

**TOWN OF DRYDEN
TOWN BOARD MEETING
April 16, 2020
Held via Zoom**

Present: Supervisor Jason Leifer, CI Daniel Lamb, CI James Skaley,
CI Kathrin Servoss, CI Loren Sparling,

Elected Officials: Bambi L. Avery, Town Clerk
Rick Young, Highway/DPW Superintendent
Christopher Clauson, Asst DPW Superintendent

Other Town Staff: Ray Burger, Planning Director
Khandi Sokoni, Town Attorney
Jennifer Case, Bookkeeper

Supv Leifer opened the meeting at 6:00 p.m.

Approval of Minutes

RESOLUTION #57 (2020) – APPROVE MINUTES

CI Skaley offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby approves the meeting minutes of March 12 and March 19, 2020.
2nd Supv Leifer

Roll Call Vote	CI Sparling	Yes
	CI Servoss	Yes
	CI Skaley	Yes
	CI Lamb	Yes
	Supv Leifer	Yes

HIGHWAY DEPARTMENT

R Young reported that he will have some of his staff working and they will do what they can. They’ve done some driveway pipes. They have one person in a truck and have masks for employees. It appears that CHIPS and PaveNY money may not be certain this year and he will not spend any CHIPS funding unless he knows that it will actually be received. He could spend local money up to the amount budgeted for CHIPS money then apply for reimbursement and see what happens. CI Leifer agreed that would be a good way to proceed.

Town Highway Superintendents met with the County Highway Manager. There is a lot of conflicting instruction and direction. R Young said he will continue to do what he can within limits including getting some plow damage cleaned up. He’ll need to discuss the multi-modal grant with the Supervisor. Staff continue to clean trucks and office equipment.

PLANNING DEPARTMENT

R Burger said they have had some instances of businesses attempting to remain open when they shouldn’t. Two code enforcement officers have been coming in and handling

inquiries and applications and issuing building permits for solo projects. Meetings with developers are being held via zoom for possible future matters.

The Planning Board held a meeting on the comp plan last night and will meet next week. There are two sketch plans on that agenda (5-9 Freese Road and the Dollar General Store at 1408 Dryden Road). They are looking at doing a community survey for the comp plan.

IAWWTF

The boilers at the Ithaca Area Wastewater Treatment Plant need to be replaced and they will first do a feasibility study. There will probably be a proposal from that to do a replacement and then the town will likely need to do a public interest order for that larger project. The cost to the town for the study is less than \$400.00.

RESOLUTION #58 (2020) – AUTHORIZING IAWWTF BOILER REPLACEMENT ENGINEERING STUDY

Supv Leifer offered the following resolution and asked for its adoption:

WHEREAS, the Town of Dryden is a party to a Joint Sewer Agreement among the Town of Dryden, Town of Ithaca and City of Ithaca (“Owners”), dated December 22, 1981, and amended April 11, 1984, which governs the operations of the Ithaca Area Wastewater Treatment Facility (IAWWTF) located at 525 Third Street in the City of Ithaca, and

WHEREAS, the IAWWTF is owned and managed jointly by the City of Ithaca, Town of Ithaca and Town of Dryden, which wastewater treatment facility provides wastewater treatment services for the Town of Dryden Consolidated Sewer District, previously comprising Sewer Benefit Districts known as Varna (SS2), Monkey Run (SS4), Turkey Hill (SS5), Peregrine Hollow (SS6) and Royal Road (SS7) which effective January 1, 2020 became the Town of Dryden Consolidated Sewer District, and

WHEREAS, MRB Group, Engineering, Architecture, Surveying, P.C., submitted a proposal for engineering services dated February 11, 2020 to the Chief Operator of the IAWWTF seeking to prepare a Boiler Evaluation Study in which MRB would evaluate the existing condition of the equipment in the boiler room at the IAWWTF and identifying what equipment will be most useful in the future, and

WHEREAS, the study proposed by MRB proposes to review:

- A. Boiler Evaluation -
 - a. Assess existing boilers.
 - b. Identify replacement boiler options (number, styles, sizes, dual fuel options).
- B. Energy Evaluation –
 - a. Evaluate Biogas and Natural Gas usage at plant.
 - b. Evaluate redundancy needs.
 - c. Evaluate biogas use in microturbines with heat recovery vs use for heating.
 - d. Consider potential heating needs for future sludge processing projects.
 - e. Check for current grant funding opportunities to see if either the study/design phase or construction phase might be eligible.

WHEREAS the Special Joint Committee (SJC) which provides oversight of the operations of the IAWWTF by resolution adopted on March 18, 2020 recommended to the Owners to establish IAWWTF Capital Project 423J Boiler Room Evaluation in an amount not to exceed \$18,500, and

WHEREAS the SJC recommended to the Owners that this project be authorized and funded from the IAWWTF Capital Reserve fund in an amount not to exceed \$18,500 for the Engineering costs required for Ithaca Area Wastewater Treatment Facility Boiler Room Evaluation, and

WHEREAS, the Boiler Evaluation Study has heretofore been determined by the Town Board to be a "Type II Action" pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act, and will not require any environmental review for the following reasons: Under Section 617.5 (c) (24) of the SEQRA regulations information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action are Type II actions, and

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Dryden, as follows:

1. The Town Board finds that the Boiler Engineering Study proposed by MRB is in the public interest.
2. The Town Board authorizes the Boiler Engineering Study which consists of:
 - A. Boiler Evaluation -
 - a. Assess existing boilers.
 - b. Identify replacement boiler options (number, styles, sizes, dual fuel options).
 - B. Energy Evaluation -
 - a. Evaluate Biogas and Natural Gas usage at plant.
 - b. Evaluate redundancy needs.
 - c. Evaluate biogas use in microturbines with heat recovery vs use for heating.
 - d. Consider potential heating needs for future sludge processing projects.
 - e. Check for current grant funding opportunities to see if either the study/design phase or construction phase might be eligible.
3. The Town Board authorizes payment for the Boiler Engineering Study in an amount not to exceed \$18,500, with the Owner contributions being as follows:

City of Ithaca:	\$10,570.90
Town of Ithaca:	\$7,562.80
Town of Dryden:	\$366.30
4. The Town Board authorizes the IAWWTF Capital Project 423J Boiler Room Evaluation Capital Reserve Fund in an amount not to exceed \$18,500 and that this project be authorized and funded from this Capital Fund. The Town of Dryden's contribution to the Capital Fund will be paid by expenditure of current revenues and surplus funds from water and sewer rents and charges from the Town of Dryden sewer districts served by the said IAWWTF.
5. The proposed Boiler Evaluation Study Project has heretofore been determined to be a "Type II Action" pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act, the implementation of which as proposed, the Town Board has determined, will not require any environmental review for the following reasons: Under Section 617.5

(c) (24) of the SEQRA regulations information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action are Type II actions.

6. The Town Clerk of the Town of Dryden is directed to attach a copy of the MRB Boiler Engineering Study Proposal to the minutes of the Town Board meeting at which this resolution is approved.

2nd Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Servoss	Abstained
	Cl Skaley	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

Supv Leifer said the facility has a upgrade in the future to update the phosphorous removal system. Documents have been shared with the board. The total project cost is \$102,685.00. The town’s portion of that is \$2,033.16 and the board will take action next month.

Varna Water/Sewer

Cl Skaley that the Supervisor needs authorization to sign several documents in connection with the application for funding for replacement of the water and sewer infrastructure in the Varna area. He has prepared a proposed resolution. There is a specific application that will have to be filled out once the town is in the cue for funding.

RESOLUTION #59 (2020) – AUTHORIZE SUPERVISOR TO SIGN DOCUMENTS IN CONNECTION WITH APPLICATION FOR FUNDING FOR VARNA WATER/SEWER REPLACEMENT

Cl Skaley offered the following resolution and asked for its adoption:

WHEREAS, the Town of Dryden has initiated actions to apply for funding from the Environmental Facilities Corporation to replace sewer and water mains in the Hamlet of Varna, and

WHEREAS, there are several incremental steps needed to be advanced in order to complete an application for funding separately the sewer and the water main replacement, and

WHEREAS, these incremental steps include the following: full engineering report, a smart growth assessment form, a SEQR, a certified resolution authorizing the Town to apply which includes the need to borrow funds—this includes Bond Anticipation Note resolutions each to borrow for sewer main replacement and to borrow for water main replacement, and finally a SHPO letter establishing that there are no historical artifacts within the project area, and

WHEREAS, several of the forms for the application process require that the Supervisor sign documents and also schedule hearings, be it therefore

RESOLVED, that the Supervisor is hereby granted authority to sign necessary documents and to schedule appropriate hearings as appropriate so as to complete the overall application in a timely manner.

2nd Supv Leifer

Roll Call Vote	Cl Sparling	Yes
	Cl Servoss	Abstained
	Cl Skaley	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

Freese Road Bridge

Cl Lamb read a proposed resolution regarding Freese Road Bridge, seconded by Supv Leifer. He said this is an attempt to meet the core needs of the town (pedestrian and vehicular safety) and the desire of the community for a single lane bridge. The state would require the mitigation of a signal light on each end of a single lane bridge. It is not anticipated that traffic on this road will increase in the future. Removing the pier from the creek will result in improved hydraulics for the creek. Cl Lamb would like this resolution to pass unanimously because he anticipates there still may be an adverse impact by removing the historic bridge. This is preferable to the twinning option. Cl Servoss said this is not her preference, but because the resolution will pass anyway, she will vote yes.

Board discussion/comments:

- Choosing alternative 6 will allow for adding a pedestrian walkway.
- Bruce Brittain has submitted some sketch and the board would like to see some of those components incorporated in the design.
- The bridge would be built to accommodate emergency vehicles.
- This work could be taken into account in the flood plain study.
- Traffic on the road is not anticipated to increase.
- The resolution represents a reasonable compromise of the interests of the community and concerns of NYS DOT and others involved.

Laurie Snyder – This is a compromise. It meets some of the community’s strongly held feelings and there are some things that were not part of their original set of goals. This is positive step forward in the 3.5 year impasse.

Linda Lavine – Is thrilled. It has been a long time coming and she thinks it is the perfect compromise. She applauds everyone for what seems to be a reasonable solution.

Chuck Geisler – Thanked Rick Young, Kathy Servoss and others who initially expeditiously and professionally applied for the grant. We’ve all learned a lot about traffic and technology. Bruce Brittain coming forward further dignified the compromise. He is grateful to all parties. The symbol of a bridge is bringing a community together and this is a good motion.

Martha Robertson – Thanked everyone involved in this who has evolved and moved and studied. David Weinstein is now clearly the bridge expert of Tompkins County. She hopes that DOT will realize that the traffic lights are overkill and not necessary. She thanked Dan Lamb for going through this and for really listening and thanked the board for paying attention to what is clearly a community value and a community interest.

Khandi Sokoni, as counsel for the town – said someone should address safety because earlier in the process when options were being reviewed the board had asked her to advise on whether the town would ever be liable on safety grounds if they chose an option that wasn’t safe. It would be good if the record reflected to what extent safety is involved in this decision.

Cl Lamb – The town is conforming with the state DOT one lane bridge policy, so that box is checked. We are building it to their design standards. That liability question had been raised at a meeting in January in Varna and the State’s answer was that everyone would be on the hook, town, county, and state. There wasn’t a precedent to look at and the state couldn’t say who would be most liable. He said the town is conforming with what the state is requiring in terms of mitigation for safety.

Cl Skaley – B & L studies had shown average speed on a one lane bridge at 28 mph and on a two lane bridge at 45-50 mph. Wider areas allow for faster traffic. Speed is a bigger indicator of potential accidents than other things. It is something that we can control, and a one lane bridge allows people to see what is coming on the other side and stop and wait. He doesn’t believe this new proposal will generate any safety issues.

David Weinstein – commended the board for being willing to consider and support a compromise like this. He will do whatever he can to work with the SHPO folks to understand that this is really a preservation of history that is supported by the community.

M Robertson – Speed is really the most important safety issue.

Resolution #60 (2020) -Amendment to the Purpose and Needs Statement and Alternative Comparison Table for the Freese Road Bridge over Fall Creek Project, PIN #3756.41

Cl Lamb offered the following resolution and asked for its adoption:

Whereas, the Town of Dryden was awarded a BridgeNY Grant in January 2017 for the rehabilitation or replacement of the Freese Road Bridge over Fall Creek, BIN #3209800, and

Whereas, the Town acknowledges correspondence from the New York State Department of Transportation received on March 26, 2020, that clarified and confirmed the State’s One-Lane Bridge Policy,

Whereas, thirteen alternative designs were discussed and researched, with extensive public input, during the preliminary design phase, and

Whereas the Town has received considerable input from the community in support of maintaining a single lane bridge in Varna, and

Whereas the Town wishes to revise its prior *Purpose and Needs Statement* for the Freese Road Bridge project, deleting “Need to improve Bridge Infrastructure to provide a safe, unposted, two-lane crossing”, and

Whereas, the Town Board has re-examined Alternative 6, in consultation with the Town Highway Superintendent, the Friends of the Freese Road Bridge group, and the Town’s engineering consultant, and has determined that Alternative 6 meets the revised *Purpose or Needs Statement*, and

Whereas, Alternative 6 would cause a new single span, one-lane bridge to be constructed while re-using the existing truss from the current one lane bridge as a façade, now therefore be it

RESOLVED, that the Town Board establishes Alternative 6 as its preferred alternative.
2nd Supv Leifer

Roll Call Vote	Cl Sparling	Yes
	Cl Servoss	Yes
	Cl Skaley	Yes

Cl Lamb	Yes
Supv Leifer	Yes

COVID-19 – Proactive Planning Tools

Nina Saeli, Public Health Preparedness Coordinator, gave the attached presentation on responding in a pandemic and slowing the spread of disease.

The information and structure presented can be utilized by the town and its Safety and Emergency Preparedness Committee. There are other groups working in the community to fill in gaps and this process would potentially identify areas yet to be addressed.

COUNTY BRIEFING

Martha Robertson gave an update from the Facilities & Infrastructure Committee meeting this morning. The Etna bridge project is moving forward, and we have to figure out how to hold public meetings and have some outreach because this is a federal aid project.

Over 1,000 responses were received on the Route 13 survey and the results should be available soon. That committee meets again next week.

M Robertson said she hopes the Planning Board takes time to introduce the project to the west side of town. She doesn't think people are aware of it and with the pandemic it may be difficult to get people's attention at all. She asked that comprehensive outreach to the west side happen.

The weekly calls with Jason Molina and Frank Kruppa are a good way to get information. There are also weekly calls (Thursday at 9:45 a.m.) with non-profit agencies.

She is chair of the budget committee this year as well as the Tompkins Inter-governmental Relations Committee and that committee has been actively lobbying with respect to the federal stimulus bills. At this point the county could be looking at a 9 to 19-million-dollar shortfall with sales tax being the biggest gap. But it's too early to know because we don't know what's coming from the federal government. The way the state budget was negotiated the Governor has the right at three different points in the year to unilaterally re-calculate things like reimbursements for probation and public health that the county depends on. They will have a budget retreat at the end of April to look at the big picture. Sales tax for the first few months of the year came in over budget.

ADVISORY BOARD UPDATES

Conservation Board – met in February and discussed the comp plan process. They are concerned about preserving agriculture because it maintains open space and would like the natural resources plan they produced incorporated into the comp plan process.

Ag Committee – Supv Leifer said there is an effort to obtain masks for agriculture workers.

DRYC – Supv Leifer said the rec department is pretty much shut down. The County has put out some guidance about trail use and maintaining social distancing protocol. Cl Sparling said there will be some programming available to youth through Cooperative Extension.

Planning Board – The comp plan steering committee had a successful zoom meeting.

Pursuant to the Governor's executive order, there will be no late charges levied on water/sewer charges billed or to be collected in April.

Cl Skaley said he has drafted a local law which incorporates what the Planning Board presented in February. It is currently being reviewed by the Planning Director, the town attorney, and David Weinstein representing the Planning Board. After review, he will forward it to the entire board.

On motion made, seconded and unanimously carried, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Bambi L. Avery
Town Clerk

February 11, 2020

Mr. Carl Kilgore, Jr.
Chief Operator
Ithaca Area WWTP
525 Third Street
Ithaca, NY 14850

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
BOILER ROOM EVALUATION
ITHACA AREA WWTP**

Dear Mr. Kilgore:

We are pleased to present our proposal for assistance in evaluating the existing condition of the equipment in the boiler room at the WWTP, and identifying what equipment will be most useful in the future.

I. Background

The boiler room at the WWTP has a number of boilers used for comfort heating of indoor spaces and for process heating of the anaerobic digesters. After the major WWTP upgrade in 1987 the boiler room contained one biogas boiler, one natural boiler and one dual fuel boiler. In 2015 the natural gas boiler was replaced with two new high efficiency CAMUS Model DRNH-2000-MSI natural gas boilers. The biogas boiler and the dual fuel boiler have been in service for 32 years and are approaching the end of their useful lives, as evidenced by frequent water leaks. Both of the newer high efficiency boilers have proved to be maintenance intensive and one may already be approaching the end of its useful life.

More recent improvements, installed as part of the microturbine and biogas upgrade project in 2007-2009, resulted in the installation of biogas monitoring, pressurization, and storage systems. These improvements have allowed for higher utilization of biogas in both the boilers and microturbines in recent years. A study is needed to determine if the

biogas produced is more valuable when used in boilers to produce heat, or in the microturbines to produce heat and electricity, or a combination of both.

II. Scope of Services and Compensation

MRB Group will assist the City in performing the following services:

Boiler Evaluation: Our sub-consultant, Jade Stone Engineering, will visit the boiler room and assess the condition of the existing boilers based on visual inspection. Jade Stone will then:

- A. Identify what large, durable, cast iron or other design sectional boilers are commercially available for WWTP boiler room service, and obtain pricing quotations for these items sized to replace the existing dual fuel boilers (2 boilers or different sizes). Obtain pricing quotations from 3 different vendors, if that many vendors exist.
- B. Identify what high efficiency natural gas boilers are commercially available for WWTP boiler room service and obtain pricing quotations from 3 vendors for these boilers based on the same heat input as for the dual fuel boilers in item A above.
- C. Identify commercially available boilers with dual fuel (natural gas or biogas) burners and comment on how the blower controls on these dual fuel boilers must be changed in order to switch between fuels. If such boilers are commercially available, obtain pricing quotations from 3 vendors for equipment sized to replace the existing dual fuel boilers.
- D. Provide a letter report:
 1. Describing the current condition of the existing boilers and a priority order for replacement of the boilers if that is indicated
 2. Including the information gathered as part of items A-C above.

Energy Evaluation: MRB Group staff will provide the following services:

- E. Gather the records of the last three years of biogas production and usage to determine how much biogas has been produced, how much has been used in microturbines, how much has been used in boilers, and how much has been flared. A table reflecting the

monthly biogas usage will be prepared to allow the City to observe the seasonal changes in how biogas is used.

- F. Gather the records of the last three years of natural gas usage and prepare a table showing this data on a monthly basis. We will verify that all of the natural gas used at the plant is used for comfort and process heating.
- G. Evaluate the existing comfort and process heating loads at the WWTP to determine how much boiler capacity is required currently and make estimates of future heat needs which will be affected by the sludge thickening project and other planned projects.
- H. Determine the current cost of electricity and natural gas based on monthly utility bills and identify the billing rate structure for each energy source. Understanding the demand/usage billing rate for electricity is critical in the analysis of energy usage, and will be described in the report prepared for this project.
- I. Quantify the cost to own and operate the boilers and the microturbines by determining the ongoing capital costs for each item, including the cost to operate the biogas cleaning skid, and the cost of contract maintenance on the boilers and microturbine systems.
- J. Use the data gathered on biogas production, utility costs, and operation and maintenance costs to determine the most economically beneficial biogas usage plan.
- K. Evaluate redundancy/back-up provisions. The original design had a form of redundancy with a single dual fuel boiler being available as a back up to either the natural gas boiler or the biogas boiler. We will comment on what redundancy makes sense for an updated boiler room arrangement.
- L. Evaluate the effect of using high efficiency boilers versus lower efficiency (more robust) boilers on both fuel and maintenance costs. The lower efficiency boilers have lasted over 30 years in the existing boiler room and clearly have certain advantages over the higher efficiency boilers. Our report will quantify the economic cost of fuel usage and maintenance of low and high efficiency boilers.
- M. Check the current NYSEDA PON schedule, and WIAA list of grant opportunities, to see if either the study, design work, or the construction phase of a future boiler room project might be eligible for grant funding.

- N. Prepare a report containing the information gathered during the project and provide the City with 3 paper copies of the report plus an electronic copy.
- O. Meet with you and other City staff to discuss the draft findings and respond to any questions or comments in our draft report.
- P. Provide you with 3 paper copies and a pdf copy of our final report.

We propose to perform the scope of services described on a lump sum fee basis.

Boiler Room Study Report (Lump Sum)..... \$18,500.00

The cost figures shown above represent our lump sum amount. Any additional work beyond this fee and outside the scope of this proposal would be reviewed with the Client. MRB Group shall submit monthly statements for services rendered during each invoicing period based on the efforts performed during that period. MRB Group Standard Rates are subject to annual adjustment.

III. Additional Services

The following items, not included in the above services can be provided on an hourly basis, but would only be performed upon receipt of the City's authorization.

- A. Detailed design work for boiler, pumping, or piping systems.
- B. Preparation of construction documents for the boiler room project.
- C. Preparation of grant funding applications.
- D. Additional review meetings beyond those described.
- E. Preparation of drawings of the boiler room.

IV. Commencement of Work

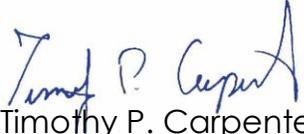
Upon receipt of the signed proposal, MRB Group will begin work on the project. We anticipate completing the project in 3-4 months from starting the work.

V. Standard Terms and Conditions

Attached hereto and made part of this Agreement is MRB Group's *Standard Terms and Conditions*.

If this proposal is acceptable to you, please sign where indicated and return one copy to our office. We have included an additional copy for your records. Thank you for your consideration of our firm. We look forward to working with you on this project.

Sincerely,


Timothy P. Carpenter, P.E.
Project Manager


James J. Oberst, P.E., LEED AP
Executive Vice President/C.O.O.

J:\630006\Ltrs-Proposals\2020\tpc-Ithaca Boiler Room Evaluation 2020 Rev 1.doc

Enclosure

PROPOSAL ACCEPTED FOR THE _____ BY:		
_____	_____	_____
<i>Signature</i>	<i>Title</i>	<i>Date</i>

**MRB GROUP, ENGINEERING, ARCHITECTURE, SURVEYING, D.P.C.
AGREEMENT FOR PROFESSIONAL SERVICES
STANDARD TERMS AND CONDITIONS**

A. TERMINATION

This Agreement may be terminated by either party with seven days' written notice in the event of substantial failure to perform in accordance with the terms hereof by one party through no fault of the other party. If this Agreement is so terminated, the Professional Services Organization (hereinafter referred to as P.S.O.) shall be paid for services performed on the basis of his reasonable estimate for the portion of work completed prior to termination. In the event of any termination, the P.S.O. shall be paid all terminal expenses resulting therefrom, plus payment for additional services then due. Any primary payment made shall be credited toward any terminal payment due the P.S.O. If, prior to termination of this Agreement, any work designed or specified by the P.S.O. during any phase of the work is abandoned, after written notice from the client, the P.S.O. shall be paid for services performed on account of it prior to receipt of such notice from the client.

B. OWNERSHIP OF DOCUMENTS

All reports, drawings, specifications, computer files, field data and other documents prepared by the P.S.O. are instruments of service and shall remain the property of the P.S.O. The client shall not reuse or make any modification to the instruments of service without the written permission of the P.S.O. The client agrees to defend, indemnify and hold harmless the P.S.O. from all claims, damages, liabilities and costs, including attorneys' fees, arising from reuse or modification of the instruments of service by the client or any person or entity that acquires or obtains the instruments of service from or through the client.

C. ESTIMATES

Since the P.S.O. has no control over the cost of labor and materials, or over competitive bidding and market conditions, the estimates of construction cost provided for herein are to be made on the basis of his experience and qualifications, but the P.S.O. does not guarantee the accuracy of such estimates as compared to the Contractor's bid or the project construction cost.

D. INSURANCE

The P.S.O. agrees to procure and maintain insurance at the P.S.O.'s expense, such insurance as will protect him and the client from claims under the Workmen's Compensation Act and from claims for bodily injury, death or property damage which may arise from the negligent performance by the P.S.O. or his representative.

E. INDEPENDENT CONTRACTOR

The P.S.O. agrees that in accordance with its status as an independent contractor, it will conduct itself with such status, that it will neither hold itself out as nor claim to be an officer or employee of the client, by reason hereof, and that it will not by reason hereof make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the client, including, but not limited to, Workmen's Compensation coverage, unemployment insurance benefits or Social Security coverage.

F. SUCCESSORS AND ASSIGNS

The client and the P.S.O. each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the client nor the P.S.O. shall assign, submit or transfer his interest in this Agreement without the written consent of the other.

G. P.S.O. NOT RESPONSIBLE FOR SAFETY PROVISIONS

The P.S.O. is not responsible for construction means, methods, techniques, sequences or procedures, time of performance, programs, or for any safety precautions in connection with the construction work. The P.S.O. is not responsible for the Contractor's failure to execute the work in accordance with the Contract Drawings and/or Specifications.

H. INVOICES AND PAYMENT

Client will pay MRB Group, Engineering, Architecture, Surveying, D.P.C. for services in respect of the period during which Services are performed in accordance with the fee structure and work estimate set forth in the proposal. Invoices will be submitted on a periodic basis, or upon completion of Services, as indicated in the proposal or contract. All invoices are due upon receipt. Any invoice remaining unpaid after 30 days will bear interest from such date at 1.5 percent per month or at the maximum lawful interest rate, if such lawful rate is less than 1.5 percent per month. If client fails to pay any invoice when due, MRB may, at any time, and without waiving any other rights or claims against Client and without thereby incurring any liability to Client, elect to terminate performance of Services upon ten (10) days prior written notice by MRB to client. Notwithstanding any termination of Services by MRB for non-payment of Invoices, Client shall pay MRB in full for all Services rendered by MRB to the date of termination of Services plus all interest and termination costs and expenses incurred by MRB that are related to such termination. Client shall be liable to reimburse MRB for all costs and expenses of collection, including reasonable attorney's fees.

I. FEES REQUIRED FROM JURISDICTIONAL AGENCIES

MRB Group, D.P.C. is not responsible for nor does the Compensation Schedule established in the Agreement include fees or payments required of jurisdictional agencies. The client herein agrees to pay all application, entrance, recording and/or service fees required by said agencies.

J. P.S.O. NOT AN EMPLOYEE

The P.S.O. agrees not to hold himself out as an officer, employee or agent of the Owner, nor shall he make any claim against the Owner as an officer, employee or agent thereof for such benefits accruing to said officers, employees or agents.

K. INDEMNITY

The Owner will require any Contractor and Subcontractors performing the work to hold it harmless and indemnify and defend the Owner and P.S.O., their officers, employees and agents from all claims resulting from the Contractor's negligence in the performance of the work.

**RESOLUTION #64 (2020) – ADOPT PUBLIC INTEREST ORDER IAWWTF GRIT
REMOVAL IMPROVEMENTS**

Councilperson Skaley offered the following resolution and asked for its adoption:

RESOLVED, that Dryden Town Board hereby adopts the following Public Interest Order

In the Matter
of
the Proposed Improvement Project Pursuant to
Town Law §202-b for the Wastewater
Treatment Plant in the City of Ithaca serving the
Town of Dryden known as the Actiflow Capital
Project

ORDER CALLING
PUBLIC HEARING

WHEREAS, a plan and proposal have been duly prepared in such manner and in such detail as heretofore has been determined by the Town Board of the Town of Dryden, Tompkins County, New York, relating to the Capital Project recommended by the Special Joint Committee (SJC) for Replacement Pumps and Piping for the Actiflow High Rate Sand Ballasted Tertiary Treatment Phosphorus Removal System, pursuant to Town Law § 202-b, at the Ithaca Wastewater Treatment Facility (IAWWTF) in the City of Ithaca owned and managed jointly by the City of Ithaca, Town of Ithaca and Town of Dryden (Owners), which wastewater treatment plant provides wastewater treatment services for the Town's Consolidated Sewer Districts served by such wastewater treatment plant, such improvements to be constructed and owned by Owners, and

WHEREAS, said plan and report have been prepared by Koester Associates and have been filed in the office of the Town Clerk where they are available for public inspection, and

WHEREAS, on April 15, 2020, the Special Joint Committee SJC resolved to recommend to the Owners to establish IAWWTF Capital Project 424J Replacement Pumps and Piping for the Actiflow Tertiary Treatment Phosphorus Removal System in an amount not to exceed \$102,685.00, and

WHEREAS, the SJC thereby recommended authorization of this project contingent upon action by Owners committing their percentage of reimbursement shares to the Joint Activity Fund allocated per the Joint Sewer Agreement as follows:

Municipality	Percentage	Project Cost
City of Ithaca	57.14	\$58,674.21
Town of Ithaca	40.88	\$41,977.63
Town of Dryden	1.98	\$2,033.16
		=====
TOTAL:		\$102,685.00
		=====

WHEREAS, the IAWTTF serves the Town of Dryden Consolidated Sewer District, and

WHEREAS, the maximum proposed to be expended for the improvements is \$102,685.00 of which Town of Dryden’s share is \$2,033.16, with the proposed method of payment being that the Town will reimburse the City of Ithaca for the former’s share pursuant to a contract between the Town and the City of Ithaca. The Town will not issue or co-issue any bonds but pay its share of expenses from sewer rents and charges from the Consolidated Sewer District, and

WHEREAS, due to the Corona Virus/COVID-19 pandemic, the Governor of the State of New York has authorized municipalities to conduct certain public hearings and meetings by virtual means in order to ensure the public health and safety, be it now

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Dryden, Tompkins County, New York, as follows:

Section 1. A public hearing is scheduled for June 11, 2020 at 6:05 PM via Zoom, to determine whether it is in the public interest to approve a Capital Project for Replacement Pumps

and Piping for the Actiflow High Rate Sand Ballasted Tertiary Treatment Phosphorus Removal System at IAWWTF, as recommended by the SJC. Access details for the Zoom meeting shall be posted on the Town of Dryden website at www.dryden.ny.us 24 hours prior to the date of the hearing. In addition to participation in the public hearing via Zoom, all members of the public wishing to submit written comments on this proposal may do so in writing addressed to the Town Clerk at 93 East Main Street, Ithaca, NY 13053 or by email to townclerk@dryden.ny.us

Section 2. The Town Clerk of the Town of Dryden is hereby authorized and directed to cause a copy of this order to be published once in the Ithaca Journal and also to post a copy on the Town website and notice boards not less than 10 nor more than 20 days before the date of the hearing.

Section 3. This order shall take effect immediately.

2nd Supervisor Leifer

The question of the adoption of the foregoing Order was duly put to a vote on roll call, which resulted as follows:

Roll Call Vote:	Cl Sparling	Yes
	Cl Servoss	Yes
	Cl Skaley	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

Bambi L. Avery
Town Clerk

Building a Community Incident Response Structure

NINA SAELI

A solid orange horizontal bar at the bottom of the slide.

Incident Command System

A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

Purpose of this Presentation

- Provide ideas and concepts for a community to respond in an organized fashion.
- To be modified and used by each community in a way that meets that community's needs.

Community Mitigation Measures

- Active measures that individuals and communities can take to help slow the spread of illness or reduce the adverse impacts of public health emergencies.
- These are sometimes called Non-Pharmaceutical Interventions (NPI's).
- Only protection a community has when facing a virus for which there is no vaccine.

Incident Command

- In ICS, the incident commander is a single person.
- Some organizations already have a structure in place for decision making and for the delegation of tasks.
- For the purposes of this presentation only, I use a local Town as the community for which an Incident Response Structure could be built.

ICS Structure

- The ICS Structure is meant to expand and contract as needed.
- The structure should be as small or large as necessary to accomplish its mission and objectives.
- The structure in this presentation is meant to engage community leaders and members to work together to build to support one another during the COVID-19 event.

Structure vs. Community

- The response structure for a small community may require more people than are in 'official' positions.
- Small communities should use community members in leadership roles, such as business owners, ministers, librarians, etc...
- Any desire to build a resilient community requires that community work together.

Incident Command Team (Supervisor and Town Board)

- Town supervisors and town board members are elected officials
- Each has authorities persuaded to their town, county and state codes/laws.
- Base on the relationship, they can serve as an Incident Command Team.
- **Proposed Mission:** Provide guidance and direction for incident response.

Public Information Task Force

Lead: _____
Co Lead: _____

Coordination Teams

_____ Website Team
_____ Newsletter Team
_____ Social Media Team

Duties and Responsibilities : Maintain an open and informative communications structure between local government and community leaders and our residents.

Planning Section

Chief: _____

Deputy: _____

Teams

_____ (Name) (Planning Project)

_____ (Name) (Planning Project)

Duties and Responsibilities: Documents everything that happens during the incident. Collaborates to project and forecast what may happen in the future, including the incident objectives. Develop and coordinate plans to support incident goals. Conduct risk assessments as necessary based on potential emergency scenarios.

Logistics Section

Chief: _____

Deputy: _____

Teams

_____ Add individuals/teams only as needed

Duties and Responsibilities: Collect all supply requests from community and collate into a single request to the county. Coordinate with/for other logistical needs, such as facilities, services, and materials.

Community Support Task Force

Lead: _____

Co Lead: _____

Coordination Teams

_____ Food & Nutrition Team

_____ Mental and Spiritual Health Team

_____ ????????

Duties and Responsibilities : To identify possible needs of our residents that would prohibit them from remaining in isolation and/or quarantine and identify local resources that could support those needs. Collaborate with the Good Neighbor Strike Team Lead to 1) support link resources with individuals/families and 2) continue to update the resource categories as new information from residents come available.

Good Neighbor Strike Team

Lead: _____

Co Lead: _____

Good Neighbor List

_____ (Name)

_____ (Name)

_____ (Name)

Duties and Responsibilities: Collaborates directly with the Community Support Task Force. Contacts select individuals/households at least once every 2 weeks to assess their well being.

Psychological First Aid (PFA)

- Good Neighbor Strike Team member should take a PFA certification course.
- Recommended PFA course:

<http://learn.nctsn.org/index.php>. Register for an account; take the PFA course and exam. Although the NCTSN training site tells you to 'click Home' to move to the next module, you may have to exit the site and log in again to go on to the next module; this is computer dependent.

Essential Services Support Strike Force

Lead: _____
Co Lead: _____

Teams

_____ (Individual)
_____ (Individual)
_____ (Individual)
_____ (Individual)

Duties and Responsibilities: To identify community essential services and work with those service providers to ensure services are provided safely by incorporating all community mitigation measures into day to day operating procedures.

Agriculture Task Force

Lead: _____
Co Lead: _____

Teams

_____Farm
_____Farm
_____Farm
_____Farm

Duties and Responsibilities: Collaborate and identify methods to fill food security gaps and support local food systems.

Economic Development Task Force

Lead: _____
Co Lead: _____

Teams

_____ Local Rotary Member
_____ Local business leaders
_____ ??????
_____ ??????

Duties and Responsibilities: Plan, design, and implement 'Livelihood' activities and interventions for residents and businesses.

Recovery Task Force

Lead: _____

Co Lead: _____

Teams

_____ (Local Planning Board Member(s))

_____ Highway Superintendent

_____ ??????

_____ ??????

Duties and Responsibilities: Plan, design, and implement 'Livelihood' activities and interventions for residents and businesses.

Volunteer Coordinator

Lead: _____

Co Lead: _____

Teams

_____ (Local Planning Board Member(s))

_____ Highway Superintendent

_____ ??????

_____ ??????

Duties and Responsibilities: Responsible for recruiting and managing groups of volunteers. .

Using Volunteers

- Use established volunteer organizations, such as Citizen Emergency Response Teams (CERT), Rotary Clubs, Veteran Organizations, etc...
- All volunteer activity should be coordinated through the Incident Command Team to ensure that efforts are not being duplicated.

Education Task Force

Lead: (School Superintendent)

Co Lead: _____

Teams

_____ Education Team

_____ Nutrition Team

_____ Facilities Team

_____ Transportation Team

Duties and Responsibilities: : Develop Non Pharmaceutical Intervention (NPI) Plans to reduce the spreads of disease in schools. Develop methods for continued education and delivery of health meals to students. Continue to conduct critical facility functions to ensure facilities are ready to used once shelter-in-place orders are removed.

Span of Control

- The number of direct report an individual may have.
- Optimal = 5 direct reports
- Acceptable = 3-7 direct reports

Incident Objectives

- All response work should be driven by well written incident objectives.
- Objective keep teams focused.
- Track your Objectives (Accomplishments)
- Write SMART objectives:
 - ✓ Specific
 - ✓ Measurable
 - ✓ Attainable
 - ✓ Relevant
 - ✓ Time-Based

Safety

- Discourage residents from accepting assistance from unknown persons or sources.
- Remember the needs of your leaders and volunteers. Check in on them regularly.

Supporting Documents

- Incident Management Team, MS Excel.
- Resource Tracker, MS Excel.
- Incident Action Objective Tracker, MS Excel.
- Change/Modify as needed; make these your documents.

Getting Started

- This information is new for a lot of people.
- Do not try to do too much too fast.
- Build your structure slowly, focusing on what already exists within the community.
- Remember the span of control. Do not overwhelm individuals.

Incident Position	Last Name	First Name	Position	Primary Phone	Secondary Phone	Email
Incident Command Team			Town Supervisor			
Incident Command Team			Board Member			
Incident Command Team			Board Member			
Incident Command Team			Board Member			
Incident Command Team			Board Member			
Incident Command Team			Board Member			
Public Information Task Force						
Public Information Task Force Lead						
Public Information Task Force Co Lead						
Website Team						
Website Team						
Website Team						
Newsletter Team						
Newsletter Team						
Newsletter Team						
Social Media Team						
Social Media Team						
Social Media Team						
Community Support Task Force						
Community Spt Task Force Lead						
Community Spt Task Force Co Lead						
Food and Nutrition Team						
Food and Nutrition Team						
Food and Nutrition Team						
Mental and Spiritual Health Team						
Mental and Spiritual Health Team						
Mental and Spiritual Health Team						