

VILLAGE OF PERRY
SPECIAL VILLAGE BOARD MEETING
June 29, 2015

A Special Board Meeting of the Village of Perry was held at the Village Hall 46 North Main Street Perry New York at 1:30 p.m. on the 29th day of June 2015.

PRESENT:	Rick Hauser Eleanor Jacobs Anita Billings	Mayor Trustee Trustee
ALSO PRESENT:	Terrence Murphy Gail Vosburg Jeff Drain Tom Carpenter Chuck Bastian	Village Administrator Village Clerk Chief Water & Sewer Plant Operator Clark Patterson Lee Bernard P. Donegan Inc.
ABSENT:	Bonnita Matson Dariel A. Draper	Trustee Trustee

Mayor Hauser called the meeting to order at 1:30 PM.

Mayor Hauser led in the pledge to the flag.

Chuck Bastian distributed (attached) an administrative, financial and legal timetable from the proposed \$7.1 million wastewater treatment improvement project. He reviewed the steps as part of the financial process. The first step is for the village to adopt the SEQRA Resolution, Type I and to adopt Bond Resolution authorizing the maximum dollar amount to be spent (the total cost of the project).

Tom Carpenter spoke on the issue of a new compost building that is needed sooner than planned with the collapse of the dome. He believes that the sewer compost facility could be built by winter. This facility is part of the overall upgrades at the waste water facility. The Village has the insurance monies in a sewer reserve. It was asked if this needed to be incorporated in to the borrowing. Mr. Bastian said that you would adopt the bond resolution for the maximum amount of the whole project that way you are not doing it twice. He suggested to hold off as long as possible to borrow the monies as long as the cash flow is not a problem (waiting to hear for EFC).

Mr. Carpenter reviewed the proposal that was distributed for the engineering services for Phase I of the WWTP facility improvements. He outlined that the compost building would be built this fall and design and bid of the sanitary sewer collection system, headwork improvements and the generator could be done over the winter with construction to begin in the spring of 2016. The construction of the plant improvements of the \$7.2 million project would begin in the spring of 2017.

Mr. Bastian said to submit the pre-application to EFC along with the Waste Water Plant report, that is being wrapped up, to see if the Village gets on the list (to see where the village scored for the project). If everything looks good to EFC, then we could proceed with the financing application. Mr. Carpenter added that at the same time, a hardship application would be completed (to try for principle forgiveness). Application would be made to the NYS DEC for the grant for the composting facility.

Mr. Bastian then reviewed the color project timetable. He explained the timeline for the village to adopt resolutions and actions for possible short-term borrowing that then could be rolled into a CWSRF loan. He pointed out that there are four major components of the bond resolution:

1. Estimated maximum project cost
2. Plan of financing of the project (finance entire project, or use of village funds for part)
3. Scope of work (what is the project description)
4. Period of Probable Usefulness

Mr. Carpenter said that Phase I work needs to be done. Phase I is the headworks, upgrades to the collection system and the generator. Work should be completed by the end of 2016. Trustee Jacobs asked if the Village could use the insurance monies to build the compost building. Mr. Bastian said if the Village needed the \$400,000 for cash flow, it could do an interfund transfer to cover costs and then pay it back from the bond monies. He stated that when submitting the information for the financial package, the engineering contract is part of the application package.

Mayor Hauser asked what steps that Village needs to take. Mr. Bastian outlined the steps on the financial consulting services proposal that was received on May 6, 2015. He did state that the Village would not need to do all of the seven parts. He had to envision any potential item that may come up for the entire project. He explained that if the village did do short-term financing (such as a BAN), then that would involve parts 1, 2, 3 and 4. If no short-term financing is needed, then only parts 2 & 4 would be done. He estimated that we would be doing parts 1, 2 and 4. He stated that parts 1 through 4 are straight forward standard fees. Parts 5 through 7 would depend on if needed and he was not sure what the fees would be. Trustee Jacobs asked if there was any duplication of services between Donegan, Inc. and Clark Patterson Lee. Mr. Bastian said that they each have their own administrative components, the engineers have certain responsibilities, the finance had some and bond council has their part.

Mayor Hauser asked if there were soft costs built into the total cost of the project. Mr. Carpenter said that of the phase I total cost, \$1,322,000, 35% has been built in for those soft costs: contingency, engineering, legal and administration. The contingency is 10% - \$97,837.40) with the remaining 25% comprised of the engineering (10-15%), legal and administrative costs. (these are outlined on page 7 of the proposal for engineering services).

Mr. Carpenter said that there is a Water Quality Improvement Program (WQIP) that would fund up to \$2.5 million of a project. He thinks that it would be beneficial for the Village to apply for funds; applications are due at the end of July. He said that they would handle the application process for this funding source. He advised the board that he will be attending the July 6th board meeting .

Mr. Carpenter and Mr. Bastian thanked the board for having them come down to review the project and to have the opportunity to ask and answer questions.

Motion by Trustee Jacobs, seconded by Trustee Billings to adjourn the special meeting at 2:35 pm. Motion carried with all voting aye.

Respectfully submitted,

Gail I. Vosburg

Gail I. Vosburg, Village Clerk