**AT THE WORKSHOP MEETING**

of the Town Board of the Town of Newburgh held

at 1496 Route 300 in said township at 7:00 p.m.

on Monday the 26th day of June, 2023

 **Present** Paul I Ruggiero, Councilman

 Scott M. Manley, Councilman

 Anthony R. LoBiondo, Councilman

 Gilbert J. Piaquadio, Supervisor

**Also Present** Mark C. Taylor, Attorney for the Town

 Lisa M. Vance Ayers Town Clerk

 Rachel Vazquez Deputy Town Clerk

**Absent** Elizabeth J. Greene, Councilwoman

*Meeting called to order at 7:04 p.m.*

**1. ROLL CALL**

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. MOMENT OF SILENCE**

**4. CHANGES TO THE AGENDA- Remove 8A & 8B**

**5. POLICE: Hiring of Three Full-Time Police Officers**

 Police Chief, Bruce Campbell, is requesting to hire 3 full-time police officers at a starting

 salary of $62,955 per year. Start date effective on or after July 10th. Background checks came

 back favorably. Hire date pending physical which Orange county Human Resources will send

 them for. Psychological, fingerprints, and all necessary paperwork with Charlene Black,

 personnel.

 **Christopher Quinones**

 Motion made by Councilman Manley to approve Christopher Quinones as a full time Police

 Officer. Motion seconded by Councilman LoBiondo VOTE: Councilwoman Greene – absent;

 Councilman Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes;

 Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

 **John Diee**

 MOTION made by Councilman LoBiondo to approve John Diee as a full time Police Officer.

 Motion seconded by Councilman Ruggiero VOTE: Councilwoman Greene - absent;

 Councilman Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes;

 Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent.

 **Kyle Brown**

 MOTION made by Councilman Ruggiero to approve Kyle Brown as a full time Police Officer.

 Motion seconded by Councilman Manley VOTE: Councilwoman Greene - absent;

 Councilman Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes;

 Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent.

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**6.** **ACCOUNTING DEPARTMENT: Approval of Audit**

MOTION made by Councilman LoBiondo to approve the audit in the amount of

 $768,954.49 Motion seconded by Councilman Manley VOTE: Councilwoman Greene

 absent; Councilman Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes;

 Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent.

**7. BUILDINGS AND GROUNDS: Desmond Estate Replacement of Air Conditioner**

Gil Piaquadio, Town Supervisor, is requesting to replace the air conditioning units at the

 Desmond Estate. Three Bids have bids have been obtained to replace the air conditioning

 units:

 Armistead Mechanical Inc. $ 17,950.00

 MDS HVAC Inc $ 18,133.00

 United Air Conditioning $ 21,628.00

  Motion made by Councilman LoBiondo to approve Armistead Mechanical at a cost of

 $17,950.00. Motion seconded by Councilman Ruggiero VOTE: Councilwoman Greene –

 absent; Councilman Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes;

 Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

**8. CODE COMPLIANCE**

 **~~A. Start the Process to Hire Assistant Fire Inspector~~**

 **~~B. Hiring Two Temporary Clerical Positions~~**

 **C. Uncut Grass 14 Hinchcliffe Drive and 12 Bruce Street**

 Motion made by Councilman Ruggiero to approve Traffic Study for Route 84 and Route 17K.

 Motion seconded by Councilman Manley VOTE: Councilwoman Greene – absent;

 Councilman Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes;

 Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

 **9****. DATA PROCESSING: Purchase of Server**

 Gil Piaquadio, Town Supervisor, is requesting to purchase a new server. Received a quote

 from Dell Technologies in the amount of $12,168.52.

 Motion made by Councilman Ruggiero to purchase new server. Motion seconded by

 Councilman LoBiondo VOTE: Councilwoman Greene – absent; Councilman Ruggiero – yes;

 Councilman Manley – yes; Councilman LoBiondo – yes; Supervisor Piaquadio – yes. Motion

 passed: 4 yes; 0 no; 0 abstain; 1 absent

**10. ENGINEERING:**

 **A. SEQR Resolution: Amended Meadow Hill Sewer Remediation Project- Type II Action**

 **Determination**

 Patrick Hines, Engineering Representative, presented Resolution of SEQRA

 Determination that Amended Action is a Type II Action: Crossroads consolidated Sewer

 District Meadow Hill Sewer Remediation Project.

 Motion made by Councilman Manley to approve Amended Meadow Hill Sewer

 Remediation Project-Type II Action. Motion seconded by Councilman Ruggiero VOTE:

 Councilwoman Greene – yes; Councilman Ruggiero – yes; Councilman Manley – yes;

 Councilman LoBiondo – yes; Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0

 abstain; 1 absent

 **B**. **Public Hearing Order: Amended Meadow Hill Sewer Remediation Project**

Patrick Hines, Engineering Representative, presented Public Hearing order: Amended

 Meadow Hill Sewer Remediation Project.

 Motion made by Councilman LoBiondo to approve Public Hearing Order: Amended

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 Meadow Hill Sewer Remediation Project. Motion seconded by Councilman Manley

 VOTE: Councilwoman Greene – absent; Councilman Ruggiero – yes; Councilman Manley

 – yes; Councilman LoBiondo – yes; Supervisor Piaquadio – yes. Motion passed: 4 yes; 0

 no; 0 abstain; 1 absent

 **C. Tosco Parcel SBL: 47-1-39.1 Outside Sewer User Request**

Patrick Hines, Engineering Representative, presents Outside Sewer User Agreement.

 Salvatore Tosco Jr. is the owner of building located at 429 South Plan Road. The building

 will be a pizzeria. Mr. Tosco is requesting to be connected to the town sewer as an

 outside user. There will be a 1,000 gallon grease trap placed before the sewer line

 connection. This will prevent any grease from entering the sewer line.

 Outside user fee 2.455 EDU X $4,500.00/EDU= $11,047.50

 Motion made by Councilman Manley to approve outside sewer user request. Motion

 seconded by Councilman Ruggiero VOTE: Councilwoman Greene – absent; Councilman

 Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes; Supervisor

 Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

 **D. AIR Environmental Consulting LLC-Provide Asbestos Abatement Design Services to**

 **Develop Asbestos Abatement Specifications**

Patrick Hines, Engineering Representative, presented Asbestos Abatement Design to

 Develop Abatement Specifications. AIR Environmental Consulting LLC offers a wide

 range of environmental consulting, testing and monitoring to the residential, public and

 private business sector. Our services extend from the single family residential home to

 large industrial and commercial facilities. The selection of a qualified technical consultant

 for professional services, such as pre-construction inspections, project design, project

 management and air monitoring, represents a process as important as selecting a

 reputable environmental remediation contractor. The success of any remediation project

 is identified mainly in the planning and design element of the project. A technically sound

 project design combined with proper oversight provides the most cost-effective solution

 and ensures the gains realized are not at the expense of future liability to you.

 Motion made by Councilman Manley to approve Asbestos Abatement Design Services to

 Develop Asbestos Abatement Specification. Motion seconded by Councilman LoBiondo

 VOTE: Councilwoman Greene – absent; Councilman Ruggiero – yes; Councilman

 Manley – yes; Councilman LoBiondo – yes; Supervisor Piaquadio – yes. Motion passed: 4

 yes; 0 no; 0 abstain; 1 absent

 **E. Request for Proposal for Wireless Telecommunication Facilities Consultant**

Patrick Hines, Engineering Representative, presented proposal for wireless

 telecommunication facilities consultant.

 **1)** **INTENT**

 The Town of Newburgh is soliciting proposals from qualified firms or individuals to provide

 consulting services for the review and analysis of applications under the Town's wireless

 communication facilities Code, Chapter 168 of the Town of Newburgh Code. Several Town

 Departments or Boards are involved in the code, including but not limited the Planning

 Board and the Code Enforcement Department.

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**2)** **PROPOSAL DUE DATE**

Proposals will be accepted until TBD at the office of the Town Clerk, 1496 Union Avenue,

Newburgh, NY 12550.

**3)** **OVERVIEW**

 It is the Planning Board and Code Enforcement Department's intention to obtain a qualified firm

 or individual to advise each department on applications under the Town of Newburgh Code

 Chapter 168 Telecommunication Facilities-Wireless, consist with Federal Law.

**4**) **AWARD CRITERIA**

 The Town of Newburgh Planning Board and Code Enforcement Department in conjunction with

 the Town Board reserve the right to retain the consultant who presents a proposal that best

 meets the need of the Town Department/Boards, which review and or process applications

 under the Town Code. Proposals will be evaluated on the basis of the following criteria:

A. **Experience and qualifications**. Consideration will be given to proposals demonstrating strong

capabilities, experience and reputation in undertaking similar to those described in this RFP.

 Similar experience will be understood to include providing similar services to municipal clients.

B. **Proposal completion**. Proposal responses will be evaluated on completeness,

clarity/accuracy of the information requested and proposal presentation.

C. **Financial Terms**. Consideration will be given for proposals that present the cost effective

terms to the Town of Newburgh.

The Town reserves to waive any minor deviation in proposal responses received when such waiver is in the best interest of the Town, and reserves the right to modify any requirements, terms or conditions as outlined in this request for proposals (RFP) when such modification is in the best interest of the Town.

Proposals will only be accepted from thoroughly competent, experienced and financially qualified firms or individuals as determined solely by the Town of Newburgh. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the bidder and shall be grounds for bid rejection.

This document is not an offer to contract but is an RFP as defined herein, to satisfy specific user requirements of the Town of Newburgh. Neither issuance of the RFP, preparation or submission of a response, nor subsequent receipt and evaluation of any response by the Town of Newburgh will commit the Town to award a contract to any vendor even if all other user requirements on the RFP are met. The Town may modify these requirements in whole or in part and/or seek additional vendors to submit proposals. Only the award of a contract will obligate the Town in accordance with the terms and conditions contained in such contract.

Respondents may be required to make a presentation of their qualifications to

Representatives of the Planning Board, Code Enforcement Departments and/or Town Board upon reasonable notification.

**5) QUALIFICATION REQUIREMENTS**

The following list is the minimum consultant qualification requirements.

At least 3 years of experience providing similar municipal wireless consulting services

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At least 3 references for municipal clients currently/previously served Respondent must or have on staff a Licensed Professional Structural Engineer and a Licensed Professional RF Engineer

 Familiarity with NYS and Federal Communications Commission Regulations for Wireless Telecommunications Facilities

Past consulting experience for municipal/Town/City/Village government

No current representation of carriers, which have wireless telecommunications facilities in the Town of Newburgh/ Orange County, N.Y.

**6) SCOPE OF WORK**

 The following is an outline of anticipated work:

a) Review of all future applications filed with the Town of Newburgh Planning Board for Wireless

 Telecommunications Facilities Special Use Permit;

b) Review all future applications (minor upgrades/technology changes) presented to the

 Town of Newburgh Building Department;

c) Advise and assist the Town of Newburgh Planning Board in the analysis of all

 Special Use applications including attendance at meetings with Town officials and/or applicant as

 requested by the Town of Newburgh (current Planning Board meetings are held the first and

 third Thursday of each month)

d) Review verification of radio frequency reports and determination of coverage needs

 and saturation in accordance with the Town Code.

e) Review of structural analysis reports

f) Technical review memos to the Town of Newburgh regarding each application

 identifying compliance with the Town of Newburgh Town Code.

g) Post construction review of new wireless facilities and recommendations to the Town

 Building Department regarding Certificate of Compliance

h) Review and make recommendation/technical memos as to annual and five year

 certifications for previously approved applications

Additional responsibilities may include:

a) Communications directly with applicants to the Planning Board or Code Enforcement

 Department to facilitate efficient review.

b) Coordinating and processing wireless telecommunication applications in accordance

 with the Planning Board's monthly schedule and present findings/technical memos to the

 Board.

c) Maintaining a working knowledge of existing wireless communication facilities within

 the Town of Newburgh.

d) Coordinate visual impact analysis including balloon testing between the applicant, the

 Planning Board and the general public.

e) Present technical comments/findings to the Planning Board at regularly scheduled

 Planning Board meetings. (Attendance at meetings on the first and/or third Thursday as

 required)

f) Attend pre application meetings and field reviews when requested by the Town of

 Newburgh.

g) Report on conditions of existing wireless facilities during the course of review and

 communicate directly with the Town of Newburgh.

h) Assist the Building Department in review of minor site amendments/upgrades and in

 any enforcement action requested.

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The consultant will review and formulate technical review memos and recommendations to the

 Town of Newburgh Planning Board, insuring the applicant’s compliance with regulations

 contained in Chapter 168 Telecommunication Facilities, Wireless Code of the Town of

 Newburgh. It is anticipated that the work under this RFP will begin on 1 January 2023.

**7) PROPOSAL FORMAT**

 Your proposal should include the following and clearly label all sections to coincide with this

 RFP:

1. Detailed information on how the firm meets the qualification and scope of work

 requirements as listed

 2. Names and resumes of principals and key personnel to be assigned to the project

 3. Information as requested in Section 5 above

 4. A cost proposal section (i.e hourly rates)

 5. A copy of billing submitted to similar municipal clients including review of a

 collocation and review of a new facility

 6. Provide ten (10) copies of your proposal response

 **8) TOWN CONTACT PERSON**

 If there are any questions concerning this Request for Proposal, please contact Patrick J.

 Hines, Principal, MHE Engineering (845)561-3100-33 Airport Center Drive, Suite 202, New

 Windsor, NY 12553

 **9) LIABILITY REQUIREMENTS**

 Liability insurance in compliance with Town of Newburgh requirements Professional and

 Liability Insurance in accordance with the Town of Newburgh requirements.

 **10) ADDITIONAL TERMS AND CONDITIONS**

 a.) A respondent must comply with all Federal, State and Town of Newburgh statues and

 codes as may be applicable to the scope of work detailed herein.

 b.) All respondents must quote their fees in the proposal response clearly labeled "Cost

 Summary Section."

 Motion made by Councilman LoBiondo to approve Proposal for Wireless

 Telecommunication Facilities Consultant. Motion seconded by Ruggiero.

 VOTE: Councilwoman Greene – absent; Councilman Ruggiero – yes; Councilman Manley –

 yes; Councilman LoBiondo– yes; Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0

 abstain; 1 absent

**F. Cold Park Watermain Replacement Phase III Orange County Department of Health**

 **Approval- No Vote**

**11. HIGHWAY:**

 **A. Request to Start the Process of Hiring One Full Time Laborer**

Mark A. Hall Jr., Highway Superintendent, is requesting approval for to hire 1 Full Time

 Laborer for the Highway Department. This has already been allocated in the 2023

 budget.

 Motion made by Councilman LoBiondo to approve 1 Full Time Laborer. Motion seconded

 by Councilman Manley. VOTE: Councilwoman Greene – absent; Councilman Ruggiero –

 yes; Councilman Manley – yes; Councilman LoBiondo– yes; Supervisor Piaquadio

 – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

 **B. Request to Start Process of Hiring One Full Time MEO**

Mark A. Hall Jr., Highway Superintendent, is requesting approval to hire 1 Full Time

 MEO for the Highway Department to replace a driver who has left.

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 Motion made by Councilman LoBiondo to approve 1 MEO to replace a driver who has

 left. Motion seconded by Councilman Ruggiero. VOTE: Councilwoman Greene – absent;

 Councilman Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo– yes;

 Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

 **C. Purchase of two (1) One Ton Truck Body**

Mark A. Hall Jr., Highway Superintendent, is requesting approval to purchase (2) 1 Ton

 Trucks Bodies from Hudson River Truck & Trailer at $13,365.00 each for a total of

 $26730.00. The funds are available and will be taken from Machinery-Equipment/Other

 Capital.

 Motion made by Councilman Ruggiero to approve (2) 1 Ton Truck Bodies for a total of

 $26730.00. Motion seconded by Councilman Manley. VOTE: Councilwoman Greene –

 absent; Councilman Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo–

 yes; Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

 **D. Purchase of Two (2) Mower Arm**

Mark A. Hall Jr., Highway Superintendent, is requesting approval to purchase Two (2)

 Mower Arms from United Ag & Turf at $12,100.00 each, for a total of $24,200.00. The

 funds are available and will be taken from Machinery-Equipment/Other Capital.

 Motion made by Councilman LoBiondo to approve Two (2) Mower Arms for a total of

 $24,200.00. Motion seconded by Councilman Manley. VOTE: Councilwoman Greene –

 absent; Councilman Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo–

 yes; Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

 **12. TOWN CLERK: Start the Process to Hire Part Time Clerk**

Town Clerk, Lisa Vance-Ayers, is requesting to star the process to hire a Part Time Clerk as

 appropriated in the 2023 Budget.

 Motion made by Councilman LoBiondo to approve starting process to hire Part Time

 Clerk. Motion seconded by Councilman Manley. VOTE: Councilwoman Greene –

 absent; Councilman Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo–

 yes; Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

 **13. ANIMAL CONTROL: T-94 Withdrawal**

 **A. Flannery Animal Hospital Invoice#1:**

 Tracey Carvell of Animal Control requests authorization to use the T-94 account to pay for

 veterinarian services from Flannery Animal Hospital for a total of $134.10 for canine

 services.

MOTION made by Councilman Ruggiero to approve T-94 withdrawal of $134.10 for canine

 Services to Flannery Animal Hospital. Motion seconded by Councilman LoBiondo VOTE:

 Councilwoman Greene - absent; Councilman Ruggiero – yes; Councilman Manley – yes;

 Councilman LoBiondo – yes; Supervisor Piaquadio – yes. Motion passed: 4 yes; 0 no; 0

 abstain; 1 absent.

**14. EXECUTIVE SESSION: Employee Performance**

 Motion made by Councilman Ruggiero to go into Executive Session at 7:23 pm. Motion

 seconded by Councilman LoBiondo VOTE: Councilwoman Greene – Absent; Councilman

 Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes; Supervisor

 Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

 Motion made by Councilman Manley to leave Executive Session at 7:49 pm. Motion

 seconded by Councilman LoBiondo VOTE: Councilwoman Greene – Absent; Councilman

 Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes; Supervisor

 Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

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 Supervisor Piaquadio said no action was taken in Executive Session

 Section 708 of the Town of Newburgh Employee Handbook covers Medical Insurance

 Benefits for Retirees

 Supervisor Piaquadio asked for a motion for employee Ronald Clum to receive retirement

 medical insurance benefits after ten years of service with the Town of Newburgh

 This is an exception to the 20-year requirement for those hired after December 14, 2011

 MOTION made by Councilwoman Ruggiero. Motion for employee Ronald Clum to receive

 retirement medical insurance benefits after ten years of service with the Town of Newburgh

 seconded by Councilman LoBiondo. VOTE: Councilwoman Greene – absent; Councilman

 Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes; Supervisor

 Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

 **15. ADJOURNMENT**

MOTION made by Councilwoman Ruggiero to adjourn the meeting at 7:55 p.m. Motion

 seconded by Councilman LoBiondo. VOTE: Councilwoman Greene – absent; Councilman

 Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes; Supervisor

 Piaquadio – yes. Motion passed: 4 yes; 0 no; 0 abstain; 1 absent

 *Meeting adjourned at 7:55 p.m.*

*Respectfully submitted,*

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 Lisa M. Vance Ayers Rachel Vazquez

 Town Clerk Deputy Town Clerk