

**WORKSHOP MEETING AGENDA**  
**Wednesday, June 17, 2015**  
**7:00 p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. MOMENT OF SILENCE
4. CHANGES TO AGENDA
5. APPROVAL OF AUDIT
6. RECREATION:
  - A. Hiring of Recreational Aide (Seasonal)
  - B. Hiring of Recreational Seasonal Employee
  - C. T-38 Payment
7. PERSONNEL:
  - A. Resolution for Retirement System
  - B. Appointment of Accountant
8. INSURANCE: Liability Insurance 2016
9. ENGINEERING:
  - A. Budget Transfer (Water)
  - B. Contract Award – Water Distribution Upgrades
  - C. Payment to CPL Associates
  - D. Combining Sewer Districts
  - E. Gardnertown Road: Authorization of Engineering Proposal
10. ANIMAL CONTROL: T-94 Withdrawal
11. POLICE: Investigators
12. FLEET MAINTENANCE: Procedure for Disposal of Surplus Vehicles
13. POTENTIAL EXECUTIVE SESSION:
  - A. Litigation: Delaware Aqueduct Tap
  - B. Police Litigation: Murphy vs. Town
14. ADJOURNMENT

Brenda  
6A



**TOWN OF NEWBURGH RECREATION DEPARTMENT**

311 ROUTE 32, NEWBURGH, NY 12550

Robert J. Petrillo  
Commissioner of Parks, Recreation & Conservation

845-564-7815  
FAX: 845-564-7827

June 2, 2015

TO: Gil Piaquadio, Supervisor  
Town Board Members

CC: Charlene Black, Personnel

FROM: Robert J. Petrillo, Commissioner

RE: Recreation Aide - Seasonal Hire

At this time I'm requesting your approval to hire Andrew Quinlisk to the position of seasonal Recreation Aide at the rate of \$9.25/hour. Mr. Quinlisk will be replacing Clementina Schettini who was previously approved and has since declined the position. Mr. Quinlisk has been previously employed by us as a camp counselor.

I am proposing a hire date of June 18<sup>th</sup>. The funds for this position are available in appropriation code 7140-0100.

Thank you for your consideration.

Regards,

Robert J. Petrillo  
Commissioner

**TOWN OF NEWBURGH**  
**EMPLOYMENT REQUEST FORM**

**TO: PERSONNEL DEPARTMENT**

NAME OF CANDIDATE: ANDREW QUINLISK

DEPARTMENT: RECREATION

TITLE OF POSITION: RECREATION AIDE

FULL TIME OR PART TIME: SEASONAL

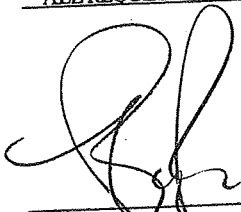
HOURLY RATE: \$9.25

IS POSITION FUNDED IN CURRENT BUDGET:  yes or no

FUND APPROPRIATION NUMBER: 7140-0100

PROPOSED HIRE DATE: 6/18/15

**NOTE: CANDIDATE CANNOT BEGIN WORK WITHOUT PRE-EMPLOYMENT PHYSICAL AND COMPLETION OF ALL REQUIRED PAPERWORK.**

  
DEPARTMENT HEAD SIGNATURE

6/4/15  
DATE

**ORIGINAL APPLICATION SHOULD BE ON FILE IN THE  
PERSONNEL OFFICE.**

**COPY TO ACCOUNTING DEPARTMENT  
(02/05)**

6B



## TOWN OF NEWBURGH

1496 Route 300, Newburgh, New York 12550

PERSONNEL DEPT.

PH: 845-566-7785  
Fax: 845-564-2170

To: Supervisor Piaquadio  
Town Board Members  
Ron Clum, Town Accountant

From: Charlene M Black, Personnel

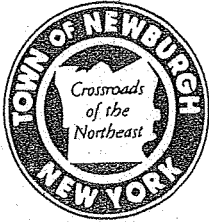
A handwritten signature in cursive, appearing to be 'C. Black', is written next to the 'From:' line.

Date: June 10, 2015

Re: Recreation Seasonal Employee

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Please find attached a request from Robert Petrillo, Commissioner of Parks & Recreation and Conservation for the hiring of a Seasonal Employee. The season will be June 4, 2015 until September 2, 2015. Michael Risio has declined the position and Daniel Crisci has been offered the job as a replacement. Mr. Crisci has worked for us previously so he will not need any training. He will need to complete his necessary paperwork. Thank you in advance for your approval.



# TOWN OF NEWBURGH RECREATION DEPARTMENT

311 ROUTE 32, NEWBURGH, NY 12550

Robert J. Petrillo  
Commissioner of Parks, Recreation & Conservation

845-564-7815  
FAX: 845-564-7827

June 9, 2015

TO: Gil Piaquadio, Supervisor  
Town Board Members

CC: Charlene Black, Personnel

FROM: Robert J. Petrillo, Commissioner

RE: Recreation Aide - Seasonal Hire

At this time I'm requesting your approval to hire Daniel Crisci to the position of seasonal Recreation Aide at the rate of \$8.75/hour. Mr. Crisci will be replacing Michael Risio who was previously approved and has since declined the position.

I am proposing a hire date of June 25<sup>th</sup>. The funds for this position are available in appropriation code 7140-0100.

Thank you for your consideration.

Regards,

Robert J. Petrillo  
Commissioner

TOWN OF NEWBURGH  
EMPLOYMENT REQUEST FORM

TO: PERSONNEL DEPARTMENT

NAME OF CANDIDATE: DANIEL CRISCI

DEPARTMENT: RECREATION

TITLE OF POSITION: RECREATION AIDE

FULL TIME OR PART TIME: SEASONAL

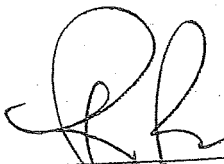
HOURLY RATE: \$8.75

IS POSITION FUNDED IN CURRENT BUDGET: yes or no

FUND APPROPRIATION NUMBER: 7140-0100

PROPOSED HIRE DATE: 6/25/15

NOTE: CANDIDATE CANNOT BEGIN WORK WITHOUT PRE-EMPLOYMENT PHYSICAL AND COMPLETION OF ALL REQUIRED PAPERWORK.

  
DEPARTMENT HEAD SIGNATURE

6/9/15  
DATE

ORIGINAL APPLICATION SHOULD BE ON FILE IN THE  
PERSONNEL OFFICE.

COPY TO ACCOUNTING DEPARTMENT  
(02/05)



# TOWN OF NEWBURGH RECREATION DEPARTMENT

311 ROUTE 32, NEWBURGH, NY 12550

62

Robert J. Petrillo  
Commissioner of Parks, Recreation & Conservation

845-564-7815  
FAX: 845-564-7827

June 8, 2015

TO: Gil Piaquadio, Supervisor  
Town Board Members

FROM: Robert J. Petrillo, Commissioner

RE: Payment Authorization Request

At this time we are requesting payment from the T-38 account in the amount of \$1,000.00 to Sass & Brass. This payment is to cover the cost of their stage performance at Community Day on July 2<sup>nd</sup>.

After a satisfactory performance, I will hand deliver the check to the entertainment company.

The T-38 account has sufficient funds to cover these costs. Thank you for your consideration.

Regards,

R. J. Petrillo  
Commissioner

SASS & BRASS  
32 ODELL CIRCLE  
NEWBURGH NY 12550

# INVOICE

DEPT OF PARKS TOWN OF NEWBURGH

**Invoice #** SASSBRASS01

**Invoice Date** 06/03/2015

**Due Date** 07/02/2015

Item	Description	Unit Price	Quantity	Amount
Service		1000.00	1.00	1,000.00
Hours		4.00	0.00	0.00
<b>NOTES:</b> SASS & BRASS PERFORMANCE...LIVE MUSIC JULY 2ND ...4TH OF JULY CELEBRATION...IN THE PARK 4 HR EST...				
		<b>Subtotal</b>		1,000.00
		<b>Total</b>		1,000.00
		<b>Amount Paid</b>		0.00
		<b>Balance Due</b>		\$1,000.00





Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

# Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A  
 (Rev. 3/14)

BE IT RESOLVED, that the Town of Newburgh / 3048 hereby establishes the following standard work days for these titles and (Name of Employer) (Location Code)

will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Participates in Employer's Time Keeping System (Yes/No-If Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>									
<u>Town Trustee</u>	<u>6</u>	<u>S. DeMaio</u>		<u>3804542</u>	<input type="checkbox"/>	<u>7/1/11 - 6/30/12</u>	<u>NA</u>		<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>
<b>Appointed Officials</b>									
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>

### SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, \_\_\_\_\_, secretary/clerk of the governing board of the \_\_\_\_\_, of the State of New York, (Name of secretary or clerk) (Circle one) (Name of Employer)

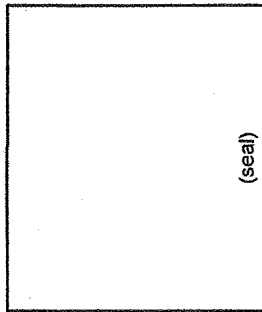
do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (Name of Employer)

Affidavit of Posting: I, \_\_\_\_\_, being duly sworn, deposes and says that the posting of the (Name of secretary or clerk)

Resolution began on \_\_\_\_\_ and continued for at least 30 days. That the Resolution was available to the public on the (Date)

- Employer's website at \_\_\_\_\_
- Official sign board at \_\_\_\_\_
- Main entrance secretary or clerk's office at \_\_\_\_\_



7B



# TOWN OF NEWBURGH

1496 Route 300, Newburgh, New York 12550

PERSONNEL DEPT.

PH: 845-566-7785  
Fax: 845-564-2170

To: Supervisor Puaquadio ✓  
Town Board

From: Charlene M Black, Personnel *CB*

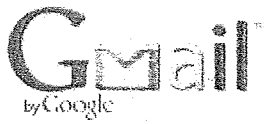
Date: June 3, 2015

Re: Ronald Clum

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We have received notification from the Department of Human Resources in Goshen that Ronald Clum is in the top three slots for the Examination of Accountant (Municipal). At this point the Town Board can appoint him. The day he is appointed will start his probation period. Please notify me when you appoint him so I can complete my paperwork that I need to send back to Goshen. Thank you for your attention in this matter.

8



Gil Piaquadio <supervisor@townofnewburgh.org>

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**Insurance**

2 messages

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**Gil Piaquadio** <supervisor@townofnewburgh.org>

Thu, Jun 11, 2015 at 2:00 PM

To: ekipp@marshallsterling.com

Ed

Will would need a quote from NYMIR by our June 17th Town Board Meeting

Thank you

Gil

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**Edward Kipp** <ekipp@marshallsterling.com>

Thu, Jun 11, 2015 at 5:34 PM

To: Gil Piaquadio <supervisor@townofnewburgh.org>

Gil,

Nymir requires their application & complete policy schedules in order quote. Due to the lack of availability of this information we cannot meet the timeframe.

Unfortunately we got a late start on the process this year so I will plan on contacting you next February to allow time to gather the necessary data.

Thank you for the opportunity.

Ed

[Quoted text hidden]

Notice of Confidentiality – Marshall & Sterling: If you have received this transmittal in error, please notify us and delete the original without reproducing it in any fashion as it may contain private or privileged information.

9/17

**TOWN OF NEWBURGH  
TOWN ENGINEER  
1496 Rte. 300  
Newburgh, NY 12550  
(845) 564-7814**

**MEMORANDUM**

**TO:** Gil Piaquadio, Town Supervisor & Town Board  
**FROM:** James W. Osborne, Town Engineer *JWO*  
**DATE:** June 11, 2015  
**RE:** W \ **CONSOLIDATED WATER DISTRICT – TANK 1 ALTITUDE VALVES**

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Based on the recently opened bid for the above work, I am requesting the following budget transfer:

**From:** Interfund Transfer # 9902.0900  
**To:** Capital Project # 6043.0200  
**Amount:** \$ 35,000

As the above requires Town Board action, I am requesting that this item be placed on the next available agenda for approval. If you have any questions or comments, I am available to discuss them with you.

JWO/id

cc: J. Platt, DPW Comm.  
R. Clum, Accountant

9B

**TOWN OF NEWBURGH**  
**TOWN ENGINEER**  
1496 Rte. 300  
Newburgh, NY 12550  
(845) 564-7814

**MEMORANDUM**

**TO:** Gil Piaquadio, Town Supervisor & Town Board  
**FROM:** James W. Osborne, Town Engineer *JWO*  
**DATE:** June 11, 2015  
**RE:** W \ 2014 WATER SYSTEM CAPITAL IMPROVEMENTS

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On 10 June 2015, the Town opened bids for *Water Distribution Upgrades*. Five contractors picked up the contract documents from the Town Clerk's office. However, only a single bid was submitted as delineated below:

Nannini & Callahan	\$235,749.33
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The bid price is reasonable for the work involved and the Town has successfully worked with Nannini & Callahan on other water system projects. Therefore, I am recommending award of this contract to Nannini & Callahan.

As the above requires Town Board action, I am requesting that this item be placed on the next available agenda for approval. If you have any questions or comments, I am available to discuss them with you.

JWO/id

cc: J. Platt, DPW Comm.  
R. Clum, Accountant  
P. Granger & A. Trombino, H2M

9C

**TOWN OF NEWBURGH**  
**TOWN ENGINEER**  
1496 Rte. 300  
Newburgh, NY 12550  
(845) 564-7814

**MEMORANDUM**

**TO:** Gil Piaquadio, Town Supervisor & Town Board

**FROM:** James W. Osborne, Town Engineer

**DATE:** June 9, 2015

**RE:** H \ **MILL HOUSE ROAD – CULVERT REPLACEMENT  
& ROAD RESTORATION**

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The above project is essentially complete – pavement installation was completed the week of June 8 and the guiderail installation will most likely be completed the week of June 15. As the Town Board is aware, this has been a difficult project to complete. Financial limitations and field conditions required constant adjustments to the design and installation of the new aluminum box culvert.

Based on the above, I am requesting Town Board approval for the additional engineering services from CPL Associates contained in the two attached invoices. The project could not have been successfully completed without the engineering resources provided by CPL.

As the above requires Town Board action, I am requesting that this item be placed on the next available agenda for approval. If you have any questions or comments, I am available to discuss them with you.

JWO/id

Attachment

cc: J. Platt, DPW Comm.  
T. DePew, Hwy. Supt.  
R. Clum, Accountant

TOWN OF NEWBURGH

Town Hall  
1496 Route 300  
Newburgh, New York 12550  
(845) 564-7814

C06350

DO NOT WRITE IN THIS BOX

DEPARTMENT ENGINEERING

CLAIMANT'S NAME AND ADDRESS  
CLARK PATTERSON LEE  
103 EXECUTIVE DRIVE, SUITE 202  
NEW WINDSOR, NY 12553

Date Voucher Received		VOUCHER NO.
FUND - APPROPRIATION	AMOUNT	
8069.0200	\$ 8,485.86	
Total \$		
Abstract #		

TERMS Net 30 Days

Invoice # 43633

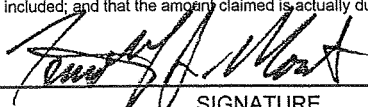
mill house

Dates	Quantity	Description of Materials or Services	Unit Price	Amount
3/3/2015		CPL Project No. 11347.03 Mill House Road Culvert Reconstruction  SEE ATTACHED INVOICE		\$8,485.86
			<b>TOTAL</b>	<b>\$8,485.86</b>

CLAIMANT'S CERTIFICATION

I, Timothy Moot, C.P.G. certify that the above account in the amount of \$ 8,485.86 is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

3/3/2015  
DATE

  
SIGNATURE

Principal  
TITLE

(Space below for municipal use)

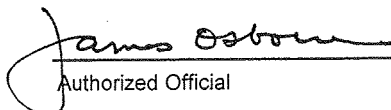
DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

APPROVAL FOR PAYMENT

This claim is approved and ordered for paid from the appropriations indicated above

4-6-2015  
Date

  
Authorized Official

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Auditing Board

# TOWN OF NEWBURGH

Town Hall  
 1496 Route 300  
 Newburgh, New York 12550  
 (845) 564-7814

DO NOT WRITE IN THIS BOX

DEPARTMENT ENGINEERING

CLAIMANT'S NAME AND ADDRESS  
CLARK PATTERSON LEE  
103 EXECUTIVE DRIVE, SUITE 202  
NEW WINDSOR, NY 12553

Date Voucher Received		VOUCHER NO
FUND - APPROPRIATION	AMOUNT	
8069.0280 #	4562.73	
Total #		4562.73
Abstract #		

TERMS Net 30 Days

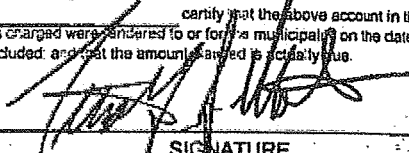
Invoice # 48731

Dates	Quantity	Description of Materials or Services	Unit Price	Amount
6/15/2015		CPL Project No. 11347.03 Mill House Road Culvert Reconstruction  SEE ATTACHED INVOICE		\$4,562.73
			<b>TOTAL</b>	<b>\$4,562.73</b>

### CLAIMANT'S CERTIFICATION

I, Timothy Moot, C.P.G. certify that the above account in the amount of \$ 4,562.73 is true and correct; that the items, services and disbursements charged were rendered to or for a municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount charged is actually due.

6/15/2015  
 DATE

  
 SIGNATURE

Principal  
 TITLE

(Space below for municipal use)

### DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

6-16-2015  
 Date   
 Authorized Official

### APPROVAL FOR PAYMENT

This claim is approved and ordered for paid from the appropriations indicated above

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date Auditing Board



9D

**Town of Newburgh  
Sewer Allocation Percentages**

01	Algonquin	5001	1.63	1.65%
03	Gidney	5003	12.37	12.54%
04	Meadow Hill South	5004	5.88	5.96%
05	Wintergreen	5005	0.72	0.73%
06	Meadow Hill North	5006	4.80	4.86%
07	RT 17K/Union Ave	5007	3.60	3.65%
08	Fleetwood	5008	1.15	1.17%
09	Nob Hill	5009	1.11	1.12%
10	Crossroads	5010	67.41	68.32%

98.67	100.00%
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9E

April 16, 2015

James W. Osborne, Town Engineer  
Town of Newburgh – Town Hall  
1496 Route 300  
Newburgh, NY 12550

Re: PIN: 8702.03 Emergency & Permanent Restoration Work to Gardnertown Road over  
Gidney Creek, CHA Proposal No.: X43429

Dear Mr. Osborne,

CHA Consulting, Inc. (CHA) is pleased to submit this proposal to provide engineering services relative to performing structural evaluation for the above referenced project. Our proposed scope of services is included with this letter, as well as our fee schedule.

If the terms of this proposal are acceptable please contact us to move forward with this project. Should you have any questions, please do not hesitate to contact Phillip Pierce at (518) 453-2806 or by e-mail [ppierce@chacompanies.com](mailto:ppierce@chacompanies.com).

Sincerely,

Lee Ecker  
Vice President

WSL/clc  
Enclosure

## Section 1 - General

### 1.01 Project Description and Location

This project is known as: Emergency & Permanent Restoration Work to Gardnertown Road over Gidney Creek

PIN: 8702.03

**Project Description:** Full structural evaluation of the existing culvert structure to assess storm related damage from Hurricane Irene/Tropical Storm Lee and other deficiencies with recommended repair and/or replacement of the structure. The anticipated corrective action plan is complete replacement. Accordingly, the scope of work for this project entails preparation of preliminary design studies (Phases I-IV), Final Design plans, specs & estimate (Phases V-VI), and Construction Inspection and Construction Support.

**Project Limits:** Minimal modifications/improvements to the approach roadway as required to replace the structure within existing right-of-way.

**Municipality:** Town of Newburgh  
**County:** Orange

All work performed by the Consultant at the Consultant's initiative must be within the current project limits specified above.

### 1.02 Contract Administrator

The Municipality's Contract Administrator for this project is James Osborne, Town Engineer who can be reached at (845) 564 - 7814.

All correspondence to the Municipality should be addressed to:  
James W. Osborne, Town Engineer  
Town of Newburgh – Town Hall  
1496 Route 300  
Newburgh, NY. 12550

The Contract Administrator should receive copies of all project correspondence directed other than to the Municipality.

### 1.03 Project Classification

This project is assumed to be a Class II action under USDOT Regulations, 23 CFR 771.

Classification under the New York State Environmental Quality Review Act (SEQRA) Part 617, Title 6 of the Official Compilation of Codes, Rules, and Regulations of New York State (6 NYCRR Part 617) is assumed to be Type II.

#### 1.04 Categorization of Work

Project work is generally divided into the following sections:

Section 1	General
Section 2	Data Collection & Analysis
Section 3	Preliminary Design
Section 4	Environmental
Section 5	Right-of-Way
Section 6	Detailed Design
Section 7	Advertising, Bid Opening and Award
Section 8	Construction Support
Section 9	Construction Inspection
Section 10	Estimating & Technical Assumptions

When specifically authorized in writing to begin work the **Consultant** will render all services and furnish all materials and equipment necessary to provide the **Municipality** with reports, plans, estimates, and other data specifically described in Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10.

#### 1.05 Project Familiarization

The **Municipality** will provide the **Consultant** with the following information: *if available*

- approved project initiation document (Initial Project Proposal or similar documentation) indicating project type, project location, cost estimate, schedule, and fund source(s).
- transportation needs.
- plans for future related transportation improvements or development in the area of the project.
- traffic data.
- accident records and history.
- record as-built plans.
- pavement history.
- anticipated permits and approvals (initial determination).
- terrain data requirements for design.
- available project studies and reports.
- other relevant documents pertaining to the project.

The **Consultant** will become familiar with the project before starting any work. This includes a thorough review of all supplied project information and a site visit to become familiar with field conditions.

**1.06 Meetings**

The **Consultant** will prepare for and attend all meetings as directed by the **Municipality's** Contract Administrator. Meetings may be held to:

- present, discuss, and receive direction on the progress and scheduling of work in this agreement.
- present, discuss, and receive direction on project specifics.
- discuss and resolve comments resulting from review of project documents, advisory agency review, and coordination with other agencies.
- preview visual aids for public meetings.
- manage subconsultants and/or subcontractors.

The **Consultant** will be responsible for the preparation of all meeting minutes; the minutes will be submitted to meeting attendees within one (1) week of the meeting date.

**1.07 Cost and Progress Reporting**

For the duration of this agreement, the **Consultant** will prepare and submit to the **Municipality** on a monthly basis a Cost Control Report, a Progress Report, and a Project Schedule in a format approved by the **Municipality**. The beginning and ending dates defining the reporting period will correspond to the beginning and ending dates for billing periods, so that this reporting process can also serve to explain billing charges. (In cases where all work under this contract is officially suspended by the **Municipality**, this task will not be performed during the suspension period.)

**1.08 Policy and Procedures**

The design of this project will be progressed in accordance with the current version of the "Locally Administered Federal Aid Procedures Manual", including the latest updates.

**1.09 Specifications**

The project will be designed and constructed in accordance with the current edition of the NYSDOT Standard Specifications for Construction and Materials, including all applicable revisions.

**1.10 Subconsultants**

The **Consultant** will be responsible for:

- coordinating and scheduling work, including work to be performed by subconsultants.
- technical compatibility of a subconsultant's work with the prime consultant's and other subconsultants' work.

1.11 Subcontractors

Procurement of subcontractors must be in accordance with the requirements set forth in the "Locally Administered Federal Aid Procedures Manual".

## Section 2 - Data Collection & Analysis

### 2.01 Design Survey – to be performed by Sub-Consultant, C.V. Associates NY P.E. L.S. P.C. (CVA)

#### A. Ground Survey

The Consultant will provide terrain data required for design by means of a topographic field survey.

#### B. Photogrammetric Survey – Intentionally Left Blank

#### C. Stream Survey

The Consultant will perform field survey necessary to provide stream cross-sections for the hydraulic analysis of Gidney Creek.

The location and width of the sections will be sufficient to satisfactorily perform a hydraulic analysis of the named stream.

#### D. Survey of Wetland Boundaries

The Consultant will perform the field survey necessary to accurately locate delineated wetland boundaries. This survey should be performed as soon after delineation as possible.

#### E. Supplemental Survey

The Consultant will provide supplemental survey when needed for design purposes and to keep the survey and mapping current.

#### F. Standards

Survey will be done in accordance with the standards set forth in the "Locally Administered Federal Aid Procedures Manual" and in accordance with local standards described in Section 10 of this Task List.

### 2.02 Design Mapping – to be performed by Sub-Consultant, C.V. Associates NY P.E. L.S. P.C. (CVA)

The Consultant will provide design mapping and supplemental mapping when needed for design purposes and to keep the mapping current.

### 2.03 Determination of Existing Conditions

The Consultant will determine, obtain or provide all information needed to accurately describe in pertinent project documents the existing conditions within and adjacent to the project limits.

**2.04 Accident Data and Analysis**

The Municipality will provide accident records for the last three years for roads within the project limits plus one-tenth of a mile immediately outside of the project limits.

The Consultant will prepare collision diagrams and associated summary sheets, and note any clusters of accidents or patterns implying inadequate geometrics, or other safety problems, within the project limits.

**2.05 Traffic Counts**

The Consultant will provide traffic count data for existing conditions, growth factors for forecasting, and forecast data, in accordance with the requirements noted in the "Locally Administered Federal Aid Procedures Manual."

The Consultant will provide flow diagrams for appropriate peak periods (e. g., am, noon, pm) showing existing and design year volumes on the mainline, on each approach of all intersections, and at major traffic generators.

**2.06 Capacity Analysis - Intentionally left blank.**

**2.07 Future Plans for Roadway and Coordination with Other Projects**

The Municipality will provide a brief written statement specifying whether or not plans exist to reconstruct or widen the highway segments immediately adjacent to the project within the next twenty years.

The Municipality will determine the influence, if any, of other existing or proposed projects or proposed developments in the vicinity of this project (e.g., whether a nearby highway widening would influence this project's design traffic volumes). The Municipality will provide all necessary information pertaining to the other projects or developments.

**2.08 Soil Investigations**

The Consultant will determine the boring locations, diameters, and sampling intervals; designate soil boring numbers; stake out the locations; take the soil borings; document the resulting subsurface information; and survey and map the actual boring locations.

**2.09 Hydraulic Analysis**

The Consultant will perform a hydraulic analysis in accordance with the principles outlined in the "Locally Administered Federal Aid Procedures Manual."



**2.10 Highway Structures to be rehabilitated.**

**A. Inspection**

The Consultant will perform a field inspection of the structure to determine its condition as part of the requirement for emergency funding.

The Consultant will document the findings of the inspection of the structure in a letter-style report.

## Section 3 - Preliminary Design

### 3.01 Design Criteria

The **Consultant** will identify the applicable design standards to be used for this project, and will establish project-specific design criteria in accordance with the "Locally Administered Federal Aid Procedures Manual."

The **Municipality** will approve the selected project design criteria and will obtain NYSDOT concurrence (either by a written submission or at a meeting).

Based on the selected design criteria, the **Consultant** will identify all existing non-standard features that are within and immediately adjacent to the project limits. Non-standard features will be noted.

### 3.02 Development of Alternatives

#### A. Selection of Design Alternative(s)

The **Consultant** will identify and make rudimentary evaluations of potential design alternative concepts that would meet the **Municipality's** defined project objectives. These evaluations are not to be carried beyond the point of establishing the feasibility of each concept as a design alternative; only those significant environmental and geometric design constraints that bear on the feasibility should be identified.

For each concept the **Consultant** will prepare rudimentary sketches of plan, profile, and typical section views which show:

- on plan: proposed centerlines; pavement edges; curve radii and termini; and existing ROW limits.
- on profile: theoretical grade lines; critical clearances; vertical curve data; grades; and touchdown points.
- on typical section: lane, median, and shoulder widths; ditches; gutters; curbs; and side slopes.
- where necessary: important existing features.
- where pertaining to feasibility: significant environmental and geometric design constraints, labeled as such.

These sketches will include only the minimum information needed to select design alternatives to be studied in further detail.

The **Consultant** will meet with the **Municipality** to discuss the concepts, using the sketches as discussion aids to describe the relative order-of-magnitude costs, advantages, disadvantages, and problem areas of each. From these concepts the **Municipality** will select one design alternative for further development.

## B. Detailed Evaluations of Alternative

The **Consultant** will further evaluate the selected design alternative with specific engineering analyses and considerations. Analyses will be conceptual and limited to determining the relative suitability of each design alternative, and will include:

- design geometry, including the identification and comparison of alignment constraints and (where applicable) justification for retaining nonstandard design features, per the "Locally Administered Federal Aid Procedures Manual"
- environmental constraints and potential environmental impact mitigation measures (identified under Section 4 tasks).
- traffic flow and safety considerations, including signs and signals.
- pavement.
- structures, including bridges, retaining walls, major culverts, and building alterations (limited to establishing basic concepts, accommodating clearances and stream flow, and estimating costs). Bridge investigative work (inspection) is covered under Section 2.
- drainage.
- maintenance responsibility.
- soil and foundation considerations.
- utilities.
- accessibility for pedestrians, bicyclists and the disabled.
- construction cost factors.

The **Consultant** will prepare the following drawings for each design alternative analyzed:

- plans showing (as a minimum) stationing centerlines; roadway geometrics; major drainage features; construction limits; cut and fill limits; and right-of-way lines.
- profiles, showing (as a minimum) the vertical datum reference; significant elevations; existing ground line; theoretical grade line; grades; vertical curve data including sight distances; critical clearances at structures; centerline stations and equalities; construction limits; and superelevation data.
- typical sections showing (as a minimum) lane and shoulder widths; ditches; gutters; curbs; and side slopes.

### 3.03 Cost Estimates

The **Consultant** will develop, provide and maintain a cost estimate for the selected design alternative.

The **Consultant** will update the estimate periodically and as necessary to incorporate significant design changes.

**3.04 Preparation of Design Approval Document**

For this project the Design Approval Document (DAD) is assumed to be a Design Report.

The Municipality will make all determinations not specifically assigned to the Consultant which are needed to prepare the Draft DAD.

The Consultant will prepare a Draft DAD, which will include the results of analyses and/or studies performed in other Sections of this document.

The Consultant will submit 2 copies of the Draft DAD to the Municipality for review. The Municipality will review the Draft DAD and provide the Consultant with review comments. The Consultant will revise the Draft DAD to incorporate the comments. The County will sign the cover sheet of the final DAD and will grant Design Approval.

**3.05 Advisory Agency Review - Intentionally left blank.**

**3.06 Public Information Meeting(s) and/or Public Hearing(s)**

**A. Public Information Meeting(s)**

The Consultant will assist the Municipality at 1 public information meeting with advisory agencies, local officials, and citizens, at which the Consultant will provide visual aids and present a technical discussion of the alternatives.

The Municipality will arrange for the location of public information meeting. The Consultant will assist the Municipality with appropriate notification.

**B. Public Hearing(s) - Intentionally left blank – assume none required.**

**3.07 Preparation of Final Design Approval Document**

The Municipality will obtain all necessary approvals and concurrences, and will publish all applicable legal notices.

The Consultant will prepare the Design Recommendation, and will modify the DAD to include the Design Recommendation, retitle the DAD in accordance with the "Locally Administered Federal Aid Procedures Manual", and update existing conditions and costs as necessary. The Consultant will incorporate changes resulting from the advisory agency review and all public information meetings and public hearings.

The Consultant will submit three (3) copies of the Final DAD to the Municipality for review. The Municipality will review the Final DAD and provide the Consultant with review comments. The Consultant will revise the Final DAD to incorporate the comments.

The Municipality will submit two (2) copies of the Final DAD to the NYSDOT for a Final Environmental Determination. The NYSDOT will make the determination or obtain FHWA's determination. If necessary, the NYSDOT will transmit the Final DAD to FHWA for final review and concurrence. The Consultant will again revise the Final DAD to incorporate changes (assumed minor) resulting from the NYSDOT and/or FHWA review.

The Municipality will grant or obtain, from or through the NYSDOT, Design Approval.

## Section 4 - Environmental

### 4.01 NEPA Classification

The Consultant will verify the anticipated NEPA Classification.

Since the project is assumed to be a Class II action, the Consultant will complete the Federal Environmental Approval Worksheet, and forward the completed worksheet to the Municipality for forwarding to the NYSDOT (with the Final DAD) for a final NEPA determination.

The Lead Agency for NEPA is the Federal Highway Administration (FHWA).

### 4.02 SEQRA Classification

The Consultant will assist the Municipality in complying with SEQRA (6 NYCRR Part 617). The Municipality is the Lead Agency. Consultant tasks include, but are not limited to:

- drafting letters to involved agencies to determine the lead agency.
- drafting Environmental Assessment Form(s).
- drafting a negative declaration (assume not required)
- drafting a positive declaration (assume not required).
- drafting notices (assume not required).

The Consultant will document the results of SEQRA processing in the body of the Design Approval Document (DAD) and will include documentation of the final SEQRA determination in the Appendix of the DAD.

### 4.03 Screenings and Preliminary Investigations

The Consultant will screen and perform preliminary investigations to determine potential impacts resulting from the design alternative(s) for:

- General Ecology and Endangered Species
- Ground Water
- Surface Water

- State Wetlands
- Federal Jurisdictional Wetlands
- Floodplains
- Coastal Zone Management
- Navigable Waterways
- Historic Resources
- Parks
- Hazardous Waste
- Asbestos
- Noise
- Air Quality
- Energy
- Farmlands
- Visual Impacts
- Critical Environmental Areas

Work will be performed, as detailed below and in the "Locally Administered Federal Aid Procedures Manual", to determine whether further detailed analysis or study is required. The results of these screenings and preliminary investigations will be summarized in the appropriate sections of the DAD.

#### 4.04 Detailed Studies and Analyses

Based on the work performed in Section 4.03, the Consultant will determine whether detailed analysis or study is required. Prior to commencing such detailed study or analysis, the Municipality must concur with the Consultant's determination.

Detailed study or analysis work will be performed and documented as directed by the Municipality. Payment for such studies shall be done by Supplemental Agreement.

#### 4.05 Permits and Approvals

The Consultant will obtain all applicable permit(s) and certification, including but not necessarily limited to:

- Article 24 Freshwater Wetlands Permit
- FHWA Executive Order 11990 Wetlands Finding
- U.S. Coast Guard Section 9 Permit
- U.S. Army Corps of Engineers Section 10 Permit (Indiv. or Nationwide)
- U.S. Army Corps of Engineers Section 404 Permit (Indiv. or Nationwide)
- NYSDEC Section 401 Water Quality Certification
- NYSDEC State Pollution Discharge Elimination System (SPDES) Permit

#### 4.06 Environmental Hearing - Intentionally left blank – assume none required.

## Section 5 - Right-of-Way

The Consultant will not proceed with any right-of-way activities (easement or acquisition) without authorization from the Municipality – all such work will require supplemental compensation. The assumption is that all project work can be performed within current public right-of-way.

## Section 6 - Detailed Design

For purposes of this Scope of Work, it is assumed that the existing highway structure will be replaced. The length of the structure is not known – for purposes of this text, it will be identified as a “bridge”, although its length may be less than 20 feet and would therefore be technically considered a “culvert”.

### 6.01 Preliminary Bridge Plans

#### A. Replacement Bridge

The Consultant will prepare and submit to the Municipality a Preliminary Bridge Plan in accordance with the "Locally Administered Federal Aid Procedures Manual.

#### B. Selected Structural Treatment

The Consultant will modify the Preliminary Bridge Plan to incorporate Municipality review comments.

The Municipality will approve the selected structural treatment and will obtain NYSDOT concurrence (either by a written submission or at a meeting)

### 6.02 Advance Detail Plans (ADP)

The Consultant will develop the approved design alternative to the ADP stage. At this stage all plans, specifications, estimates and other associated materials will be 90% complete.

As part of this task the Consultant will prepare cross sections at each highway approach and at the proposed bridge structure.

Advance Detail Plans will be in accordance with the "Locally Administered Federal Aid Procedures Manual."

The Consultant will prepare and submit 2 copies of the ADP's to the Municipality for review. The Consultant will modify the design to reflect the review of the ADP package.

### 6.03 Contract Documents

The Consultant will prepare a complete package of bid-ready contract documents. The package will include:

- Instructions to bidders.
- Bid documents.
- Contract language, including applicable federal provisions and prevailing wage rates.



- Special notes.
- Specifications.
- Plans.
- A list of supplemental information available to bidders (i. e., subsurface exploration logs, record as-built plans, etc.).
- Other pertinent information.

The **Consultant** will submit the contract documents to the **Municipality** for approval. Upon approval, the **Municipality** will submit 2 copies of the contract documents to the **NYSDOT** for information purposes and approval.

#### 6.04 Cost Estimate

The **Consultant** will develop, provide, and maintain the construction cost estimate for the project. The **Consultant** will update the estimate periodically and as necessary to incorporate significant design changes, and will develop and provide the final Engineer's Estimate, including all quantity computations.

#### 6.05 Utilities

The **Consultant** will coordinate with affected utility companies to ensure the timely relocation of utility poles and appurtenances. The **Consultant** will assist the **Municipality** in preparing any necessary agreements with utility companies.

#### 6.06 Railroads - Intentionally left blank.

#### 6.07 Bridge Inventory and Load Rating Forms

As noted above, it is not known if the replacement structure will technically qualify as a "bridge", but for purposes of this scope of work, it is assumed to be a bridge.

The **Consultant** will complete and provide the **Municipality** and the **NYSDOT** with:

- Inventory Update forms, per the current **NYSDOT** Bridge Inventory Manual for Bridge Inventory and Inspection System, reflecting all proposed physical changes resulting from construction.
- Level 2 Load Rating Data Input forms, per the **NYSDOT** User Manual for Structural Rating Program for Bridges and current **NYSDOT** guidance on the "Procedure for Inventorying, Inspecting, and Level 2 Load Rating, New, Replacement and Reconstructed or Rehabilitated Bridges".

#### 6.08 Information Transmittal

Upon completion of the contract documents, the **Consultant** will transmit to the **Municipality** all project information, including electronic files. The electronic information will be in the format requested by the **Municipality**.

## Section 7 - Advertisement, Bid Opening and Award

### 7.01 Advertisement

The Consultant will prepare the advertisement for bids to be placed in the NYS Contract Reporter and any other newspaper or publication identified by the Municipality. The Consultant will submit the ad(s) to the Municipality for review and will revise the ad(s) to reflect comments generated by that review. Upon approval by the Municipality, the Consultant will place the advertisements.

Advertisements must not be placed until authorization is granted to the Municipality by the NYSDOT.

### 7.02 Bid Opening (Letting)

The Municipality will hold the public bid opening.

### 7.03 Award

The Consultant will analyze the bid results. The analysis will include:

- verifying the low bidder.
- ensuring receipt of all required bid documents (non-collusive bid certification, debarment history certification, etc.).
- determining whether the low bid is unbalanced.
- for pay items bid more than 25% over the Engineer's Estimate:
  - checking accuracy of quantity calculations.
  - determining appropriateness of price bid for work in the item.
- determining whether the low bidder is qualified to perform the work.

The Consultant will assist the Municipality in preparing and compiling the package of information to be transmitted to the NYSDOT.

The Municipality will award the contract and will transmit the award package to the NYSDOT as described in the "Locally Administered Federal Aid Procedures Manual."

## Section 10 - Estimating & Technical Assumptions

### 10.01 General

1. Scope items denoted as "Intentionally Left Blank" are assumed to not be a part of, or required in, this scope of services at this time. If these scope items become necessary to ensure Federal Funding, they will be added by a future Supplemental Agreement.
2. Assume no Scoping documents will be required.
3. Assume NYSDOT Standard Specifications will be utilized for construction documents.

### 10.01 Estimating Assumptions

The following assumptions have been made for estimating purposes:

- |           |  |
|-----------|--|
| Section 1 | Estimate <u>3</u> meetings during the life of this agreement.<br>Estimate <u>10</u> cost and progress reporting periods will occur during the life of this agreement.  |
| Section 2 | Assume that GPS methods and equipment will (not) be used to establish local control points.<br>Estimate <u>2</u> soil borings will be taken.   |
| Section 3 | Estimate <u>2</u> concepts will be evaluated.<br>Estimate <u>1</u> design alternative will be analyzed in addition to the null alternative.<br>Estimate <u>1</u> cost estimate(s) plus <u>2</u> updates will be required.<br>Estimate <u>0</u> culverts will be rehabilitated. |
| Section 4 | Permit(s) required – see below in technical assumptions,   |
| Section 5 | Estimate <u>0</u> properties will require title searches.<br>Estimate <u>0</u> ROW maps will be required.<br>Estimate <u>0</u> property acquisitions will be required.   |
| Section 6 | Estimate <u>2</u> cost estimate(s) plus <u>1</u> updates will be required.   |

Estimate 1 culvert will be replaced with 1 bridge will be replaced.

Estimate 3 utility companies and 0 railroad agencies will be affected.

Section 7

Estimate 3 copies of the final contract bid documents will be needed for prospective bidders.

Estimate advertisements will be placed in 2 publications in addition to the NYS Contract Reporter.

10.02 Technical Assumptions

Section 2 – Geotechnical Investigation:

- The Town of Newburgh shall secure all Town, County, or State permits associated with performance of the geotechnical exploration, as required.
- CHA will be granted free and easy access to the project site and all properties contained therein.
- The borings may be advanced during normal work hours of 8 am to 5 pm and there will be no rush hour related time restrictions.
- Borings can be accessed with a truck mounted drill rig. No site restoration, except backfilling of boreholes and asphalt cold patch, is required.
- Competitive bidding of the drilling subcontract is not required.
- Maintenance and Protection of Traffic (M&PT) consisting of a single lane closure, flagmen and signs and cones will be adequate to complete the subsurface exploration. Lighting apparatus and other traffic protection equipment can be provided for an additional cost.
- Excess soil cuttings generated from advancement of the borings can be disposed of on-site at a location designated by the Town of Newburgh.
- Special drilling, sampling, handling and disposal procedures will not be required for contaminated soils.
- The drilling subcontractor will contact Dig Safely NY prior to beginning work. All utilities located within the project site will be located through this process.
- The drilling subcontractor will be required to pay the drilling crew NYS prevailing wage rates for Orange County.

Hydrology & Hydraulics Technical Assumptions:

- Gidneytown Creek is studied by detailed methods in the FEMA Flood Insurance Study (FIS) for Orange County (August 2009). Based on information included in the Countywide FIS, the Gidneytown Creek study reach was last updated in November 1983. As such, for the purposes of this proposal it is assumed that HEC-2 backup data is available for the Gardnertown Road crossing of Gidneytown Creek and that it will be used to aid in the generation of the existing condition calibration model. Flows generated using the USGS Streamstats Application for

NY were similar to the FIS flows and as such are assumed to be acceptable for use in developing the model.

- For the purposes of this scope it is assumed that a maximum of two (2) replacement alternatives will be modeled. A determination of the floodplain impacts associated with the preferred alternative will be determined by the hydraulic model. However, no letters of map revision are included in this scope.
- It is assumed for the purposes of the bridge replacement that less than 1 acre will be disturbed, and as such a State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity (GP-0-10-001) will not be required.

#### Traffic Assumptions

- Assume traffic data will be provided from available sources and no capacity analysis will be required.
- Assume accident analysts will not include the Creek Run Road or Gidney Road Intersections.

#### Sections 3 & 6 – Structural Assumptions

- 3.03 - The NYSDOT Shoulder Break Square Foot Preliminary Cost Estimate Worksheet will be used for preliminary estimates completed. No more than three (3) estimates will be required.
- 6.0 - Accelerated construction means and methods will be investigated and evaluated.
- 6.01 – A Structure Justification Report will be required. Three (3) alternatives will be presented. The preferred alternative that will be presented in the Preliminary Bridge Plans and progressed to final design includes a 3-sided, prefabricated, contractor designed structure supported on a deep foundation for scour resistance.
- 6.02 The comments from the Town and DOT on the ADP submission will be minor in nature.
- 6.02 No bar list will be required.
- 6.02 No more than 15 drawings will be required in the final plan set.
- 6.04 An itemized estimate will be completed using NYSDOT item numbers.

#### Highway Assumptions

- Assume one (1) public information meeting will be required.
- Assume an EDPL Public Hearing will not be required.
- Assume concepts to be evaluated include a staged construction option and an option for off-site detours. Assume one concept will be carried forward as a feasible alternative for the design approval document.
- Assume the limit of highway approach work will be limited to approximately 50-ft on each approach; no profile change will be needed.
- Assume on-site stormwater treatment and/or detention will not be required.
- Assume open drainage will be maintained and a closed drainage system will not be proposed.
- Assume no right-of-way fee acquisitions will be required.
- Plans and specifications for bidding purposes will be provided to bidders in digital format only.

- Assume one (1) amendment during the advertisement.
- Assume CHA will not attend the bid opening.

#### Section 4 – Environmental Assumptions

4.02 SEQR Classification – It is assumed the project will be a replacement in kind and therefore a Type II SEQR action requiring no documentation.

4.03 Screenings – All screenings will involve desk-top analysis only with one site visit to visually inspect area.

1. Assume a package will be prepared for submittal to SHPD and Native American Tribal Nations for review and that no further analysis or documents will be required. The package will include a location map, site photographs, plans from the Design Report, and a project description.

#### 4.04 Detailed Studies

Wetland delineation – Limited to immediate area of bridge. Wetland documentation will be submitted with permit application. No separate wetland delineation report. Documentation will be provided in the permit application.

Indiana bat/Northern long eared bat Tree Survey – Tree counts by species w/ dbh measurements will be provided for the project area. The preparation of a habitat assessment and coordination with the resource agencies is not included in this scope.

#### 4.05 Permitting –

1. It is assumed that the project impacts to the creek will meet the thresholds for permitting under one or more Nationwide Permits. An individual Section 404 permit will not be required and no mitigation will be necessary.
2. State permitting will be limited to an Article 15 permit and Section 401 Water Quality Certification from NYSDEC and will be incorporated as a single Joint Application for Permit (federal and State).
3. One field visit will be required to meet with USACE and NYSDEC jointly.

Exhibit A, Page 1  
Salary Schedule

CHA CONSULTING, INC.

PIN# 8702.03

Emergency & Permanent Restoration Work - Gardnertown Rd over Gidney Creek  
Town of Newburgh, Orange County  
4/16/2015

JOB TITLE	ASCE (A) OR NICET (N) GRADE	AVERAGE HOURLY RATE		OVERTIME* CATEGORY
		PRESENT 4/1/2014	PROJECTED 12/1/2015	
PRINCIPAL	IX (A)	\$ 73.50	\$ 73.50	A
MANAGING ENGINEER	VIII (A)	\$ 73.50	\$ 73.50	A
SENIOR PRINCIPAL ENGINEER	VII (A)	\$ 73.50	\$ 73.50	A
PRINCIPAL ENGINEER	VI (A)	\$ 63.01	\$ 66.16	A
SENIOR ENGINEER	V (A)	\$ 51.09	\$ 53.65	B
PROJECT ENGINEER	IV (A)	\$ 37.98	\$ 39.88	B
ASST PROJECT ENGINEER	III (A)	\$ 32.64	\$ 34.28	B
ENGINEER I/II	III (A)	\$ 25.81	\$ 27.10	B
PRIN ENGR TECH	IV (N)	\$ 40.94	\$ 42.99	B
SR ENGR TECH	III (N)	\$ 30.51	\$ 32.04	B/C
ENGR TECH DRAFTER	II (N)	\$ 22.20	\$ 23.31	B/C
ASST ENGR TECH	I (N)	\$ 18.29	\$ 19.20	C
TECHNICAL TYPIST	NA	\$ 19.83	\$ 20.82	C
SENIOR PRINCIPAL PLANNER	VII (A)	\$ 69.71	\$ 73.20	A
PRINCIPAL PLANNER	VI (A)	\$ 55.51	\$ 58.29	A
SENIOR PLANNER	V (A)	\$ 43.60	\$ 45.77	B
PLANNER	III (A)	\$ 30.91	\$ 32.46	B
SENIOR PRINCIPAL SCIENTIST	VI (A)	\$ 73.50	\$ 73.50	A
SENIOR SCIENTIST	V (A)	\$ 39.82	\$ 41.81	B
PROJECT SCIENTIST	IV (A)	\$ 40.63	\$ 42.67	B
SCIENTIST III	III (A)	\$ 28.61	\$ 30.04	B
SCIENTIST II	II (A)	\$ 21.73	\$ 22.82	B
MANAGING LANDSCAPE ARCHITECT	VIII (A)	\$ 73.50	\$ 73.50	A
PRINCIPAL LANDSCAPE ARCHITECT	VII (A)	\$ 68.94	\$ 72.39	A
SR LANDSCAPE ARCHITECT	V (A)	\$ 48.69	\$ 51.12	B
LANDSCAPE ARCHITECT	IV (A)	\$ 34.57	\$ 36.30	B
PRINCIPAL SURVEYOR	VII (N)	\$ 33.87	\$ 35.56	A
SENIOR SURVEYOR	IV (N)	\$ 41.15	\$ 43.21	B
PARTY CHIEF	III (N)	\$ 22.83	\$ 23.97	C
INSTRUMENT OPERATOR	II (N)	\$ 18.04	\$ 18.94	C

\*OVERTIME POLICY

Category A - no overtime compensation.  
Category B - overtime compensated at straight time.  
Category C - overtime compensated at time and one half rate.

Overtime applies to hours worked in excess of the normal working hours of 40 hours per week.

CHA CONSULTING, INC.

PIN# 8702.03

Emergency & Permanent Restoration Work - Gardnertown Rd over Gidney Creek  
Town of Newburgh, Orange County  
4/16/2015

JOB TITLE	ASCE (A) OR NICET (N)		TOTAL HOURS THIS PAGE																						
	GRADE		1.05	1.06	1.07	2.01	2.02	2.03	2.04	2.05	2.06	2.07	2.08	2.09	2.10	2.11	3.01	3.02	3.03	3.04	3.05	3.06	3.07		
PRINCIPAL MANAGING ENGINEER	IX (A)																								0
SENIOR PRINCIPAL ENGINEER	VIII (A)																								0
PRINCIPAL ENGINEER	VII (A)		24	10	4																				72
SENIOR ENGINEER	VI (A)																								0
PROJECT ENGINEER	V (A)							2																	106
ASST PROJECT ENGINEER	IV (A)						2	4	4	16															40
ENGINEER VII	III (A)							4																	331
PRIN ENGR TECH	IV (N)																								234
SR ENGR TECH	III (N)			10																					4
ENGR TECH DRAFTER	II (N)																								59
ASST ENGR TECH	I (N)																								4
TECHNICAL TYPIST	NA																								7
SENIOR PRINCIPAL PLANNER	VII (A)																								0
PRINCIPAL PLANNER	VI (A)																								0
SENIOR PLANNER	V (A)								2																4
PLANNER	III (A)																								0
SENIOR PRINCIPAL SCIENTIST	VI (A)																								0
SENIOR SCIENTIST	V (A)																								0
PROJECT SCIENTIST	IV (A)																								0
SCIENTIST III	III (A)																								0
SCIENTIST II	II (A)																								0
MANAGING LANDSCAPE ARCHITECT	VIII (A)																								0
PRINCIPAL LANDSCAPE ARCHITECT	VII (A)																								0
SR LANDSCAPE ARCHITECT	V (A)																								0
LANDSCAPE ARCHITECT	IV (A)																								0
PRINCIPAL SURVEYOR	VII (N)																								0
SENIOR SURVEYOR	VI (N)																								0
PARTY CHIEF	IV (N)																								0
INSTRUMENT OPERATOR	III (N)																								0
			16	27	20	4	6	10	18	0	0	0	136	231	28	0	8	88	27	134	0	64	43		860





Exhibit B, Page 1  
Direct Non-Salary Costs

CHA CONSULTING, INC.

PIN# 8702.03

Emergency & Permanent Restoration Work - Gardnertown Rd over Gidney Creek  
 Town of Newburgh, Orange County  
 4/16/2015

I. CHA's Direct Costs:

1. Travel - Vehicle Mileage

a. To and from project site / Town office

Car	12 trips	x	180 miles / trip	x	\$0.575 / mile	=	\$1,242.00
Survey Van	0 trips	x	180 miles / trip	x	\$0.575 / mile	=	\$0.00

b. To and from DOT R8 office

Car	2 trips	x	200 miles / trip	x	\$0.575 / mile	=	\$230.00
Survey Van	0 trips	x	200 miles / trip	x	\$0.575 / mile	=	\$0.00

TOTAL TRAVEL = \$1,472.00

2. Travel - Tolls

a. To and from project site / Town office	12 trips	x	\$7.880 / trip	=	\$94.56
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b. To and from DOT R8 office	2 trips	x	\$7.710 / trip	=	\$15.42
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TOTAL TRAVEL - TOLLS = \$109.98

3. Lodging and Meals

3 nights	x	\$175.000 per diem	=	\$525.00
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TOTAL LODGING AND MEALS = \$525.00

4. Mail Including: postage, overnight deliveries, bulk mail (estimated)

= \$100.00

5. Expendable Supplies (grade stakes, flagging, paint, etc. - estimated)

= \$250.00

6. Printing and Reproduction Costs (estimated)

Plans	100	prints	x	\$0.50 / print	=	\$50.00
11" x 17" Prints	1,000	prints	x	\$0.10 / print	=	\$100.00
Presentation Boards	2	each	x	\$50.00 / board	=	\$100.00
Reports	30	small	x	\$10.00 / report	=	\$300.00
Color Copies	100	copies	x	\$0.50 / copy	=	\$50.00

TOTAL PRINTING AND REPRODUCTION COST = \$600.00

7. Regulator Radius Report & Sanborn Maps (for Haz Mat)

= \$750.00

8. Legal Notices

= \$200.00

TOTAL DIRECT NON-SALARY COSTS = \$4,006.98

Exhibit B, Page 2  
Salary Schedule

C.V. Associates NY P.E. L.S. P.C. (CVA)

PIN# 8702.03

Emergency & Permanent Restoration Work - Gardnertown Rd over Gidney Creek  
Town of Newburgh, Orange County  
4/16/2015

JOB TITLE	ASCE (A) OR NICET (N) GRADE	AVERAGE HOURLY RATE		OVERTIME* CATEGORY
		PRESENT 4/1/2015	PROJECTED 8/1/2015	
ENGR TECH DRAFTER	II (N)	\$ 27.81	\$ 27.81	B/C
SENIOR SURVEYOR	IV (N)	\$ 40.80	\$ 40.80	B
PARTY CHIEF	III (N)	\$ 45.07	\$ 45.07	C
INSTRUMENT OPERATOR	II (N)	\$ 38.23	\$ 38.23	C

\*OVERTIME POLICY

Category A - no overtime compensation.  
Category B - overtime compensated at straight time.  
Category C - overtime compensated at time and one half rate.

Overtime applies to hours worked in excess of the normal working hours of 40 hours per week.

Exhibit B, Page 3  
Staffing Table

C.V. Associates NY P.E. L.S. P.C. (CVA)

PIN# 8702.03

Emergency & Permanent Restoration Work - Gardnertown Rd over Gidney Creek  
Town of Newburgh, Orange County

JOB TITLE	ASCE (A) NICET (N) GRADE	ASCE (A)														TOTAL HOURS	PROJECTED HOURLY RATE	AMOUNT							
		1.05	1.07	2.01	2.02	2.03	2.04	2.05	2.06	2.07	2.08	2.09	2.10	2.11	3.01				3.02	3.03	3.04	3.05	3.06	3.07	
ENGR TECH DRAFTER	II (N)			40																			40	\$ 27.81	\$1,112.40
SENIOR SURVEYOR	IV (N)			40																			40	40.80	\$1,632.00
PARTY CHIEF	III (N)			120																			120	45.07	\$5,408.40
INSTRUMENT OPERATOR	I (N)			120																			120	38.23	\$4,587.60
		0	0	240	80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320		\$12,740.40

Exhibit B, Page 4  
 Direct Non-Salary Costs

C.V. Associates NY P.E. L.S. P.C. (CVA)

PIN# 8702.03

Emergency & Permanent Restoration Work - Gardnertown Rd over Gidney Creek  
 Town of Newburgh, Orange County

I. CHA's Direct Costs:

1. Travel - Vehicle Mileage

a. To and from project site						
Car	trips	x	miles / trip	x	\$0.575 / mile	= \$0.00
Survey Van	trips	x	miles / trip	x	\$0.575 / mile	= \$0.00
b. To and from Town Offices						
	trips	x	miles / trip	x	\$0.575 / mile	= \$0.00

TOTAL TRAVEL = \$0.00

2. Mail including: postage, overnight deliveries, bulk mail (estimated)

= \$0.00

3. expendable Supplies (grade stakes, flagging, paint, etc. - estimated)

= \$0.00

4. Printing and Reproduction Costs (estimated)

Plans	prints	x	\$0.50 / print	=	\$0.00
11" x 17" Prints	prints	x	\$0.10 / print	=	\$0.00
Presentation Boards	each	x	\$50.00 / board	=	\$0.00
Reports	small	x	\$10.00 / report	=	\$0.00
Color Copies	copies	x	\$0.50 / copy	=	\$0.00

TOTAL PRINTING AND REPRODUCTION COST = \$0.00

5. Prevailing Wage Differential / Supplemental Benefits

Wage Differential		Hours	@	Rate	=	
Party Chief		120	X	\$0.00	=	\$0.00
Instrument Person		120	X	\$0.00	=	\$0.00
SUBTOTAL Wage Differential						= \$0.00

Supplemental Benefits		Hours	@	Rate	=	
Party Chief		120	X	\$29.33	=	\$3,519.60
Instrument Person		120	X	\$29.33	=	\$3,519.60
SUBTOTAL Supplemental Benefits						= \$7,039.20

TOTAL SURVEY PERSONNEL PREVAILING WAGE COSTS = \$7,039.20

TOTAL DIRECT NON-SALARY COSTS = \$7,039.20

Exhibit B, Page 5

Summary

C.V. Associates NY P.E. L.S. P.C. (CVA)

PIN# 8702.03

Emergency & Permanenet Restoration Work - Gardnertown Rd over Gidney Creek  
Town of Newburgh, Orange County

	<u>TOTAL</u>
Direct Technical Labor	\$12,740
Overtime, Premium Portion	\$0
Direct Non-Salary Costs (Estimated Subject to Audit)	\$7,039
Overhead	\$8,918
Fixed Fee (Negotiated)	\$3,032
Subcontractor's Cost	\$0
Subconsultant's Cost	\$0
<b>TOTAL ESTIMATED COST</b>	<b>\$31,730</b>

Exhibit C  
Summary

CHA CONSULTING, INC.

PIN# 8702.03

Emergency & Permanenet Restoration Work - Gardnertown Rd over Gidney Creek  
Town of Newburgh, Orange County  
4/16/2015

	Design Phase
	<u>TOTAL</u>
Direct Technical Labor	\$71,846
Overtime, Premium Portion	\$0
Direct Non-Salary Costs (Estimated Subject to Audit)	\$4,007
Overhead	\$117,828
Fixed Fee (Negotiated)	\$19,000
Subcontractor's Cost	\$14,500
Subconsultant's Cost C.V. Associates NY P.E. L.S. P.C. (CVA)	\$31,730
<b>TOTAL ESTIMATED COST</b>	<b>\$258,912</b>

# Credit Card Approval Form

104

1496 Route 300

Newburgh, New York 12550

Department Animal Control  
 Department Contact Charrel Haight  
 Vendor Name Sears  
 Address 1401 Rt 300  
 City, State, Zip Newburgh, Ny 12550  
 Phone Number 516-2300  
 FAX Number \_\_\_\_\_ (if applicable)  
 E-Mail Address \_\_\_\_\_ (if applicable)  
 Web Address \_\_\_\_\_ (if applicable)  
 Date Ordered 5-21-15  
 Date of Delivery 5-26-15  
 Appropriation Number 7-94

Quantity	Description of Materials or Services	Unit Price	Amount
1	Dryer	399.99	399.99
1	Delivery kit	54.98	54.98
<p style="font-size: 2em; opacity: 0.5;">COPY</p> <p>Shipping Tax Exempt</p>			454.97
<b>TOTAL</b>			<b>509.96</b>

### DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

5-21-15

Date

CA T E

Department Head

### APPROVAL FOR PAYMENT

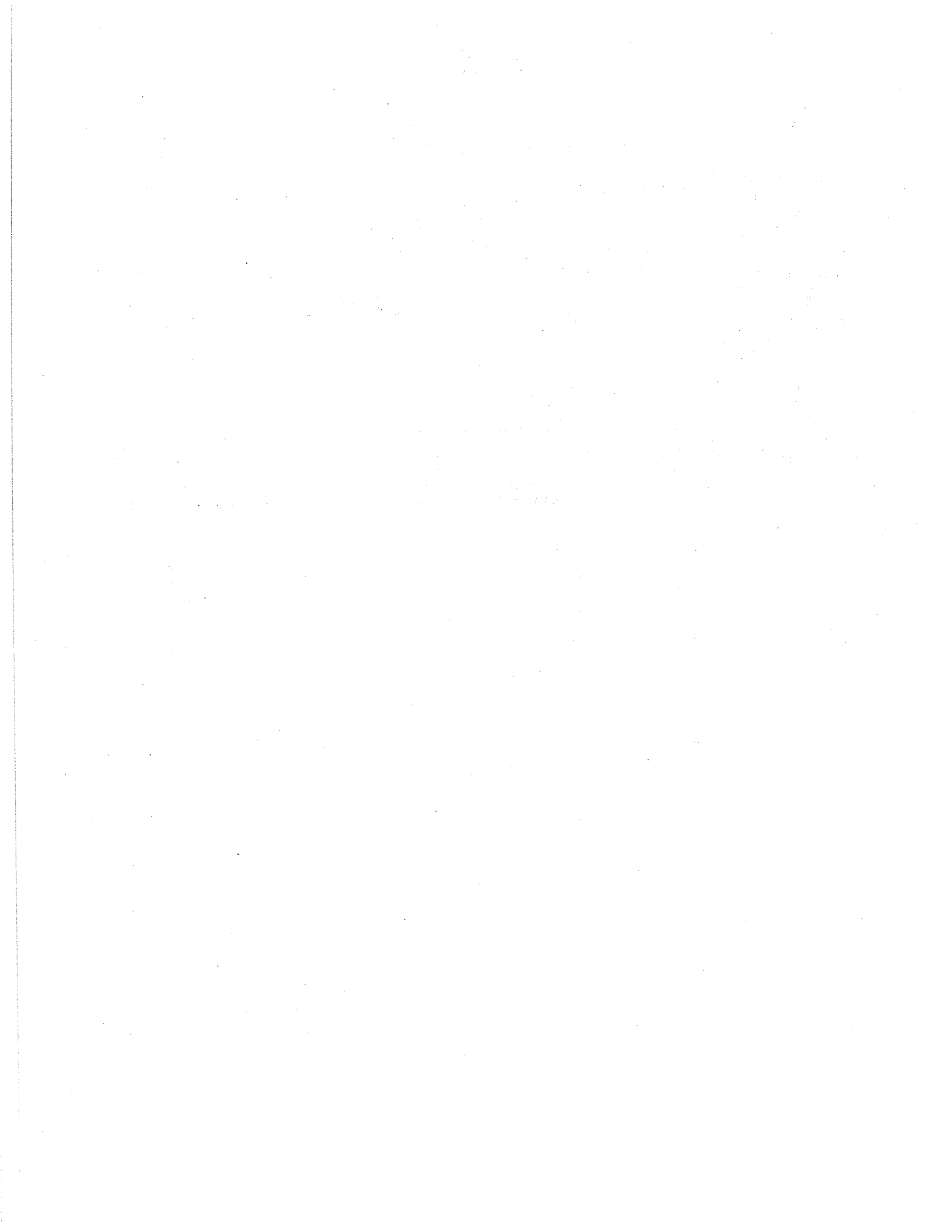
This claim is approved and ordered for paid from the appropriations indicated above

Date

[Signature]

Supervisor





# Procedure for Disposal of Surplus Vehicles

1. Determine whether to declare surplus.
  - a. Departmental needs
  - b. Cost effectiveness
2. Submit list to Town Board
3. List on Auction Website
  - a. Condition Report
  - b. Photos
  - c. Set minimum price
  - d. Set dates
4. During Auction Period
  - a. Answer phone calls and e-mails
5. After Auction Closes
  - a. Accept or Reject bids
  - b. Arrange for pickup
  - c. Assist in removal
6. Close out
  - a. Send check and financial report to Accountant
  - b. Send list to clerk to be removed from assets
  - c. Report results to Supervisor and Town Board