



TOWN OF AMENIA

4988 Route 22, AMENIA, NY 12501
845-373-8118, ext. 105 Fax 845-373-9147

TOWN BOARD MEETING AGENDA THURSDAY, MAY 15, 2025 TOWN HALL – 1ST FLOOR 6:30PM

6:30 Executive Session – to discuss personnel matters

7pm Call to Order
Pledge of Allegiance
Emergency Exits
Roll Call
Motion to Accept Agenda

Public Comment on Agenda Items (3min each)

Supervisor Report
Town Clerk Report
Building Department Report
Water Department Report
Highway Department Report
Animal Control Report
Other Board and Committee Reports

Discussion Items:

- Update on EV charging station grant & contract
- Approve letter to Main St merchants and owners
- Introduce Local Law re regulation of food trucks (& set hearing)
- List of NYS DOT traffic marking requests downtown

Resolutions:

Consent Agenda:

- Approving extension of Town of Amenia Grant writer's contract
- Approving closure of Wassaic Main St for Classic Car & Flower Event
- Transfer of Funds – General

Non-Consent Agenda:

- Approving hiring Clerk to video-record Town Board Meetings & Events
- Approving LaBella contract modification #3 for Route 44 Sidewalk Ext
- Awarding Contract for Water Quality Monitoring Services by HVA
- Approve hiring Part-time Recreation Leader

Other Matters

Town Board Comments

Public Comment on All Business (3min each)

Adjournment



TOWN OF AMENIA TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

RESOLUTION No. of 2025

RE: APPROVING EXTENSION OF TOWN OF AMENIA GRANT WRITER CONTRACT

WHEREAS, the Town Board of the Town of Amenia, by Resolution No. 51 of 2025, adopted by the Town Board on April 16, 2025, authorized a short-term contract with grant writer Christina Gast LLC to assist the Town with its grant writing efforts including planning and prioritizing grant writing goals, searching and targeting Federal, State and Local funding sources for the Towns ongoing needs and to draft grant application on behalf of the Town; and

WHEREAS, the Town Board is desirous of extending the contract with Christina Gast LLC through calendar year 2025; and

WHEREAS, the services to be provided by Christina Gast LLC to the Town constitute professional services which are exempt from the bidding requirements under General Municipal Law Section 103 and the Town of Amenia Procurement Policy.

NOW THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board of the Town of Amenia hereby authorizes an extension of the contract with Christina Gast LLC through calendar year 2025 to provide grant writing services in accordance with the proposal annexed hereto and made a part hereof.
3. The Town Board of the Town of Amenia hereby authorizes the Supervisor to execute a contract for such services, after review and approval by the Attorney to the Town, in substantially the same form as annexed hereto.
4. The Town Board of the Town of Amenia hereby authorizes and directs payments for Christina Gast LLC services to be paid from the Grant Administrator Budget Line No. 1.019894.01.057 in accordance with the annexed proposal.
5. The Town Supervisor, upon consultation with the Attorney to the Town, is authorized to negotiate and clarify any wording, provided the overall expense and liability to the Town is consistent with the provisions contained in the annexed proposal.

Motion made by _____

Seconded by _____

The foregoing resolution was voted upon with all councilmembers voting as follows:

Supervisor Blackman _____

Councilmember Rebillard _____

Councilmember Hamm _____

Councilmember Ahearn _____

Dated: Amenia, New York
May 15, 2025

DAWN MARIE KLINGNER, TOWN CLERK

Agreement Between

Christina Gast LLC & Town of Amenia

THIS AGREEMENT is made and entered into between Christina Gast LLC (CG LLC), independent consultant, and the Town of Amenia (Client). The effective date of this agreement is July 1, 2025. This agreement covers the following 2-month period as outlined and provided by CG LLC between [July 1, 2025] and [December 31, 2025]. Additional services may be added, as needed, based on the Town's needs and a modified contract. The terms are as follows:

1. The Town of Amenia will pay Christina Gast LLC \$2,500 pr/ month via check. Payment will be due by the 1st of every month (excluding holidays and weekends). Months will be determined as a calendar month, not 30-day increments.
2. To ensure timely and efficient services, Client has identified Town Supervisor Leo Blackman as the point of contact. He is the only authorized point of contact and decision-maker who will be working with CG LLC. CG LLC will communicate directly with this authorized decision-maker throughout the contract period. CG LLC is not obligated to respond to requests or recommendations from additional members of the client's team unless an authorized representative from Client's leadership officially provides a new point of contact who can complete the work product as agreed upon in this contract. The client may select a secondary decision-maker and request that CG LLC include that individual in all planning correspondence.
3. Christina Gast LLC will provide municipal grant writing services to the Town of Amenia. CG LLC will prepare applications and/or LOIs that address current funding needs based on best fit and application deadlines. Town Supervisor Leo Blackman or an appointed designee must approve moving forward with a particular grant proposal and communicate the "ask" to CG LLC at least 8 weeks prior to the deadline date unless both parties agree to a shorter deadline. Progress on all projects will be assessed during monthly Status Review Meetings. CG LLC will provide a monthly progress report on work completed and hours used. CG LLC may support on stakeholder surveys, narrative portion of grant reports, or other mutually agreed-upon grant-related services within the hourly scope of this contract. CG LLC will be available for consultation with Town Board members and Town Committees as requested by Supervisor Blackman upon availability and with appropriate scheduling timelines.
4. Applications will be prepared by CG LLC and submitted by the Client. CG LLC will not be responsible for preparing program or organizational budgets for grant applications.
5. All application materials will be prepared and stored in the Town of Amenia's One Drive, and Town employees, Town Board members and Committee members will collaborate in the One Drive as established in the Work Plan of each application.
6. At the time of submission, CG LLC will share all published deadlines with respect to award announcements with Leo Blackman.
7. When grants are awarded, it is the responsibility of the Town of Amenia to process contracts and meet project timelines. CG LLC will prepare final and interim report narratives at the Town's discretion, but financial reporting and project documentation are the responsibility of the Town.
8. CG LLC acknowledges that during the engagement it and its associates will have access to and become acquainted with information, records and specifications owned or licensed by the Town of Amenia and/or used by the Town of Amenia in connection with the operation of its business, including, without limitation, the Town of Amenia's business, accounts and procedures. The Contractor agrees that it and its associates will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the Town of Amenia.
9. As compensation for the services rendered pursuant to this Agreement, the Town of Amenia shall pay the Contractor at the hourly rate of \$125 per hour, with the total number of hours projected to be approximately 20 hours per month for 8 months. Prior to commencing work, the Town of Amenia shall pay the Contractor a retainer payment equal to the first month of the

expected number of hours to be performed under this contract (\$2,500). CG LLC will then invoice the Town of Amenia monthly for the hours to be worked each month until the contractual period has ended. If in performing its duties for the Town of Amenia, CG LLC exceeds 160 hours overall, CG LLC will bill the Town of Amenia for the incremental increase in hours. CG LLC will not increase the hours beyond the scope of this agreement without first receiving written authorization from Supervisor Leo Blackman and/or appointed designees.

10. Discontinuation-This agreement may be terminated by either party for cause or convenience effective upon the expiration of thirty (30) days after written notice of intent to cancel is provided by cancelling party.
11. Failure to Comply – a) Failure by the Town of Amenia to comply with the payment schedule may result in suspended services until the payment is brought current. If services are suspended for a failure to pay and the Town of Amenia does not bring payment current within 30 days, the entire unpaid balance of the fee owed by the Town of Amenia under this agreement will become immediately due and payable, and CG LLC will have no further responsibility to perform services under this agreement. b) Failure by CG LLC to comply with the terms of this agreement will require reassessment by the Town of Amenia of the payment schedule. The Town of Amenia may suspend payments until CG LLC complies with the terms of the agreement. If payments are suspended for failure of CG LLC to comply with this agreement and CG LLC fails to comply within 30 days after written request by the Town of Amenia, the entire unpaid balance of the fee may be withheld by the Town, and the Town will have no further responsibility to make any payments to CG LLC under this agreement.
12. While there is no guarantee of funding through a grant process, CG LLC guarantees the highest quality application will be submitted on behalf of the Town of Amenia.
13. Upon the termination of this contract, all grants, supporting documents and reports remain the property of the Town of Amenia.
14. Relationship of Parties: It is expressly understood that CG LLC is an independent contractor and that neither party shall be an agent or employee of the other party or have the authority to bind the other party. This Agreement is not intended to and shall not create a partnership, joint venture or profit-sharing relationship of any kind.
15. **Applicable Law:** The laws of the State of New York shall govern this Agreement, without regard to its conflicts of laws principles.
16. **Venue:** The Federal and State Courts of the State of New York in Dutchess County shall have exclusive jurisdiction over any disputes arising under the terms of this Agreement.
17. **Attorney's Fees:** In the event that either party shall be required to retain the services of an attorney to enforce their rights under this Agreement, the prevailing party shall be entitled to receive from the non-prevailing party court costs and reasonable attorney's fees at the pre-trial, trial and appellate levels.
18. Non-Exclusive: The Town of Amenia agrees that CG LLC is free to contract for similar services to be performed for others during the term of this Agreement.
19. At no time will CG LLC have control or custody of contributions for the Town of Amenia.
20. The signature of both parties shall evidence acceptance of these terms.

Christina Gast LLC

Date

Town of Amenia

Date

PROJECT SCOPE STATEMENT

Project Name: Town of Amenia Grant Writing

Project Start: July 1, 2025

Project Duration: 6 months

PROJECT PURPOSE: To manage the Town of Amenia's selected grant submissions with accuracy and efficiency.

PROJECT DESCRIPTION: Will manage the writing and logistics of grant projects selected by the Town at approximately 20 hours / month.

DESIRED RESULTS:

- Grant opportunities selected by the Town prepared and submitted in a collaborative manner
- Project work plans & file storage kept current using OneDrive for projects CG LLC is managing
- Communication with Town of Amenia as outlined below

EXCLUSIONS (Items not included in the scope of work):

- Processing contracts
- Developing budgets
- Uploading budgets when not provided as completed PDF or Excel file
- Password/portal access management
- Actual submission (CG LLC will handle or collaborate on upload as agreed upon in each project's work plan, Town of Amenia representative must be liable for submitting)
- Grant management for awarded proposals
- Budget management for awarded proposals

CONSTRAINTS (Factors that may delay the work):

- Content contributions not received from client by agreed-upon deadlines
- Client's content reviews not received by calendared deadlines
- Incomplete client content / support material contributions
- Bottlenecks caused by high volume of work during deadline-heavy times of the year

COMMUNICATION PLAN:

COMMUNICATION TYPE	INITIATOR	AUDIENCE	METHOD/CHANNEL	TIME /FREQUENCY
Grant Project Confirmations (8 weeks prior to grant deadline unless shorter deadline is mutually agreed)	Town Supervisor	CG LLC	During monthly in-person status review meetings or via email	Ongoing
Monthly Project Status Review Meeting	CG LLC	Town Supervisor and Project Managers	In-person or via Zoom	45 minutes
Grant Project Reviews	CG LLC	Town Supervisor and Project Managers	Calendared in Outlook	Ongoing
Information Requests	CG LLC	TS, PMs and other staff	Email or calendared in Outlook	Ongoing
Content Contributions and Document Sharing	Town Supervisor, Project Managers and other staff	CG LLC	Email or via comments in working drafts	Ongoing

ACCEPTANCE CRITERIA: Contract sign-off by May 15, 2025

APPROVALS: Leo Blackman, Town Supervisor, Town of Amenia

PROPOSAL WRITING PROCESS

The PRODUCT:

You will walk away with...

- ✓ Clarity around how the organization and prospective funder priorities align
- ✓ A custom grant proposal that addresses all requirements of a specific funding opportunity
- ✓ Professional recommendations and review to ensure a program/project proposal budget conforms to the funder's requirements
- ✓ A compilation of all required support documents

The PROCESS:

We take these steps to complete each of your grant proposals...

1. Complete a Kickoff Meeting (this will be done during monthly Status Review Meetings)

- ✓ The PURPOSE is to...
 - a. Review the grant application guidelines
 - b. Agree upon a game plan (confirm project scope, content collection and creation tasks [who, what], and timelines)
- ✓ WHO should participate?
 - a. Required: Town Supervisor
 - b. Requested: Project Managers ¹[TBD]
- ✓ HOW to prepare?
 - a. Review the grant guidelines
 - b. Note immediate questions, suggestions, or concerns related to grant guidelines
 - c. Complete the pre-qualification process (establish portal logins, required registrations, etc.)
 - d. Submit any content requested by the consultant

2. Share required content with writer [Client]

- ✓ What content is required? (narrative, supporting content)
- ✓ When is it needed?
- ✓ How will info be gathered (written vs. verbal contributions)
- ✓ Formatting/submission specifics

3. Drafting process [Consultant]

4. First draft review [Client and Consultant]

- ✓ Confirm the accuracy of the narrative and supporting documents
- ✓ Address missing information
- ✓ Provide suggested revisions

5. Round two-editing process [Consultant]

6. Second draft review [Client]

- ✓ Identify major omissions
- ✓ Confirm compliance with guidelines

7. Submittal [Client and Consultant]

¹ "Project Manager" refers to the Town Board member, other Town representative (eg. volunteer committee or board member) or staff member who will oversee the completion of the work proposed in the grant application if awarded

- ✓ Writer uploads all content except budget / financial requirements (unless they are provided in a completed funder-required PDF or Excel sheet) to portal or sends compiled package to Town Supervisor or appointed TB or staff member
- ✓ Town Supervisor or other TB or staff member assigned to do so reviews project in portal, revises as needed, adds any missing information / documents, approves and submits

8. Closeout (Monthly Task) [Consultant]

- ✓ File documents in One Drive
- ✓ Add funder notification date to Outlook Calendar



TOWN OF AMENIA TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

Resolution No. of 2025

RE: AUTHORIZING CLOSURE OF MAIN STREET FOR CLASSIC CAR SHOW AND FLOWER EVENT

WHEREAS, the Town of Amenia will be hosting a Classic Car Show and Flower Event on Saturday, May 31, 2025, from 10:00 a.m. to 12:00 pm; and

WHEREAS, Jeff Barnett – Winsby, Co-Executive Director of the Wassaic Project has requested the closure of Main Street from the intersection of Firehouse Road to County Route 81 during the time of this event for public safety reasons; and

WHEREAS, pursuant to Section 104 of the Highway Law, the Town of Amenia Highway Superintendent has filed a Certificate and Notice to Close a Highway which is annexed hereto and made a part hereof; and

WHEREAS, the Town Board of the Town of Amenia has the authority to close highways in the Town of Amenia to allow for public assembly pursuant to Vehicle & Traffic Law §1660.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.
2. That pursuant to Vehicle & Traffic Law § 1660, the Town Board of the Town of Amenia hereby directs that Main Street from the intersection of Firehouse Road to County Route 81 shall be closed on Saturday, May 31, 2025, from 10:00 a.m. to 12:00 p.m. for the Classic Car Show and Flower Event.

3. That a copy of this Resolution be sent to Jeff Barnett - Winsby, Co-Executive Director of the Wassaic Project, the Wassaic Fire Department, the Dutchess County Sheriff's Office, the New York State Police and the Superintendent of Highways.

Motioned By: _____

Seconded By: _____

The foregoing resolution was voted upon with all councilmembers voting as follows:

Supervisor Blackman	_____
Councilmember Rebillard	_____
Councilmember Hamm	_____
Councilmember Ahearn	_____

Dated: Amenia, New York
May 15, 2025

DAWN MARIE KLINGNER, TOWN CLERK

Town Garage
Fax
(845) 373-7007

TOWN OF AMENIA HIGHWAY DEPARTMENT
Megan Chamberlin, Highway Superintendent
8 Borden Lane
Wassaic, New York 12592
Town Garage e-mail: toahd@optimum.net

Town Garage
(845) 373-9922

CERTIFICATE AND NOTICE TO CLOSE A HIGHWAY

CERTIFICATE


TO: Town Clerk, Town of Amenia, County of Dutchess

This is to certify that the undersigned **Jeff Barnett – Winsby, Co Executive Director of the Wassaic Project**, closes a section of highway, **Main Street in Wassaic, NY from the intersection of Firehouse Road and Main Street to County Route 81, Wassaic, New York, in the Town of Amenia, County of Dutchess.** The reason for the road closure is: **Classic Car Show and Flower Event**

Date and Time: May 31, 2025 (Saturday) 10:00am to 12 pm

Executed on this 15th day of May 2025


Jeff Barnett – Winsby – Co Executive Director of the Wassaic Project


Megan Chamberlin
Town of Amenia Highway Superintendent

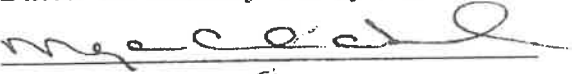
NOTICE

TO: Town Highway Superintendent, Town of Amenia, County of Dutchess

A certificate, of which the foregoing is a copy having been executed by me under the authority conferred by Section 104 of the Highway Law as amended and to be filed in the office of the Town Clerk of the Town of Amenia, County of Dutchess, New York, you are hereby notified that the above described section of road **shall be closed by Jeff Barnett-Winsby, Co Executive Director of the Wassaic Project on:**

Date and Time: May 31, 2025 (Saturday) 10:00a.m.- 12:00pm

Dated this 15th day of May 2025


Megan Chamberlin – Town of Amenia Highway Superintendent



TOWN OF AMENIA TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

RESOLUTION No. of 2025

RE: HIRING PART-TIME RECREATION LEADER

WHEREAS, the Town of Amenia is seeking to fill a part-time Recreation Leader position; and

WHEREAS, the position of part-time Recreation Leader is considered to be a non-competitive position pursuant to the Rules of the Classified Civil Service of Dutchess County; and

WHEREAS, the Town has searched and interviewed for the position; and

WHEREAS, Cassidy Howard has expressed an interest in the position.

NOW THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board of the Town of Amenia hereby hires Cassidy Howard to the position of part-time Recreation Leader commencing May 19, 2025.
3. Cassidy Howard shall be paid at the hourly rate of \$18.00 and shall work a maximum of 20 hours per week.
4. The Town Supervisor is hereby authorized and directed to file any and all documents necessary to effectuate the intent of this Resolution.

Motion made by _____

Seconded by _____

The foregoing resolution was voted upon with all councilmembers voting as follows:

Supervisor Blackman	_____
Councilmember Rebillard	_____
Councilmember Hamm	_____
Councilmember Ahearn	_____

Dated: Amenia, New York
May 15, 2025

DAWN MARIE KLINGNER, TOWN CLERK



TOWN BOARD TOWN OF AMENIA

4988 Route 22, AMENIA, NY 12501
845-373-8860 www.ameniany.gov

Resolution # of 2025 Transfer of Funds- May 2025

WHEREAS, the Town Board has the authority to transfer fund when necessary or unanticipated to amend the budget; and

Whereas, Budget Amendment in the General Fund to increase 16204.01.055 (Buildings CE/Public Access) by \$2000.00 and decrease 16201.01.066 (Buildings PS/Public Access) by \$2000.00 for recording board meetings.

Whereas Budget Amendment in the General Fund to increase 2260.01 (Public Safety Services) by \$896.87 and increase 30204.01 (Public Safety Comm Service) by \$896.87 for DC Sheriff services for Congregation Beth David.

Whereas Budget Amendment to increase 13104.01.040 (Director of Finance/Acct Support) by \$2000.00 for AFR footnotes and increase 36204.01 (Safety Inspection CE) by \$4000.00 for Z3 Consultant help with zoning and increase 16704.01.061 (Central Print Mail/Legals) by \$2000.00 for Legal Ads and decrease 19004.01.049 (Special Items CE/Contingency) by \$8000.00

Whereas Budget Amendment to increase 71451.01 (Summer Rec PS line) by \$3000.00 and decrease 70201.01 (Recreation Administration PS) by \$3000.00 for lifeguards at Maplebrook.

Whereas Budget Amendment to increase 73104.01.160 (Youth Programs CE/New programs) by \$265.54 and decrease 73204.01.160 (Joint Youth Program CE/New Program) by \$265.54

Whereas Budget Amendment to increase 2421.01 (Lease payment collected) by \$45097.94 and increase 2401.01.187 (Interest/Leases) by \$14581.93 and increase 19894.01.187 (Other General Govt support) by \$59679.87 for copier leases.

Whereas Budget Amendment to increase 5031.22 (Interfund Transfer/Capital Water) by \$68277.88 and increase 14402.22 (Engineer Equip & Capital Outlay) by \$68277.88 for new water capital project.

Whereas Budget Amendment to transfer \$25,000 from the general account (200.01) to the Highway Garage Capital Project account (200.20) to pay the CPL Architecture and Engineering voucher for April 2025.

Whereas Budget Amendment to increase 99509.01 (Interfund Transfer) by \$25,000.00 and decrease 14404.01 (Engineering CE) by \$25,000 for CPL Architecture and Engineering voucher for April 2025.

Whereas Budget Amendment to increase 5031.20 (Interfund Transfer Capital Project) by \$25,000 and increase 14402.20 (Engineering CE/Capital Project for CPL Architecture and Engineering voucher for April 2025.

NOW THEREFORE BE IT RESOLVED, the Town Board authorizes the transfer of necessary budget lines to process the transactions.

Motion made by
Seconded by

The foregoing resolution was voted upon with all councilwomen/councilmen voting as follows:

Supervisor Blackman
Councilman Rebillard
Councilwoman Hamm
Councilwoman Ahearn

Dated: Amenia, New York
May 15, 2025

DAWN MARIE KLINGNER, TOWN CLERK



TOWN OF AMENIA TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

RESOLUTION No. of 2025

RE: APPROVING LABELLA ASSOCIATES, DPC CONTRACT MODIFICATION NO. 3 FOR THE TOWN OF AMENIA ROUTE 44 SIDEWALK EXTENSION PROJECT

WHEREAS, by Resolution No. 93 of 2024, adopted by the Town of Amenia Town Board on August 1, 2024, the Town Board approved Contract Modification No. 2 from LaBella Associates, DPC ("LaBella") in the amount of \$49,700.00 to provide additional survey and civil engineering support required by the New York State Department of Transportation ("NYS DOT") in connection with the Town of Amenia Route 44 Sidewalk Project; and

WHEREAS, NYS DOT is now requiring construction administration and full-time construction observation services; and

WHEREAS, LaBella has proposed Contract Modification No. 3 to address NYS DOT's additional requirements; and

WHEREAS, the Town Board of the Town of Amenia is desirous of approving proposed Contract Modification No. 3 from LaBella dated May 8, 2025, a copy of which is annexed hereto; and

WHEREAS, this is a Type II action under the State Environmental Quality Review Act ("SEQRA") and therefore not subject to review under SEQRA; and

WHEREAS, the professional engineering services to be provided by LaBella constitute professional services which are exempt from the bidding requirements under General Municipal Law §103 and the Town of Amenia's Procurement Policy.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board of the Town of Amenia hereby approves Contract Modification No.3 from LaBella, in the amount of \$36,800.00, in accordance with the proposal dated May 8, 2025, a copy of which is annexed hereto.
3. The Town Board of the Town of Amenia hereby authorizes the Town Supervisor to execute the annexed Contract Modification from LaBella by and on behalf of the Town of Amenia.

4. The Town Board of the Town of Amenia hereby authorizes the payment for said engineering services to be paid from Budget Line No. 1.054102.01.106.00.

Motion made by _____

Seconded by _____

The foregoing resolution was voted upon with all councilmembers voting as follows:

Supervisor Blackman	_____
Councilmember Rebillard	_____
Councilmember Hamm	_____
Councilmember Ahearn	_____

Dated: Amenia, New York
May 15, 2025

DAWN MARIE KLINGNER, TOWN CLERK



May 8, 2025

Leo Blackman
Supervisor
Town of Amenia
4988 Route 22
Amenia, New York 12501

**RE: Route 44 Sidewalk Extension to Beekman Park
Contract Modification No. 3
Project Number: CZ82111.00**

Dear Supervisor Blackman:

As you are quite aware, LaBella Associates, DPC (LaBella) has continued to press forward towards the completion of this project for the Town of Amenia (Town), and the last few months as well as continuing forward has been and is out of scope.

With that being said, LaBella is requesting this Contract Modification Request (CMR) to finalize this project. The items being considered for additional funding are as follows:

1. Additional regulatory comments/permitting with the NYSDOT
2. Revisions of Contract Documents to satisfy the NYSDOT
3. Latest re-bid of January 29, 2025 including:
 - a. Negotiations with Raja Contractors to close out previous bid
 - b. Bid opening attendance
 - c. Review of bids
 - d. Letter of Recommendation preparation and submission
 - e. Notice of Award preparation and submission
 - f. Preparation of Conformed Documents
4. Construction Administration Services
 - a. Kickoff meeting with Dutchess County Planning (CDBG)
 - b. Kickoff meeting with NYSDOT
 - c. Notice to Proceed preparation and submission
 - d. Schedule and submittal review(s)
 - e. Change Order Request (COR) review(s) and processing
 - f. Contractor Pay Request pencil copy review(s) and processing
 - g. Site progress meeting(s), if required
 - h. As-Built preparation
 - i. Engineer's Certification of completed works
5. Full-Time Construction Observation Services

The following table depicts total revised engineering costs:



Revised Fee Table						
Task	Task Name	Original Fee	Contract Mod 1	Contract Mod 2	Contract Mod 3	Revised Fee
100	EAF	\$2,303				
200	Survey	\$4,920	\$4,900			\$9,820
300	CDs	\$15,896				
400	Meetings	\$1,106				
500	Bidding	\$4,515			\$4,500 (LS) ¹	\$9,015
600	CA Services	\$1,603			\$7,000 (T&M) ²	\$8,603±
800	Regulatory Response			\$1,700	\$3,700 (LS)	\$5,400
900	Additional Survey			\$18,500		\$18,500
1000	Contract Documents			\$29,500		\$29,500
1100	Construction Observation				\$21,600 (T&M)	\$21,600±
Totals:		\$30,343	\$4,900	\$49,700	\$36,800±	\$121,743±
1. Lump Sum Not-to-Exceed Fee 2. Time and Materials Estimate. If fee is approaching estimated limit, LaBella will immediately contact the Town to negotiate additional fee as required.						

Your signature below indicates acceptance of this Contract Modification Request.

Should you have any questions, comments and/or concerns or need any additional clarification, please do not hesitate to reach out me at (914) 269-5611 or jfusillo@labellapc.com.

Respectfully submitted,

Joseph M. Fusillo, PE, ENV SP, PACP™
Associate Vice President, Metro New York Civil Leader

By: _____
Signature

Printed Name

Title

Date



TOWN OF AMENIA
TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

RESOLUTION No. of 2025

RE: AWARDING CONTRACT FOR WATER QUALITY MONITORING SERVICES

WHEREAS, Town of Amenia is seeking funds to create a new sewer district within the Amenia Hamlet, which will be served by a community wastewater treatment facility; and

WHEREAS, competitive funding opportunities that can help finance this project require documentation of need, including water quality data; and

WHEREAS, Housatonic Valley Association submitted a proposal to the Town of Amenia in 2023 to conduct a 2 Phase surface water quality monitoring study; and

WHEREAS, the Town Board of the Town of Amenia, by Resolution No. 90 of 2023, adopted by the Town Board on August 17, 2023, authorized Phase I of the surface water quality monitoring study; and

WHEREAS, the Town Board of the Town of Amenia desires to award a contract to Housatonic Valley Association in the maximum amount of \$10,000.00 to conduct Phase II of the study in accordance with the proposal annexed hereto; and

WHEREAS, professional services or services requiring special or technical skill, training or expertise are exempt from the bidding requirements under General Municipal Law Section 103 and the Town of Amenia Procurement Policy; and

WHEREAS, this is a Type II action under the State Environmental Quality Review Act ("SEQRA") and therefore not subject to review under SEQRA.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.

2. The Town Board of the Town of Amenia hereby authorizes the contract with Housatonic Valley Association to conduct Phase II of a surface water quality monitoring study related to the planned new sewer district in the Amenia Hamlet in the maximum amount of \$10,000.00 in accordance with the proposal annexed hereto.

3. The Town Board hereby authorizes the Town Supervisor to execute any documents necessary to effectuate the purpose and intent of this Resolution.

4. The Town Board of the Town of Amenia hereby authorizes the payment for said services to be paid from Budget Line No. 1.080204.01.103.00.

5. The Town Supervisor is hereby directed to provide a copy of the proposal and any signed documents to the Town Clerk, who shall maintain the same in her files.

Motion made by _____

Seconded by _____

The foregoing resolution was voted upon with all councilmembers voting as follows:

Supervisor Blackman	_____
Councilmember Rebillard	_____
Councilmember Hamm	_____
Councilmember Ahearn	_____

Dated: Amenia, New York
May 15, 2025

DAWN MARIE KLINGNER, TOWN CLERK



Housatonic Valley Association

150 Kent Road
PO Box 28
Cornwall Bridge, CT 06754
T: (860) 672-6678

Merwin House
14 Main Street
PO Box 496
Stockbridge, MA 01262
T: (413) 298-7024

PO Box 315
Wassaic, NY 12592
T: (646) 596-6471



4/28/2025

To: Charles Miller, Amenia Wastewater Committee
From: Claire Wegh, HVA Ten Mile River Watershed Manager
RE: Water Quality Monitoring services

The Housatonic Valley Association is pleased to present this proposal to the Town of Amenia to conduct phase II of a surface water quality monitoring study begun in 2023 (hereafter referred to as "Study") related to the planned sewer district in the Amenia Hamlet.

Project Understanding:

The Town of Amenia is seeking funds to create a new sewer district within the Amenia Hamlet, which will be served by a community wastewater treatment facility. Competitive funding opportunities that can help finance this project require documentation of need, including water quality data. The Town suspects that isolated septic systems in the proposed sewer district are no longer functioning.

Our proposed work is designed to characterize water quality impacts arising from within the planned sewer district through assessment of streams and other surface waters (ambient monitoring) upstream, downstream and within the proposed sewer district. Note that our proposed work will not include trackdown of pollution sources to specific properties.

Project Background:

This work aligns with the water quality goals of the Ten Mile River Watershed Management Plan, which was completed by the Ten Mile River Watershed Collaborative (TMRC) in July of 2022. This group, of which the town of Amenia is a key participant, has met regularly since 2014 to discuss watershed management issues and look for opportunities to work together to achieve shared management goals. The Watershed Plan is available here:
https://hvatoday.org/wp-content/uploads/2022/10/2022_07_22_TMRWBP_Final.pdf

HVA worked with New York State Department of Environmental Conservation (NY DEC) and Region I of the US Environmental Protection Agency (EPA) to develop a Quality Assurance Project Plan (QAPP) for a water quality monitoring program in support of the Ten Mile River Watershed Plan. As part of the development of this QAPP, HVA attained certification through the Professional External Evaluations of Rivers and Streams (PEERS) program through NY DEC.

PEERS outfitted environmental professional organizations such as watershed associations, consulting firms, other government agencies and tribes with equipment, resources, and training to support collection of professional-grade chemical and biological water quality data. To

become PEERS certified, partner organizations wrote a Quality Assurance Project Plan (QAPP) in collaboration with a PEERS coordinator and demonstrated competency in sample collection and data management protocols. The PEERS program's stringent certification and training requirements yielded high-quality data that can be used in state and federal water quality reports.

HVA collected water quality data in the Ten Mile River watershed in the summer of 2018 under a PEERS certification. The parameters we suggest collecting to accomplish the Town of Amenia's goals for this study were included in the QAPP developed to support development of the Ten Mile River Watershed Management Plan.

Ambient water quality monitoring was conducted as Phase I of this Study in 2023 and 2024 at 12 sites within the Hamlet of Amenia and area of the proposed sewer district. These 12 sites were selected to bracket suspected water quality impacts related to parcels on which the Town suspects have failing or no longer functioning septic systems. Sampling events occurred August-November 2023, and continued April - May 2024 for a total of five sampling events. Phase II of this Study will offer a more robust data set from the same sample sites as in Phase I.

Proposed Scope of Services:

TASK 1: Stakeholder Meetings

HVA staff will coordinate and/or attend meetings between project stakeholders, including but not limited to the Town of Amenia and NY DEC personnel. These meetings can include presentations of findings.

DELIVERABLES TASK 1: 3-5 stakeholder meetings

COST TASK 1: \$500

Task 2: Conduct Ambient Water Quality Monitoring:

HVA will visit the 12 sites identified in Phase I along stream corridors upstream, downstream and within the proposed sewer district. All sites will be visited during each sampling event to allow for same-day comparison. During these sampling events, HVA will collect grab samples from each site for analysis by a certified laboratory to assess nitrogen, phosphorus and *E. coli*. Using a multi-parameter water quality monitoring instrument and test kits, we will also assess, at minimum, the following parameters in the field for each site: Temperature, pH, Specific Conductivity, Surfactants and Chlorine.

Costs associated with a sampling event include lab fees, personnel, equipment, and travel costs.

DELIVERABLES TASK 2: Up to 5 sampling events held; data collected according to approved Quality Assurance protocols.

COST TASK 2 PER SAMPLING EVENT: \$1,650 (Estimate inclusive of per-sample lab fees)

Task 3: Prepare Report

HVA will prepare a report that describes study approach, methods, results, analysis, and discussion.

DELIVERABLES TASK 3: Report prepared and submitted to Town of Amenia.

COST TASK 3: \$750

Task 4: Upload data to the Water Quality Exchange (WQX)

HVA will upload data to EPA's WQX Database.

DELIVERABLES TASK 3: WQX Data Upload

COST TASK 3: \$500

Total Project Cost:

Task 1 - \$500

Task 2 - \$1,650 - \$8,250

Task 3 - \$750

Task 4 - \$500

Total: \$3,300 – \$10,000

Primary Contact:

Michael Jastremski, HVA Watershed Conservation Director

mjastremski@hvatoday.org

Secondary Contact:

Claire Wegh, HVA Ten Mile River Watershed Manager

cwegh@hvatoday.org

Approved by:



Michael Jastremski

Watershed Conservation Director – Housatonic Valley Association

Agreed to and Accepted by:

Charles Miller

Chair of Amenia Wastewater Committee