



**RESOLVED**, that the minutes of the regular Town Board meeting held on January 20, 2016, are hereby approved as submitted.

The foregoing resolution was duly moved by Councilor DiMartino and seconded by Supervisor Conway and brought to a vote resulting as follows:

Councilor DiMartino	VOTED:
Supervisor Conway	VOTED:
Councilor Matters	VOTED:
Councilor Grant	VOTED:
Councilor Tierney	VOTED:

**38-2016 A Resolution to Approve Special Meeting Minutes**

**WHEREAS**, the minutes of Town Board meetings, as provided in §106 of Article 7 of the New York Public Officers Law, shall be approved by the Board prior to them being finalized, deemed official and disseminated to the public by the Town Clerk; and

**WHEREAS**, that the minutes of the Special Town Board meeting held on January 27, 2016 have been presented; and

**WHEREAS**, the Town Board has reviewed these minutes and any necessary corrections have been made;

now, therefore, be it

**RESOLVED**, that the minutes of the regular Town Board meeting held on January 27, 2016 are hereby approved as submitted.

The foregoing resolution was duly moved by Councilor Matters and seconded by Supervisor Conway and brought to a vote resulting as follows:

Councilor Matters	VOTED:
Supervisor Conway	VOTED:
Councilor DiMartino	VOTED:
Councilor Grant	VOTED:
Councilor Tierney	VOTED:

**39-2016 A Resolution Commending Mark Mann for his Service to Town and Country**

**WHEREAS**, the work of dedicated police officers is essential to the safety and wellbeing of our community; and

**WHEREAS**, Mark Mann served the Town of East Greenbush in the capacity of Police Officer for twenty years with distinction; and

**WHEREAS**, Mark Mann also serves his country with distinction as a member of the United States Air Force Service, which service has included three tours of duty in Afghanistan; and

**WHEREAS**, the conduct of Mark Mann in uniform both as a member of the East Greenbush Police Department and the United States Air Force is an inspiration to the people of our Town, and a source of great pride for this Town Board;

now, therefore, be it

**RESOLVED**, the Town Board of the Town of East Greenbush congratulates and

commends Mark Mann upon the occasion of his retirement and thanks him for his extraordinary service to our Town and our Country.

The foregoing resolution was duly moved by Councilor Tierney and seconded by Supervisor Conway and brought to a vote resulting as follows:

Councilor Tierney	VOTED:
Supervisor Conway	VOTED:
Councilor DiMartino	VOTED:
Councilor Matters	VOTED:
Councilor Grant	VOTED:

**40-2016 A Resolution Honoring Nancy Keenholtz on the Occasion of Her Retirement**

**WHEREAS**, The Country Trunk and Gift Shop has been an integral part of the East Greenbush Community for the last twenty-seven years; and

**WHEREAS**, Nancy Keenholtz owned and operated The Country Trunk for twenty-seven years and did so with the utmost courtesy, friendship and professionalism; and

**WHEREAS**, The Country Trunk closed its doors for the last time on January 30, 2016 marking the end of an era in the Town of East Greenbush;  
now, therefore, be it

**RESOLVED**, the East Greenbush Town Board honors Nancy Keenholtz in recognition of her contribution to the life of our community, thanks her for maintaining a strong, local, small business and congratulates her on the occasion of her retirement.

The foregoing resolution was duly moved by Councilor Tierney and seconded by Supervisor Conway and brought to a vote resulting as follows:

Councilor Tierney	VOTED:
Supervisor Conway	VOTED:
Councilor DiMartino	VOTED:
Councilor Matters	VOTED:
Councilor Grant	VOTED:

**41-2016 A Resolution Stating Opposition to the Kinder Morgan Natural Gas Pipeline Proposed to be Routed through Rensselaer County**

**WHEREAS**, a large natural gas pipeline, called the Northeast Energy Direct (NED) pipeline project, has been proposed by Kinder Morgan and its subsidiary, Tennessee Gas Pipeline Company, LLC, to be routed through Rensselaer County; and

**WHEREAS**, the proposed NED pipeline would transport natural gas from other parts of the country for intended export out of New York State, with no natural gas benefits to the residents of Rensselaer County or the Town of East Greenbush; and

**WHEREAS**, the proposed NED pipeline would be much larger and operate at much higher pressure than most currently operating natural gas pipelines; and

**WHEREAS**, the proposed NED pipeline could cause disruption for emergency services and could significantly increase the potential for catastrophic damage to lives, property, roadways, streams and wetlands;

**WHEREAS**, the Town Comptroller hereby has determined that this resolution will have no adverse effect on the Town's finances:

now, therefore, be it

**RESOLVED**, that the East Greenbush Town Board does hereby declare its strong opposition to the construction of the proposed NED pipeline through Rensselaer County;

and be it further

**RESOLVED**, that the East Greenbush Town Clerk is hereby directed to send a copy of this resolution to U.S. Senators Charles Schumer and Kirsten Gillibrand; U.S. Representative Paul Tonko; Governor Andrew Cuomo, NYS Senator Kathleen Marchione and NYS Assembly member Steven McLaughlin.

The foregoing resolution was duly moved by Councilor Grant and seconded by Councilor Tierney and brought to a vote resulting as follows:

Councilor Grant	VOTED:
Councilor Tierney	VOTED:
Supervisor Conway	VOTED:
Councilor DiMartino	VOTED:
Councilor Matters	VOTED:

**42-2016      A Resolution Authorizing the Purchasing Agent to Solicit Bids for Bus Transportation for Youth Programs**

**WHEREAS**, the Town of East Greenbush has identified the need to solicit bids for transportation for the youth programs; and

**WHEREAS**, the Purchasing Agent will present the bids to the Town Board for final selection of the lowest responsible bidder at the best value; and

**WHEREAS**, the Town Comptroller hereby has determined that this resolution will have no adverse effect on the Town's finances;

now, therefore, be it

**RESOLVED**, the Town Board authorizes the Purchasing Agent to solicit sealed bids for bus transportation for youth programs.

The foregoing resolution was duly moved by Councilor DiMartino and seconded by Councilor Tierney and brought to a vote resulting as follows:

Councilor DiMartino	VOTED:
Councilor Tierney	VOTED:
Supervisor Conway	VOTED:
Councilor Matters	VOTED:
Councilor Grant	VOTED:

**43-2016 A Resolution to Authorize an Employee to Attend the New York State Recreation and Park Society Annual Conference**

**WHEREAS**, the Town Board has previously approved the membership of Jessica Lansing to the New York State Recreation and Park Society (NYSRPS) and recognizes the importance and beneficial impacts of the annual conference; and

**WHEREAS**, the Town Comptroller hereby has determined that this resolution will have no adverse effect on the Town's finances;

now, therefore, be it

**RESOLVED**, that Jessica Lansing be authorized by the Town of East Greenbush to attend the NYSRPS Annual Conference in Long Island April 17-19, 2016:

and be it further

**RESOLVED**, the Town will pay the lodging expense and conference attendance expense for this employee. Attendees shall advance the cost for transportation and meals and maintain an expense report accompanied by appropriate receipts to be submitted to the Comptroller following the meeting for reimbursement.

The foregoing resolution was duly moved by Councilor DiMartino and seconded by Supervisor Conway and brought to a vote resulting as follows:

Councilor DiMartino	VOTED:
Supervisor Conway	VOTED:
Councilor Matters	VOTED:
Councilor Grant	VOTED:
Councilor Tierney	VOTED:

**44-2016 A Resolution to Approve the Appointment of Andrew Jaromin as Summer Camp Director to the Community & Recreation Services Department**

**WHEREAS**, the Town Board recognizes the importance of the position of Camp Director to the Department of Community and Recreation and

**WHEREAS**, the Town Comptroller has determined that this resolution will have no adverse effect on the Town's finances;

now, therefore, be it

**RESOLVED**, that Andrew Jaromin be hereby appointed to the seasonal position of Camp Director at a rate of \$15.00 per hour effective March 1<sup>st</sup>, 2016 through September 1<sup>st</sup>, 2016 and consistent with all the terms and conditions of this position as previously set forth by the Town Board;

and be it further

**RESOLVED**, that Director of Finance will take all necessary steps to process the personnel transaction authorized by this resolution and the Rensselaer County Civil Service Commission.

The foregoing resolution was duly moved by Councilor DiMartino and seconded by Councilor Grant and brought to a vote resulting as follows:

Councilor DiMartino	VOTED:
Councilor Grant	VOTED:
Supervisor Conway	VOTED:
Councilor Matters	VOTED:
Councilor Tierney	VOTED:

**45-2016 A Resolution to Approve the Appointment of Kara Blakeman as Recreation Assistant-PT to the Department of Community & Recreation**

**WHEREAS**, the Town Board recognizes the importance of the position of Recreation Assistant-PT to the Department of Community and Recreation; and

**WHEREAS**, the Town Comptroller herby has determined that this resolution will have no adverse effect on the Town’s finances;

now, therefore, be it

**RESOLVED**, that Kara Blakeman, be hereby appointed to the position of Recreation Assistant-PT at a rate of \$9.00 per hour effective March 1<sup>st</sup> 2016 through December 31<sup>st</sup>, 2016 and consistent with all the terms and conditions of this position as previously set forth by the Town Board;

and be it further

**RESOLVED**, the Director of Finance will take all necessary steps to process the personnel transaction authorized by this resolution and the Rensselaer County Civil Service Commission.

The foregoing resolution was duly moved by Councilor DiMartino and seconded by Councilor Matters and brought to a vote resulting as follows:

Councilor DiMartino	VOTED:
Councilor Matters	VOTED:
Supervisor Conway	VOTED:
Councilor Grant	VOTED:
Councilor Tierney	VOTED:

**46-2016 A Resolution to Authorize Payment to Servpro of Southern Saratoga County, Inc.**

**WHEREAS**, Servpro of Southern Saratoga County, Inc. was contracted to address the immediate impact of the sludge spill at the Wastewater Treatment Plant

**WHEREAS**, the total project costs incurred by Servpro were determined by both Town staff and consultants from Chazen Companies to have a total value of \$55,000; and

**WHEREAS**, Servpro submitted a bill for \$104,000 which was rejected by the Town resulting in a lawsuit filed by Servpro to recoup the full \$104,000; and

**WHEREAS**, interest on the amount the Town has agreed to pay is accruing while the case is being litigated;

**WHEREAS**, the Town Comptroller has confirmed that this resolution will have an adverse effect on the Town’s finances;

now, therefore, be it

**RESOLVED**, the East Greenbush Town Board authorizes the payment of \$55,000 to Servpro of Southern Saratoga County, Inc. with respect to its alleged claim for damages asserted against the town.

The foregoing resolution was moved by Supervisor Conway and seconded by Councilor DiMartino and brought to a vote resulting as follows:

Supervisor Conway	VOTED:
Councilor DiMartino	VOTED:
Councilor Matters	VOTED:
Councilor Grant	VOTED:
Councilor Tierney	VOTED:

**47-2016 Authorization to Renew the Contract with Best-Luther Fire District for the Furnishing of Fire Protection**

**WHEREAS**, the Town Board of the Town of East Greenbush, County of Rensselaer, State of New York, held a Public Hearing on February 17, 2016 to consider renewal of the contract with the Best-Luther Fire Department, Inc. on behalf of the Best-Luther Fire Protection District; and

**WHEREAS**, all those present were allowed to speak and no objections to the renewal of the contract were communicated to the Town Board; and

**WHEREAS**, the Town Comptroller has confirmed that the provisions of this resolution were planned for in the 2016 budget and will have no adverse effect on the Town’s finances; now, therefore, be it

**RESOLVED**, that the Town Supervisor be and is hereby authorized to renew the contract for Fire Protection with the Best-Luther Fire Department, Inc. for the year 2016 in the sum not to exceed \$101,400.00.

The foregoing resolution was duly moved by Councilor Matters and seconded by Councilor DiMartino and brought to a vote resulting as follows:

Councilor Matters	VOTED:
Councilor DiMartino	VOTED:
Supervisor Conway	VOTED:
Councilor Grant	VOTED:
Councilor Tierney	VOTED:

**48-2016 Authorization to Renew the Contract with Best-Luther Fire District on Behalf of the Third Avenue Fire Protection District for the Furnishing of Fire Protection**

**WHEREAS**, the Town Board of the Town of East Greenbush, County of Rensselaer, State of New York, held a public hearing on February 17, 2016, to consider renewal of the contract with the Best-Luther Fire Department, Inc. on behalf of the Third Avenue Fire Protection District; and

**WHEREAS**, all those present were allowed to speak and no objections to the renewal of the contract were communicated to the Town Board; and

**WHEREAS**, the Town Comptroller has confirmed that the provisions of this resolution were planned for in the 2016 budget and will have no adverse impact on the Town's finances; now, therefore, be it

**RESOLVED**, that the Town Supervisor be and is hereby authorized to renew the contract for Fire Protection with the Best-Luther Fire Department, Inc. on behalf of the Third Avenue Fire Protection District for the year 2016 in the sum not to exceed \$7,400.00.

The foregoing resolution was duly moved by Councilor Matters and seconded by Councilor DiMartino and brought to a vote resulting as follows:

Councilor Matters	VOTED:
Councilor DiMartino	VOTED:
Supervisor Conway	VOTED:
Councilor Grant	VOTED:
Councilor Tierney	VOTED:

**49-2016      A Resolution Authorizing Replacement of the Ridge Road 800 MHZ Antenna System and Budget Transfer**

**WHEREAS**, through a federal grant, the Town is now in receipt of \$500,000 worth of new 800 MHZ mobile and portable radios for two-way police radio operations, and

**WHEREAS**, no matching funds or any other Town funds were required to obtain this grant and the new radio system is operational; and

**WHEREAS**, for this new system to function at full efficiency, the Town's Ridge Road radio antenna, which is over 20 years old, needs to be replaced, and

**WHEREAS**, a professional services proposal has been submitted by Capital Digitronics, Inc. of Albany New York, which quotes all labor and material cost known to be associated with the Antenna Replacement Project, in the amount of \$22,420.00; and

**WHEREAS**, the Town Comptroller has determined that this resolution will have no adverse effect on Town's finances; now therefore, be it

**RESOLVED**, on the recommendation of the Chief of Police, that said proposal by Capital Digitronics be and hereby is approved and the Town Supervisor is authorized to enter into said agreement, subject to the review and approval of the Town Attorney as to form, and be it further

**RESOLVED**, that this resolution shall take effect immediately.

The foregoing resolution was duly moved by Councilor Grant seconded by Supervisor Conway and brought to a vote resulting as follows:

Councilor Grant	VOTED:
Supervisor Conway	VOTED:
Councilor DiMartino	VOTED:
Councilor Matters	VOTED:
Councilor Tierney	VOTED:

**50-2016      A Resolution Authorizing the Solicitation of Requests for Proposals for General Engineering Services**

**WHEREAS**, the Town of East Greenbush Planning Department seeks to develop a list of qualified Architectural and Engineering Consultants to provide various engineering services on an as-needed basis; and

**WHEREAS**, the services to be provided include design and or analysis of the following: Structures; Highway; Hydrology; Storm Water; Sanitary; Potable Water Service; Environmental; Traffic; Survey; Planning; and Construction Inspection.

**WHEREAS**, the Town Comptroller has determined that this resolution will have no adverse effect on Town’s finances;  
now, therefore, be it

**RESOLVED**, that the Town of East Greenbush seeks proposals from qualified consultants, individuals, and firms interested in providing one or more of the services listed, and be it further

**RESOLVED**, that the Purchasing Agent will take all necessary actions to solicit proposals utilizing the bid specifications attached hereto.

The foregoing resolution was duly moved by Councilor Tierney and seconded by Councilor Grant and brought to a vote resulting as follows:

Councilor Tierney	VOTED:
Councilor Grant	VOTED:
Supervisor Conway	VOTED:
Councilor DiMartino	VOTED:
Councilor Matters	VOTED:

**51-2016      A Resolution Establishing Special Counsel for the Town of East Greenbush Planning Board**

**WHEREAS**, the Town Board of East Greenbush desires to add the services of legal counsel on an as-needed basis to assist the Planning Board in the review of major site plans involving a coordinated review under the State Environmental Quality Review Act (SEQRA), as well as projects that involve the drafting of a Generic Environmental Impact Statement (GEIS); and

**WHEREAS**, these services shall be paid for by the applicant, held in escrow, and accounted for in the same manner as currently conducted by the Planning Board for projects requiring technical review; and

**WHEREAS**, the law firm of Whiteman, Osterman, and Hanna is currently on the approved list of Special Counsels to Town of East Greenbush;

**WHEREAS**, the Town Comptroller has determined that this resolution will have no adverse effect on Town’s finances;  
now, therefore, be it

**RESOLVED**, that the Town of East Greenbush expand the scope of services for the firm of Whiteman, Osterman, and Hanna to include legal services as needed by the Town Planning Office;

and be it further

**RESOLVED**, that the Town of East Greenbush Planning Board, in consultation with the Director of Planning, be granted the authority to establish legal escrow to retain the services of Whiteman, Osterman, and Hanna on an as-needed basis.

The foregoing resolution was duly moved by Councilor Tierney and seconded by Councilor DiMartino and brought to a vote resulting as follows:

Councilor Tierney	VOTED:
Councilor DiMartino	VOTED:
Supervisor Conway	VOTED:
Councilor Matters	VOTED:
Councilor Grant	VOTED:

**52-2016 A Resolution Authorizing a Family and Medical Leave Act Request**

**WHEREAS**, the Town is in receipt of a request for Family and Medical Leave (FLMA); and

**WHEREAS**, the Town Comptroller confirms that appropriate coverage of the position is budgeted for within the 2016 Town Budget;

now, therefore, be it

**RESOLVED**, that the designated employee has submitted a request for leave to commence on or about March 25, 2016 and to continue for a period up to twelve weeks;

and be it further

**RESOLVED**, that the request for leave of absence under the Family Medical Leave Act, submitted by the designated employee, commencing on or about March 25, 2016, is hereby granted.

The foregoing resolution was duly moved by Supervisor Conway and seconded by Councilor Tierney and brought to a vote resulting as follows:

Supervisor Conway	VOTED:
Councilor Tierney	VOTED:
Councilor DiMartino	VOTED:
Councilor Matters	VOTED:
Councilor Grant	VOTED:

**53-2016 A Resolution Authorizing the Purchase of New Town Network Servers**

**WHEREAS**, the Town's Information Technology (IT) consultants provided the Town with increasingly strong advice to plan for major upgrades at all levels of IT, which includes User Machines (passed Resolution 26-2016), Network Servers and Town-wide unified IT support; and

**WHEREAS**, the current Network Servers are Microsoft Windows 2003 Servers operating system software that are no longer supported and are likely to result in a high probability of unauthorized data access to confidential information, random network outages, unreliable data backup, likelihood of a complete data loss for all departments in Town Hall, along with complete absence of a disaster recovery system and plan; and

**WHEREAS**, the Town received a proposal from Diagnostic Services and Installations LLC (DSI) for the upgrade and replacement of Town Network Servers, Disaster Recovery

Software, Security Software, WiFi System, Microsoft Software for an estimated price including labor-implementation of \$69,985.86 with \$20,000 of that cost paid in 2016; and

**WHEREAS**, the Town Comptroller hereby confirms that this resolution will have no adverse effect on Town finances;  
now, therefore, be it

**RESOLVED**, that the Town Board does hereby approve the upgrade purchase of the new town network servers from Diagnostic Services and Installations LLC (DSI).

The foregoing resolution was duly moved by Supervisor Conway and seconded by Councilor Tierney and brought to a vote resulting as follows:

Supervisor Conway	VOTED:
Councilor Tierney	VOTED:
Councilor DiMartino	VOTED:
Councilor Matters	VOTED:
Councilor Grant	VOTED:

**54-2016 Resolution to Approve the Addition of New Resolution**

**WHEREAS**, Resolution 54-2016, Resolution for Timely Submission of Resolutions, called for *any items on Board meeting agendas that were not presented at pre-board, be subject to a prior majority vote before being considered for an actual vote on such late filed resolution;* and

**WHEREAS**, an additional resolution is being presented to the board for consideration at this month's Town Board meeting, and

**WHEREAS**, that the following resolutions:

**Resolution 55-2016 A Resolution Approving the Professional Services Agreement With New York Municipal Insurance Reciprocal (NYMIR)**

**Resolution 56-2016 A Resolution Rescinding Resolution 08-2016 and Authorizing the Supervisor to Execute a Certain Pedestrian Bridge Easement Agreement with Regeneron Pharmaceutical, INC.**

**Resolution 57-2016 A Resolution Authorizing the Repair of a JCB Back Hoe for the Water Department**

were added to the agenda following the pre-board meeting;

**WHEREAS**, the Town Comptroller hereby confirms that this resolution will have no adverse effect on Town finances;  
now, therefore, be it

**RESOLVED**, that the addition of the above resolution requires majority Town Board vote;  
and be it further

**RESOLVED**, that, if this resolution (54-2016) receives a majority vote, then the Town Board will vote on Resolutions 55, 56 and 57- 2016.

The foregoing resolution was duly moved by Councilor Matters and seconded by Councilor Grant and brought to a vote resulting as follows:

Councilor Matters	VOTED:
Councilor Grant	VOTED:
Supervisor Conway	VOTED:
Councilor DiMartino	VOTED:
Councilor Tierney	VOTED:

**55-2016 A Resolution Approving the Professional Services Agreement with New York Municipal Insurance Reciprocal (NYMIR)**

**WHEREAS**, the Town, through its insurance broker Rose & Kiernan, Inc., received a proposal for Insurance Coverage for the period of March 1, 2016 – February 28, 2017 as follows:

Carrier	Deductible	Quote
New York Municipal Insurance Reciprocal	\$1,000 (Property) *CURRENT*	\$162,870.07 *12% increase
New York Municipal Insurance Reciprocal	\$5000 (Property)	\$158,065.77 *\$4,804 savings on renewal

and

**WHEREAS**, the Town has contracted with New York Municipal Insurance Reciprocal (NYMIR) since 2013 and proved to be an invaluable resource through providing training, webinars and seminars to employees, safety inspections, as well as their assistance throughout the Waste Water Treatment Plant Sludge Spill of 2015; and

**WHEREAS**, increases have been seen by all municipalities covered through NYMIR as a result of an increase in claim activity; now, therefore, be it

**WHEREAS**, the Town Comptroller hereby confirms that this resolution will have no adverse effect on Town finances;

**RESOLVED**, that the Town Board of the Town of East Greenbush does hereby approve the renewal of the agreement with New York Municipal Insurance Reciprocal (NYMIR) for the policy year March 1, 2016 – February 28, 2017 for the amount of \$158,065.77

The foregoing resolution was duly moved by Supervisor Conway and seconded by Councilor Matters and brought to a vote resulting as follows:

Supervisor Conway	VOTED:
Councilor Matters	VOTED:
Councilor DiMartino	VOTED:
Councilor Grant	VOTED:
Councilor Tierney	VOTED:

**56-2016 Resolution Rescinding Resolution 08-2016 and Authorizing the Supervisor to Execute a Certain Pedestrian Bridge Easement Agreement with Regeneron Pharmaceutical, Inc.**

**WHEREAS**, Regeneron Pharmaceuticals, Inc. (hereafter “Regeneron”), is the owner of certain property in the Town of East Greenbush known as One CSC and 81 Columbia Turnpike, and is also the owner of property known as 25 Discovery Drive; and

**WHEREAS**, Regeneron has proposed to construct an office building at 25 Discovery Drive, and a parking lot for the employees who will be working at that location on the other side of Discovery Drive; and

**WHEREAS**, Regeneron desires to construct a pedestrian bridge, elevated over Discovery Drive, connecting parking lot with the office building; and

**WHEREAS**, that project, including the pedestrian bridge, has had a complete review and approval from both the Town Board and the Town of East Greenbush Planning Board, including clearance under the SEQRA process for the office building and parking lot respectively; and

**WHEREAS**, as the Town Comptroller has heretofore confirmed that none of the provisions of this proposed Board action shall pose an adverse impact to the Town’s finances; and

**WHEREAS**, Regeneron requires an easement from the Town of East Greenbush across Discovery Drive, which the Town owns in fee, in order to construct and maintain that proposed pedestrian bridge; and

**WHEREAS**, by resolution 08-2016, the Town Board authorized the Supervisor to execute on behalf of the Town, the Easement Agreement granting Regeneron an easement over a portion of Discovery Drive; and

**WHEREAS**, notice of the adoption of such Resolution was not posted within ten days, as required by the town law;

now, therefore, be it

**RESOLVED**, that Resolution 08-2016, be, and it hereby is, rescinded; and it is further

**RESOLVED**, that the Supervisor is authorized to execute, on behalf of the Town, a certain pedestrian bridge easement agreement granting Regeneron an easement over a portion of Discovery Drive, in a form approved by the attorney to the Town;

and be it further

**RESOLVED**, that the Supervisor shall not execute that agreement, until the time for the filing of a petition for a permissive referendum pursuant to Town Law §90 has expired, and there has been no such petition filed.

The foregoing resolution was duly moved by Councilor Tierney and seconded by Councilor Grant and brought to a vote resulting as follows:

Councilor Tierney	VOTED:
Councilor Grant	VOTED:
Supervisor Conway	VOTED:
Councilor DiMartino	VOTED:
Councilor Matters	VOTED:

**57-2016 A Resolution Authorizing the Repair of a JCB Backhoe for the Water Department**

**WHEREAS**, the JCB Backhoe (Model 214-4; serial number 903279) is essential to the daily operations of the Town's Water Department; and

**WHEREAS**, the JCB Backhoe is in need of a number of repairs, replacements and reseals; and

**WHEREAS**, the Department of Public Works has solicited three bids for the job;

**WHEREAS**, the Town Comptroller hereby confirms that this resolution will have no adverse effect on Town finances;

now, therefore, be it

**RESOLVED**, the Commissioner of Public Works is authorized to award the bid to Liftech Equipment Companies in the estimated amount of \$13,678.00.

The foregoing resolution was duly moved by Councilor DiMartino and seconded by Supervisor Conway and brought to a vote resulting as follows:

Councilor DiMartino	VOTED:
Supervisor Conway	VOTED:
Councilor Matters	VOTED:
Councilor Grant	VOTED:
Councilor Tierney	VOTED:

**ADJOURNMENT**

Motion to adjourn by Supervisor Conway seconded by Councilor Grant and brought to a vote as follows:

Supervisor Conway	VOTED:
Councilor Grant	VOTED:
Councilor DiMartino	VOTED:
Councilor Matters	VOTED:
Councilor Tierney	VOTED:

## **TOWN OF EAST GREENBUSH PLANNING DEPARTMENT**

### **REQUEST FOR QUALIFICATIONS FOR GENERAL PLANNING AND ENGINEERING SERVICES-BID SPECIFICATIONS-**

The Town of East Greenbush Planning Department is seeking proposals from qualified planning and engineering firms to advise and consult with the Department on general engineering and planning matters. Interested firms are required to respond by Thursday, March 24, 2016 at 2:00 PM with the information requested herein. It is the intent of the Planning Department to develop a short list of qualified consultants, individuals, and/or firms in each of the specialties set forth in the RFP. Consultants may be included on one or more of the lists, depending on qualifications. Consultants selected to perform work under contract with the Town will agree to provide services for a period of (3) years.

### **BACKGROUND**

The Town of East Greenbush is a municipality located in the Capital Region of New York State. The Town provides services to over 17,000 residents. The Town also has an active commercial base.

The Town currently operates a Planning Department whose mission is to ensure consistency with the Comprehensive Plan and facilitate an accepted plan for growth in the community. The intent and purpose of the Planning Department is to provide accurate, timely land use information, assist the general public in matters of planning and land use regulations, and serve as ombudsman for the coordination of development plan reviews. The Department reviews development plans to ensure adequacy of Town infrastructure to support proposed development, and conformance to Town standards. In addition the Planning Department is responsible for facilitating positive economic growth in the community, assessing the Towns need for open space and amenities, and facilitating in the deployment of Town infrastructure such as water and sewer. In addition the Planning Department is responsible for applying for grants to assist the Town in its mission to the public.

The Town of East Greenbush Planning Department seeks the services of a qualified engineering firm or firms with demonstrated experience as a multi-disciplinary municipal engineering and planning consultant.

### **SCOPE OF SERVICES REQUESTED**

Services shall include Structures; Highway; Hydrology; Storm Water; Sanitary; Potable Water Service; Environmental; Traffic; Survey; Planning; Construction; Construction Inspection; Grant Applications; Economic Development; Park Design; and Project review. In addition firms selected for project review tasks must be able to assess the following:

Site design and layout;

Utility design, including municipal water and sanitary sewer services plans and profiles;

Drainage and storm water management design, with particular attention to Phase 2 compliance;

Grading and erosion control plans;

Landscape, planting and lighting plans;

Geotechnical investigation and slope stability analysis;

SEQR review, including compliance with SEQR procedural requirements;

Compliance with other state and federal environmental laws;

Compliance with the Town of East Greenbush Zoning Law;

Compliance with Town and Generally accepted design and engineering standards;

Consistency with the Town's Comprehensive Plan and generally accepted planning principles and practice; and

Site plan, Subdivision, Special Permit and Planned Development District applications.

#### REQUIRED SUBMITTALS

Responses to this RFP must include, at a minimum, the following:

Demonstration of previous experience with similar municipal consulting engagements in the Capital Region.

Demonstration of the firm's knowledge of the Town of East Greenbush Land Use Law and the process of bringing a project through to completion.

#### REQUIRED SUBMITTALS Continued:

Identification of key personnel who are located in the Region and will be assigned to this engagement.

Description of the firm's practice areas that might be applicable to this engagement.

Description of the firm's approach and methods for providing municipal consulting services to Planning Board and municipal engineering review.

Description of similar engagements and examples of typical work products and contractual agreements.

Tabular history of municipal consulting experience in the past five years organized by engineering and/or planning discipline, and indicating order of magnitude consulting fees earned for each municipality.

Describe the structure or basis by which you would propose to develop a scope and fee estimate for each project referred by the Town and identification of the firm's billing rate schedule.

A list of municipal references for engagements undertaken in the past five years in the Capital Region.

### PROPOSAL SUBMISSION

An original, four (4) copies, and one electronic copy in PDF format (on disc) of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name of the Proposal and the name and address of the Vendor. If the proposal is sent through the mail or other delivery system the sealed envelope shall be enclosed in a separate envelope with the notation "PROPOSAL ENCLOSED" on the face thereof. Vendors mailing proposals shall allow sufficient time for delivery.

Proposals must be received no later than **2:00 P.M. on Thursday March 24, 2016**, at the following address:

Town of East Greenbush  
Attn: Clerk  
Town Hall  
225 Columbia Turnpike  
Rensselaer NY 12144

The Proposals submitted by the individual Firm(s) is the document upon which the Town will make its initial judgment regarding the Firm's qualifications, understanding of the Town's scope and objectives, methodology, and ability to complete services.

Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by the Town to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the Town, or for participating in any selection interviews.

Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.

Proposals will be examined and evaluated by the Town of East Greenbush - Town Planning Services Committee. The Committee shall make a recommendation to the

Town Board. The Town Board has the ultimate authority to appoint the engineers to the short list available to provide services to the Planning Department.

During the evaluation of Proposals, the Town may require clarification of information or may invite Firm's to an oral presentation to amplify and or validate Proposal contents.

All material submitted in response to this RFP shall become the property of the Town.

### PRE-SUBMISSION MEETING AND CONTACTS

No pre-submission meeting is planned. Questions may be directed to Tony Manfredi, Director of Planning, at 518-694-4011.

### INTERVIEWS

The Town may conduct interviews of short-listed respondents as early as the week following the RFP opening date.

### SELECTION PROCESS

Consulting engineers will be selected through the evaluation process described herein.

A selection committee will be formed to review proposals and interview candidates. The evaluation of the statement of qualifications will be based primarily on the following:

1. Competency of the engineering firm to perform the required services, as indicated by the technical training, education and experience of the firm's personnel who would be assigned to perform the services;
2. Ability in terms of workload and availability of qualified personnel to perform the required consulting services competently and expeditiously;
3. Past performance as reflected by the evaluations and references of previous or current municipal clients with respect to factors such as control of costs, quality of work, and meeting of deadlines;
4. Demonstration of the knowledge and the process required to serve the Town of East Greenbush Planning Department; and
5. Other similar facts.

The selection of a consulting engineering firm shall be at the sole discretion of the Town. The town shall authorize any contracts for the services specified herein and reserves the right to modify these services in accordance with changes in its requirements as they may occur.

## RIGHTS AND OPTIONS OF THE TOWN

The Town reserves the following rights and options to:

- Reject any and all proposals
- Supplement, amend, or otherwise modify this Request for Proposals (RFP)
- Cancel this RFP with or without the substitution of another RFP
- Request additional information with respect to the qualifications of each respondent
- Make and award, in whole or in part, to one or more firms and individuals responding to the RFP.
- Should the parties to the RFP be unable to reach an agreement within 60 days of the opening date, the Town may select another proposal, reissue the RFP, or take any other actions as deemed appropriate by the Town.

The Town shall retain the right to reject any proposed personnel and to cause the Vendor to replace any personnel during the contract period, with or without cause.

If the Vendor fails to perform the duties/responsibilities/requirements under this RFP and subsequent agreement, the Town shall have the right to terminate the agreement within 30 days of written notice of the failure.