

**TOWN BOARD PUBLIC HEARING 2018 BUDGET  
& TOWN BOARD MEETING  
November 6, 2017**

A Public Hearing of the 2018 Budget was held on Monday, November 6, 2017 in the Town Hall 284 Broadway Ulster Park, New York at 7:15 PM with the following persons in attendance:

**Supervisor Diane L. McCord  
Councilperson Gloria Van Vliet- Absent  
Councilperson Wayne Freer  
Councilperson Kathie Quick  
Councilperson Jared Geuss  
Brian Pickard, CPA**

**Recording Administrator Holly A. Netter, Town Clerk**

**PUBLIC HEARING 2018 BUDGET**

Supervisor McCord called the Public Hearing to order at 7:15 PM.

**Public Comment:**

The Honorable Judge Robert Grieco had made a request in August to make Court Clerk Marianne Wells a full time employee. Judge Grieco stated that other courts throughout the county have full time clerks and many departments within the Town Hall also have fulltime employees. Judge Grieco had put his request in writing to the Supervisor and the topic was discussed at prior Town Board meetings. The request had been denied. In a letter dated September 28, 2017, the Supervisor responded with the Board's offer to compromise by adding an additional part time clerk for a total of 17 hours per week to allow for coverage 9am – 4 pm. Judge Grieco said he felt the Board must have recognized the need for additional coverage if they were willing to give approval for an additional clerk.

Judge Grieco asked the Board to reconsider their decision stating paying benefits is a cost of having valued employees and to recognize employees for the work they have done. He added he was well aware of the cost to offer benefits because he pays 100% of his employees' benefits at his firm. Judge Grieco said he had approached his colleague to make this a joint effort but she was not interested. He said he cannot advocate for the other court clerk under Judge Manicone, however, he felt she too should be given a full time status. Each judge is entitled to one confidential position. However, the Board may appoint additional personnel if deemed necessary. Judge Grieco feels strongly about this issue and said as employers we have an obligation. He does not feel they need 17 hours but said Marianne should be entitled to the same benefits as the other employees.

Councilperson Freer, Liaison to the Court, said he spoke to Judge Grieco and CPA, Brian Pickard, prior to the Public Hearing, regarding the matter and \$14,000 was added to the budget for a part time backup bookkeeper. He suggested a compromise; Marianne could work 9-4, learn the bookkeeping position and if the Bookkeeper was unavailable she would be able to fill in since she was already here. This would eliminate the need to schedule or find someone last minute to fill in. Judge Grieco said we are all one Town and he did not have a problem with sharing the employee. Councilperson Freer said 17 hours is more than what would be needed to go from part time to full time. Currently Marianne has been working 32.50 hours but only approved for 30 through civil services. A motion was made at the October 17, 2017 meeting stating the operation hours for the Court Clerks would remain the same. In addition, the Court Clerk's hours cannot exceed 30 per week to comply with civil service requirements. Councilperson Freer said he felt making Marianne full time would save money because it would be less than the 17 hours per week budgeted for the backup bookkeeper position. Freer said he hoped everyone would keep an open mind and consider the compromise. Supervisor McCord said this issue was previously voted on. The full time position would not just increase the cost of the additional hours, it also means an additional \$26,000 for benefits. Councilperson Jared Geuss clarified, the 17 hour person discussed would be a floating employee such as a back up bookkeeper and help where needed.

**A MOTION WAS MADE BY COUNCILPERSON KATHIE QUICK AT 7:25 PM TO CLOSE THE PUBLIC HEARING. THE MOTION WAS SECONDED BY SUPERVISOR MCCORD. A VOTE WAS TAKEN.**

**Supervisor Diane L. McCord AYE  
Councilperson Wayne Freer NO  
Councilperson Kathie Quick AYE  
Councilperson Jared Geuss AYE  
Councilperson Gloria Van Vliet- Absent**

**MOTION CARRIED 3 AYE, 1 NO, 1 ABSENT.**

**The Public Hearing on the 2018 budget ended at 7:25 pm.**

**Town Board Workshop Meeting  
November 6, 2017**

**A regularly scheduled Town Board Workshop Meeting was held on Monday, November 6, 2017** in the Town Hall 284 Broadway, Ulster Park, New York at 7:30 PM with the following persons in attendance:

**Supervisor Diane L. McCord  
Councilperson Wayne Freer  
Councilperson Kathie Quick  
Councilperson Jared Geuss  
Councilperson Gloria Van Vliet- Absent  
Brian Pickard, CPA**

**Recording Administrator Holly A. Netter, Town Clerk**

Supervisor Diane McCord called the meeting to order at 7:30 PM.

Supervisor McCord gave Brian Pickard, CPA, an opportunity to review the tax increase for the 2017 Budget. Copies of the Budget were made available to the public. Brian Pickard explained the Budget that was presented was under the tax cap of 1.82%; 2018 budget was a 1.54 % increase over last year's tax levy

**PUBLIC COMMENT – David Dabney/Sam Shultis**

Sam Shultis of 213 Clay Rd. Ulster Park, has previously come to the Board with an issue that is causing a sink hole in the front of her property caused by water runoff. Tonight she has brought a neighbor, David Dabney of 207 Clay Road, Ulster Park, to discuss the issue. David said his driveway is getting worse and Sams yard continues to get even worse. They are trying to be proactive to see if the Town can look at the issue and assess the situation. Mrs. Shultis has been at her property for 20 years. Mike Cafaldo, Highway Superintendent, was present at the meeting and said he would meet with Mrs. Taylor the next day and report his findings back to the Board.

**2018 BUDGET**

Supervisor McCord gave Brian Pickard the opportunity to review the Tax increase for the 2018 Budget. Copies of the Budget were made available to the public. Brian Pickard said he felt it was a very strong budget and the taxpayers should be pleased. The Board controlled the expenses and should be commended for their effort. The budget that was presented was an increase of 1.54% over last year's levy however, was kept under the tax cap of 1.82%.

Councilperson Wayne Freer said he would like to come to a compromise regarding the request presented by Judge Greico in the Public Comment section of the Public Hearing. If the Board does not want or feel they want to discuss the issue "I'm only one vote". Supervisor McCord

said, she felt the Board already talked about this issue and it was voted on. Councilperson Jared Geuss said, based on the motion made after the October 17, 2017 meeting, he would not like to see one issue hang up the passing of this budget tonight. Kathie Quick said she was ready to vote on the budget.

**MOTION TO APPROVE THE 2018 PROPOSED BUDGET WAS MADE BY COUNCILPERSON KATHIE QUICK AND WAS SECONDED BY COUNCILPERSON GEUSS. ALL MEMBERS OF THE BOARD WERE IN FAVOR. MOTION CARRIED.**

**Supervisor Diane L. McCord AYE  
Councilperson Wayne Freer AYE\*  
Councilperson Kathie Quick AYE  
Councilperson Jared Geuss AYE  
Councilperson Gloria Van Vliet- Absent**

\*Councilperson Freer voted to pass the budget stating that it was a strong budget and the Board worked hard to keep it at 1.50%. However, he felt that a compromise could have been made to accommodate the request of Judge Grieco and better the work force.

**BRIDGE REPAIRS – MIKE CAFALDO**

Mike Cafaldo, Highway Superintendent, received notification from the New York State Department of Transportation regarding two bridges that need repair in the Town of Esopus. The Bridge on Valli Road has been Yellow flagged by the State. Mike has met with Brieneir & Larios and they have made some suggestions. Until the bridge can be repaired, cones or barrels can be placed to make the cars stay in the center of the bridge and the weight limit can be decreased. The bridge was built in 1954. Councilperson Freer estimated about 4 cars cross the bridge per day. The other bridge is on Black Creek Road built in 1925. This bridge has not been yellow flagged. Mike has to meet with engineers at the site to see if they can possibly slide a culvert underneath the bridge and black top it. He said they would have to look for a grant to do the project. Brinnier and Larios, PC will send a letter to the state. A Plan of Action (POA) needs to be completed for each bridge by November 21, 2017 and sent to the state to let them know we are working on the issues.

**A MOTION WAS MADE BY WAYNE FREER TO GRANT AUTHORITY TO HIGHWAY SUPERINTENDENT MIKE CAFALDO TO LOOK FOR GRANTS TO REPAIR THE BRIDGES. THE MOTION WAS SECONDED BY SUPERVISOR MCCORD. ALL MEMBERS PRESENT WERE IN FAVOR. MOTION CARRIED.**

# REQUEST FOR PROPOSALS

## JOHN BURROUGHS BLACK CREEK TRAIL: ECOLOGICAL SURVEY

**THIS SUBMISSION IS DUE ON**

**DECEMBER 4, 2017 11 AM**

### **Purpose**

The John Burroughs Black Creek Trail is an 11-mile multi-modal project that will interconnect more than 1400-acres of existing conserved land. This Request For Proposal (RFP) is to select the consultant to complete an ecological study of three properties at the core of the project. This study will gather existing ecological information corridor, map habitats, identify ecologically sensitive areas and rare species, and help to determine the best locations for new hiking trails, parking lots, and other planned improvements for the John Burroughs Black Creek Trail.

### **Context**

Scenic Hudson and the John Burroughs Association have been leading planning and development of the John Burroughs Black Creek Trail over the past two years. They have been supported by a Steering Committee made up representatives of the towns of Esopus and Lloyd, regional non-profits, state agencies, and local businesses. The plan for this project was completed Spring 2016, and both the towns of Esopus and Lloyd passed unanimous resolutions of support. The Town of Esopus is now working in collaboration with Scenic Hudson and other project partners to implement this plan.

One of the issues raised as part of the planning process were the potential ecological impacts of the trail on the Black Creek Corridor. The Black Creek is one of the Hudson River's most important tributaries, supporting spring runs of river herring and eel. The corridor surrounding this stretch of the creek is characterized by an intricate topography of ridges and valleys and relatively low development intensity, which have enabled the persistence of a rich complex of upland and wetland habitats. Some of the wetlands form sizeable assemblages and are calcareous, supporting a wide array of plants and animals, including rare and uncommon species. The beauty of this corridor inspires both passive and active recreation, including paddling, hiking, birding, and nature study.

Today, the land along the Black Creek remains one of the most intact natural landscapes in the region. Scenic Hudson and the John Burroughs Association have been working with the towns of Esopus and Lloyd to development of a plan for an 11-mile trail from Illinois Mountain to Black Creek Preserve, along the Hudson River. This multimodal bicycle, paddling and hiking trail will link over 1400-acres of existing conserved land along the Black Creek Corridor while highlighting the focus life, work, and natural world of John Burroughs.

One of the many hopes for the project is to use the landscape that inspired Burroughs as a teaching tool to inspire the next generation of conservationists. However, completing the trail and expanding access could have a negative effect on the landscape if not carefully designed and managed. Hudson River Valley Greenway and Scenic Hudson are providing the finding for this project through grants to the

Town of Esopus to help determine where trails and access improvements can be located while minimizing damage to the sensitive ecosystem of the corridor.

## PROPOSED PROJECT

The Town is seeking a qualified consultant to complete an ecological survey of three properties at the core of the John Burroughs Black Creek Trail and within the Town of Esopus. These properties include (from north to south) Scenic Hudson's former Gordon Property, the John Burroughs Association's (JBA) John Burroughs Nature Sanctuary, and the Department of Environmental Conservation's (DEC) Black Creek State Forest.

The main purpose is to help guide the route of new (or newly designated) trails across all three properties and plan for access improvements to the John Burroughs Nature Sanctuary (JBNS) and Black Creek State Forest (BCSF). While the Sanctuary is already well-loved and well-used, neither the Gordon Property nor the BCSF have many users. Additionally, none of these properties currently have a formalized parking area and both the Gordon Property and BCSF have limited trail infrastructure.<sup>1</sup> The centralization and collection of additional ecological information for the area will also provide a resource for decision making about any future improvements and for natural resource management planning.

Given that there is relatively little current impact from visitors in this section of the corridor, it is important that any new facilities be designed to add minimal impacts.

The inventory should include, at minimum, the following:

1. Assembly and review of existing data and reports on the biology and ecology of the corridor area
2. GIS-based mapping of natural community types (habitats)
3. Interim report;
4. Field verification of natural community map and on-site survey of potential trail corridor and other planned improvements; and
5. Final Report.

Moreover, while the focus of the survey is the area immediately along the proposed trail and near entrance areas, the inventory should cover as much land as possible to guide conversations about making any expansions to the trail network or further access improvements.

## SCOPE OF SERVICES AND DELIVERABLES

The following tasks outline the work for which the consultant will deliver:

**Task 1: Assembly and review of existing data and reports** –The consultant will complete a comprehensive search for existing data and reports (various biological and ecological surveys have been completed by various entities for portions of the Black Creek Corridor area), obtain as many as possible, and review them. These should include the three primary properties and any adjacent conserved lands.

- *Deliverable: copies of all data sets and reports, with short summaries of the main findings.*

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<sup>1</sup> The Town of Lloyd has secured permission for the selected consultant to perform survey work on Scenic Hudson and John Burroughs Association Properties. The selected consultant will need to apply directly to DEC for a permit.

**Task 2: GIS-based mapping of natural community types** – Complete a digital habitat map for the Gordon Property, JBNS, and BCSF. Determine priorities for field verification, including likely locations for sensitive areas or rare species.

- *Deliverable: Interim report on existing data/reports, draft habitat map, and likely ecologically sensitive areas.*

**Task 3: Field Verification**– Produce a field-verified map, which verifies priority areas (e.g. potentially sensitive habitats, boundaries/features that are difficult to determine remotely); identify sensitive habitats; report on rare and invasive species observed; and examine potential impacts of routes for the John Burroughs Black Creek Trail and future trail expansion.

- *Deliverable: Final Report detailing all findings, recommending any necessary management or protection for parts of the study area, recommending trail routes with least impact, and including a final habitat map. GIS files of the habitat map to be included.*

### **REQUIRED PROPOSAL CONTENT**

Proposers are responsible for submitting their proposals to the appropriate location at or prior to the time indicated in the specifications. **No proposals will be accepted after the designated time or date indicated in the proposal specifications.**

Five (5) hard copies of the proposal and a digital version on a flash drive, referencing **RFP- BLACK CREEK TRAIL in a SEALED envelope** should be delivered no later than **11am on December 4, 2017** to:

Holly Netter | Town Clerk  
Town of Esopus  
284 Broadway  
Ulster Park, NY 12487

All inquiries, questions or clarifications to the technical specifications must be made in writing to Peter Barnard, Urban Designer for Scenic Hudson at [pbarnard@scenichudson.org](mailto:pbarnard@scenichudson.org) by November 17, 2017. Telephone calls are not permissible. All submitted questions and answers will be compiled and posted as an addendum to the RFP on November 22, 2017 through the Empire State Bid System and on the Town’s website at <http://esopus.com/>

- Proposers should submit a proposal which includes, at a minimum:
  - Cover letter introducing consultant, the staff assigned to this project and the principal for this project with full contact information;
  - Descriptions of the firm’s projects in which they: (a) completed an ecological survey; (b) created a habitat map; and/or (c) provided management recommendations
  - A list of client references with contact information;
  - Scope and sequence of delivered services in detail, including a project timeline;
  - Total project cost (lump-sum), **not to exceed \$15,000**;
  - Identify how the State’s MWBE goals (30%) will be satisfied by the consultant or subconsultants.

- Proof that the firm or firms are licensed to conduct business in the State of New York or a statement that the firm or firms will take the necessary steps to achieve such certification;
- Proof that the firm or firms have necessary workers compensation and insurance certificates;
- Disclosure of any current or anticipated work for the Town of Esopus, Scenic Hudson, or any other client work in the Town of Esopus.

The project is grant funded and has a maximum cost of \$15,000. Proposals submitted with budgets above this number will not be considered.

### **PROPOSAL EVALUATION AND CONSULTANT SELECTION**

The Town of Esopus is open to partnerships among consultants who will bring forth the best study. If a multi-disciplinary team is created, it should be indicated whether or not the team has worked together previously. A strong proposal will demonstrate an understanding of the deliverables with a clear explanation of the consultant's process for completing the work.

The proposer must demonstrate skills, similar experience, and availability of specialists and professionals on the proposer's team to contribute to the overall project. The award of this project will be based on the consultant's experience, references, experience with similar projects, as well as financial proposal.

Proposals will be evaluated and reviewed by a Selection Committee. Criteria for evaluation are as follows:

- Qualifications and relevant experience with respect to the tasks to be performed (15%)
- Quality of similar work presented (portfolio) (15%)
- Quality and completeness of the application (15%)
- Understanding of the proposed scope of work. (5%)
- Applicability of proposed alternatives or enhancements to information requested (10%)
- Clearly stated and detailed scope of services and costs (10%)
- Cost effectiveness of the proposal (10%)
- Successful history of similar projects completed on time, within budget, with references provided (10%)
- Familiarity with the study area (10%)

### **TOWN'S ROLE IN THE PROJECT**

Town staff will assist the consultant with requested information in the Town's possession and be active participants throughout the project. However, Scenic Hudson will handle direct management of the project. Their Urban Designer, Peter Barnard, will be assigned as the project liaison, and Director of Science, Nava Tabak, will be assigned for technical support.

**TOWN'S RIGHT TO MODIFY OR TERMINATE RFP PROCESS**

Notwithstanding any other provision of this RFP and without any liability to any prospective tenant, the Town of Esopus reserves the unilateral right to postpone submission deadlines, reject any and all proposals, negotiate with one or more respondents, seek additional input from one or more respondents (but not necessarily all respondents), waive any requirement of this RFP, and modify or withdraw this RFP.

**A MOTION WAS MADE BY COUNCILPERSON WAYNE FREER TO HAVE THE TOWN CLERK HOLLY NETTER RUN THE RFP AS WRITTEN IN THE DAILY FREEMAN AND POST ON THE WEBSITE. THE MOTION WAS SECONDED BY COUNILPERSON KATHIE QUICK. ALL MEMBERS PRESENT WERE IN FAVOR. MOTION CARRIED.**

**TOWN OF ESOPUS  
RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO SIGN CENTRAL HUDSON GAS &  
ELECTRIC STREET LIGHTING AUTHORITY ORDER  
TO INSTALL ONE LAMP ON EXISTING POLE**

**BE IT RESOLVED**, by the Town Board of the Town of Esopus, in the County of Ulster, State of New York the following;

**Whereas**, a request has been made for an additional light on Lakeview Terrace near the end of the road, and

**Whereas**, one 25 W LED 6’ arm shall be installed on existing pole number 163321 for an additional amount of \$11.45 per month, and

**Whereas**, authorization is given to make changes to the street lighting service for the New Salem – May Park Lighting District, and

**Whereas**, these changes are subject to the terms of the existing street lighting services classifications and does not include the cost of electricity,

**THEREFORE BE IT RESOLVED**, that the Town of Esopus Town Board authorizes the Town Supervisor Diane McCord to execute the Agreement listed above on behalf of the Town of Esopus.

**Resolution offered by: Councilperson Jared Geuss  
Resolution seconded by: Councilperson Kathie Quick**

<b>Councilperson Wayne Freer</b>	<b>Aye</b>
<b>Councilperson Gloria Van Vliet</b>	<b>Absent</b>
<b>Councilperson Jared Geuss</b>	<b>AYE</b>
<b>Councilperson Kathie Quick</b>	<b>AYE</b>
<b>Supervisor Diane McCord</b>	<b>AYE</b>

**Chris Peone – Electrical Inspector**

**A MOTION WAS MADE BY SUPERVISOR MCCORD TO ADD CHRIS PIONE TO THE LIST OF ELECTRICAL INSPECTORS FOR THE TOWN. THE MOTION WAS SECONDED BY COUNILPERSON JARED GEUSS. ALL MEMBERS PRESENT WERE IN FAVOR. MOTION CARRIED.**

**Review Solar Law**

Several samples of laws for the solar and wind arrays have been sent to the Board. Supervisor Diane McCord asked the Building Inspector, Sal Morrello, to condense the samples to fit the needs of the Town of Esopus. Sal will bring the Board his suggestions for their evaluation. Once the Board is satisfied, the law can be sent to Paul Keller, Town Attorney, for review.

**Discuss Spectrum Franchise Agreement**

December 6<sup>th</sup> there will be a meeting with Supervisor McCord, Councilperson Wayne Freer, Brian Barnes (our public television volunteer) and Spectrum to review the franchise agreement for the Town. Councilperson Freer said he would rather meet with Spectrum, listen to what they have to say and then have a discussion with Brian.

**Announcements**

**Central Hudson Street Lights**

Central Hudson has given the Town a proposal for 450 new LED lights in the amount of \$52,362 with a rebate of \$12,068 for a total of \$40,294. The Town would not be responsible for changing the wiring or bulbs. This is a compromise between what the consortium offered and Central Hudson’s proposal. Central Hudson can install the LED lights in 2.5 months. Councilperson Wayne Freer said he was never in favor of bonding for the consortium project. At first glance it appears to be a lot cheaper to do the replacement LED lights with Central Hudson and we can possibly negotiate to pay it back over time. Councilperson Geuss said staying with Central Hudson left less room for error and if the light is out we just call them to fix it. The Board will review the proposal and will be revisited during the next workshop meeting.

### **Cement Mason**

The cement mason was here and is ready to put the footing in next week for the new Recreation Department building.

### **AGS Deliveries**

Supervisor McCord shared a letter with the Board that she had received from AGS Deliveries, LLC. AGS is a new business in Town that is a full line moving and delivery company. They serve 50 states and specialize in the East Coast from Maine to Florida. They have also purchased a small steel container company and containers can be purchased or rented. The containers can be used for construction sites for materials or storage during a remodel.

### **Executive Session – Recreation**

**A MOTION WAS MADE BY SUPERVISOR DIANE MCCORD AT 8:10 PM TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE WORK HISTORY OF A PARTICULAR RECREATION DEPARTMENT EMPLOYEE. THE MOTION WAS SECONDED BY COUNCILPERSON FREER. ALL MEMBERS PRESENT WERE IN FAVOR. MOTION CARRIED.**

**A MOTION WAS MADE BY COUNCILPERSON FREER TO COME OUT OF EXECUTIVE SESSION AT 8:21 PM. THE MOTION WAS SECONDED BY SUPERVISOR DIANE MCCORD. ALL MEMBERS PRESENT WERE IN FAVOR. MOTION CARRIED.**

**NO DECISIONS MADE.**

### **ADJOURNMENT**

**A MOTION WAS MADE BY SUPERVISOR DIANE MCCORD TO ADJOURN THE MEETING AT 8:22 PM. THE MOTION WAS SECONDED BY COUNCILPERSON KATHIE QUICK. ALL MEMBERS PRESENT WERE IN FAVOR. MOTION CARRIED.**

Respectively submitted,

Holly A. Netter  
Town Clerk, RMC