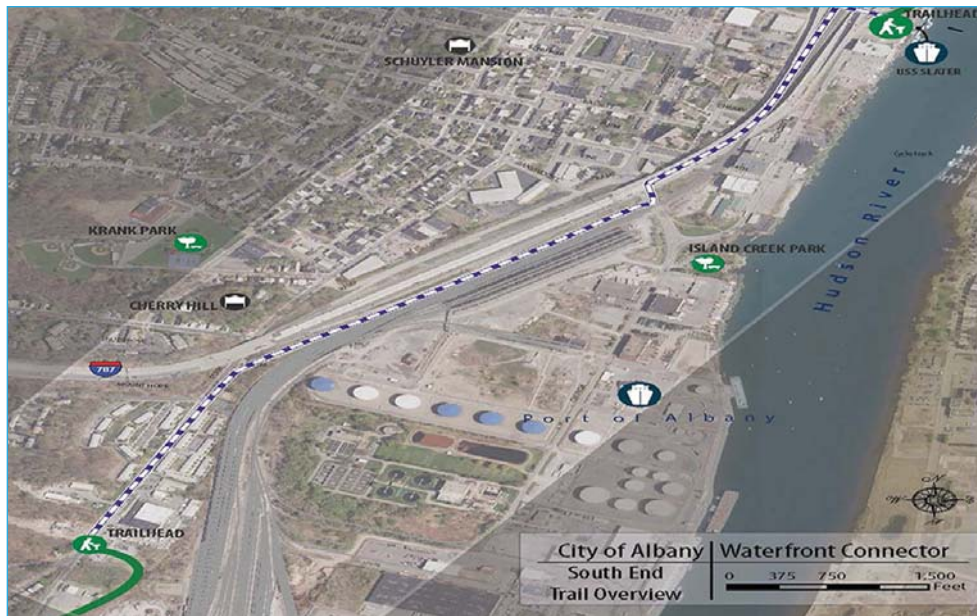
Most grant applications require the applicant to provide a work plan and activity schedule within the application document. This information often becomes a component of the award contract. Laberge Group assists City staff in maintaining grant eligibility through adherence to the work plan and project schedule and, as such, provides the necessary program management, appropriate record keeping, accessing of funds and the filing of timely progress reports.

At the City's direction, grant-related reports were prepared at Laberge Group offices. A Laberge Group representative meets with staff to review grant files to ensure the record keeping, reporting, and management meets both the City's management procedures, and the criteria established by the funding source.

Laberge Group will assist the City in all areas of program delivery.

SOUTH END BIKEWAY CONSOLIDATED FUNDING APPLICATION CITY OF ALBANY

ALBANY COUNTY, NEW YORK



Laberge Group was retained by the City of Albany to prepare a Consolidated Funding Application (CFA) for the design and construction of a South End Bikeway Connector. The \$650,000 grant will be used to build a multi-use trail located in the City of Albany's South Waterfront District. This project will provide a critical link between the recently constructed regional Helderberg-Hudson Rail Trail, and the statewide Mohawk-Hudson Bike Trail. Thus, the project would fill an approximate 1.5 mile gap in a more than 360-mile multi-use trail network extending to Buffalo.

CONTACT:
Mr. Christopher Spencer
Director of Planning, Albany IDA
518.434.5262

The grant application sought equal funding from two sources:

- ▶ The Local Waterfront Revitalization Program - for continuing public access along the Hudson River, expanding trails, linking to regional networks, and targeting blighting influences.
- ▶ The Climate Smart Community Program - for promoting clean transportation which would contribute to reductions in greenhouse gas emissions.

The trail will also contribute to an integrated multimodal transportation system, as it would connect to CDTA bus service downtown, throughout the region, and to the southernmost Bus Rapid Transit (BRT) station planned. Further, as CDTA provides bike racks on all buses, people will be able to use the bus in combination with the bicycle to reach destinations previously inaccessible - such as job, education and other activity centers.

A conceptual design having been completed, the project will encompass final design and construction, including coordination with stakeholders and at least one public meeting.

GRANT SERVICES TOWN OF PAWLING

DUTCHESS COUNTY, NEW YORK



The Town of Pawling retained Laberge Group to provide grant services within the framework of an Annual Grant Services Agreement. This streamlined system was developed by Laberge Group to provide efficient, long-term funding strategies designed to align our client communities' funding efforts and resources with each community's top priorities. This suite of services also ensures that client communities are well-positioned to leverage new funding sources as they become available.

CONTACT:
Mr. James Schmitt
Supervisor
845.855.4464

Within the framework of this agreement, Laberge Group provides the Town of Pawling with the following services:

- ▶ **Needs Analysis:** Our Grant Services team interviewed department heads and Town leaders to understand priorities as well as current and future infrastructure and operational needs. Laberge Group also partnered with the Town to explore opportunities for shared services with neighboring communities. The team also reviewed pertinent planning documents and previous grant applications before distilling the information into an analysis of project needs.
- ▶ **Funding Strategy Development:** Laberge Group developed a customized funding strategy based on the findings of the Needs Analysis and provided a detailed *Funding Needs Analysis and Grant Matrix* which cross-referenced short, medium, and long-term needs with the most promising funding sources. Laberge Group updates this matrix annually. These updates are informed by ongoing discussions with the Town as well as developments in the pool of available funding.
- ▶ **Funding Research and Surveillance:** Grant services professionals from Laberge Group utilize the funding strategy to provide ongoing monitoring of funding opportunities and to deliver alerts regarding new opportunities as they become available.

Initial funding opportunities include:

- ▶ NYSDEC Municipal Waste Reduction and Recycling Program – Recycling Equipment Upgrade Project
- ▶ Office of Parks, Recreation and Historical Preservation – Lakeside Park Installation and Playground Improvement
- ▶ NYSDEC Water Quality Improvement Program – MS4 Mapping And Software Implementation Project
- ▶ NYSDEC Urban and Community Forestry Grant – Tree Inventory and Community Forest Management Plan
- ▶ Empire State Development Grant – Route 22 South Sanitary Sewer Expansion

WATER AND SEWER CAPITAL IMPROVEMENT PROGRAM & FUNDING VILLAGE OF CORINTH

SARATOGA COUNTY, NEW YORK



The Village of Corinth retained Laberge Group to upgrade and rehabilitate a failing drinking water, storm, and sanitary sewer infrastructure - while maintaining the sewer/water service charges to the residents within the target established by the EFC. Laberge Group began by identifying the exact capital improvements necessary, creating a strategic implementation plan, and generating a cost estimate for the comprehensive projects that included:

- ▶ sewer main rehabilitation on several streets
- ▶ extensions to the storm sewer systems where required
- ▶ upgrade of a pump station
- ▶ new drinking water filtration plant
- ▶ new wastewater treatment plant

Corinth is a small village of only 2,500 people, of which 59% have a low to moderate income. This community could not afford to rectify these costly improvements without assistance - nor could they afford to lose the significant economic opportunities hindered by their failing water infrastructure.

After discovering the critical need for the Village to receive additional funds, Laberge Group was able to offer the Village of Corinth extensive grant preparation, program delivery, and administration services. Of the nearly \$37 million estimated costs for the projects, Laberge Group assisted the Village in obtaining substantial funds from:

- ▶ Both the Drinking and Clean Water State Revolving Funds at 0% interest
- ▶ NYS Water Grants
- ▶ CDBG Funds
- ▶ DASNY Sanitary and Storm Sewer Funds

Laberge Group's Infrastructure Improvement Project with the Village of Corinth represents our unique ability to service clients from concept to completion. Laberge Group was able to not only offer the engineering services necessary to complete the projects, but was also a trusted partner in identifying appropriate costs and securing critical funding to complete projects.

CONTACT:
Hon. Dennis Morreale
Mayor
518.654.2691

WATER & WASTEWATER CAPITAL IMPROVEMENT PLAN & FUNDING TOWN OF PLATTSBURGH

CLINTON COUNTY, NEW YORK



The Town of Plattsburgh has extensive water and wastewater utilities that were constructed over the past sixty to seventy years, and require various improvements due to their age and condition. The Town Board retained Laberge Group to assist in the development of a water and wastewater Capital Improvement Plan to determine how best to move forward with improvements to the existing water and sewer infrastructure, as well as to identify the new infrastructure needs that will enhance the entire system. The mission of the Plan is to provide safe, reliable and sustainable water and wastewater services to the residents, businesses and visitors of the Town of Plattsburgh.

CONTACT:
Mr. Michael Cashman
 Town Supervisor
 518.562.6813

This aggressive, 3 year Capital Improvement Plan includes:

- ▶ Repairs to water storage tanks.
- ▶ Extension of water mains to areas not served.
- ▶ Water main replacements.
- ▶ Upgrades to the pump stations.
- ▶ Development of additional water supply.
- ▶ Incorporation of system control and data acquisition (SCADA) equipment.
- ▶ Construction of an additional water tank to areas with insufficient fire flow and storage.
- ▶ Replacement of the Cadyville WWTP filtering with a recirculating sand filter.
- ▶ Replacement of residential water meters with radio read capability meters for easier and more accurate reporting.
- ▶ Manhole repair and replacements.

Laberge Group will assist in the structuring of expenditures, and develop opportunities for funding assistance through local, State and Federal programs where eligible. Since 2000, Laberge Group has assisted in securing over \$22,000,000 in funding for the Town of Plattsburgh, allowing for the completion of their comprehensive plan, housing rehabilitation, design and construction of parks and bike trails, economic development programs, and the continued improvements to the water and wastewater infrastructure of the Town.

SECTION III : KEY PERSONNEL

(PAGE LEFT INTENTIONALLY BLANK)

BENJAMIN H. SYDEN, A.I.C.P., VICE PRESIDENT

Mr. Syden has almost 25 years of experience with New York State municipalities and industries in the areas of strategic planning, economic and community development, financing, government efficiency, land use regulations, downtown revitalization, grant writing, and management. Mr. Syden has overseen the development of more than 140 community planning projects and has secured over \$245 million in funding for clients. Mr. Syden is a frequent facilitator, author and guest speaker on the topic of economic development, rural planning, and government efficiency and shared services, and brings a unique twist on the concept of a “government do-over day” for New York State’s municipalities.



NICOLE T. ALLEN, AICP, PLANNING SERVICES MANAGER

Ms. Allen manages the planning department and directs all planning, grants and community development projects and staff. Ms. Allen is a seasoned manager and has overseen the successful procurement and administration of funding for communities throughout New York State. With over 20 years of experience, she has developed and managed a wide range of planning projects, including: waterfront plans; comprehensive plans; brownfield redevelopment plans; “town center” plans; “complete street” policies; waterfront revitalization plans; government efficiency studies (i.e. consolidation, dissolution and shared services studies); economic and community development strategies; zoning regulations, subdivision regulations; design guidelines; and recreational studies for numerous communities. Her zoning knowledge has assisted communities with code revisions to address best management practices and a range of new issues such as alternative energy structures. In addition, Ms. Allen has served as a planning consultant to numerous municipal boards to oversee the site plan and subdivision plan review processes.



SCOTT A. SIEGEL, COMMUNITY DEVELOPMENT MANAGER

Mr. Siegel has more than 10 years of experience serving various capacities in the public sector. As a former municipal official, Senior Policy Analyst for the Office of the Albany County Executive, Executive Deputy Commissioner, and department head, he understands first-hand the challenges facing local governments. Mr. Siegel specializes in various program areas including public policy, community/economic development, strategic planning, government efficiencies, communications, grant development, and administration.



JOSHUA M. WESTFALL, AICP, PLANNER

Mr. Westfall assists with grant writing and administration development of zoning law, comprehensive plans and feasibility, consolidation, complete streets and dissolution studies. Through experience with current and prior workloads Mr. Westfall has the vision and skill to impact current and future land uses, future community development opportunities, and can provide policy recommendation in ways that enrich the quality of life, promote well thought out growth, while ultimately expressing the true character and desires of a given client.



NANCY L. COSTINE, COMMUNITY DEVELOPMENT SPECIALIST

Ms. Costine has been an Economic Development professional with over 10 years of experience in client outreach, problem resolution and nonprofit/municipal support services. A versatile professional, Ms. Costine is experienced in coordinating and implementing projects and programs that support commercial, office, and industrial development; grant writing and grant administration; business attraction and retention; development of public facilities and infrastructure; business development initiatives; and other economic development, redevelopment, or capital improvement programs and projects.





BENJAMIN H. SYDEN, AICP

VICE PRESIDENT

Mr. Syden has more than 25 years of experience with New York State municipalities in the areas of economic and community development, agri-business development and financing, government efficiency, land use regulations, downtown revitalization, comprehensive planning, corridor management, program development, and grant writing and management. Mr. Syden has overseen the development of over 140 community planning projects and has partnered with clients to secure over \$245 million in funding for their communities. Mr. Syden is a frequent facilitator, author, and guest speaker on the topics of economic development, rural planning, and government efficiency and shared services. He brings a unique twist on the concept of a “government do-over day” for New York State’s municipalities.

Education

Master of Planning (M.R.P.)
University of Albany, NY, 1996
Bachelor of Arts Political Science (B.A.)
University of Albany, NY, 1993

Professional Affiliations & Certifications

American Institute of Certified Planners
American Planning Association
NY State Upstate Chapter of the
American Planning Association - Former
Co-Director of Legislative Affairs
Capital District Planners Association
NY State Economic Development
Council
Town of Colonie Industrial Development
Agency - Vice Chair Board of Directors
Town of Colonie Local Development
Corporation - Board of Directors

Albany County Planning Board (former)

Publications & Presentations

How to Make Your Project Fundable,
Talk of the Towns, Association of the
Towns of the State of NY, 2019

**Grant Funding Toolbox: How to Make
My Grant Fundable!** Association of
Towns Annual Conference, 2019

**Brookhaven United – Lessons and
Takeaways from the \$19.7 Million
Award Winning Municipal Consoli-
dation and Efficiency Competition,**
Association of Towns Annual
Conference, 2019

**A Blueprint for Grant Action: Develop-
ing Your Funding Plan,** Association of
Towns Annual Conference, 2018

**Financing Water & Sewer Infrastruc-
ture Projects: Strategies for Funding
Success,** NYCOM Public Works Confer-
ence, 2018

**Preparing a “Funding Quilt”: A ‘How-
To’ Guide for Project Implementation,**
Association of Towns Annual Conference,
2017

**Bumps, Bruises and the Pitfalls of
Village Dissolution,** Talk of the Towns,
Association of the Towns of the State of
NY, February 2017

**Moving the Barometer: Overcoming
Barriers to Shared Services in Local
Government,** Talk of the Towns, Asso-
ciation of the Towns of the State of NY
2015

KEY PROJECTS:

REPRESENTATIVE INFRASTRUCTURE GRANT/LOAN FUNDING PROJECTS

Municipal Consolidation and Efficiency Competition Grant Application - Town of Brookhaven, NY
Municipal Consolidation / Efficiency Competition Grant Implementation - Town of Brookhaven, NY
LWRP Grant Application - Town of Putnam Valley, NY
CDBG Program Management - Town of Ramapo, NY
Stormwater Control Facility Maintenance - Town of Moreau, NY
Manion Heights Water - Town of German Flatts, NY
Archie Bordeau Water District - Town of Plattsburgh, NY
Cumberland Head - Town of Plattsburgh, NY
Functional Consolidation of Water Districts - Town of Plattsburgh, NY
Pump Station - Town of Plattsburgh, NY
South Plattsburgh Water District - Town of Plattsburgh, NY
Wallace Hill Sewer II and III - Town of Plattsburgh, NY
CDBG Microenterprise - Town of Plattsburgh, NY
Restore NY Grant Application - Village of Colonie, NY
Forcemain & Trunkline Replacement - Village of Corinth, NY
Sewer Reconstruction - Village of Corinth, NY
Joint Sewer Plant - Village of Fultonville, NY
Wastewater Treatment Plant Improvements - Villages of Fonda-Fultonville, NY
Headworks Analysis - Village of Kiryas Joel, NY
Water Conservation Program - Village of Kiryas Joel, NY
Water Filtration and Treatment Plant Improvements, Phase III - Village of Kiryas Joel, NY
CDBG Water Meter Grant - Village of Kiryas Joel, NY
Water Micro Grant - Village of Kiryas Joel, NY
Restore NY Grant - Village of New Square, NY
Downtown Revitalization Initiative (DRI) Plan - City of Cohoes, NY
Lancaster Street Sewer - City of Cohoes, NY
CDBG Sidewalk Grant - City of Cohoes, NY
Comprehensive Plan - City of Cohoes, NY
Town of Ramapo Bridge Culvert Grant - City of Suffern, NY
Water Department Functional Consolidation - Columbia County, NY

ECONOMIC DEVELOPMENT GRANT/LOAN PROJECTS

CDBG Economic Development Grant - Drumlin Field Ventures, Columbia County, NY
CDBG Economic Development Grant, Dutchland Plastics - Village of Canastota, NY
CDBG-ED Grant Application, Saranac Lake Resorts, LLC, Lake Placid, NY
CFA ESD Grant Application - All Seasonings, City of Oneida, NY
M&G DuraVent - Albany County, NY
United Cooperative Farmers - Albany County, NY
General Revenue Corporation - Chemung County, NY
Oneida Molded Plastics - City of Oneida, NY
Kosher Poultry Processing Plant - Village of Kiryas Joel, NY
Hudson Valley Creamery - Columbia County, NY



NICOLE T. ALLEN, AICP

PLANNING SERVICES MANAGER

Ms. Allen is a seasoned manager with 20 years of experience in developing and managing a wide range of planning projects and has overseen the successful procurement and administration of over \$65 million in grant funding for communities across New York State. In addition to overseeing the grant process from concept to completion, Ms. Allen is often looked upon for identifying funding sources and opportunities. Ms. Allen also routinely facilitates project and public meetings, presents at state-wide conferences, and has authored numerous articles for publication. Ms. Allen has served as a Planning Board planning consultant for several communities, overseeing site plan and subdivision plan review.

Education

Master of Regional Planning (M.R.P.)
University of Albany, NY, 2000

Bachelor of Arts Environmental Design
University of Buffalo, NY, 1998

Professional Affiliations & Certifications

American Institute of Certified Planners (AICP)
American Planning Association
NYS Upstate Chapter of American Planning Association
Capital District Planners Association

Publications

Sustainable Comprehensive Plans: A worth while Commitment: Talk of the Towns, Jan/Feb 2016

Open for Agribusiness: Talk of the Towns, Sept/Oct 2014

Is Your Community a Hotspot? Rural Municipal Wi-Fi as an Economic Anchor: Talk of the Towns, May/June 2014

Is Your Community Ready To Compete? The Lombardi Approach to Grant Development: Talk of the Towns, Jan/ Feb 2014

How to Integrate the Goals of Your Regional Council into Your Comprehensive Plan: Talk of the Towns, Jan/ Feb 2012

Parks & Recreation Plans. Balancing the Wish List: Talk of the Towns, Jan/ Feb 2010

Accessing State Funds: Three Steps to Success: Talk of the Towns, Sep/Oct 2009

Economic Development Tool Box, Using a Retail Market Analysis to Stimulate Downtown and Town Center Revitalization: Talk of the Towns, Nov/ Dec 2006

Turning Lemons Into Lemonade, A Community Planning and Implementation Strategy: Talk of the Towns, Sept/ Oct 2006

KEY PROJECTS:

REPRESENTATIVE INFRASTRUCTURE GRANT/LOAN FUNDING PROJECTS

MCEC Program Grant Administration - Town of Brookhaven, NY
CDBG Program Management - Town of Ramapo, NY
Cohoes Music Hall NYMS ESD Grant - City of Cohoes, NY
CFA/CDBC Sidewalks - City of Cohoes, NY
2017 WWTP Grant - Village of Kiryas Joel, Town of Monroe, NY
CDBG, Water Treatment/Backwash - Village of Kiryas Joel, Town of Monroe, NY
CDBG Water Meter Grant - Village of Kiryas Joel, Town of Monroe, NY
Park & Ride Grant - Village of Kiryas Joel, Town of Monroe, NY
Water Micro Grant - Village of Kiryas Joel, Town of Monroe, NY
CDBG Homeowners Grant - Village of Kiryas Joel, Town of Monroe, NY
2016 TAP Grant - Village of Kiryas Joel, Town of Monroe, NY
2017 CFA Sidewalk Grant - Village of New Square, NY
New Square 2016 CFA (Daycare, EPA Parks, Micro) - Village of New Square, NY
CDBG Meter Project Administration - Village of DeRuyter, NY
Grant Application & Administration for Bridge Culvert Grant - Town of Ramapo, NY
CDBG Force Main Grant - Village of Corinth, NY
WWTP CDBG Grant - Village of Corinth, NY
Grant Administration - Village of Corinth, NY
Grant Application for Wastewater Replacement - Village of Corinth, NY
Grant for Corinth, LGE Water Department - Village of Corinth, NY
2016 Wastewater Treatment Upgrade - Village of Fultonville, NY
CDBG, Joint Sewer Plant - Village of Fultonville, NY
2016 CDBG Grant - Village of Fultonville, NY
2017 Northern Border Commission Grant - Town of Plattsburgh, NY
ESD, Plattsburgh Airport Feasibility Study - Town of Plattsburgh, NY
CDBG Microenterprise - Town of Plattsburgh, NY
ESD, Dairy Goat - Columbia County, NY
LGE, Fuel Consolidation, Phase II - Hamilton County, NY
LGE, Fuel Consolidation, Phase III - Hamilton County, NY
LGE, Police Merger - Village of Mount Kisco, NY
Market NY/NYSCA BEHOLD! - Town of New Lebanon, NY
Kinderhook NYMS - Village of Kinderhook, NY
2017 BOA Grant Development - City of Albany, NY
Grant Administration - Albany Restore NY - City of Albany, NY
Albany LWRP 2016 CPA, South End - City of Albany, NY
Albany 2016 Grant Services - City of Albany, NY
Albany Grant Bikeway LWRP/CSC - City of Albany, NY
Visitor Center Grant - City of Cohoes, NY
Cohoes Theater NYMS Grant - City of Cohoes, NY
CDBG Sidewalk Grant - City of Cohoes, NY
Restore NY Grant, Round IV - City of Cohoes, NY
DeRuyter CDBG Infrastructure Grant - Madison County, NY
LGE Code Enforcement for Town & Village - Town of Catskill, NY



SCOTT A. SIEGEL

COMMUNITY DEVELOPMENT MANAGER

Mr. Siegel has more than 10 years of experience serving various capacities in the public sector. As a former municipal official, Senior Policy Analyst for the Office of the Albany County Executive, Executive Deputy Commissioner, and department head, he understands first-hand the challenges facing local governments. Mr. Siegel specializes in various program areas including public policy, community/economic development, strategic planning, government efficiencies, communications, grant development, and administration.

Education

A.S. Business Management
Hudson Valley Community College,
Troy, NY

*Additional Coursework in Public Administration

Professional Affiliations & Certifications

Leadership Institute, Class of 2010
Rensselaer County Regional Chamber of
Commerce
Albany County Stormwater Coalition
Board Member 2016 - present

KEY PROJECTS:

REPRESENTATIVE GRANT/LOAN FUNDING PROJECTS

- Community Development Block Grant Economic Development Program – Kiryas Joel Poultry Plant – Village of Kiryas Joel, NY
- Innovations in Community-Based Crime Reduction Program – Village of Hempstead, NY
- Coronavirus Emergency Supplemental Funding Program – City of Albany, NY
- State Homeland Security Grant Program - City of Albany
- Cyber Security Grant Program - City of Albany
- Critical Infrastructure Grant Program - City of Albany
- Explosive Detection Canine Grant Program - City of Albany
- Tactical Team Targeted Grant Program - City of Albany
- Municipal Consolidation Efficiency Program (MCEP) - Town of Brookhaven
- Hudson River Valley Greenway Grant Program (Comprehensive Plan) - Village of Nelsonville
- Port Security Grant Program - City of Hudson
- Hudson River Valley Greenway Grant Program (Comprehensive Plan) - Town of Hoosick
- Nonprofit Security Grant Program - Village of New Square
- Cleaner, Greener Communities Phase II Implementation; NYSERDA - 2013 (Application & Administration)*
- Park Acquisition, Development & Planning; NYSOPRHP - 2014 (Application & Administration)*
- CDBG Microenterprise Program; NYSOCR - 2015 (Application & Administration)*
- Historical Preservation; NYSOPRHP - 2015 (Application)*
- •Water Quality Improvement Program; NYSDEC - 2015 (Application)*
- Empire State Development Fund; NYSEDC - 2016 (Application & Administration)*
- Police Protective Equipment Program; NYDCJS - 2016 (Application & Administration)*
- Innovations in Nutrition Programs and Services; USAL - 2018 (Application & Administration)*
- CDBG Housing Rehabilitation Program; NYSOCR - 2015 (Application & Administration)*
- Strategic Planning & Feasibility Studies; NYSESD - 2013 (Application & Administration)*
- Local Government Efficiency Program; NYSDOS - 2014 (Application & Administration)*
- CDBG Economic Development Program; NYSOCR - (Administration)*
- State Homeland Security Program; NYSDHSES - 2011-2016 (Application & Administration)*
- State Hazard Mitigation Program; NYSDHSES - 2014 (Application & Administration)*
- Hudson River Valley Greenway Grant Program - 2015 (Application & Administration)*
- Local Government Efficiency Program; NYSDOS - 2012 (Administration)*
- Flood Mitigation Grant Program; NYSESD - 2013 (Application & Administration)*

PROJECT MANAGEMENT

- City of Albany Grant Management Program
- City of Hudson Grant Management Program

*Work Completed Prior to Laberge Group



JOSHUA M. WESTFALL, AICP PLANNER

Mr. Westfall assists in the wide-range of planning and community development project opportunities to include grant writing and administration development of zoning law, comprehensive plans and feasibility, consolidation, and dissolution studies. With his current duties and both public and private sector experience, Mr. Westfall works in a position that ties prior planning experience and his educational training together, to create and promote a practiced and passionate commitment to client service throughout a given project. Through experience with current and prior workloads Mr. Westfall has the vision and skill to impact current and future land uses, future community development opportunities, and can provide policy recommendation in ways that enrich the quality of life, promote well thought out growth, while ultimately expressing the true character and desires of a given client.

Education

Master of Planning (M.R.P.)
State University at Albany, NY
Bachelor of Arts (B.A.) American History
Bachelor of Arts (B.A.) Geography
GIS Certificate
University of Albany, NY

Professional Affiliations & Certifications

American Planning Association Member (APA)
2017 Future City Competition - Judge

KEY PROJECTS:

ZONING & LAND USE

- Planning Board & Use Zoning – Town of Highland, NY
- Schodack Town Center Zoning - Town of Brunswick, NY

REPRESENTATIVE GRANT/LOAN FUNDING PROJECTS

- PSAP Grant - City of Albany
- Asset Inventory & Analysis, Housing & Complete Streets for Hamlet of Central Bridge - Town of Schoharie, NY
- CFA 2017 WQIP Grant – Town of Schodack, NY
- 2016 LGE Grant - Town of Catskill, NY
- Highway Garage Relocation - Town of Highland, NY
- CFA 2017 WQIP Grant - Town of Highland, NY
- Municipal Consolidation Efficiency Competition (MCEC) - Town of Brookhaven, NY
- Administration of Dissolution Draw Down - Town of Salem, NY
- Kinderhook NYMS 2016 Grant – Village of Kinderhook, NY
- 2016 LGE Water Meter Grant Application - Village of Corinth, NY
- 2016 LGE Grant - Village of Mastic Beach, NY
- Grant Planning Services - City of Hudson, NY
- 2016 FEMA Grant for Fire & Emergency Safety - City of Albany, NY
- 2016 NYPA (5 Cities Grant) - City of Albany, NY
- Downtown Revitalization Initiative (DRI) - City of Cohoes, NY
- Behold! New Lebanon Grant Administration - Columbia County, NY
- Scout Economics, Dutchland - Westport, CT

ECONOMIC/COMMUNITY DEVELOPMENT, SHARED SERVICES & STRATEGIC PLANNING

- Generic Environmental Impact Study - Town of Ramapo, NY
- Village of Van Etten Dissolution Plan - Chemung County, NY
- Code Enforcement Consolidation Study - Town of Catskill, NY
- Comprehensive Plan - City of Dunkirk, NY
- Comprehensive Plan - Town of Esopus, NY
- Comprehensive Plan - Town of Webb, NY
- Comprehensive Plan - City of Cohoes, NY
- Strategic Plan Update for Complete Streets - Town of Norfolk, NY



NANCY L. COSTINE

COMMUNITY DEVELOPMENT SPECIALIST

Ms. Costine has been an Economic Development professional with over 10 years of experience in client outreach, problem resolution and nonprofit/municipal support services. A versatile professional, Ms. Costine is experienced in coordinating and implementing projects and programs that support commercial, office, and industrial development; grant writing and grant administration; business attraction and retention; development of public facilities and infrastructure; business development initiatives; and other economic development, redevelopment, or capital improvement programs and projects.

Education

Bachelor of Arts, Economics
State University of NY, Albany, NY
Bachelor of Science, Psychology
Fordham University, Bronx, NY
Associate in Science,
Dutchess Community College,
Poughkeepsie, NY

KEY PROJECTS:

GRANT ADMINISTRATION

CDBG-ED Kiryas Joel Poultry Expansion Project – Village of Kiryas Joel, N.Y.
CDBG-ED Drumlin Field Distillery Project – Columbia County, N.Y.
CDBG-ED Hudson River Foods – Rensselaer County, N.Y.
CDBG-ED Dutchland Plastics Project Administration - Village of Canastota, NY
CDBG PI Wastewater Treatment Plant – Village of Corinth, N.Y.
CDBG PI Wastewater Infrastructure Improvements – Village of Corinth, N.Y.
Grant Application for Wastewater Replacement - Village of Corinth, NY
Town of Ramapo Bridge Culvert Grant – City of Suffern, N.Y.
CDBG Microenterprise Program Administration - Kiryas Joel, NY
CDBG Home Ownership Program Administration - Kiryas Joel, NY
CDBG Forcemain and Trunk Sewer Replacement Administration - Village of Corinth, NY
LGE Phase III Hamilton County Fuel and Consolidation Project Administration - Hamilton County, NY
WQIP Salt Shed Administration - Town of Altona, NY
CDBG Meter Project Administration - Village of DeRuyter, NY
CDBG Sanitary Sewer - Village of Corinth, NY
CDBG River Street Pump Station - Village of Corinth, NY
Wastewater Treatment Upgrade - Village of Fultonville, NY
CDBG Dry Dock Flood Control Project - Village of Fultonville, NY
CDBG Joint Sanitary Sewer Improvements - Villages of Fonda & Fultonville, NY
Grant Planning Services - City of Hudson, NY
Microenterprise Program Administration/Program Delivery - Town of Plattsburgh, NY

GRANT APPLICATION PROJECTS

CDBG-ED Dutchland Plastics, LLC - Village of Canastota, NY
CDBG-ED Hudson Valley Creamery - Columbia County, NY
CDBG-ED Goat Dairy Expansion Project – Columbia County, N.Y.
CDBG-ED Drumlin Field Distillery Project – Columbia County, N.Y.
CDBG-ED Saranac Lake Resort – Saranac Lake, N.Y.
CDBG-ED Kiryas Joel Poultry Expansion Project – Village of Kiryas Joel, N.Y.
CDBG-ED Hudson River Foods - Rensselaer County, NY
CDBG PI Forcemain & Trunk Sewer Replacement – Village of Corinth, N.Y.
CDBG 2018 Microenterprise Program – Village of Kiryas Joel, N.Y.
CDBG Housing HHA Bliss Towers Upgrades Project – City of Hudson, N.Y.
ESD Grant Funds- All Seasonings Ingredients Expansion Project
NBRC EID Route 9 Corridor Project – Town of Moreau, N.Y.
NBRC EID Water Main Project – Town of Schuyler Falls, N.Y.
DHSES Explosive Detection Canine Team Grant – City of Albany, N.Y.
HCR HOME Providing Assistance to Homebuyers Project – Village of Kiryas Joel, N.Y.
Grant Application for Wastewater Treatment Plant Replacement - Village of Corinth, NY
New Square 2016 CFA (Daycare, EPA Parks, Micro) - Village of New Square, NY

(PAGE LEFT INTENTIONALLY BLANK)

SECTION IV : PROPOSED METHODS & FEE

(PAGE LEFT INTENTIONALLY BLANK)

PROPOSED METHODS

Laberge Group employs a team of professional planners, community and economic development specialists and experienced grant writers to assist communities in identifying funding needs and securing resources to implement important municipal projects. Each member is empowered by their expansive breadth of knowledge, diversified experience, and pride of excellence.

Laberge Group has assisted numerous county governments, large and small municipalities, public and private businesses, and non-profit organizations in the identification and procurement of the grant programs as requested by the Town of Orangetown, which includes, but is not limited to, the following subject areas:

- a) Infrastructure Development and Maintenance
- b) Community/Economic Development
- c) Parks, Recreation, and the Arts
- d) Criminal Justice Technology and Programs
- e) Health Services
- f) Housing and Housing Programs
- g) Homeland Security
- h) Technology
- i) Social Services and Human Resources
- j) Transportation/Highway
- k) Workforce Development
- l) Records Management

Laberge Group's extensive experience working with municipal governments has provided us with an introspective understanding of the many needs and concerns that impact each of our clients. In response, and with a commitment to uphold our philosophy to provide the highest quality service for each client's requirement, Laberge Group has designed a grants' strategy, surveillance, and development process that has proven successful in securing over \$245 million in state and federal funding for our clients.

The successful best practices methodology used to achieve our success is summarized below:

Methodology for Successful Grant Preparation

1. Identify the community's needs and issues.
2. Analyze potential issue-solving projects from a variety of perspectives.
3. Examine all alternative solutions.
4. Identify available funding and/or support resources.
5. Recommend source or identity of resolution and solution(s).
6. Develop a schedule or timeline for grant activities.
7. Enact appropriate activity to successfully achieve objectives.

ON SITE LIASON:

Mr. Scott Siegel, Community Developer Manager, in response to the Town of Orangetown's award of contract, will provide on-site consultation with the Supervisor and assigned Town Staff to identify program/project needs and assess projects for grant applications. A Laberge Group team of experienced planning and grants development professionals will work closely with Mr. Siegel in the coordination of each funding task.

TASK 1: FUNDING NEEDS ANALYSIS

Outcomes of a Funding Needs Analysis will result in the development of Town directed grant strategies, the surveillance of available funding resources, and the development of professionally prepared and competitive funding applications.

Activity 1: Plan Review:

It is important to note that a strong foundation for grant preparation exists when the Town has established goals represented in a publicly approved planning document. As such, the Funding Needs Analysis will begin with Laberge

Group conducting a review of the Town's publicly-approved and municipally-adopted planning documents that set out short and long-term goals for the Town. This review will be expanded as necessary to include County or Regional draft or adopted planning documents that set forth planning initiatives for revitalization, growth and/or redevelopment.

Activity 2: Department Needs Review:

As directed by the Town, Laberge Group will meet with department heads to discuss and assess current funding priority areas of each department. Discussions will include but are not limited to department needs for specific projects, program stabilization, expansion, or future direction. Laberge Group will review departmental and Town-wide priorities and provide an analysis of project needs as it relates to annual funding priorities. From this information, we will collectively identify potential priority areas requiring grant funding. The findings of the department interviews will provide the foundation for the development of the Town of Orangetown's Funding Needs Analysis and Grant Matrix.

Activity 3: Funding Needs Analysis and Grant Matrix:

This customized document prioritizes each project needing to be funded, and cross-references the project to potential funding sources.

TASK 2: GRANT FUNDING RESEARCH

Laberge Group will monitor the critical grant environments for funding resources which can financially assist in any one of the activities specified on the Funding Needs Analysis and Action Matrix while also maintaining the overall strategic direction of the Town.

As a result of the activities listed below, Laberge Group will provide the Town of Orangetown with summaries of potential funding opportunities. The summaries will include, but are not limited to, the name of the agency, the advertised due dates for the application(s), eligibility, a brief program summary, the level of funding available, and any local share requirements.

As such, our Grant Funding Research - surveillance program will incorporate the following strategies:

a) Laberge Group grant development personnel will employ ongoing surveillance of a variety of potential funding opportunities. We have an extensive history of working with a plethora of Federal and State programs, including, but not limited to, those agencies that support Community/Economic Development; Criminal Justice Technology and Programs; Health Services; Housing and Housing Programs; Infrastructure; Planning; Homeland Security; Other Technology; Parks and Recreation; Social Services; Transportation; and Workforce Development. While the majority of New York State community development grants are included in the annual Consolidated Funding Application, many local, county, and federal opportunities still exist and need to be monitored year round

b) Laberge Group maintains a list of Federal and State agencies and foundation programs that are known to have provided funding opportunities in the past. The more popular of these funding resources, (i.e. in no special order - FEMA, USDA, COPS, OPRHP, DOT, NYSERDA, DHS, ESDC, EFC, NYSOA, DOH, DCJS, EPA, FTA, etc.) are regularly revised in order to identify updates to funding announcements. Upon notice of a funding announcement, we have found that discussing proposed projects with representatives from the funding source, enhances the competitiveness of a submitted application.

c) The Albany location of Laberge Group's main office makes visits to the Capitol and legislative offices most convenient. Laberge Group personnel are readily available to meet with legislators and agency staff members to discuss priority projects that can be achieved in a cost effective manner through the leveraging of funds from a myriad of sources.

d) Laberge Group grant development personnel will schedule meetings with the Supervisor, Budget Director and Department Heads to discuss current events and any new or updated changes to the Funding Needs Analysis

and Action Matrix. When a certain grant opportunity becomes known to the Town, upon their request, we will research the NOFA and provide the name of the agency, the advertised due dates for the application, funding eligibility, a brief program summary, the level of funding available, and any local share requirements.



TASK 3: ON CALL GRANT RESEARCH

For the duration of a Contract between the Town of Orangetown and Laberge Group, should the Town become aware of, and interested in, a funding opportunity that does not register with the Funding Needs Analysis and Action Matrix, the Town may request Laberge Group's grant development personnel to research the opportunity and provide an overview which includes the name of the agency, the advertised due dates for the application, funding eligibility, a brief program summary, the level of funding available, and any local share requirements.

It should be noted that On-Call Grant Research requests should allow sufficient lead time for appropriate research of the funding program and, in the event the Town should chose to move forward in applying for the funding, should allow for a sufficient amount of time for the development of a professionally prepared, competitive application.

TASK 4: GRANT PROPOSAL DEVELOPMENT

After receiving direction from the Town of Orangetown, Laberge Group will proceed with the following summarized steps:

Authorization To Proceed (ATP): An ATP is a short form document that, when executed by the Town of Orange-

town and Laberge Group, authorizes Laberge Group to prepare and submit a specific grant application on behalf of the Town. The ATP sets forth the general steps to be completed by the grant writer and the associated application preparation fee.

Assignment: Application preparation will be assigned to the grant writer who has the greatest knowledge of the selected subject matter and who may have completed prior successful applications to the funding source. Laberge Group grant development personnel are well experienced in both hard copy and electronic application submittals. Applications completed by Laberge Group grants development personnel are prepared in a professional and competitive manner, strongly linking the intent of the funding source to the proposed project.

Prior Evaluations: Laberge Group's management procedures will ensure the performance quality of our work. Before commencing with the application preparation, the assigned grant development personnel will obtain and review any the Town of Orangetown's prior application evaluations prepared by the funding source to which the current application will be submitted. This preliminary step allows us to gain a better understanding of the specific review process and more clearly defines the information the particular funding sources deem to be the most important.

Review of Town, County and/or Regional Plan Goals: As stated earlier, the Town of Orangetown's publicly adopted planning goals will form a strong foundation for a funding request. A review of the Funding Needs Analysis and Grant Matrix will provide the name of the planning document and the detailed goal that the Town wishes to implement. Further review of the planning document will provide the background knowledge tied to the goals development. This information can often be used in the application narratives.

Research: The development of a successful grant proposal begins with researching material to gain a full understanding of the funding program and how it will tie to the Town of Orangetown's needs. Current data relating to the subject

matter must be obtained and corroborated with the appropriate department(s). It is important to note that many grant NOFA's may require specific policies or programs to be submitted; i.e. the former NYSEERDA's Cleaner Greener Program. Individual departments will have the responsibility of providing those programs to Laberge Group prior to grant development.

Start-Up Package: A start up package prepared by Laberge Group grants development is comprised of an assortment of grant support items that will add to the competitiveness of the grant application. The package normally consists of the following items:

- Draft resolution to apply.
- Application cover letter.
- Letter requesting agency and/or elected official expressions of support.
- Sample support letter(s).
- Project commitment letter.
- Local share commitment.
- Public hearing announcements and draft public notices will be provided should these activities be a requirement of the funding source.

The start up package will also include the instructions explaining the appropriate action required for each item.

Grant Application Forms: Grant application forms are provided by the funding source and are required to be completed, signed by the Supervisor and become the start of the application. Many applications now require certain certifications and lobbying disclosures to be signed as well.

Grant Application Narratives: Grant application narratives are generally prepared in response to questions asked in the application guidance or instructions. Narratives are of paramount importance in preparing an application and should be tied to the ranking materials or priorities provided within the instructions or grant guidance.

Exhibits: Most applications require a number of exhibits which might include items such as census maps, project location maps, plan excerpts, and other supporting documentation.

Quality Reviews: The process to complete a final application includes a 4-step quality review: Upon completion of the narrative portion of the application:

- 1) A draft copy will be sent to the Supervisor, and department head, for review and comment. Any changes will be made at this point.
- 2) A peer review of the full grant document is conducted as the office,
- 3) Followed by a supervisory review prior to the application being sent on for copying.
- 4) Once the grant application is completely assembled, a final Quality Review is scheduled with Mr. Scott Siegel prior to each grant application, with the appropriate numbers of the document submitted to the funding source with a copy forwarded to the Town of Orangetown.

TASK 5: MONTHLY REPORTS

Laberge Group will submit monthly reports to the Town summarizing the amount of time expended and describe the activities undertaken during the previous month.

TASK 6: OPTIONAL SERVICE: GRANT ADMINISTRATION & PROGRAM DELIVERY

At the Town of Orangetown's request, Laberge Group has the expertise to provide full grant administration and program delivery services.

- a) Program Manager: Upon request of the Town of Orangetown, Laberge Group will assign a program manager to assist the Town in administering and delivering the program in full conformance with all Federal, State and Local guidelines. Laberge Group's program manager will be responsible for advising the Town contact on the set up of the necessary filing system and establishment of financial accounts to receive grant funds.

b) Program Administration: Most grant applications require the applicant to provide a work plan and activity schedule within the application document. This information often becomes a component of the award contract. Laberge Group will assist staff in maintaining grant eligibility through adherence to the work plan and project schedule and, as such, will provide the necessary program management, appropriate record keeping, accessing of funds and the filing of timely progress reports. At the Town's direction, grant-related reports will be prepared at Laberge Group offices and provided to the Supervisor for signature and submittal to the funding agency. A Laberge Group representative will meet with staff to review grant files to ensure the record keeping, reporting, and management meets both the Town's management procedures and the criteria established by the funding source. Please note that grant administrative fees are included in most grant applications and can be authorized separately as an addendum to this contract.



c) Program Delivery Activities: Laberge Group will assist the Town in all areas of program delivery. The delivery of the awarded project will vary depending on the type program. Generally, delivery activities and costs are those that can be directly attributed to activities set forth in the application's proposed project and activities to deliver the project in conformance with Federal, State, and local guidelines. Laberge Group is well experienced in all venues of program delivery. Please note that program delivery fees are included in most program delivery applications and can be authorized separately as an addendum to this contract.

d) Technical Expertise: Laberge Group is a full service, multiple discipline engineering and community development organization. Our highly skilled staff consists of a battery of engineers, architects, grant development personnel, and program management professionals that are available to assist the Town in fulfilling all aspects of grant implementation.

(PAGE LEFT INTENTIONALLY BLANK)

FEE PROPOSAL

Based upon our unstanding of the Town of Orangetown’s grant services needs, Laberge Group is pleased to offer grant identification and writing services at a prorated fee of \$3,000/month until December 31, 2021 plus reimbursable expenses.

For budgetary purposes, the grant needs assessment is estimated at approximately 60 hours. Once a grant has been selected, an authorization to proceed will be prepared per grant, with an individual not to exceed amount per grant. Typical grant development fees range from \$2,500 - \$8,500 depending on the complexity of the grant and individual project readiness. Grant identification and initial research will be billed at our normal hourly rates and is included with the annual contract. For 2021, our annual fee for services will be \$36,000, plus normal reimbursable expenses. Engineering services will be billed at separate hourly rates.

**HOURLY RATE SCHEDULE
GENERAL SERVICES
EFFECTIVE: January 2021**

TECHNICAL CATEGORY

Officer, Principal, Architect, Engineer, Planner, Surveyor, CPA	175 – 250
Engineering-Project Managers	140 – 240
Architecture-Project Managers	135 – 200
Surveying-Project Managers	135 – 175
Planning-Project Managers	135 – 200
Engineers	100 – 170
Architects	100 – 145
Landscape Architects	95 – 130
Interior Designers	90 – 120
Planners/Community Developers	90 – 135
Surveyors - Party Chief/Instrument Person	65 – 100
Surveyors (NYS Prevailing Rate Work)	100 – 140
Engineering Technicians	90 – 140
Architectural Technicians	90 – 135
Surveying Technicians	90 – 135
Planning/Community Development Technicians	90 – 130
Interior Design Technicians	90 – 125
Resident Managers	95 – 150
Project Representatives	75 – 140
Financial/Fiscal/Administration/Accounting	60 – 235
Project Coordinator	80 – 110
Administrative Assistants	60 – 125

NOTES:

1. Rates based on range of Direct Personnel Expense (DPE) plus 1.7 DPE.
2. All rates subject to change without notice due to salary increases, State or Federal requirements or new personnel.
3. Reimbursable Expenses (other than Labor) shall be compensated at the actual cost thereof, plus an additional \$0.20 per dollar incurred.

(PAGE LEFT INTENTIONALLY BLANK)

SECTION V : REFERENCES

(PAGE LEFT INTENTIONALLY BLANK)

REFERENCES

The following are familiar with our firm and represent current similar projects. We encourage you to contact them.

Town of Plattsburgh, Clinton County, New York

Contact: Michael S. Cashman, Town Supervisor
151 Banker Road
Plattsburgh, NY 12901-7307
(518) 562-6800

Village of Corinth, Saratoga County, New York

Contact: Charles Pasquarell, Mayor
244 Main Street
Corinth, NY 12822
(518) 654-5669 • mayor@villageofcorinthny.com

Town of Moreau, Saratoga County, New York

Contact: Theodore T. Kusnierz, Supervisor
Town of Moreau
351 Reynolds Road
Moreau, New York 12828
(518) 654-5669 • moreausuper@townofmoreau.org

Village of Hempstead, Nassau County, New York

Contact: Don Ryan, Mayor
99 James A. Garner Way
Hempstead, New York 11550
donryan@villageofhempsteadny.gov

City of Albany, New York

Contact: Rachel McEneny, Commissioner of Administrative Services
City Hall, Room 301
24 Eagle Street
Albany, New York 12207
rmceneny@albanyny.gov

(PAGE LEFT INTENTIONALLY BLANK)

SECTION VI : APPENDIX

(PAGE LEFT INTENTIONALLY BLANK)

ADDITIONAL GRANT EXPERIENCE (BY GRANT PROGRAM)

ASSISTANCE TO FIREFIGHTERS

Kiryas Joel (V), Orange County, NY
Fire Engine Replacement

BROWNFIELD OPPORTUNITY AREA

Fort Edward (T), Washington County, NY
Pre-Nomination Study
Albany (C), Albany County, NY
South End Waterfront District
North Warehouse District

CANAL CORPORATION

Fort Edward (T), Washington County, NY
Rogers Island Museum Improvements
Montour Falls (V), Schuyler County, NY
Pedestrian Bridge and Walkway Improvements
Plattsburgh (T), Clinton County, NY
Lake Champlain Canal Improvements
St. Johnsville (V), Montgomery County, NY
Marina Improvements

CITIES FOR RESPONSIBLE INVESTMENT AND STRATEGIC ENFORCEMENT (CITIES RISE)

Albany (C), Albany County, NY
BuildingBlocks Software
Training and Outreach

CITIZENS RE-ORGANIZATION EMPOWERMENT GRANT

Bloomington (V), Sullivan County, NY
Dissolution Study
Brookhaven (T), Suffolk County, NY
Dissolution Implementation
Mastic Beach (V), Suffolk County, NY
Dissolution Planning
Dissolution Implementation
Moriah (T), Essex County, NY
Dissolution Implementation
Port Henry (V), Essex County, NY
Dissolution Planning
Dissolution Implementation
Salem (T), Washington County, NY
Dissolution Implementation
Salem (V), Washington County, NY
Dissolution Study

Van Etten (T), Chemung County, NY
Dissolution Implementation
Van Etten (V), Chemung County, NY
Dissolution Implementation

CLEAN WATER STATE REVOLVING FUND
Kiryas Joel (V), Orange County, NY
Headworks Analysis

CLIMATE SMART COMMUNITIES
Albany (C), Albany County, NY
South End Bikeway
Black Brook (T), Clinton County, NY
Drinking Water Infrastructure Resiliency Improvement Project
Cohoes (T), Albany, NY
Sidewalks
New Hempstead (V), Rockland County, NY
Sidewalks

COMMERCIAL EQUIPMENT DIRECT ASSISTANCE PROGRAM (OFFICE OF HOME LAND SECURITY)
Kiryas Joel (V), Orange County, NY
Emergency Services Expansion

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - SMALL CITIES
Chittenango (V), Madison County, NY
Downtown Revitalization Program
Cohoes (C), Albany County, NY
Remsen Street Façade Improvement Program Phase I
Remsen Street Revitalization Phase II
Housing Rehabilitation Program
Sidewalk Improvements
Corinth (T), Saratoga County, NY
Housing Rehabilitation Program
Corinth (V), Saratoga County, NY
Housing Rehabilitation Program Phase IV
Housing Rehabilitation Program Phase V
Sewer Reconstruction
Day (T), Saratoga County, NY
Housing Rehabilitation Program Phase II
Fort Edward (T), Washington County, NY
Public Infrastructure – Water District
Technical Assistance Grant – Strategic Plan
Route 4 Water Main Replacement
Public Facilities – Health Care

Fort Plain (V), Montgomery County, NY
Comprehensive Downtown Revitalization Program

Fultonville (V), Montgomery County, NY
Housing Rehabilitation Program Phase I
Housing Rehabilitation Program Phase II
Wastewater System Improvements Phase I
Wastewater System Improvements Phase II
Flood Mitigation Improvements
Wastewater System Improvements Phase III

German Flatts (T), Herkimer County, NY
Public Infrastructure –
Manion Heights Water District Improvements

Granville (V), Washington County, NY
Comprehensive Downtown Revitalization Program

Hoosick Falls (V), Rensselaer County, NY
Housing Rehabilitation Program Phase I
Housing Rehabilitation Program Phase II

Kiryas Joel (V), Orange County, NY
Public Facilities Improvements – Workforce Development Center
Comprehensive Project – Women’s Services Campus Phase I
Economic Development Program – Kiryas Joel Poultry Plant
Public Facilities Improvements – Emergency Operations Center
Comprehensive Project – Women’s Services Campus Phase II
Micro Enterprise Assistance Program Phase I
Micro Enterprise Assistance Program Phase II
Public Facilities Improvements – Water Conservation Program
Façade Improvements Program
Water Filtration and Treatment Plant Improvements
Micro Enterprise Assistance Program Phase III
Wastewater Treatment Plant Improvements
Micro Enterprise Assistance Program Phase IV
Backwash Filter Improvements

Manchester (V), Ontario County, NY
Comprehensive Downtown Revitalization Program

Massena (V), St. Lawrence County, NY
Comprehensive Downtown Revitalization Program

Middleburgh (V), Schoharie County, NY
Comprehensive Downtown Revitalization Program
Main Street Revitalization Program

Munnsville (V), Madison County, NY
Housing Rehabilitation Program

New Square (V), Rockland County, NY
Sidewalk Improvement Program

- Ohio (T), Herkimer County, NY
Housing Rehabilitation Program
Housing Rehabilitation Program
- Oneida (C), Madison County, NY
Downtown Revitalization Program
Housing Rehabilitation Program Phase I
Housing Rehabilitation Program Phase II
All Seasonings Expansion Project
All Seasonings Ingredients, Inc.
- Plattsburgh (T), Clinton County, NY
Wallace Hill Sewer District No. 3 Improvements
South Plattsburgh Water District Improvements
Archie Bordeau Improvements
Micro Enterprise Assistance Program
- Rensselaer (C), Rensselaer County, NY
Housing Rehabilitation Program
Family Resource Center Expansion
- Russia (T), Herkimer County, NY
Housing Rehabilitation Program Phase I
Housing Rehabilitation Program Phase II
- Schuyler Falls (T), Clinton County, NY
Housing Rehabilitation Program
- South Glens Falls (V), Saratoga County, NY
Housing Rehabilitation Program Phase I
Housing Rehabilitation Program Phase II
Micro Enterprise Assistance Program
Housing Rehabilitation Program Phase III
- St. Johnsville (V), Montgomery County, NY
Main Street Revitalization Programs
- Victory (V), Saratoga County, NY
Housing Rehabilitation Program
- Watervliet (C), Albany County, NY
Housing Rehabilitation Program
Comprehensive Improvements
- Westmoreland (T), Oneida County, NY
Water System Improvement Project
Wastewater System Improvements
- COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FACILITIES
- Cohoes (C), Albany County, NY
Sidewalks

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC INFRASTRUCTURE

Cohoes (C), Albany County, NY

Sidewalks

Corinth (V), Saratoga County, NY

Wastewater Treatment Plant System Improvements

Sewer Force Main Improvements

Wastewater Infrastructure Improvement Project

Deruyter (V), Madison County, NY

Water Treatment Improvements

Fultonville (V), Montgomery County, NY

Wastewater Treatment Plant Upgrade

Fultonville-Fonda (V) Joint Sewer Board, Montgomery County, NY

Wastewater Treatment Plant Improvements

St. Johnsville (V), Montgomery, County, NY

Averill Street Water and Wastewater Replacement Project

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) TECHNICAL ASSISTANCE

Ancram (T), Columbia, County, NY

Community Development Strategy

Ballston (T), Saratoga County, NY

Industrial Development Plan

Big Flats (T), Chemung County, NY

Town Center Plan

Clifton Springs, Ontario County, NY

Economic Development Study

Chemung County, NY

County Economic Development Plan

Coeymans (T), Albany County, NY

Town Economic Development Analysis

Fort Edward (T), Washington County, NY

Economic Development Plan

Fort Plain (V), Montgomery County, NY

Main Street Revitalization Plan

Fultonville (V), Montgomery County, NY

Community Development Strategic Plan

Hoosick Falls (V), Rensselaer County, NY

Economic Development Strategy

Horicon (T), Warren County, NY

Community Development Plan

Middleburgh (V), Schoharie County, NY

Main Street Revitalization Plan

Oneida (C), Madison County, NY
 Economic Development Plan
 Housing Rehabilitation Study
 Equipment Acquisition
 Plattsburgh (T), Clinton County, NY
 Community Development Strategic Plan
 Philadelphia (T), Jefferson County, NY
 Economic & Community Strategic Plan
 South Glens Falls (C), Saratoga County, NY
 Economic Development Plan
 St. Johnsville (V), Montgomery County, NY
 Community Development Plan
 Washington County, NY
 Economic Development Plan
 Watervliet (C), Albany County, NY
 Community Development Strategic Plan

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ECONOMIC DEVELOPMENT

Albany County, NY
 United Cooperative Farmers Expansion
 M&G DuraVent Facility Expansion
 Chemung County, NY
 GRC/Sallie Mae Building Expansion
 Shwietzer, Inc. Building Expansion
 Economic Development Strategic Plan
 DeMets Candy Company Expansion
 Columbia County, NY
 Local Ocean Facility Expansion
 Hudson Valley Creamery Facility Expansion
 Ginsberg's Food, Inc. Facility Expansion
 Hudson Valley Creamery
 Dutchland Plastics
 Hudson Valley Creamery
 Drumlin Field Distillery
 Newburgh Egg, Sullivan County, NY
 Pre-Treatment Facility Expansion
 Oneida (C), Madison County, NY
 Oneida Moulded Plastics Facility Expansion
 Plattsburgh (T), Clinton County, NY
 Natec, Inc. Facility Expansion
 Cedars Knolls Log Home Facility Expansion
 Multina, USA Facility Expansion
 Integral Fabrications, Inc. Facility Expansion

Rensselaer County IDA, NY

St. Anthony's/Franciscan Heights Corporation Facility Expansion
Pacamour Facility Expansion
E-Transmedia Facility Expansion
Float Tech Facility Expansion
Hudson River Foods

Saranac Lake Resort

FFE

Watervliet (C), Albany County, NY

Rusty Anchor, Inc. Facility Expansion

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) HOUSING

Kiryas Joel (V), Orange County, NY

Assistance to Homebuyers Program (P.A.T.H.)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MICROENTERPRISE

Kiryas Joel (V), Orange County, NY

Microenterprise Project

Plattsburgh (T), Clinton County, NY

Microenterprise Project

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PLANNING

New Square (V), Rockland County, NY

Community Drainage Infrastructure Needs Assessment

CONGRESSIONAL EARMARKS

Fort Edward (T), Washington County, NY

Rogers Island Museum Facility Expansion

Kiryas Joel (V), Orange County, NY

Capital Projects, Woman's Services Center Facility Expansion

Washington County, NY

Route 113 Reconstruction

EPA Technical Assistant Grant

Citizens Re-Organizational Empowerment

Bloomington (V), Sullivan County, NY

Dissolution Study

Salem (V), Washington County, NY

Dissolution Study

Creating Healthy Places

Ulster County, NY

Creating Healthy Places to Live, Work and Play

DAM SAFETY

Altona (T), Clinton County, NY

La Salle Dam Project

Corinth (V), Saratoga County, NY

Upper Dam Project

Fort Edward (T), Washington County, NY

Federal Appropriations Project

Troy (C), Rensselaer County, NY

Mt. Ida Dam Project

DEPARTMENT OF TRANSPORTATION BYWAY

Plattsburgh (T), Clinton County, NY

Byway Bike Trail-Design

EMPIRE STATE DEVELOPMENT CORPORATION

Albany (C), Albany County, NY

Bikeway Improvements

Lark Street Feasibility Study

All Seasonings Ingredients, Madison County, NY

Expansion Project

Carver Industrial Park, Albany County, NY

Rail Line

Columbia County, NY

Dairy Goat Feasibility Study

Catamount Ski Resort Facility Expansion

Hudson Valley Creamery

Fultonville-Fonda (V) Joint Sewer Board, Montgomery County, NY

Expansion

Hudson (C), Columbia County, NY

Parking Improvement Feasibility Study

Kiryas Joel (V), Orange County, NY

Women's Services Center Facility Expansion

Women's Campus Facility Expansion

Plattsburgh (T), Clinton County, NY

Former Airport Infrastructure Feasibility Study

Twin States Technologies, Clinton County, NY

Facility Expansion

Watkins Glen International, Schuyler County, NY

Track Modernization

ENGINEERING PLANNING GRANT (EPG)

Cambridge (V), Washington County, NY

Wastewater Preliminary Engineering Report

Corinth (V), Saratoga County, NY

Wastewater Preliminary Engineering Study

ENVIRONMENTAL FACILITIES CORPORATION (CWSRF)

Corinth (V), Saratoga County, NY

Sewer System Improvements

East Greenbush (T), Rensselaer County, NY

Sewer System Improvements

Treatment Plant Upgrade

ENVIRONMENTAL FACILITIES CORPORATION (DWSRF)

Victory & Schuylerville (V), Board of Water Management,
Saratoga County, NY

Water System Improvements

Public Facilities Water Improvement Project

ENVIRONMENTAL PROTECTION FUND

Albany (C), Albany County, NY

Lincoln Pool Park

Big Flats (T), Chemung County, NY

Whitney Park Improvements

Chester (T), Orange, County, NY

Broadview Estates Development Open Space and Recreational Area

Corinth (V), Saratoga County, NY

Village Park Improvements

East Greenbush (T), Rensselaer County, NY

Town Park Improvements Phase II

Town Park Improvements Phase III

Fort Edward (T), Washington County, NY

Rogers Island Museum Facility Expansion

Granville (T), Washington County, NY

Rails to Trails Project

Hoosick (T), Rensselaer County, NY

Town Park Improvements Phase IV

Town Park Improvements Phase V

Town Pool Improvements

Monticello (V), Sullivan County, NY

Village Park Enhancements

Morehouse (T), Hamilton County, NY

Town Park Improvements

Oneida (C), Madison County, NY

Oneida Armory Historic Preservation

Queensbury (T), Warren County, NY

Rush Pond Trail Improvements

Philadelphia (V), Jefferson County, NY

Waterfront Park Improvements

Plattsburgh (T), Clinton County, NY
Champlain Park -Acquisition
Champlain Park -Development
Parks Development
Putnam (T), Washington County, NY
Champlain Park Land Acquisition

FEDERAL HIGHWAY ADMINISTRATION
Fort Edward (T), Washington County, NY
Train Station Improvements
Industrial Access Improvements
Route 4 Improvements
Port Jervis (C), Orange County, NY
Promenade Development Project

FEMA
Fultonville (V), Montgomery County, NY
Scholte Avenue, Sewer Improvements

FIRE
Corinth (V), Saratoga County, NY
Personal Protective Gear Additions
Kiryas Joel (V), Orange County, NY
Personal Protective Gear Additions
Thermal Imaging Camera Additions
Norfolk (T), Orange County, NY
Personal Protective Gear Additions

HUDSON VALLEY GREENWAY GRANT
Brunswick (T), Rensselaer County, NY
Zoning Code Update
Chester (T), Warren County, NY
Recreation & Open Space Plan
Coeymans (T), Albany County, NY
Comprehensive Plan
Columbia County, NY
Behold! New Lebanon
East Greenbush (T), Rensselaer County, NY
Park & Recreation Master Plan
Esopus (T), Ulster County, NY
Zoning
Hoosick (T), Rensselaer County, NY
Master Plan
Comprehensive Plan

New Hempstead (V), Rockland County
Planning
North Greenbush (T), Rensselaer County, NY
Comprehensive Plan
Zoning Code
Design Guidelines
Moreau (T), Saratoga County, NY
Water District Consolidation
Schodack (T), Rensselaer County, NY
Sewer District Consolidation
Watervliet (C), Rensselaer County, NY
Strategic Plan

HOME Program

Fort Edward (T), Washington County, NY
Housing Rehabilitation Program Phase I
Housing Rehabilitation Program Phase II
Fultonville (T), Montgomery County, NY
Housing Rehabilitation Program
Munnsville (T), Madison County, NY
Housing Rehabilitation Program
Oneida (C), Madison County, NY
Housing Rehabilitation Program
Plattsburgh (T), Clinton County, NY
Housing Rehabilitation Program Phase I
Housing Rehabilitation Program Phase II
Russia (T), Herkimer County, NY
Housing Rehabilitation Program
South Glens Falls (V), Clinton County, NY
Housing Rehabilitation Program
St. Johnsville (T), Montgomery County, NY
Housing Rehabilitation Program
Triangle (T), Broome County, NY
Housing Rehabilitation Program
Kiryas Joel (V), Orange County
Homeownership Program

HUDSON RIVER ESTUARY PROGRAM

Albany (C), Albany County, NY
Local Stewardship Planning Study
East Greenbush (T), Rensselaer County NY
Boat Launch Design

Esopus (T), Ulster County, NY
 Access and Connections Study
 Esopus Park Surveys & Engineering Evaluations
 South Glens Falls (V), Saratoga County, NY
 Coopers Cave Access & Interpretive Center

JUSTICE COURT ASSISTANCE PROGRAM
 Salem (T), Washington County, NY
 Court Renovations

LOCAL GOVERNMENT EFFICIENCY (AND FORMER SHARED MUNICIPAL SERVICES INCENTIVE PROGRAM)

Albany County, NY
 Shared Highway Services Study
 Bloomingburg (V), Sullivan County, NY
 Dissolution Study
 Catskill (T), Greene County, NY
 Code Enforcement Consolidation
 Chester (T), Orange County, NY
 Consolidation Study
 Police Consolidation Study
 Police Consolidation Implementation
 Columbia County, NY
 Water Department Functional Consolidation
 Corinth (V), Saratoga County, NY
 Functional Consolidation of Water System O&M
 Frankfort (T&V), Herkimer County, NY
 Police Consolidation Feasibility Study
 Hamilton County, NY
 Fuel Consolidation Phase I
 Fuel Consolidation Phase II
 Fuel Consolidation Phase III
 Hoosick Falls (V), Rensselaer County, NY
 Dissolution Study
 Mount Kisco (V), Westchester County, NY
 Police Merger Implementation
 Plattsburgh (T), Clinton County, NY
 Functional Consolidation of Water Districts
 Wastewater Treatment Agreement
 Port Chester (V), Westchester County, NY
 Rye Brook Shared Services
 Salem (V), Washington County, NY
 Dissolution Study
 Trenton (T), Oneida County, NY
 Regional Recreation Center Expansion
 Ulster County, NY
 Automatic Vehicle Locator System
 Tourism Office Consolidation

Warren County/Washington County, NY
Fire Training Center

LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND
New Hempstead (V), Rockland County, NY
Individual Inactive Records Inventory & Planning

LOCAL WATERFRONT REVITALIZATION PROGRAM (LWRP)
Albany (C), Albany County, NY
South End Bikeway
North South Waterfront Gateway

Esopus (T), Ulster County, NY
Local Waterfront Revitalization & Hamlet Plan Project
Fultonville (V), Montgomery County, NY
Dock Extension Phase 2

MARKET NY
Columbia County, NY
Behold! New Lebanon

MUNICIPAL CONSOLIDATION AND EFFICIENCY COMPETITION
Brookhaven (T), Suffolk County, NY
Brookhaven United Municipal Efficiency Plan

NEW YORK BRIDGE
Sand Lake (T), Rensselaer County, NY
Stop 13 Road

NEW YORK COUNCIL ON THE ARTS (NYSCA)
Cohoes (C), Albany County, NY
Visitor Center

NEW YORK MAIN STREET
Fultonville (V), Montgomery County, NY
Main Street Revitalization
Greenwich (V), Washington County, NY
Main Street Revitalization
Hoosick Falls (V), Rensselaer County, NY
Main Street Revitalization
Middleburgh (V), Schoharie County, NY
Main Street Revitalization
Port Chester (V), Westchester County, NY
Façade Improvement Program

NEW YORK POWER AUTHORITY FIVE CITIES ENERGY PROGRAM

Albany (C), Albany County, NY

Rise to the Top

NORTHERN BORDER REGIONAL COMMISSION

Plattsburgh (T), Clinton County, NY

Economic Development

NYS DEPARTMENT OF HEALTH

Plattsburgh (T), Clinton County, NY

Fluoridation

NYS WATER

Black Brook (T), Clinton County, NY

Drinking Water Infrastructure Resiliency Improvement Project

Corinth (V), Saratoga County, NY

Wastewater System Improvements

Cohoes (C), Albany County, NY

Water Storage Improvements

Hudson (C), Columbia County, NY

Washington Street Water System

Moreau (T), Saratoga County, NY

Sewer District Extension

Plattsburgh (T), Clinton County, NY

Water District

Ramapo (T), Rockland County, NY

Waverly Place Sewer Project

QUALITY COMMUNITIES

Big Flats (T), Chemung County, NY

Corridor Study

Fultonville (V), Montgomery County, NY

Community Growth Plan/Zoning

Fort Edward (T), Washington County, NY

Community Growth Plan/Zoning

Hoosick Falls (V), Rensselaer County, NY

Comprehensive Plan

South Glens Falls (V), Saratoga County, NY

Comprehensive Plan

PEDESTRIAN SAFETY ACTION PLAN (PSAP)

Albany (C), Albany County, NY

Pedestrian Safety Action Plan

Ramapo (T), Rockland County, NY
Pedestrian Safety Action Plan

RESTORE NEW YORK COMMUNITIES

Albany (C), Albany County, NY
Capital Rep

Canastota (V), Madison County, NY
Barlow Street Frozen Food Processing Facility

Colonie (V), Albany County, NY
Goldstein

Colonie (T), Albany County, NY
First Prize

Ellenville (V), Ulster County, NY
Main Street Burger King

Fort Edward (T), Washington County, NY
Demolition/Museum Construction
Historic Train Station Rehabilitation

Granville (V), Washington County, NY
Main Street Revitalization

Hoosick Falls (V), Rensselaer County, NY
Commercial Building Reconstruction
Delany's Hotel and Brew Pub

Massena (V), St. Lawrence County, NY
Demolition/Construction Housing Units

New Square (V), Rockland County, NY
Matzoh Factory

Oneida (C), Madison County, NY
Housing Rehabilitation Program

Plattsburgh (T), Clinton County, NY
Theater Construction

Richmondville (T), Schoharie County, NY
Maranatha Family Center

Schodack (T), Rensselaer County, NY
Servidone

Troy (C), Rensselaer County, NY
701 River Street

STATE ARCHIVES AND RECORDS ADMINISTRATION

Colonie (V), Albany County NY
GIS Needs Assessment

Corinth (T), Saratoga County, NY
Archival Records Inventory

East Greenbush (T), Rensselaer County, NY
GIS Implementation
Inactive Records Storage

Kiryas Joel (V), Orange County, NY
 Archival Records Inventory
 Needs Assessment
 Records Storage
 Record Management

Plattsburgh (T), Clinton County, NY
 Inactive Records Storage
 GIS Implementation
 Records Management

Watervliet (C), Albany County, NY
 Document Imaging

STATE AND MUNICIPAL FACILITIES (SAM)

Nassau (T), Rensselaer County, NY
 Water Valve Replacement

Fultonville (V), Montgomery County, NY
 Backup Generator

STATE FARM GOOD NEIGHBOR CITIZENSHIP GRANT

Albany (C), Albany County, NY
 Training Center

SULLIVAN COUNTY COMMUNITY DEVELOPMENT PROGRAM

Highland (T), Ulster County, NY
 Zoning

TRANSPORTATION IMPROVEMENTS AND ENHANCEMENTS PROGRAMS

Big Flats (T), Chemung County, NY
 Hamlet Sidewalks Improvements
 Main Street Sidewalk Improvements

Fort Edward (T), Washington County, NY
 Rogers Island Museum Improvements

East Greenbush (T), Rensselaer, NY
 Roundabout Study and Implementation

Fultonville (V), Montgomery County, NY
 River Street Walkway Improvements
 River Street Sidewalk Improvements

Hoosick Falls (V), Rensselaer County, NY
 Hoosick River Trail Improvements

Pound Ridge (T), Westchester County, NY
 Sidewalks and Streetscapes Improvements

South Glens Falls (V), Saratoga County, NY
 Route 9 Sidewalks/Bike Trail Connector
 Route 9 Sidewalk Improvements

UNITED STATES DEPARTMENT OF AGRICULTURE (GRANT)

Fort Edward (T), Washington County, NY

Water District #2 Improvements

Plattsburgh (T), Clinton County, NY

Cumberland Head Improvements

UPPER DELAWARE COUNCIL TACTICAL ASSISTANCE GRANT (UDC TAG)

Highland (T), Ulster County, NY

Zoning

WATER INFRASTRUCTURE IMPROVEMENT ACT

Kiryas Joel (V), Orange County, NY

Water Supply

WATER QUALITY IMPROVEMENT PROJECT PROGRAM

Canastota (V), Madison County, NY

WWTP UV Disinfection Implementation Project

Highland (T), Ulster County, NY

Salt Shed Construction

Hudson (C), Columbia County, NY

Wastewater Pump Station Improvement Project

Stormwater Separation Project

Rotterdam (T), Schenectady County, NY

Land Acquisition for Source Water Protection

Schodack (T), Rensselaer County, NY

Town of Schodack MS4 System Mapping

Fuel Canopy

Stormshed Mapping

Town of Schodack Outfall Mapping

ZOMBIE PROPERTY

Albany (C), Albany County, NY

Zombie Property Registry

ZOMBIE 2.0

Brookhaven (T), Suffolk County, NY

“Zombie” & Vacant Properties Initiative – Round 2

Grant Guide

Is Your Community Ready To Compete?

The Lombardi Approach To Grant Development

By Benjamin H. Syden, AICP, Director, Planning & Community Development, Laberge Group and Nicole T. Allen, AICP, Planning Services Manager, Laberge Group

The 2014 Olympic Games are about to begin, and these athletes have been training for years to be ready for this monumental event. There are no excuses for not being ready; there is no one to blame ... no one to shoulder that responsibility but the athlete.

For the past three years, the “grant game” in New York State has become an annual event now known as the Consolidated Funding Application (CFA). Through this new CFA process, the governor has typically announced the availability of funds in late spring, set the grant deadline for mid-summer and announced the funding awards in December. Right now, many communities have the opinion that we are in the “grants off-season.” Or ... are we?

While grant writing may not be a sport, it is a competition, and there are communities and projects that “win” and others that “lose.” In today’s society, the preferred tags are “those that are funded” and “those that did not secure funding.” Whether you believe that grant writing is a sport, there are many linkages that can be made to – and lessons that can be learned from – the ways an athlete often approaches his or her craft. Communities should be proactively thinking of this time as the training season for the next great grant event in order to prepare all of their applications.

The off-season is a time to reflect on your community’s vision and goals and plan for action before the season begins. Like athletes, communities should use the off-season to strengthen areas of weakness and shore up game plans to be competitive when the season begins. Right now, in terms of grants, New York State municipalities can choose to relax and wait until the gun goes off to compete for funds, or they can use the off-season to review their community’s goals, prioritize projects, identify the grant needs and partnerships for each project and develop project

“If you’re early, you’re on time. If you’re on time, you’re late. If you’re late... don’t bother showing up.”

– Vince Lombardi

folders to be ready for action. Then, when the grants are announced, they can plow straight-ahead toward victory. How can a community best prepare for the upcoming grant season? There isn’t a golden rule that can apply to every community or every grant. Resources are often limited, and all municipal employees are being asked to do more with less. However, there are a few things that a community can do to maximize the off-season and to get ready for the next round of grants.

Your Grant “Off-Season” Training Plan

Review. First, start by reviewing your community’s comprehensive plan or other planning documents, especially your Regional Economic Development

See: Grant Writing on Page 21

Grant Guide

From Page 20: Successful Grant Writing is a Full-Season Process

Council's plan. How well are your community's strategies and projects articulated in your Regional Strategic Plan? Are your strategies linked to job creation? How is the implementation of your community's strategies also an opportunity for the region? Begin to identify priority goals or strategies that are achievable and viable. Often, funding agencies will give extra points or consideration to priority items identified in a plan. This may happen even more often for priority items that align with the region's priorities.

Prioritize. Understand your community's vision statement, and work with your municipal boards and the public to prepare a list of priority projects. It may be worthwhile to dedicate a board meeting to prioritize these projects with the public to ensure you clearly understand what the community supports and what they are willing to fund.

Because grant funding almost always requires a local funding match from the community, it is important to know whether the community supports dedicating community funds before the grant writing begins, or a project may get derailed. Projects presented to the public can range in readiness, but they should have the community's support before attempting to advance them through a grant process. Too many communities waste valuable time and money trying to gain community support during the application process when such resources can better be spent at that time.

Identify. Take this time to review previous CFA application materials and requirements. While they may change slightly year to year, it is a good basis for you to understand the program requirements and to begin framing each of your projects. If you previously submitted a grant application, now is the perfect time to sit down with the funding agency and review why your application was not selected. If it is a new application, approach the funding agency for preliminary feedback regarding what may be weak and strengthen your project's outline. Funding agencies are often more comfortable sharing ideas and concerns about an application when a grant deadline is not looming.

Communities should be proactively thinking of this time as the training season for the next great grant event in order to prepare all of their applications.

Identify and build your project-specific partnerships! While it is not important to prepare grant narratives in the off-season, it is of paramount importance to develop a listing of potential project partners and to understand the program requirements early. Start building these partnerships before the grants are announced. These partners will be advocates for your projects. Get them on board early and stay in contact with them so they can see your commitment and become familiar with your priorities. Make sure that your regional council, state agencies and local officials are aware of your project, and build the relationships early. We are very fortunate to have the best and brightest working for New York State, and they are a wealth of knowledge and expertise in project development.

Develop. Create a folder for each project that outlines the components of each project. This folder will contain the project's specific outline of tasks and responsible parties, a detailing of the project sources and uses of funds and a list of all the

[See: Funding on Page 22](#)

TALK OF THE TOWNS | 21

Grant Guide

From Page 21: Land Funding for Your Community Projects by Planning Ahead

partners and community support letters needed and obtained. It is critical to understand the items that are required for submittal, as some of these items need significant lead time and cannot be generated in the 60-90 day grant window. Whether it is income surveys, preliminary engineering designs, cost estimates, site schematics, stakeholder support, additional private sector partners, bank financing or community support, the time to get it done is in the grant off-season.

IF YOU'RE ON TIME, YOU'RE LATE.

While the CFA Round 4 has not yet been announced (at the time of this writing), our advice to communities is simple- "start *now*" - Vince Lombardi

once said "If you're early, you're on time. If you're on time, you're late. If you're late, don't bother showing up." This was true of his athletes, and it is true in the development of grants in New York State. If you begin to develop projects when the grant is announced, you are already late in the game. Create a project folder for each priority. Review the grant requirements and begin to collect the backup required. If your application needs a public hearing, set it. If you need two months lead time to get community support or a board resolution, start the process. If your project application requires an appraisal, order it. The more you can do in the "grant off-season," the more likely your chances are at being competitive when it is game time.



Turn on the Tap for State Water/Wastewater Funding Guidelines for Infrastructure Project Readiness

By Richard F. Laberge, PE, President and Rebecca C. Cleere, Assistant Marketing Manager,
Laberge Group

Gov. Andrew M. Cuomo and the New York State Legislature have approved a new budget that includes more than \$2.5 billion in water and wastewater infrastructure funding. The investment is the largest the state has ever made in revitalizing its drinking water and wastewater infrastructure, and presents unprecedented opportunities for New York State municipalities as you strive to meet the daily and future needs of your residents. These critically important funds are meant to provide the capital dollars to leverage local resources that are needed to upgrade municipal drinking water systems, improve municipal wastewater systems and protect drinking water at its source. *Is your community ready to turn on the tap for water and wastewater funding?*

Municipal Drinking Water System Advancements

- Installing advanced treatment and filtration systems to treat and remove both regulated and unregulated contaminants found in drinking water;
- Upgrading aging distribution and treatment systems, including replacement of lead service lines in low-income communities; and
- Connecting contaminated private drinking water wells to regulated public drinking water systems.

Municipal Wastewater Treatment Systems Improvements

- Installing advanced wastewater treatment systems, including those to address nitrogen loading on Long Island;
- Upgrading aging wastewater treatment plants to increase capacity and improve

resiliency; and

- Connecting existing homes in densely populated communities to sewer systems or installing advanced public on-site septic systems.

Source Water Protection Actions

- Implementing recommendations of community-driven source water protection plans funded by the Environmental Protection Fund beginning in 2017-2018;
- Conserving open spaces and building green infrastructure, such as constructed wetlands, to capture runoff and filter contaminants;
- Ensuring proper management and storage of common contaminants like manure and road salt to prevent runoff; and
- Increasing the state Superfund to expedite the cleanup of hazardous waste that may impact sources of drinking water.

Project Readiness

Project readiness is critical to receiving these funds, and waiting until the grant is announced may result in lost opportunities. To be the most ideal candidate, communities need to be prepared well in advance in order to increase their chances of success.

In other words, plan to work and work your plan. Communities with water and wastewater problems should begin before grant application

See: Water/Wastewater on Page 28

TALK OF THE TOWNS | 27

From Page 27: Give your Water/Wastewater Infrastructure Project a Competitive Advantage when Applying for State Funding

deadlines are announced to identify grant and funding opportunities that match their needs and projects. You should immediately begin to invest in your community in order to get the state and federal government to invest in your community. Specific preliminary tasks that should be undertaken prior to the announcement of a notice of funding availability include:

- **Engineering Reports:** The United States Department of Agriculture and Environmental Facilities Corporation CWSRF and NYS water programs require that an engineering report be completed and submitted with an application. While not required for a Community Development Block Grant, an engineering report detailing the problem, potential alternative solutions, a cost estimate and financing plan strengthens your application significantly.
- **Environmental Reviews (SEQR):** Many communities are now “upping their game” and are ready to submit an application along with their engineering report. However, are they truly ready to be funded? The next step in moving your project to the head of the line is to complete the environmental review for your project. Assigning lead agency and determining if there are any environmental constraints will significantly reduce the time it will take to start your project. Moving forward with SEQR and even pre-permitting your project will highlight your commitment and readiness to undertake the project.
- **Financing Plan and Bond Resolutions:** Nowadays, there are few grant or loan programs that will pay for your whole project. If you intend on leveraging resources to complete your project, make sure that your financing plan is complete. Once a grant deadline is announced, it may be too late to get the elements of a financing plan in place, so begin that process as soon as possible. Your financing plan will include other funding awards and/or

in-kind services that you will use to complete the project.

- **District Formation:** If your project involves the creation of a new district, it is highly recommended that the district formation process be completed or at least underway. This will help in removing a question mark in the grant review process as it is not uncommon for a project to be funded and then recaptured when a permissive referendum during district formation stops the project. Remove the question and have the district formed – you will be a step ahead of the competition.

- **Comprehensive or Strategic Planning:** The development or updating of a Comprehensive Plan is a crucial but often overlooked step in the project readiness checklist. In today’s grant development environment, a lack of a comprehensive plan and/or strategic plan can be the deal breaker. The plan documents your communities’ vision, goals strategies, strengths, weaknesses, and priority projects. At its very essence, a community plan tells a reviewer who you are, where you want to be, and how you will get there.

While waiting for the announcement of a funding opportunity, reflect on your community’s vision and goals, and plan for action. It is a time to strengthen weak areas, review municipal planning documents, and to set the stage to be competitive. New York State municipalities can be reviewing their community’s goals, prioritizing projects, identifying the grant needs and partnerships for each project, and developing “project folders” to be ready for action.

- **Link your Community Goals to the REDC Plan:** Start by reviewing your community’s comprehensive plan or other planning

See: Water/Wastewater on Page 29

From Page 28: Give your Water/Wastewater Infrastructure Project a Competitive Advantage when Applying for State Funding

documents, especially your Regional Economic Development Council's plan. How well are your community's strategies and projects articulated in your Regional Strategic Plan? Are your strategies linked to job creation? How are the implementation of your community's strategies also an opportunity for the region? Begin to identify priority goals or strategies that are achievable and viable. Often funding agencies will give extra points or consideration to priority items identified in a plan. This may be even truer for priority items that align with the region's priorities.

- **Identify Shortcomings in Previous Applications:** Take this time to review previous funding application materials and requirements. While they may change slightly year to year, it is a good basis for you to understand the program requirements and to begin framing each of your projects. If you previously submitted a grant application, now is the perfect time to sit down with the funding agency and review why your application was not selected. If it is a new application, approach the funding agency for preliminary feedback regarding what may be weak in order to strengthen your project's outline. Funding agencies are often more comfortable sharing ideas and concerns about an application when a grant deadline has not been announced.

- **Build Partnerships:** Identify and build your project specific partnerships! It is of paramount importance to develop a listing of potential project partners and to understand the program requirements early. Start building these partnerships before the grants are announced, as these partners will be advocates for your projects. Get them on board early and stay in contact with

them so they can see your commitment and know your priorities. Make sure that your Regional Council, State Agencies and local officials are aware of your project, and build the relationships early.

Even though a grant deadline has not yet been announced, our advice to communities is simple – "start now". If you begin to develop projects when the grant is announced, you are already late. Create a project folder for each priority. Review the common grant requirements and begin to collect the backup required. If your application needs a public hearing, set it. If you need two months lead time to get community support or a board resolution, start the process. If your project application requires an appraisal, order it. The more you can do now the more likely your chances are at being competitive when the funding timeline is announced. Embrace the "Vince Lombardi Approach to Grant Writing" – If you are early, you are on time. If you are on time, you are late. And if you are late, don't bother showing up. ☐



Laberge
ENGINEERING
ARCHITECTURE

Group
SURVEYING
PLANNING

Celebrating
50
YEARS OF
EXCELLENCE
1964 - 2014

Municipal Engineering	Parks & Trails
Wastewater	Economic Development
Water Treatment	Planning
Stormwater	Zoning
Surveying	Public Outreach
Transportation	Municipal Facilities
Infrastructure	Asset Management
Grant Writing & Administration	Shared Services

(518) 458-7112 • www.labergegroup.com 
clientservices@labergegroup.com 

TALK OF THE TOWNS | 29



PREPARING A “FUNDING QUILT” A “HOW-TO” GUIDE FOR PROJECT IMPLEMENTATION

Presenters:

Ben Syden, AICP
Vice President, Laberge Group

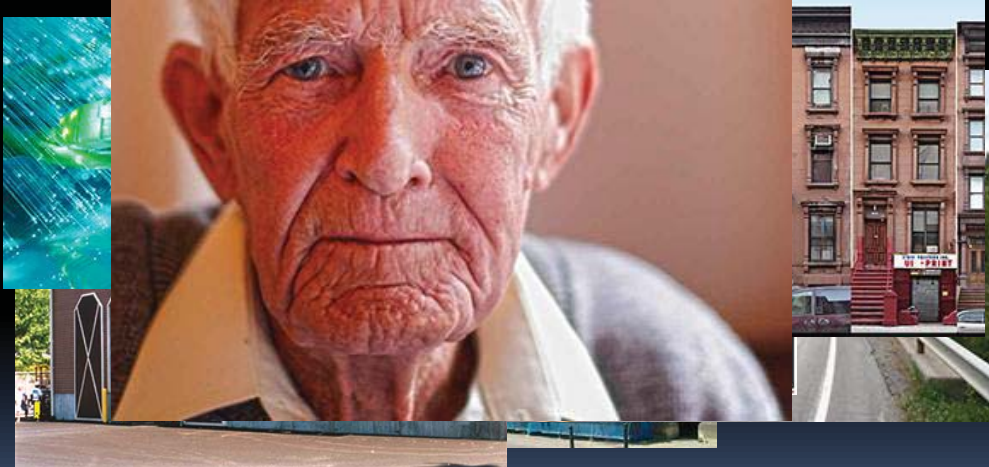
Nicole Allen, AICP
Planning Services Manager, Laberge Group



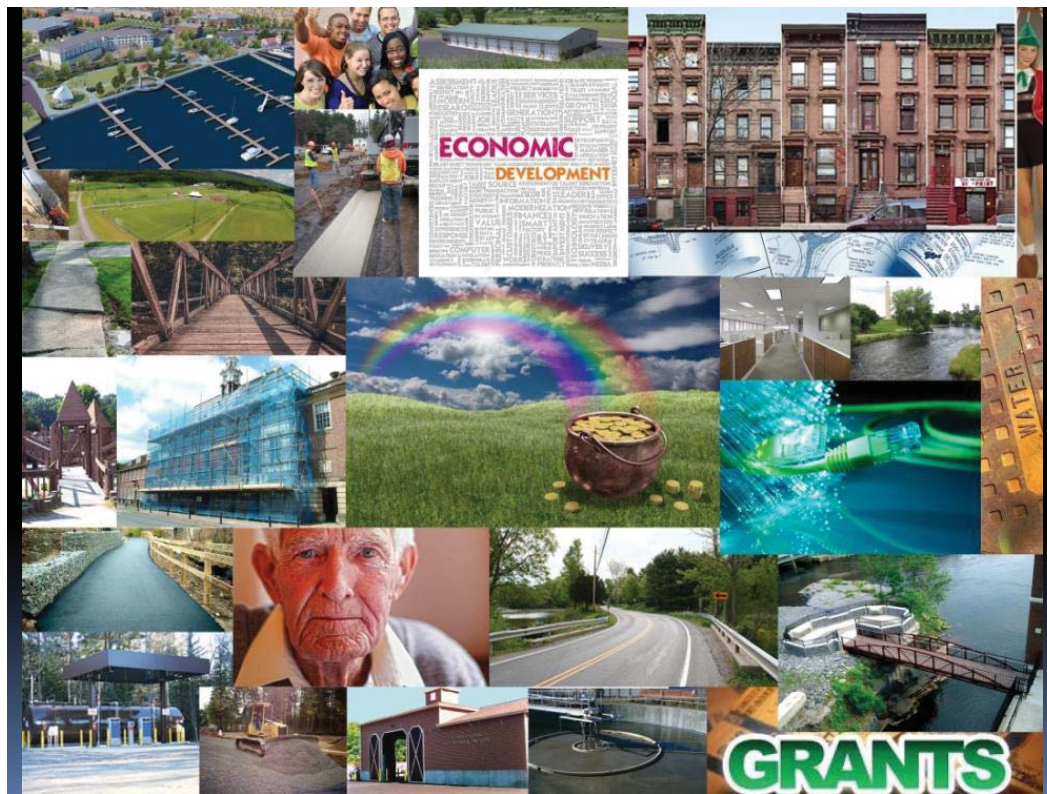
Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Current Issues Facing Towns In New York



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Yet you are all handcuffed with:

- 2% Property Tax Cap
- Increased Wages
- Increased Pension
- Increased Health Care Costs
- Increased Commodities



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



What's a local official to do?



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



ACCESSING STATE FUNDS



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



ESDC

MRF

LGE

BOA

CDBG



EPF

HOME

FIRE

NYMS

HHS

SRTS

LWRP

EDA

TIP



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



```

ab # n(3.5xcd)/[π~4.906i] x bc~ 56.1rx pke 9243jNM
{3.4219d} x {πdt} kt11.ort~9bt|bc~ 56.1rx pke 9243jNM
m2356tOrtkl14 n x {3.4219d}bc~ 56.1rx pke 9243jNM
rkε 231 {3.4219d}n(3.5xcd)/[π~4.906i] x bc~n(3.5xcd)
jr5099 9d} x {πdt} 1.ort~9bt|bc~ 56.1rx pke 9243jNM
/[π~4.906i] x bc~n(3.5xcd)/[π~4.906i] x bc~ x {3.421
9d}bc~ x bc~n(3.5xcd)/[π~4.906i] x {3.4219d}bc~ 56.1
56.1rx pke 9243jNM6i] x {3.4219d}bc~ 56.1rx pke 924
rkε 231 {3.4219d}n(3.5xcd)/[π~4.906i] x bc~n(3.5xcd)
jr5099 /[π~4.906i] x bc~n(3.5xcd)/[π~4.906i] x
{3.4219d}bc~ 56.1rx pke 9243jNMjr5099 /[π~4
231 {3.219d}n(3.5xcd)/[π~4.906i] x bc~n(3.5xcd)
jr5099 /[π~4.906i] x bc~n(3.5xcd)/[π~4.906i] x
bc~ 56.1rx pke 9243jNMrkε 231 {3.4219d}n(3.5xcd)
/[π~4.906i] x bc~n(3) kt30 = X
                
```

“It’s a foolproof formula for writing grant applications.”



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



**“If you’re early, you’re on time.
If you’re on time, you’re late.
If you’re late,
don’t bother showing up.”
- Vince Lombardi**



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



The Key to Successful Grants Starts With Plan

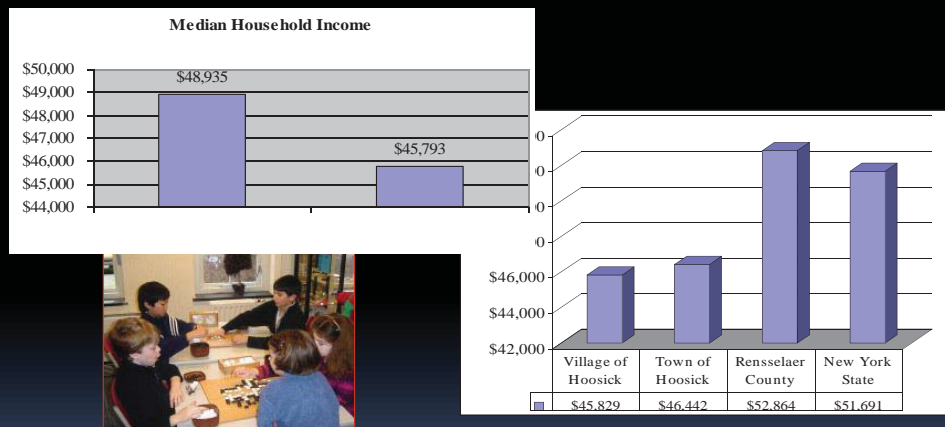
- Envision It
- Plan It
 - Your Off-Season Training Plan
 - Prioritize
- Implement It



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Understand Who You Are



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Public Input



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Techniques for Soliciting & Increasing Public Participation

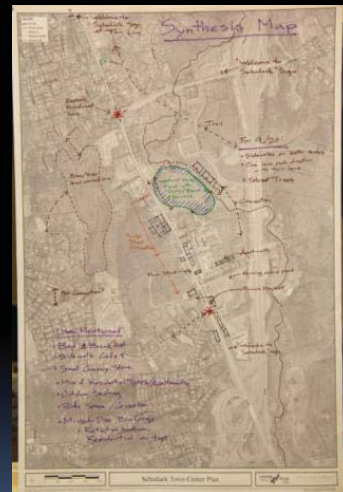
- Church Groups
- Local Clubs
- Sports Organizations
- School Organizations or School Committees
- Neighborhood Associations



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



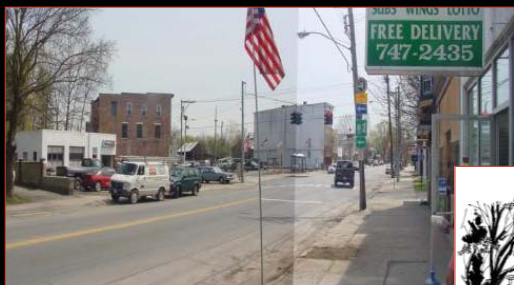
Identify Your Assets & Your Liabilities



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Visualize Design Solutions



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation

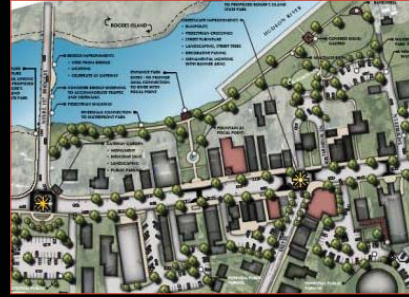


Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Create Short Term Achievable Goals

- Pedestrian Enhancements.
- Enhance Rte 197 Gateway.
- Enhance Yacht Basin.
- Improve Irving Tissue Entry.
- Plant new street trees.
- Share Parking Areas.
- Infill Development.



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Set Long Term Goals



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Set Long Term Goals



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



See How You Fit Into Your REDC/URI/DRI Plan



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Create a “Funding Quilt” for each project

- Identify Resources
- Understand Program Requirements
- Develop Project Partners
- Research Successful Projects
- Make Your Project CFA Ready



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Resources

- Identify possible funding streams that may be available to assist in implementing your projects.



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Understand the Program Requirements

- Program Eligibility
 - o Eligibility vs. Fundability
 - o Match Requirement
 - o Project Timetable
- Program Schedule
 - o Grant Deadlines
 - o Announcement Dates
 - o Funding Availability
 - o Technical Assistance



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Develop Project Partners

- o Local
- o State
- o Federal
- o Regional Economic Development Council
- o Not-for-Profit
- o Volunteer Organizations



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Research Successful Projects

- What Works vs. What Doesn't Work
- Go to Funding Agencies to Review Prior Applications
- Types of Projects - Does it Fit?
- Project Readiness - Commitment of Other Funds
- Project Documentation
- Public Support
- Dot the *i*'s and Cross the *t*'s
- Meet with Agencies, AGAIN



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Make Your Project CFA Ready



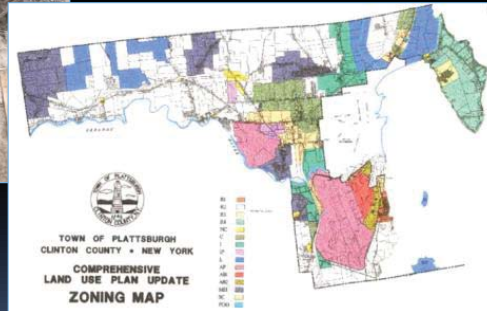
The “Funding Quilt” links the resources that must come together and be interwoven to accomplish an objective.



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Town of Plattsburgh



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation

Funding for Town of Plattsburgh Since 2000

Municipality	Grant	Project	Amount Secured
Town of Plattsburgh	CDBG Application	Wallace Hill #3 Sewer	\$400,000
Town of Plattsburgh	ANCCPEP	Dock Replacement	\$25,000
Town of Plattsburgh	CWSRF - Loan	Wallace Hill # 2 Sewer	\$500,000
Town of Plattsburgh	EPF	Lakefront Park Land Acquisition	\$148,750
Town of Plattsburgh	DWSRF - Loan	Cumberland Head	\$5,300,000
Town of Plattsburgh	CDBG	South Plattsburgh Water District	\$400,000
Town of Plattsburgh	SARA	Inactive Storage	\$5,991
Town of Plattsburgh	EPF/LWCF	Lake Champlain Park	\$196,500
Town of Plattsburgh	CDBG-ED	Natec, Inc	\$166,000
Town of Plattsburgh	DOT-Byway	Byway Bike Trail - Design	\$49,680
Town of Plattsburgh	EPF	Parks Development	\$250,000
Town of Plattsburgh	CDBG-ED	Ceder Knolls Log Homes	\$185,000
Town of Plattsburgh	CDBG-ED	Multina	\$134,000
Town of Plattsburgh	CDBG-ED	Integral Fabrications	\$187,500
Town of Plattsburgh	CDBG	Archie Bordeaux	\$400,000
Town of Plattsburgh	EPA-Spec. Pur.	Wastewater Study	\$280,700
Town of Plattsburgh	Erie Canal	Lake Champlain Canal	\$149,000
Town of Plattsburgh	SMSI	Wastewater Treatment Agreement	\$290,000
Town of Plattsburgh	Restore	Theater Construction	\$2,500,000
Town of Plattsburgh	HOME	Housing Rehabilitation	\$300,000
Town of Plattsburgh	CDBG-TA	Comprehensive Plan	\$24,000
Town of Plattsburgh	DWSRF Loan	Pump Station	\$2,400,000
Town of Plattsburgh	USDA-loan	Cumberland Head	\$6,875,000
Town of Plattsburgh	LGE	Functional Consolidation of Water Dist	\$396,000
Town of Plattsburgh	CDBG-ED	Microenterprise Program	\$200,000
Town of Plattsburgh	ESD	Airport Feasibility Study	\$20,000
Town of Plattsburgh	CDBG	Microenterprise Program	\$200,000
Town of Plattsburgh	DOH	Flouridation	\$24,140
Total			\$22,007,261



Village of Fultonville



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Funding for Village of Fultonville Since 2000

Municipality	Grant	Project	Amount Secured
Village of Fultonville	CDBG	Housing Rehabilitation	\$400,000
Village of Fultonville	CDBG-TA	Community Development Plan	\$18,000
Village of Fultonville	NYMS	Main Street Revitalization	\$200,000
Village of Fultonville	CDBG	Housing Rehabilitation	\$400,000
Village of Fultonville	TEP	River Street Walkway	\$626,312
Village of Fultonville	LWRP	Waterfront Access	\$135,000
Village of Fultonville	HOME	Housing Rehabilitation	\$374,000
Village of Fultonville/Fonda	CDBG	Waste Water Improvement Project	\$600,000
Village of Fultonville/Fonda	CDBG-CRF	Joint Sewer Plant	\$600,000
Village of Fultonville	CFA/CDBG	Flood Mitigation	\$400,000
Village of Fultonville	FEMA	Scholte Avenue, Sewer, etc	\$150,000
Village of Fultonville/Fonda	CRF-CDBG	WWTP Improvements	\$550,000
Village of Fultonville	CFA-LWRP/Canal	Dock Extension Phase 2	\$50,000
Village of Fultonville	SAM	Back up generator	\$75,000
Village of Fultonville/Fonda	CFA-CDBG	Wastewater Treatment Plant Upgrades	\$900,000
Total			\$5,478,312



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Village of Corinth



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Funding for Village of Corinth Since 2000

Municipality	Grant	Project	Amount Secured
Village of Corinth	ANCCEP	Main Street Façade Program	\$24,000
Village of Corinth	EPF	Park Acquisition & Development	\$125,000
Village of Corinth	CDBG TA	Grant Preparation	\$5,000
Village of Corinth	ANCCEP	Façade 50/50 program	\$25,000
Village of Corinth	Dam Safety	Upper Dam Improvement	\$300,000
Village of Corinth	FIRE	Personal Protective Gear	\$75,500
Village of Corinth	CFA-CDBG	Sewer reconstruction	\$600,000
Village of Corinth	CFA-CDBG	Sewer System Improvements	\$600,000
Village of Corinth	NYS Water	Wastewater System Improvements	\$5,000,000
Village of Corinth	CFA-EPG	Wastewater Preliminary Engineering Study	\$78,000
Village of Corinth	CFA-CDBG	WWTP System Improvements	\$1,000,000
Village of Corinth	CFA-LGE	Functional Consolidation of Water System Operation and Maintenance	\$400,000
Village of Corinth	CWSRF 0% Interest Loan	Water and Sewer Infrastructure	\$21,089,000
Total			\$29,321,500



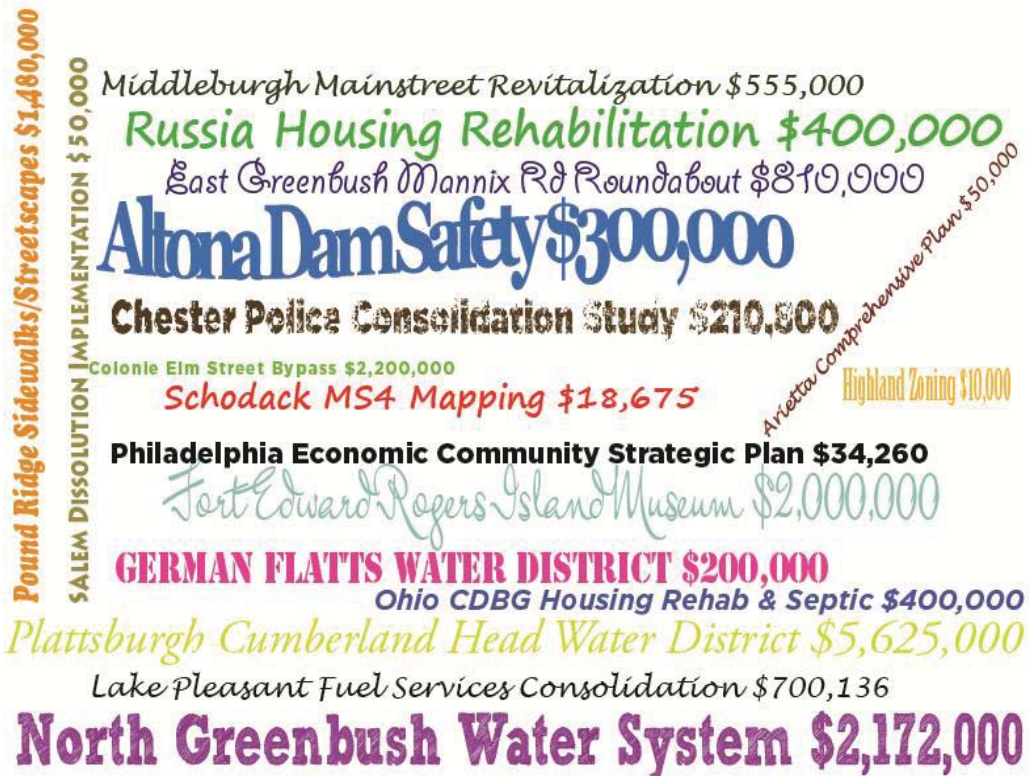
Preparing a Funding Quilt – A “How-To” Guide for Project Implementation



Let's Match You to Your Pot of Gold



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation





Thank You



4 Computer Drive West • Albany, New York 12205
(518) 458-7112 • www.labergegroup.com

Benjamin H. Syden, AICP

Vice President, Laberge Group
bsyden@labergegroup.com
518-458-7112

Nicole T. Allen, AICP

Planning Services Manager, Laberge Group
nallen@labergegroup.com
518-458-7112



Preparing a Funding Quilt – A “How-To” Guide for Project Implementation

Financing Water & Sewer Infrastructure Projects

STRATEGIES FOR FUNDING SUCCESS




BEN SYDEN, AICP
VICE PRESIDENT, LABERGE GROUP



WHY ARE WE HERE?

STATEWIDE INFRASTRUCTURE CRISIS



GRADE: **C**
WATER
 ASCE Report Card



GRADE: **D**
WASTEWATER
 ASCE Report Card

AGING
 ———
 DETERIORATING
 ———
 INSUFFICIENT

\$ 38.7
 BILLION
 OVER 20 YEARS

\$ 36.2
 BILLION
 OVER 20 YEARS



AGING, DETERIORATING... AND FAILING



COHOES
 TROY
 ALBANY

ROTTERDAM
 SYRACUSE
 GUILDERLAND

NASSAU
 PLATTSBURGH
 ONEONTA

Image: © 2018 Michael McClellan, Baltimore Sun



DAUNTING CHALLENGES



PUBLIC WORKS AND
INFRASTRUCTURE ARE
ONE PIECE
OF THE MUNICIPAL PUZZLE

Image © 2018
Patrick Dodson
The Daily Gazette



OTHER MUNICIPAL PRIORITIES





OTHER MUNICIPAL PRIORITIES



- Stagnant and/or Reduced Revenues
- Increased Costs
- Increased Competition for Grants

TAX CAP



HOW TO MOVE THE NEEDLE

KNOWLEDGE IS POWER ► REV YOUR ENGINE

- Project Identification
- Engineering Assessment / Budget Analysis
- Partner Identification / Outreach
- Understand Funding Program Requirements



DEVELOP YOUR PROJECT PLAN

- Identification of Priority Projects
- Project Description(s)
- Assessment of Resources
 - Capital, Operational & Programmatic
- Identification of Prospective Projects
- Project Prioritization & Timeline
- Supporting Documentation Checklist
- Assign Responsibility
- Potential Funding Streams

Table 18: Capital Projects Action Matrix

#	Subarea	Action Item	Time Frame	High Priority	Partners	Sources of Funding
1	Entire BOA	Improve visual and physical connectivity between local and regional recreational and cultural resources.	O		NYSOPRHP, NYSDOS, NYS Canal Corp.	Environmental Protection Fund, Canalway Grants Program, LWRP
2	MBHT	Design and construct a crossing (at grade or underpass) at the railroad tracks to eliminate the interruption along the MBHT at Scaford Lane.	S	X	NYSDOT, CDTC	FHWA Recreational Trails Program, Transportation Enhancements Program
3	MBHT	Extend the MBHT route to Troquois Street by working with property owners through easements and/or property acquisition.	L		NYSDOS	Environmental Protection Fund, BOA Step 3, Town of Rotterdam (property acquisition not eligible under BOA Step 3)
4	MBHT	Convert the former Bonded Concrete site into a recreational park for the Town of Rotterdam (Underutilized Site #9).	L	X	NYSDOC	Environmental Protection Fund
5	MBHT	Create an interpretive overlook at the historic Erie Canal Lock 25 to create additional recreation space, while also protecting and honoring the history of the Erie Canal.	M		NYSOPRHP, NYSDOS, NYS Canal Corp.	Environmental Protection Fund, Canalway Grants Program, LWRP
6	MBHT	Develop a way-finding strategy for Rotterdam Junction: develop and install a high quality, clear and recognizable system for directional and interpretive information along the Historic Erie Canal and the MBHT. Place signs throughout the entire Town and Hamlet directing people to Mabow Farm, the Keepers of the Circle and other cultural resources located within the Junction to increase awareness of the assets and help visitors find their way.	M	X	NYSOPRHP	Environmental Protection Fund, Canalway Grants Program, LWRP
7	MBHT & Upper Rotterdam	Design and install directional, informational, and interpretive signage at key intersections within the subarea to guide pedestrians and bicyclists to the cultural and recreational amenities of Rotterdam Junction.	M		NYSDOT, Rotterdam Highway Dept.	New York Main Street Program
8	Upper Rotterdam	Implement Streetscape Improvements for Route 50/Main Street such as addressing poor sidewalk conditions, consolidating or eliminating curb cuts, calming traffic, encouraging the use of street trees and pedestrian benches, and increasing pedestrian-scale lighting. Consider the placement of 'Welcome to Rotterdam Junction' signs along Main Street to create a sense of place.	O		NYSDOT	New York Main Street Program
9	Upper Rotterdam	Implement the recreation improvements detailed in the Rotterdam Junction BOA Land Use Master Plan.	O		NYSOPRHP, NYSDOS	Environmental Protection Fund, Canalway Grants Program, LWRP
10	Upper Rotterdam	Complete sidewalks to eliminate gaps and provide crosswalks for safe, efficient, and effective pedestrian access across Route 50/Main Street.	M		NYSDOT	New York Main Street Program, CDTC TIP, COBG Public Infrastructure



Table 18: Capital Projects Action Matrix

#	Subarea	Action Item	Time Frame	High Priority	Partners	Sources of Funding
1	Entire BOA	Improve visual and physical connectivity between local and regional recreational and cultural resources.	O		NYSOPRHP, NYSDOS, NYS Canal Corp.	Environmental Protection Fund, Canalway Grants Program, LWRP
2	MBHT	Design and construct a crossing (at grade or underpass) at the railroad tracks to eliminate the interruption along the MBHT at Scaford Lane.	S	X	NYSDOT, CDTC	FHWA Recreational Trails Program, Transportation Enhancements Program
3	MBHT	Extend the MBHT route to Troquois Street by working with property owners through easements and/or property acquisition.	L		NYSDOS	Environmental Protection Fund, BOA Step 3, Town of Rotterdam (property acquisition not eligible under BOA Step 3)
4	MBHT	Convert the former Bonded Concrete site into a recreational park for the Town of Rotterdam (Underutilized Site #9).	L	X	NYSDOC	Environmental Protection Fund
5	MBHT	Create an interpretive overlook at the historic Erie Canal Lock 25 to create additional recreation space, while also protecting and honoring the history of the Erie Canal.	M		NYSOPRHP, NYSDOS, NYS Canal Corp.	Environmental Protection Fund, Canalway Grants Program, LWRP
6	MBHT	Develop a way-finding strategy for Rotterdam Junction: develop and install a high quality, clear and recognizable system for directional and interpretive information along the Historic Erie Canal and the MBHT. Place signs throughout the entire Town and Hamlet directing people to Mabow Farm, the Keepers of the Circle and other cultural resources located within the Junction to increase awareness of the assets and help visitors find their way.	M	X	NYSOPRHP	Environmental Protection Fund, Canalway Grants Program, LWRP
7	MBHT & Upper Rotterdam	Design and install directional, informational, and interpretive signage at key intersections within the subarea to guide pedestrians and bicyclists to the cultural and recreational amenities of Rotterdam Junction.	M		NYSDOT, Rotterdam Highway Dept.	New York Main Street Program
8	Upper Rotterdam	Implement Streetscape Improvements for Route 50/Main Street such as addressing poor sidewalk conditions, consolidating or eliminating curb cuts, calming traffic, encouraging the use of street trees and pedestrian benches, and increasing pedestrian-scale lighting. Consider the placement of 'Welcome to Rotterdam Junction' signs along Main Street to create a sense of place.	O		NYSDOT	New York Main Street Program
9	Upper Rotterdam	Implement the recreation improvements detailed in the Rotterdam Junction BOA Land Use Master Plan.	O		NYSOPRHP, NYSDOS	Environmental Protection Fund, Canalway Grants Program, LWRP
10	Upper Rotterdam	Complete sidewalks to eliminate gaps and provide crosswalks for safe, efficient, and effective pedestrian access across Route 50/Main Street.	M		NYSDOT	New York Main Street Program, CDTC TIP, COBG Public Infrastructure



ENGINEERING REPORT

- Project Background and History
- Alternatives Analysis
- Summary and Comparison of Alternatives
- Recommended Alternative
- Annual User Cost



RESOURCES

- Identify possible funding streams that may be available to assist in implementing your projects



STRATEGICALLY SELECT PARTNERS

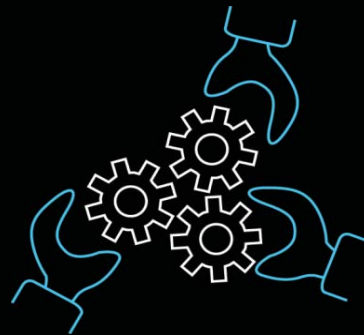
WEP
LGE
NY WATER
CDBG



CWSRF
DWSRF
SAMF
WQIP

DEVELOP PROJECT PARTNERS

- Local
- State
- Federal
- Regional Economic Development Council
- Not-for-Profit
- Volunteer Organizations



UNDERSTAND PROGRAM REQUIREMENTS

Program Eligibility

- Eligibility vs. Fundability
- Match Requirement
- Project Timetable

Program Schedule

- Grant Deadlines
- Announcement Dates
- Funding Availability
- Technical Assistance



FUNDING DO'S AND DON'TS

- What Works vs. What Doesn't Work
- Go to Funding Agencies to Review Prior Applications
- Types of Projects - Does it Fit?
- Project Readiness – Commitment of Other Funds
- Project Documentation
- Public Support
- Dot the *i*'s and Cross the *t*'s
- Meet with Agencies, AGAIN





MAKE YOUR PROJECT GRANT READY

In a competitive field, give your application the advantage. Demonstrate program readiness.

- ✓ Engineering Reports
- ✓ Environmental Reviews (SEQR)
- ✓ Financial Plans
- ✓ Bond Resolutions
- ✓ District Formation
- ✓ Comprehensive Plan
- ✓ Demonstrate Administrative Capacity
- ✓ Show Public Participation and Community Interest
 - Local Stakeholders, Community Groups, Citizen Committees
- ✓ Leverage Other Resources
 - Partners: Local, State, Federal, Not For Profit, Volunteer
- ✓ Demonstrate Adequate Funding and Realistic Budget
- ✓ Secure commitment of other funds



**“If you’re early, you’re on time.
If you’re on time, you’re late.
If you’re late,
don’t bother showing up.”**

– Vince Lombardi



GRANT PROGRAM REVIEW



Gone are the days of single source funding...

CREATING A FUNDING QUILT

Co-funding is KEY to project implementation



The "Funding Quilt" links the resources that must come together and be interwoven to accomplish an objective.

NYS Community Development Block Grant (CDBG)

ADMINISTERED BY Office of Community Renewal (OCR)

- FUNDING AVAILABLE**
- Cities, Villages, Towns, and Counties \$750,000
 - Cities, Villages, Towns, and Counties with Co-Funding \$1,000,000
 - Joint Applicants \$900,000
 - Joint Applicants with Co-Funding \$1,250,000

Note increased funding cap for “co-funded” projects with commitments from EFC, USDA-RD, DOS and other sources.

FUNDING AVAILABLE FOR

Public Water Systems

- Water Source Development
- Storage
- Distribution

Public Sanitary Sewer Systems

- Collection
- Treatment

Storm Water Systems

- Flood Control
- Storm Water Drainage



NY Water

ADMINISTERED BY New York State Environmental Facilities Corporation (EFC) and New York State Department of Health (DOH)

- FUNDING AVAILABLE**
- Clean Water (sewage treatment): For a project less than \$50 million, up to the lesser of \$5 million or 25% of eligible project costs
 - Drinking Water: up to the lesser of \$3 million or 60% of total net project costs

FUNDING AVAILABLE FOR

Drinking Water

- Upgrade or Replace Infrastructure
- Address Noncompliance with Federal or State Health Standards
- Prevent Future Violations

Sewage Treatment Works

- Replacement or Repair of Infrastructure
- Compliance with Environmental and Public Health Laws and Regulations



Clean Water State Revolving Fund Drinking Water State Revolving Fund

ADMINISTERED BY New York State Environmental Facilities Corporation (EFC)

- FUNDING AVAILABLE**
- Subsidized interest rate financing
 - Market rate financing
 - Hardship financing (as low as 0% for communities with demonstrated hardship)
 - Additional subsidization / principal forgiveness

FUNDING AVAILABLE FOR

Drinking Water

- Water Source Development or Rehabilitation
- Treatment Facilities
- Storage Facilities
- Distribution
- Consolidation of Water Supply Services

Wastewater

- Construction or Restoration of Treatment Facilities

Stormwater Systems

- Construction or Restoration of Sewers
- Stormwater Management



Water Quality Improvement Project Program (WQIP)

ADMINISTERED BY New York State Department of Environmental Conservation (DEC)

- FUNDING AVAILABLE**
- Grants up to 75% of total project cost with 25% local share required for high priority Wastewater Treatment Improvement projects
 - Grants up to 40% of total project cost with 60% local share required for General Wastewater Infrastructure Improvement projects

FUNDING AVAILABLE FOR

Drinking Water

- Address Documented Water Quality Impairments
- Drinking Water Source Protection

Wastewater

- Treatment Improvement
- Infrastructure Improvement

Stormwater Systems

- Municipal Separate Storm Sewer Systems (MS4s)



ADDITIONAL AVAILABLE FUNDING

State and Municipal Facilities Program (SAM)

Administered by: Dormitory Authority of the State of NY (DASNY)

USDA Water & Environmental Programs (WEP)

Administered by: USDA Rural Development

Local Government Efficiency (LGe)

Administered by: New York Department of State (DOS)

Municipal Restructuring Fund (MRF)

Administered by: New York Department of State (DOS)



CO-FUNDING IN ACTION



SEWER PROJECT COSTS - \$24 MILLION EST.

- It is estimated that approximately \$24 Million will be required to implement all projects identified in the sewer system report.
- Because the report recommended replacement of sewers in roads where water mains are being installed, Laberge Group identified that over \$1.6 million could be saved on Oak, Ash and W. Mechanic Street alone if sewer replacement were performed during the water main replacement project.
- The Village retained the Laberge Group to author a grant application which resulted in a CDBG grant award of \$600,000 for sewer costs.
- The grant award will pay for sanitary sewer costs on Oak and Ash Street.
- Recently, Senator Farley secured a \$150,000 grant to assist with the Village's sewer project.

New York State Announces
\$50 Million in Water Infrastructure Grants
for Local Governments



WALNUT, OAK, ASH, RAYMOND & W. MECHANIC

Total Construction Cost = \$8 million
Sewer Costs = \$2.2 million
CDBG Grant = \$600,000
DASNY Grants = \$500,000
NY Water Grants = \$277,500
Remainder 0% for 30 years

- Received \$1.38 million in grants
- Rehabilitating the sewer while the road was dug up for the waterline project saved Village taxpayers almost \$2 million.



PUMP STATION

Construction Cost = \$616,990.75
Engineering Cost = \$46,000.00
CDBG Grant = \$600,000
Remainder 0% for 30 years



Laberge Group **NY COM**

WASTEWATER TREATMENT PLANT

Construction Cost = \$13.5 million
CDBG Grant = \$1,000,000
NY Water Grant = \$3.5 million
Remainder 0% for 30 years
(Bids in, waiting for a final permit)



Laberge Group **NY COM**

FORCEMAIN AND TRUNK SEWER

Construction Cost = \$2.5 million
 CDBG Grant = \$1,000,000
 NY Water Grant \$266,000
 Remainder 0% for 30 years



HOW DID THESE PROJECTS GET COMPLETED?

Projects priorities and program budgets are tracked closely

VILLAGE OF CORINTH INFRASTRUCTURE PROJECT BUDGET - UPDATED SEPTEMBER 17, 2018										
	PROJECT COST SUMMARY			Project Schedule	FUNDING SHARES					
	Total Project Cost	Total Drinking Water Cost ¹⁾	Total Storm & Sanitary Cost		DWSRF Funds	CDBG Funds	DASSY San. Sewer Funds	DASSY Storm Sewer Funds	NYS Water Grant	CWSRF Funds
Drinking Water Plant ²⁾	\$2,616,000.00	\$2,616,000.00	\$0.00	Completed 2015	\$2,616,000.00				\$0.00	\$0.00
Water Street ³⁾	\$1,993,346.51	\$1,533,346.51	\$460,000.00	Completed 2015	\$1,533,346.51		\$275,000.00	\$36,000.00	\$963,000.00	
Pine Street ³⁾	\$640,534.60	\$640,534.60	\$0.00	Completed 2015	\$640,534.60		\$75,000.00		\$32,250.00	\$563,284.60
Oak Street ³⁾	\$2,532,236.75	\$2,051,476.34	\$480,760.41	Completed 2016	\$2,051,476.34	\$428,264.93			\$39,236.57	
Ark Street ³⁾	\$1,754,272.00	\$1,280,140.23	\$474,131.77	Completed 2016	\$1,280,140.23	\$171,734.05		\$150,000.00	\$38,599.28	\$111,707.84
W. Mainline & Raymond St ³⁾	\$2,047,833.77	\$1,303,130.27	\$644,703.50	Est. Complete 2017	\$1,303,130.27				\$163,678.88	\$481,024.63
Water Mains ³⁾	\$2,689,477.00	\$2,689,477.00	\$0.00	Est. Complete 2018	\$2,478,704.86				\$0.00	\$210,772.14
Freightline Road Waterline	\$598,743.00	\$598,743.00	\$0.00		\$598,743.00				\$0.00	\$0.00
DWSRF Unassigned ⁴⁾	\$1,313,779.89	\$1,313,779.89	\$0.00	Est. Complete 2018	\$1,313,779.89				\$0.00	\$0.00
Wastewater Treatment Plant	\$1,485,000.00	\$0.00	\$1,485,000.00	Est. Complete 2018	\$0.00	\$1,000,000.00			\$3,464,000.00	\$10,392,000.00
Hazardous Waste Investigation	\$31,380.00	\$0.00	\$31,380.00			\$0.00	\$0.00	\$0.00	\$7,845.00	\$23,535.00
Road Bed Permitting and Paving	\$92,500.00	\$0.00	\$92,500.00			\$0.00			\$23,125.00	\$69,375.00
River Street Pump Station ⁵⁾	\$697,176.05	\$0.00	\$697,176.05	Est. Complete 2017	\$0.00	\$400,000.00			\$24,244.81	\$272,881.24
Force Main	\$967,251.00	\$0.00	\$967,251.00			\$0.00			\$241,987.75	\$725,263.25
Trunk Sewer	\$2,092,485.00	\$0.00	\$2,092,485.00	Est. Complete 2018		\$1,000,000.00			\$273,121.25	\$819,363.75
Village Capital Planning ⁶⁾	\$20,072.08	\$0.00	\$20,072.08	Complete 2016	\$0.00				\$3,013.02	\$17,059.06
CWSRF Unassigned ⁷⁾	\$5,732,547.83	\$0.00	\$5,732,547.83	Est. Complete 2019	\$0.00				\$683,136.96	\$5,049,410.87
TOTAL	\$48,838,779.14	\$14,181,776.14	\$26,700,000.00		\$13,900,000.00	\$3,200,000.00	\$350,000.00	\$150,000.00	\$5,000,000.00	\$28,776.15

¹⁾ Construction Complete Or Substantially Complete
²⁾ Construction Cost Shows From Active Contracts
³⁾ Construction Cost Based On 1,204 Customers At \$1,500 each. An Additional \$615,000 Budget Would Be Needed To Serve Users Outside The Village Not In Streets (317 Users)
⁴⁾ From Village Budget There Are 1,394 Sewer Users (1,173 Village & 21 Outside Village Customers)
⁵⁾ From Village Budget There Are 1,574 Water Users (1,204 Village & 370 Outside Village Customers)
⁶⁾ Project budget updated to reflect \$1.3 million maximum loan amount
⁷⁾ Includes \$51,176 for 100% purchased trailer pump and \$4,000 for well pump engineering
 *Water and Sewer Improvement Budgeting, Income Survey, and Finance Applications
⁸⁾ Includes 13.8 million DWSRF plus \$228,770.15 LGE Funds
⁹⁾ Budget updated to reflect \$14 million CWSRF funding loan amount



STRATEGY REVIEW

- What is “Fundable” vs. What is “Eligible”
- Types of Projects – Does it Fit?
- Go to Funding Agencies to Review Prior Applications or Discuss your Project
- Project Readiness – Commitment of Other Funds
- Project Documentation – Tie into your Funding Plan
- Public Support – Align with your Comprehensive/Business Plan
- Dot the *i*'s and Cross the *t*'s
- Meet with Agencies, AGAIN
- Match Requirements
- Project Timeline – Does it Work
- Engineering reports – Do's & Don'ts



Thank you!

March 22, 2021

Ms. Teresa Kenny, Supervisor
Town of Orangetown
26 Orangeburg Rd
Orangeburg, NY 10962

Re: Proposal for Professional Grant Writing Services
Town of Orangetown, New York

Dear Supervisor Kenny:

Thank you for inviting Laberge Group to submit our proposal to provide grants strategy, surveillance, and grant development services to assist the Town in completing its projects in an efficient, cost-effective, and timely manner. Our firm's many years of experience with assisting clients provide a great resource to your community.

Introduction

As you are aware, Laberge Group is an organization of engineers, architects, surveyors, planners, and community development specialists. The firm has provided professional services to villages, towns, cities, state and local agencies, as well as private corporate interests, since its inception in 1964. Our Planning and Community Development Department was created to provide assistance to local governments in the areas of funding identification and procurement, program compliance with agency guidelines and regulations, and the management and timely implementation of grant programs.

Laberge Group's extensive experience working with municipal governments has provided us with an introspective understanding of the many needs and concerns that impact each of our clients. In response, and with a commitment to uphold our philosophy to provide the highest quality service for each client's requirement, Laberge Group has designed a grants strategy, surveillance, and development process that has proven successful in receiving over \$245 million in state and federal funding for our clients. The successful best practices methodology used to achieve our success is summarized below:

Methodology for Successful Grant Preparation	
1.	Identify the community's needs and issues.
2.	Analyze potential issue-solving projects from a variety of perspectives.
3.	Examine all alternative solutions.
4.	Identify available funding and/or support resources.
5.	Recommend source or identity of resolution and solution(s).
6.	Develop a schedule or timeline for grant activities.
7.	Enact appropriate activity to successfully achieve objectives.

As an example of our Annual Grant Management Program success, Laberge Group has successfully secured more than \$7.1 million in funding for the City of Albany. We understand that the Scope of Services requested by the Town of Orangetown is unique and diverse and have developed a work plan that encapsulates each of the tasks. We look forward to discussing the work plan in detail and then refining the work plan together so that we can jointly prepare the Town for the next round of funding.

PROJECT HIGHLIGHTS FOR CITY OF ALBANY

Since 2016, Laberge Group has been fortunate to have assisted the City of Albany with grant development and management. From 2016-2018, we have secured a total of \$ 7,117,247 in total grant funding.

PROJECT	PROGRAM	\$ AMOUNT
Zombie Property Registry	Zombie Property	\$250,000
South End Bikeway	CFA-Climate Smart	\$325,000
South End Bikeway	CFA-LWRP	\$325,000
Rise to the Top	NYPA- 5 Cities	\$1,475,657
BuildingBlocks Software	Cities RISE	\$25,000
S. End Waterfront District	BOA	\$187,605
North Warehouse District	BOA	\$199,485
Bikeway Improvements	ESD	\$150,000
S. End Trail Connector- Linear Park	OPRHP-Canalway	\$200,000
Capital Rep	RESTORE NY	\$1,800,000
Albany PSAP	PSAP	\$1,490,000
Training & Outreach	Cities RISE	\$25,000
Local Stewardship Planning - Study	HREP	\$42,000
Lincoln Pool Park	EPF	\$262,500
Lark Street Feasibility Study	ESD	\$20,000
North South Waterfront Gateway	LWRP	\$340,000

City of Albany total of \$ 7,117,247

Our Team

Laberge Group is pleased to provide the Town with an experienced and award-winning team of professionals. Mr. Scott Siegel will take the role as project liaison on this engagement and will be the primary point of contact for Laberge Group. In addition, the Laberge Group team of experienced planning and grants development professionals, including Laberge Group Vice President Ben Syden, AICP, and Planning Services Manager Nicole Allen, AICP, will work closely with Mr. Siegel in the coordination of each funding task.


Mr. Siegel brings more than 10 years of experience serving various capacities in the public sector. As a former municipal official, Senior Policy Analyst for the Office of the Albany County Executive, Executive Deputy Commissioner, and department head, he understands first-hand the challenges facing local governments. Mr. Siegel specializes in various program areas including grant development and administration, public policy, community/economic development, strategic planning, government efficiencies, and communications.

Teresa Kenny, Supervisor
March 22, 2021
Pg. 3 of 3

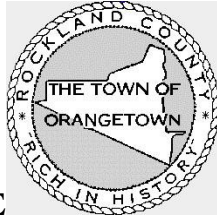
We look forward to meeting with you to discuss our proposal. In the meantime, please feel free to scan our website at www.labergegroup.com. Here you will find some of the presentations that we have given at the NYS Association of Towns, NYCOM, and New York Planning Federation regarding funding, planning, and community revitalization.

We thank you for the opportunity to submit our proposal, and as always, if you have any questions or comments, please feel free to contact us.

Very truly yours,
LABERGE GROUP

By: 
Richard F. Laberge, P.E.
President

RFL: bnl
Enc.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: May 4, 2021

TO: Rosanna Sfraga, Town Clerk (with originals)

cc: Town Board Members (w/o encl.)
Kimberly Allen, Administrative Secretary to the Supervisor (w/o encl.)
Ellie Fordham, Secretarial Assistant II, DEME (w/o encl.)

FROM: Dennis D. Michaels, Deputy Town Attorney

RE: Certificate of Plumbing Registration (Sewer Work) 2021

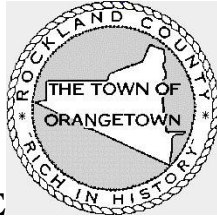
The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from a legal standpoint, by the Office of the Town Attorney.

Cioffi 1, Inc.
27 Skyline Drive
Thiells, NY 10984
Tel.: 845-429-7711

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for May 11, 2021.

Should you have any questions, please do not hesitate to contact this Office.

encl.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: May 4, 2021

TO: Rosanna Sfraga, Town Clerk (with originals)

cc: Town Board Members (w/o encl.)
Kimberly Allen, Administrative Secretary to the Supervisor (w/o encl.)
Ellie Fordham, Secretarial Assistant II, DEME (w/o encl.)

FROM: Dennis D. Michaels, Deputy Town Attorney

RE: Certificate of Plumbing Registration (Sewer Work) 2021

The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from a legal standpoint, by the Office of the Town Attorney.

King Excavating LLC/William King
113 Lake Road
Valley Cottage, NY 10989
Tel.: 845-406-2914

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for May 11, 2021.

Should you have any questions, please do not hesitate to contact this Office.

encl.

Donald Brenner, P.E., LL.B.

*Attorney-At-Law • Professional Engineer
4 Independence Avenue, Tappan, New York 10983*

Phone 845-359-2210

Fax 845-359-8070

April 23, 2021

Deputy Town Attorney Richard S. Pakola
Orangetown Town Hall
26 W Orangeburg Rd,
Orangeburg, NY 10962

Re: Hegarty - Elizabeth Street, Pearl River
Interlocal Agreement
21-1431B-2

Dear Attorney Pakola:

My client had purchased a tract of land from Kennedy in 2002. As part of the tract, a portion of the land was located in the Borough of Montvale, New Jersey, which only had access through New York State.

My client developed the land in New York State (sub-division named Harmony Hill), and installed road networks, drainage facility, and a required Pump Station which services that south portion of Pearl River.

In 2004 negotiations, it appeared that the Town would permit the landlocked property in New Jersey, permission to use the Town's Public Works services (see copy of letter sent to Director Ron DeLo Dated September 11, 2004).

The transaction was never finalized but Orangetown and Montvale agreed in principle.

My client now appeared before the Planning Board of the Borough of Montvale who agreed to review the sub-division design but requested a letter indicating that the sub-division in New Jersey would obtain the services from the Town of Orangetown.

I have prepared a draft of a proposed inter-municipal agreement which is enclosed.

Therefore, my client is requesting a letter addressed to the Borough of Montvale that the Town of Orangetown would agree with the proposed agreement.

If you require additional information, feel free to contact me.

Very truly yours,

Donald Brenner 

Donald Brenner

DB/rb

Enclosure

Mr. Ron Delo, P.E., Director
Department of Environmental Management
& Engineering
Town of Orangetown
Route 303
Orangeburg, NY 10962

Re: Hegarty - Kennedy - Montvale
Interlocal Agreement
04-1431B-1

Dear Mr. Delo:

My client, Hegarty Homes, Inc., developed a parcel of land in Pearl River (Kennedy Parcel - Harmony Hill) bordering the New Jersey State line. A portion of the property is located in the Borough of Montvale, Bergen County, New Jersey. The subdivision in Orangetown is serviced with a temporary tee turnaround and the ultimate plan was to construct a cul-de-sac on the property, in which a portion of the cul-de-sac is located in the State of New Jersey. There are three parcels of land bordering this cul-de-sac, and my client has received tentative approval to develop these parcels with the understanding that they would be serviced with road accessibility and sanitary facilities from the Town of Orangetown. Orangetown has provided sewer service to out of State users and this would be a continuation of joint municipal cooperation. It is noted that there are properties in Orangetown (Pearl River) which receive similar service from the Borough of Montvale.

The attorney for the Borough has drafted an Interlocal Agreement which could be used. I am enclosing a copy of this draft and request that you review it. I am sending a copy of the letter and agreement to the Town Board and will be available to meet with you to discuss the agreement.

Please contact me as soon as possible.

Very truly yours,

Donald Brenner

DB/sb
Enclosure
cc: Supervisor Thom Kleiner
Town Board Members
Hegarty Homes

INTERLOCAL AGREEMENT

THIS AGREEMENT made the ____ day of April, 2021, between the **Town of Orangetown**, a municipal corporation organized and existing under and pursuant to the laws of the State of New York, with its office and principal place of business at 26 Orangeburg Road, Town of Orangetown, Rockland County, New York, hereinafter called "Orangetown" and the **Borough of Montvale**, a municipal corporation organized and existing under and pursuant to the laws of the State of New Jersey, with its office and principal place of business at Municipal Building, Memorial Drive, Montvale, Bergen County, New Jersey, hereinafter called "Montvale."

WHEREAS, Orangetown shares a common boarder with Montvale along the state line between New York and New Jersey; and

WHEREAS, there has been proposed the construction of three single-family residences on land lying wholly within the territory of Montvale and adjacent to that of Orangetown (the "Development") as shown on a plan entitled "Subdivision Plat - Harmony Hill for Block 802 Lots 14 & 15 Borough of Montvale - Bergen County N.J." prepared by Brooker Engineering, PLLC and dated 01/07/2020 (the "Plan") a copy of which is annexed as Exhibit "A" hereto; and

WHEREAS, the Development is landlocked along its entire boundary with other lands within Montvale but shall be accessible by way of Elizabeth Street, a public highway lying in Orangetown which provides the sole means of ingress and egress to and from the Development; and

WHEREAS, Elizabeth Street presently terminates with a turnaround "T" in Orangetown near its boarder with Montvale; and

WHEREAS, as shown on the Plan, the developer of the Development proposes to use Elizabeth Street into Montvale; and

WHEREAS, Orangetown operates a sewerage collection system within the Town of Orangetown presently serving the existing residences on Elizabeth Street near its boarder with Montvale; and

WHEREAS, it is possible that sewage effluent from a sub-surface disposal system serving the Development could ultimately discharge into Lake Tappan, a potable water supply located in Orangetown; and

WHEREAS, Orangetown desires to avoid the possibility of such discharge; and

WHEREAS, Orangetown provides snow removal and highway maintenance service for Elizabeth Street near Orangetown's boarder with Montvale as part of its town-wide snow removal and highway maintenance service; and

WHEREAS, Orangetown provides yard waste removal service for the existing residences on Elizabeth Street near Orangetown's boarder with Montvale as part of its town-wide yard waste removal service; and

WHEREAS, Orangetown uses the yard waste it collects to supply a compost program operated for the benefit of the residents of Orangetown; and

WHEREAS, Orangetown provides curb-side recycling service for the existing residences on Elizabeth Street near Orangetown's boarder with Montvale as part of its town-wide recycling pick-up service; and

WHEREAS, Orangetown sells the recycled materials collected by its town-wide recycling pick-up service; and

WHEREAS, Montvale will benefit from the improvement of the lands of the Development; and

WHEREAS, Montvale has requested and Orangetown has agreed to provide the following services with respect to the Development and so much of Elizabeth Street as will lie in the Borough of Montvale: sewerage; snow removal and highway maintenance; recycling pick-up; and yard waste removal (collectively, the "Services")

WHEREAS, Montvale is empowered to contract for the provision of the Services to its residents; and.

NOW THEREFORE, Orangetown and Montvale agree as follows:

1 SEWERAGE SERVICE

1.1 Orangetown shall, for the term of this Agreement, provide in its sewerage system, from the point of connection with the sewerage lines in Montvale serving the Development, connecting lines, pumping stations and treatment facilities and will accept and furnish treatment of the sewerage originating in Montvale from the three proposed units of the Development only (except as may be provided for in any separate agreement, past or future, for the provision of such services).

1.2 The developer through Montvale shall pay Orangetown a lump sum of \$2,500.00 for each of the three parcels of the Development upon the approvals provided for in Sections 5.2 and 5.3 of this Agreement. In addition thereto, Montvale agrees to pay Orangetown, for each of the parcels of the Development, an annual fee (the "Sewerage Fee") equal to the greater of (i) \$550.00 and (ii) \$1.00 per \$1,000.00 of Adjusted Assessed Value of the parcel in question. The Adjusted Assessed Value of a parcel shall be the market value of the parcel adjusted by the equalization rate established for Orangetown by the New York State Board of Real Property Services or any successor entity. The Sewerage Fee shall be paid to Orangetown on or before January 31 of each year of this Agreement for the then-current year. If the Sewerage Service commences on a date other

than January 1, the Sewerage fee for that year shall prorated and paid upon the commencement of the Sewerage Service. The initial comparable charge for a dwelling is \$550.00 per unit.

1.3 No adjustment to the Sewerage Fee shall be made for any disconnection, discontinuance or disuse from or of the Sewerage Service, or for any other reason, except on January 1 of the next proceeding year.

1.4 The Sewerage Fee shall be adjusted based on adjustments to the rate for similar services provided to residential properties within Orangetown, exclusive of adjustments made for such properties in Orangetown as a result of state aid.

1.5 Orangetown shall have the right to inspect and approve any and all sewerage installations within any of the units of the Development at Montvale's sole cost and expense.

1.6 ***Montvale may, at any time during the term of this Agreement and upon notice to Orangetown, at Montvale's sole cost and expense, connect its own sewer system for the units of the Development with the sewer system of the Town of Orangetown at a point on the boarder between Montvale and Orangetown.***

1.7 Montvale, ***to the extent that it is legally required to do so***, undertakes to strictly enforce the sewerage regulations of Orangetown, as may be amended from time to time, provided that said regulations are uniformly and universally applied in order that the residents of the Development shall be treated equally with the residents of Orangetown served by Orangetown's sewer system.

1.8 Orangetown reserves the right, in its sole discretion, to disapprove any sewerage connection to be provided under this Agreement based upon the Orangetown sewerage regulations, as may be amended from time to time. In its approval process, Orangetown may consider, without limitation, the volume of effluent to be generated, the amount of water to be used by the proposed user and the quality of the effluent generated.

2 SNOW REMOVAL AND HIGHWAY MAINTENANCE SERVICE, RECYCLING PICK UP SERVICE AND YARD WASTE REMOVAL

2.1 Orangetown shall, for the term of this Agreement, provide such snow removal and highway maintenance services as Orangetown provides within Orangetown on public highways similar to Elizabeth Street in the Development.

2.2 Montvale agrees to pay Orangetown, for each of the parcels of the Development, an annual fee (the "Snow Removal and Highway Maintenance Fee") equal to the greater of (i) \$1,300.00 and (ii) \$1.00 per \$1,000.00 of Adjusted Assessed Value (defined above) of the parcel in question. The Snow Removal and Highway Maintenance Fee shall be paid to Orangetown on or before January 31 of each year of this Agreement for the then-current year. If the Snow Removal and Highway Maintenance Service

commences on a date other than January 1, the Snow Removal and Highway Maintenance fee for that year shall prorated and paid upon the commencement of the Snow Removal and Highway Maintenance Service.

3

3.3 Orangetown shall, for the term of this Agreement, provide such recycling pick-up service as Orangetown provides within Orangetown for residential properties.

3.4 No provision of this agreement shall require Orangetown to provide recycling pick-up service if such service ceases to be provided by Orangetown on a Town-wide basis.

3.5 Orangetown shall have the right to retain any and all proceeds which may be derived from the sale of recyclable materials collected hereunder from the Development.

3.6 Orangetown shall, for the term of this Agreement, provide such yard waste removal services as Orangetown provides within Orangetown for residential properties.

3.7 No provision of this agreement shall require Orangetown to provide yard waste removal service if such service ceases to be provided by Orangetown on a Town-wide basis.

3.8 Orangetown shall have the right to retain any and all proceeds which may be derived from the sale of yard wastes collected hereunder from the Development or their by-products.

4 GENERALLY APPLICABLE PROVISIONS

4.1 This Agreement shall take effect on the date upon which it is approved by the Attorney General of the State of New York and shall terminate on the date which is forty (40) years from the effective date.

4.2 Notwithstanding any contrary provision contained within, this Agreement is subject to and shall become effective upon the approval of the Attorney General of the State of New York and such other officials as provided in Section 469 of the General Municipal Law of the State of New York.

4.3 Notwithstanding any contrary provision contained within, this Agreement is subject to such approvals as may be provided for in the New Jersey Statutes.

4.4 All costs and expenses which Orangetown shall incur in connection with the providing or furnishing of services, personnel, facilities, equipment, other property or resources, or the engaging in or performance of functions or activities under this Agreement shall be incurred, appropriated, raised, financed and audited in the same manner and subject to the same statutory provisions and restrictions as though Orangetown were

providing the same or substantially similar services, personnel, facilities, equipment, other property or resources, or engaging in or performing the same or substantially similar functions or activities without this Agreement.

4.5 This Agreement is subject to the provisions of Section 470 of the General Municipal Law of the State of New York as same may be amended from time to time.

4.6 In any case or controversy involving the performance or interpretation of the this agreement or liability thereunder, the contracting public agencies shall be the real parties in interest.

4.7 In the event that any controversy shall arise under and pursuant to the terms of this Agreement, the matter shall be submitted to arbitration, in accordance with the rules then obtaining of the American Arbitration Association. Two (2) arbitrators shall be appointed by Orangetown, two (2) by Montvale and one (1) by the American Arbitration Association. The determination of the arbitration panel shall be final and no appeal shall lie from such determination except as provided for in Article 78 of the Civil Procedure Law and Rules of the State of New York.

IN WITNESS WHEREOF, the respective parties hereto have executed this Agreement and caused same to be signed by the proper officers of the respective parties, and their respective seals affixed hereto.

Attest:

TOWN OF ORANGETOWN

Rosanna Sfraga, Town Clerk

by: _____
Teresa M. Kenny, Supervisor

Attest:

BOROUGH OF MONTVALE

, Borough Clerk

by: _____
, Mayor

Town of Orangetown

Town Hall • 26 West Orangeburg Road • Orangeburg, NY 10962

Telephone: (845) 359-5100 ext. 2293

Fax: (845) 359-2623

e-mail: supervisor@orangetown.com

website: www.orangetown.com



Teresa M. Kenny
Town Supervisor

May 11, 2021

Hon. Mayor Mike Ghassali
Borough of Montvale, Bergen County
12 Mercedes Drive
Montvale, NJ 07645

Re: Harmony Hill Subdivision – Letter of Intent / Interlocal Agreement

Dear Mr. Ghassali or To Whom It May Concern:

Hegarty Homes, Inc., through its attorney Donald Brenner, Esq., has requested that the Town Board of the Town of Orangetown provide a letter of intent relating to entering into an interlocal agreement between the Town and the Borough of Montvale, which the Town hereby supplies.

The background information is that Hegarty Homes, Inc., developed a parcel of land in the Town of Orangetown (Kennedy Parcel – Harmony Hill), located on Elizabeth Street, in Pearl River bordering the New Jersey State line, and a portion of such property is located in the Borough of Montvale, Bergen County, New Jersey. Access to the New Jersey portion of the land is only through the Town of Orangetown. It is our understanding that Hegarty Homes, Inc. has appeared before the Planning Board of the Borough of Montvale, which agreed to review the subdivision design but requested a letter indicating that the subdivision in New Jersey would be able to obtain services from the Town of Orangetown.

The Town is agreeable to entering into an interlocal agreement in accordance with the laws of New York and New Jersey for the providing of the following services to the New Jersey portion of the subdivision: (1) sewer, (2) highway accessibility and maintenance, (3) snow removal, and (4) collection of recycled material. It is anticipated that the lots would be taxed the same as that of comparable dwellings in the Harmony Hill area, Elizabeth Street, Pearl River.

If you have any questions, please feel to contact Deputy Town Attorney, Rick Pakola at (845) 359-5100 Ext. 2251.

Very truly yours,

Teresa M. Kenny
Town Supervisor

cc: Donald Brenner, Esq.
DTA Rick Pakola
Highway Department
DEME
Building Department

JAMES J. DEAN
Superintendent of Highways
Roadmaster IV

Orangetown Representative:
R.C. Soil and Water Conservation Dist.-Chairman
Stormwater Consortium of Rockland County
Rockland County Water Quality Committee




HIGHWAY DEPARTMENT
TOWN OF ORANGETOWN
119 Route 303 · Orangeburg, NY 10962
(845) 359-6500 · Fax (845) 359-6062
E-Mail -- highwaydept@orangetown.com

Affiliations:
American Public Works Association NY Metro Chapter
NYS Association of Town Superintendents of Highways
Hwy. Superintendents' Association of Rockland County

MEMORANDUM

TO: Town Board

FROM: James J. Dean, Superintendent of Highways 

DATE: May 7, 2021

RE: **Award Construction-Ferraro Construction Corp. Franklin, NJ 07416**
Culvert Replacement Project at 400 Route 303 to Mitigate Sediment
Transport & Water Quality Impairment
Climate Smart Grant-Contract Number DEC01-C00597GG-3350000

As per the attached supporting documentation, it is my recommendation that Town Board hereby awards the construction of the Culvert Replacement Project at 400 Route 303 to Ferraro Construction Corp. Franklin NJ 07416, at a cost of \$556,678.00, pursuant to bids received on March 26, 2020.

JJD/sfm
Attachment





Engineering
& Design

May 7, 2021

Jim Dean, Superintendent of Highways
Town of Orangetown, Highway Department
119 Route 303
Orangeburg, New York 10962

Recommendation of Award Letter

Culvert Replacement at 400 Rte. 303, Orangeburg NY, Section, Block and Lot 74.07-1-28, to Mitigate Sediment Transport & Water Quality Impairment to the Sparkill Creek
Colliers Engineering & Design Project No. 18004814G

Dear Mr. Dean,

Bids for the above-referenced project were originally received at the Town on April 9th, 2020. A total of four (4) bids were received at the bid opening. The Engineer's Estimate for this project is \$600,000.00. The apparent low bidder for this project was announced as **Ferraro Construction Corp.** The bids were as follows:

<u>Contractor Name</u>	<u>Bid Amount</u>
Ferraro Construction Corp.	\$539,810.50
Colonnelli Brothers, Inc.	\$623,504.00
Montesano Brothers, Inc.	\$579,450.00
Ben Ciccone, Inc.	\$909,650.75

Because the Award of Contract was not made within sixty (60) days from the date of opening of the bids, the bid prices may be subject to escalations associated with changing material costs, at the discretion of the bidding contractors (in accordance with the Local Public Contracts Law).

Accordingly, Ferraro Construction Corp. has submitted a revised bid with escalated costs on April 23rd, 2021, and included the costs required to perform the work within the next few months. The revised bid is \$556,678.00, a 3.03% increase from the original bid of \$539,810.50. The revised bid prices that were submitted appear to be reasonable in our judgement, and within the Engineer's Cost Estimate of \$600,000.00 and still is the lowest bid of the four bids received. A comparison between Ferraro Construction Corp.'s revised and original bids is attached to this letter.

Our evaluation of the experience, reputation, and financial condition of Ferraro Construction Corp. indicates that they are capable of completing the work required. Therefore, we recommend that the Town should award a contract for the **Culvert Replacement at 400 Rte. 303, Orangeburg NY** to **Ferraro Construction Corp.** in the amount of **\$556,678.00**.

Project No. 18004814G
May 7, 2021
Page 2 | 2



Engineering
& Design

Please let us know if you have any questions or require additional information regarding any of the above information.

Sincerely,

Colliers Engineering & Design

A handwritten signature in black ink that reads "Nabil M. Ghanem".

Nabil M. Ghanem, PE
Geographic Discipline Leader

JCP/nmg
R:\AllOffices\Montvale\Projects\2018\18004814G\Project Information\Estimates\210507_nmg_Recommendation of Award Letter.docx

key =

original price,
percent change

**REPLACEMENT OF CULVERT OVER SPARKILL CREEK
(400 NYS Route 303, Orangeburg, New York) As Shown On Attached Plans
(Material and Labor Cost Breakdown)**

NUMBER	PAY ITEM NO.	DESCRIPTION	COMPLY YES/NO	UNIT	QUANTITY	COST	
1	201.06	CLEARING AND GRUBBING		LS	1	18,678.00	
2	202.120001	REMOVING EXISTING SUPERSTRUCTURES		LS	1	52,798.00	
3	202.19	REMOVAL OF SUBSTRUCTURES		CY	85	19,125.00	
4	203.03	EMBANKMENT IN PLACE		CY	260	16,900.00	
5	203.21	SELECT STRUCTURAL FILL		CY	49	3,332.00	
6	206.01	STRUCTURE EXCAVATION		CY	434	22,568.00	
7	207.20	GEOTEXTILE BEDDING		SY	167	2,505.00	
8	209.13	SILT FENCE-TEMPORARY		LF	127	825.50	
9	209.1501	TURBIDITY CURTAIN-TEMPORARY		LF	15	1,020.00	
10	209.22	CONSTRUCTION ENTRANCE		SY	167	3,507.00	
11	304.11	SUBBASE COURSE, TYPE 1		CY	42	2,856.00	
12	402.128103	12.5 F1 TOP COURSE HMA, 80 SERIES COMPACTION		TON	15	5,575.00	4,275.00, +30%
13	402.198903	19 F9 BINDER COURSE HMA, 80 SERIES COMPACTION		TON	25	9,265.00	7,125.00, +30%
14	402.378903	37.5 F9 BASE COURSE HMA, 80 SERIES COMPACTION		TON	28	10,370.00	7,980.00, +30%
15	407.0103	STRAIGHT TACK COAT		GAL	15	3,000.00	
16	553.010001	COFFERDAMNS (TYPE 1)		EACH	1	18,850.00	
17	553.010002	COFFERDAMNS (TYPE 1)		EACH	1	11,785.00	
18	553.030001	TEMPORARY WATERWAY DIVERSION STRUCTURE		EACH	1	23,850.00	
19	555.0105	CONCRETE FOR STRUCTURES, CLASS A		CY	10	12,500.00	
20	568.54	STEEL BRIDGE RAILING (THREE RAIL)		LF	44	26,340.00	21,340.00, +23.4%
21	595.5000018	SHEET-APPLIED WATERPROOFING MEMBRANE		SF	997	8,973.00	
22	603.66200715	PRECAST CONCRETE BOX CULVERT (BRIDGE SIZE, FILL HEIGHT 2'-0" OR GREATER)		LF	26	118,122.00	116,022.00, +1.8%
23	603.67000001	PRECAST CONCRETE WINGWALL UNITS FOR BOX CULVERTS		SY	38	80,740.00	78,640.00, +2.7%
24	603.94000807	FURNISH AND INSTALL HDPE PIPE - 8 NPS		LF	50	7,187.50	6,250.00, +15.0%
25	603.98040007	POLYVINYL CHLORIDE (PVC) SEWER PIPE AND FITTINGS, 4"		LF	50	900.00	
26	607.41010010	TEMPORARY PLASTIC BARRIER FENCE		LF	75	487.50	
27	609.22	UNPAINTED HOT MIX ASPHALT CURB (AS DETAILED)		LF	49	588.00	
28	610.1403	TOP SOIL - LAWNS		CY	19	1,615.00	
29	610.1602	TURF ESTABLISHMENT - LAWNS		SY	163	2,934.00	
30	611.0151	PLANTING - MAJOR DECIDUOUS TREES - 2 INCH CALIPER BALL& BURLAP, FIELD POTTED OR FIELD BOXED		EACH	1	550.00	
31	611.0412	PLANTING - DECIDUOUS SHRUBS - AS SPECIFIED CONTAINER OR BOXGROWN		EACH	9	522.00	

NUMBER	PAY ITEM NO.	DESCRIPTION	COMPLY YES/NO	UNIT	QUANTITY	COST	
32	611.0721	PLANTING - HERBACEOUS PLANTS - NUMBER SP4 CONTAINER - CONTAINER GROWN		EACH	55	1,182.50	
33	619.04	TYPE III CONSTRUCTION BARRICADE		EACH	6	948.00	
34	620.03	STONE FILLING (LIGHT)		CY	16	2,640.00	
35	620.04	STONE FILL (MEDIUM)		CY	48	7,920.00	
36	620.29010009	NATIVE STREAM BED MATERIAL (A)		CY	86	14,190.00	
37	623.10	SCREENED GRAVEL (IN-PLACE MEASURE)		CY	32	2,176.00	
38	623.12	CRUSHED STONE (IN-PLACE-MEASURE)		CY	63	4,284.00	
39	625.01	SURVEY OPERATIONS		LS	1	5,500.00	
40	627.50140008	CUTTING PAVEMENT		LF	61	1,708.00	
41	645.5102	GROUND-MOUNTED SIGN PANELS LESS THAN OR EQUAL TO 30 SF, WITH Z-BARS		SY	4	1,100.00	
42	655.1202	MANHOLE FRAME AND COVER		EACH	2	2,120.00	1,720.00, +23.3%
43	664.01100004	DUCTILE IRON SEWER PIPE & FITTINGS, 10"		LF	22	2,216.00	1,716.00, +29.1%
44	664.40480006	PRECAST SANITARY SEWER MANHOLE (48 INCH DIA.)		LF	10	3,250.00	
SUB TOTAL						\$537,503.00	520,635.50, +3.24%
45	699.040001	MOBILIZATION (EQUAL TO OR LESS THAN 4% OF SUBTOTAL)		LS	1	19,175.00	
GRAND TOTAL						\$556,678.00	539,810.50, +3.03%

Total Culvert Replacement Cost \$ _____

Aric Gorton

From: Lenny Nath
Sent: Monday, April 19, 2021 2:35 PM
To: Aric Gorton
Subject: Rotary Peace Pole

[External Email]

Hi Aric,

I waited because of both COVID and weather but last year we had all agreed to place another Peace Pole, this time at Braunsdorf Park. I believe you were involved with approving that location but now we need to find a precise spot for it. I was there for the Rotary Club when the Menorah Lighting took place so I had some ideas within that area. What would be an appropriate time to maybe meet you there quickly to locate a spot. The pole is being delivered to me as I write this. I am not free this Wednesday or next Monday but otherwise I can flex my schedule somewhat depending if I have a CPR class to teach or not.

Lenny Nathan

Aric Gorton

From: Lenny Nathan <
Sent: Thursday, April 29, 2021 12:04 PM
To: Aric Gorton
Subject: Rotary Peace Pole

[External Email]

Thanks for meeting with me at Braunsdorf Park this morning. I love the location we picked out between the flagpole and the canon for the 8 language sided Peace Pole. I await to hear from you after the May meeting for approvals before scheduling our members to install it.

Lenny Nathan

RECEIVED

APR 26 2021

TOWN OF ORANGETOWN
SPECIAL USE PERMIT FOR USE OF TOWN PROPERTY/ITEMS

PERMIT # 21-SP-009

RECEIVED
MAY 4 2021
Orangetown Police Department

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

RECEIVED
MAY 5 2021
TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

EVENT NAME: WEST NYACK DRIVE THRU GREEK FESTIVAL
PPLICANT NAME: GREEK ORTHODOX COMMUNITY OF ROCKLAND
ADDRESS: 1 MARYCREST ROAD WEST NYACK NY 10994
PHONE #: 845 6234023 CELL # 845 4618986 FAX #
CHECK ONE: PARADE _____ RACE/RUN/WALK _____ OTHER DRIVE THRU FESTIVAL
The above event will be held on JUNE 4, 5, 6 2021 from 12PM to 8PM RAIN DATE: N/A
Location of event: 1 MARYCREST ROAD WEST NYACK NY 10994
Sponsored by: SAINTS CONSTANTINE & HELEN Telephone #: 845 6234023
Address: 1 MARYCREST ROAD, WEST NYACK NY 10994
Estimated # of persons participating in event: N/A vehicles ~500 (3 DAYS TOTAL)

Person (s) responsible for restoring property to its original condition: Name-Address-Phone #:

NAOUM HATZIS

Signature of Applicant: *Naoum Hatzis* Date: 4/22/21

GENERAL INFORMATION REQUIRED: (HIGHWAY/PARKS/POLICE)

Letter of Request to Town Board requesting aid for event - Received On: 4/7/21

Certificate of Insurance - Received On: 4/26/21

FOR HIGHWAY DEPARTMENT USE ONLY:

Road Closure Permit: Y/N - Received On: X

Rockland County Highway Dept. Permit: Y/N - Received On: X

NYS DOT Permit: Y/N - Received On: X

Route/Map/Parking Plan: Y/N - Received On: 4/26/21

RFS #: 49871 BARRICADES: Y/N CONES: Y/N TRASH BARRELS: Y/N OTHER: Directional Signs, No Parking Signs, 20 Garbage Cans, 20 Recycling Bins

APPROVED: *[Signature]* 4-27-21 DATE: 4-27-21
Superintendent of Highways

FOR PARKS & RECREATION DEPARTMENT USE ONLY:

Show Mobile: Y/N - Application Required: _____ Fee Paid - Amount/Check # _____

Port-o-Sans: Y/N: _____ Other: _____

APPROVED: *[Signature]* DATE: 5/4/2021
Superintendent of Parks & Recreation

FOR POLICE DEPARTMENT USE ONLY:

Police Detail: Y/N: _____ Items: _____

APPROVED: *[Signature]* DATE: 05/04/2021
Chief of Police

** Please return to the Highway Department to be placed on the Town Board Workshop **

Workshop Agenda Date: _____ Approved On: _____ TBR #: _____



DIRECT ARCHDIOCESAN DISTRICT

SAINTS
CONSTANTINE
AND HELEN
GREEK ORTHODOX
CHURCH



1 Marycrest Road
West Nyack, NY 10994

Office: (845) 623-4023
Fax: (845) 627-1179

westnyack@optonline.net



PRIEST:
REV. DR.
NICHOLAS K. SAMARAS

RECEIVED

MAY - 4 2021

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

March 31, 2021

To:
Orangetown Highway Department
Attn: Ms. Helen Wilson
hwilson@orangetown.com

Dear Ms. Helen,

Please add the following items/request to the next Town Board Workshop Meeting Agenda:

Saints Constantine and Helen Greek Orthodox Church requests the following for their Drive thru Greek Festival of June 4th thru June 6th, 2021.

- 60 cones
- 40 barricades
- Directional signs
- No Parking signs
- 20 Garbage Cans
- 20 Recycling Bins
-

Thank you so much for your help. If you need additional information, please contact us.

Sincerely,
Festival Committee

21-SP-009



DIRECT ARCHDIOCESAN DISTRICT

SAINTS
CONSTANTINE
AND HELEN
GREEK ORTHODOX
CHURCH

†
1 Maryreit Road
West Nyack, NY 10994

Office: (845) 627-4023
Fax: (845) 627-0170

westnyack@optonline.net

†
PRIEST:
REV. DR.
NICHOLOS K. SAMARAS

2020
Parish Council

President
Naoum Hatzis*

Vice President
Nikos Anagnostopoulos*

Treasurer
John Livinos

Secretary
Demetre Karathanas*

The Council Members
Costas Dofianitis
Mike Dofianitis
John Fellis
Alex Kalos
Georgia Kintzing
Bobby Kostopoulos
Kyriakos Lazaridis
Nikos Loizes
Dimitrios Misantoni
Mike Mankagianis
Tribunela
Maria Pampalikes

(*Past Council President)

RECEIVED

APR - 7 2021

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

March 31, 2021

To Whom It May Concern:

As you may be aware, our community hosts a Greek Festival each year to help raise funds for our various needs and charities. This year our drive thru festival runs from Friday June 4th through Sunday, June 6th, 2021.

We would like to request the assistance of the members of the Orangetown Auxiliary Police so our festival will run as smoothly as possible.

The following are the days/hours of the festival that we would require assistance:

- Friday, June 4th, from 12 p.m. to 8 p.m.
- Saturday, June 5th, from 12 p.m. to 8 p.m.
- Sunday, June 6th, from 12 p.m. to 8 p.m.

It would be greatly appreciated and we hope your presence would make the festival more enjoyable for all the attendees and our volunteers. We strongly wish to be a great contributor to our community.

If you have any questions or comments, please do not hesitate to call the church office, Monday through Friday, between the hours of 10 a.m. and 3:00 p.m.

Yours truly,
Saints Constantine and Helen
Festival Committee

this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). A statement on

PRODUCER License # BR-767175
 Plainview, NY-B&G Group-Hub International Northeast Limited
 55 West Ames Court Suite 400
 Plainview, NY 11803

INSURED
 Greek Orthodox Comm. Church of Rockland County a/k/a
 St. Constantine & Helen Greek
 of Rockland County
 1 Mary Crest Road
 West Nyack, NY 10994

CONTACT NAME: **Sophia Jack**
 PHONE (A/C, No, Ext):
 FAX (A/C, No):
 E-MAIL ADDRESS: **sophia.jack@hubinternational.com**

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Utica National Assurance Company	10687
INSURER B :	Republic-Franklin Insurance Company	12475
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

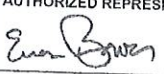
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP 3727587	9/1/2020	9/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 LIQUOR LIABIL \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5065854	9/1/2020	9/1/2021	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CULP3753280	9/1/2020	9/1/2021	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: Drive-Thru Festival. : Event Dates: June 4, 5, and 6, 2021.

Certificate is evidence of insurance for named insured. Subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER Town of Orangetown; Office of the Town Clerk; Town Hall 26 Orangeburg Road Orangeburg, NY 10962	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

ACORD 25 (2016/03) © 1988-2015 ACORD CORPORATION. All rights reserved. The ACORD name and logo are registered marks of ACORD

RECEIVED
 APR 26 2021
 TOWN OF ORANGETOWN
 HIGHWAY DEPARTMENT

CARS IN
GREEN ARROWS



SRGNT AHIMEYER DRIVE



RECEIVED

GATE 2 - LOCKED

APR 26 2021

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

PLAN B

ORDER NOW

PREORDER PICK UP

CHURCH

PICK UP 1

PICK UP 2

1

2

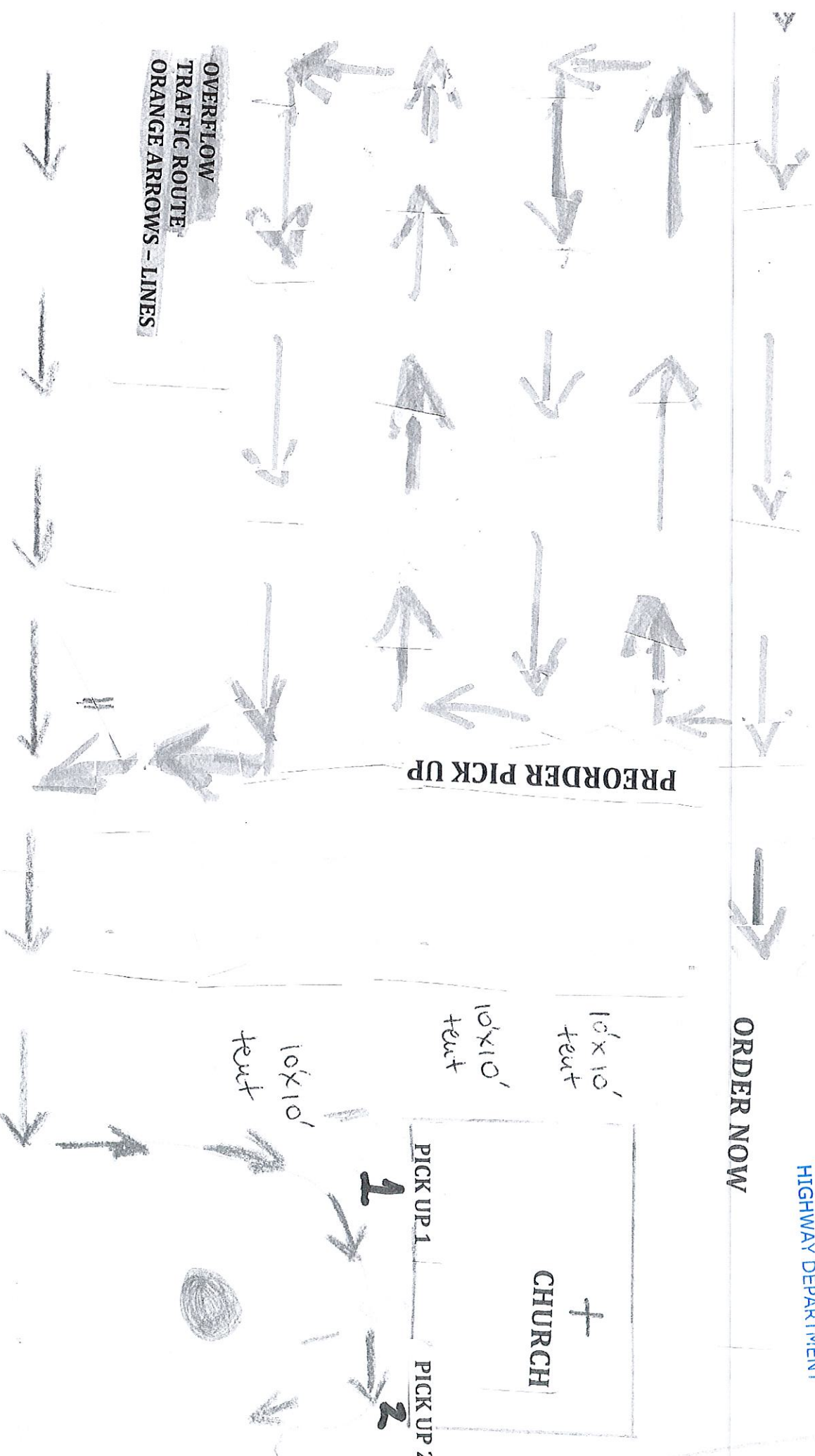
10'x10' tent

10'x10' tent

10'x10' tent

10'x10' tent

OVERFLOW
TRAFFIC ROUTE
ORANGE ARROWS - LINES



Contract No. 58-2021

BID OPENING TIME 11:00AM **DATE** April 29, 2021

CONTRACTOR NAME & ADDRESS	Barrett Inc Danbury CT	FRANK CYRILLUS INC Pompton Lakes NJ	Barrett Roofs Kenilworth NJ			
	DATE RECEIVED	4/29/21	4/29/21	4/29/21		
	TIME RECEIVED	10:09AM	10:16AM	9:57AM		
	NON COLLUSION STATEMENT	✓	✓	✓		

BID BOND or CERTIFIED CHECK	✓	✓	✓			
-----------------------------	---	---	---	--	--	--

Unit Pricing (Auto Garage - if necessary)

Remove surface rust and spot prime	\$ 5.00/sq ft	\$ 3/sq ft	\$ 2/sq ft	\$	\$	
------------------------------------	---------------	------------	------------	----	----	--

18 gauge galvanized flat stock overlay	\$25/sq ft	\$ 4/sq ft	\$ 500.00	\$	\$	
			12" x 12"	possible type-D		

20 gauge galvanized Type "A" deck nesting	\$6/sq ft	\$ 6/sq ft	\$10/sq ft	\$	\$	
---	-----------	------------	------------	----	----	--

20 gauge galvanized Type "B" deck replacement	\$10/sq ft	\$10/sq ft	\$15/sq ft	\$	\$	
---	------------	------------	------------	----	----	--

Auto Garage Lump Sum	\$120,300.00	\$105,500.00	\$116,000.00	\$	\$	
-----------------------------	--------------	--------------	--------------	----	----	--

Office Roof Lump Sum	\$ 24,400.00	\$ 9,711.00	\$17,005.00	\$	\$	
-----------------------------	--------------	-------------	-------------	----	----	--

Pump House Lump Sum	\$41,600.00	\$29,500.00	\$33,000.00	\$	\$	
----------------------------	-------------	-------------	-------------	----	----	--

TOTAL BID PRICE	\$186,300.00	\$144,711.00	\$166,000.00	\$	\$	
------------------------	--------------	--------------	--------------	----	----	--

WARRANT

Warrant Reference	Warrant #	Amount
Approved for payment in the amount of		
	042321	\$ 970,606.14
	042621	\$ 20,872.40
	050321	\$ 1,344,742.64
	051121	\$ 149,523.34
	Total	\$ 2,485,744.52

The above listed claims are approved and ordered paid from the appropriations indicated.

APPROVAL FOR PAYMENT

AUDITING BOARD

Councilman Gerald Bottari

Councilman Paul Valentine

Councilman Thomas Diviny

Councilman Denis Troy

Supervisor Teresa M. Kenny

**TOWN OF ORANGETOWN
FINANCE OFFICE MEMORANDUM**

TO: THE TOWN BOARD
FROM: JEFF BENCIK, *DIRECTOR OF FINANCE*
SUBJECT: AUDIT MEMO
DATE: 5/6/2021
CC: DEPARTMENT HEADS



The audit for the Town Board Meeting of 5/11/2021 consists of 4 warrants for a total of \$2,485,744.52.

The first warrant had 34 vouchers for \$970,606 and had the following items of interest.

1. Applied Golf (p1) - \$124,500 for Blue Hill GC contract.
2. Applied Golf (p1) - \$49,583 for Broadacres GC contract.
3. Commissioner of Taxation, NY Worker's Comp board (p2) - \$16,601 for 1Q payment.
4. De Lage Landen (p2) - \$15,908 for golf cart leases – Blue Hill (May).
5. Met Life (p3) - \$13,013 for Police dental benefits.
6. NYS Dept. of Civil Service (p3) - \$719,040 for Healthcare benefits.

The second warrant had 4 vouchers for \$20,872 and had the following items of interest.

1. De Lage Landen (p2) - \$15,908 for golf cart leases – Blue Hill (June).

The third warrant had 9 vouchers for \$1,344,742 and had the following items of interest.

1. Arthur J. Gallagher (p1) - \$1,253,762 for insurance renewals.

The third warrant had 114 vouchers for \$149,523 and had the following items of interest.

2. Brooker Engineering (p7) - \$5,095 for drainage review study.
3. Cotter (p10) - \$5,775 for CTR inspections.
4. Graybar Electric Company (p14) - \$5,306 for Sewer PS repair.
5. Hage Carpet Co. (p14) - \$18,257 for carpeting in Town Hall.
6. JETT Industries (p18) - \$26,181 for retainage payable.
7. Keane & Beane, PC (p19) - \$8,848 for outside counsel.

8. Ken's Tree Care (p19) - \$7,062 for tree removal.
9. Pearl River A Senior club (p21) - \$9,000 for reimbursements.

Please feel free to contact me with any questions or comments.

Jeffrey W. Bencik, CFA

845-359-5100 x2204