

A Worksession of the Town Board of the Town of Williamson, County of Wayne and State of New York was held in the Town Court Room at 7:00 PM on August 8, 2006. The following were

PRESENT: Supervisor James D. Hoffman  
Councilman G. Elliott Warren  
Councilman Anthony Verno  
Councilman Charles R. Monsees  
ABSENT: Councilman Gary Orbaker

The Board reviewed bills for payment.

The Regular Meeting of the Town Board of the Town of Williamson was held in the Town Court Room following the worksession and was called to order at 7:30 PM on August 8, 2006 by Supervisor Hoffman with the Pledge of Allegiance. The following were

PRESENT: Supervisor James D. Hoffman  
Councilman G. Elliott Warren  
Councilman Anthony Verno  
Councilman Charles R. Monsees  
ABSENT: Councilman Gary Orbaker

David Frohlich; Economic Development Coordinator, Bill Herbert, Phil Dean, Ray Walvoord, Peter Willis, Pamela Rogers; Sun & Record and the undersigned Town Clerk were also present.

Public Comment: Bill Herbert stated the Eaton Road project was coming along nicely.

Supervisor Hoffman made a motion, seconded by Councilman Monsees, to accept and/or file the letters and other forms of communication.

Letter from George Harland  
Letter from Association of Towns regarding State Police Policy

The motion was carried.

Supervisor Hoffman made a motion, seconded by Councilman Warren, accept the Consent Agenda containing the following items:

- a. previous minutes: July 25, 2006
- b. presentation of Town Clerk's report
- c. accept the Supervisor's reports
- b. pay the Library bills as audited by the Library Board of Trustees:  
vouchers 186 - 195, total \$1,672.49

The motion was carried.

Councilman Monsees made a motion, seconded by Councilman Verno, to pay Valarie J. Fowler for the overtime hours spent on preparing the Town Budget for 2007. She is to keep a log of those hours, and the rate of pay will be regular pay at time and a half per hour. The motion was carried.

Supervisor Hoffman presented the following Resolution and moved its adoption. It was seconded by Councilman Warren.

WHEREAS: On July 24, 2006 the Watershed Management Advisory passed a Resolution to recommend to the Williamson Town Board that "Snag and Drag" work be completed on the north portion of Tack (Jack) Creek, from Lake Road to just beyond Seeley Road, and

WHEREAS: the Watershed Management Advisory Council proposes that the work be done either by town resources or Wayne County Soil and Water approved contractors, as determined by the Town Board, and

WHEREAS: The Williamson Town Board hereby approves that the Watershed Management Advisory Council proceed with making tentative arrangements for snag and drag operations in Tack (Jack) Creek as recommended,

NOW THEREFORE BE IT RESOLVED: The Watershed Maintenance Advisory Council, for each phase of operations, is to make all tentative arrangements including obtaining any and all required permits, making preliminary arrangements for personnel to conduct actual operations, obtaining easements and arranging/coordinating all proposed scheduling of all actual operations and must identify the location of that particular phase of operations, and

BE IF FURTHER RESOLVED: That prior to committing any funds for said operations and actual commencement of operations the Water Management Advisory Council is to advise the Town Board of the preliminary arrangements and obtain approval of the Williamson Town Board, such approval to be obtained only through compliance with NY Town Law Section 64, Subsection 11-a, which requires that for any expenditure, a Resolution

must be adopted and is subject to Permissive Referendum, and

BE IT FURTHER RESOLVED: The maximum expenditure for the current proposed project will be \$60,000.00.

Roll call vote on the Resolution was as follows:

AYES: Supervisor Hoffman  
Councilman Warren  
Councilman Monsees  
Councilman Verno

NAYES: None

The Resolution was declared adopted.

Councilman Verno made a motion, seconded by Councilman Monsees, to authorize the Town Clerk to advertise in the August 17, 2006 issue of The Sun and Record for a Public Hearing regarding proposed Chapter 178-27B, Power Generating Windmills, Commercial Wind Farms. The Public Hearing will be at 7:30 PM on September 12, 2006 as part of the regular Town Board meeting. The motion was carried.

Councilman Verno made a motion, seconded by Councilman Warren, to accept the RFP (Requests For Proposal) to study and evaluate the Wastewater Treatment Plant. The Town Clerk is authorized to advertise for requests from engineering firms for the RFP, in the Sun and Record issue of August 17, 2006 and in the next available Dodge Report. The motion was carried.

Public Comment: Councilman Verno asked The Board to consider combining the Recreation Committee together with the Park Committee.

Supervisor Hoffman made a motion, seconded by Councilman Warren, to pay the following bills as audited:

<u>Account:</u>	<u>Voucher No.:</u>	<u>Totals:</u>
General Fund	398 through 427	\$ 30,379.36
Youth	61 through 72	
Highway Fund	245 through 266	\$ 22,144.31
Water Fund	207 through 223	\$ 12,956.21
Sewer Fund	137 through 151	\$ 6,110.31
Lighting Dist.	8	\$ 2,697.58
Business Imp.	2	\$ 565.00
<u>Capital Proj. H-16</u>	<u>140 through 141</u>	<u>\$ 3,873.32</u>
Total:		\$78,726.09

The motion was carried.

Supervisor Hoffman made a motion, seconded by Councilman Verno, to enter into Executive Session for discussion regarding a personnel matter at 7:37 PM. The motion was carried.

Councilman Monsees made a motion, seconded by Councilman Warren, to return to Open Session at 8:32 PM. The motion was carried.

Councilman Verno made a motion, seconded by Councilman Monsees, to adjourn the meeting at 8:33 PM. The motion was carried.

Respectfully Submitted,

Marlene A. Gulick  
Town Clerk

**REQUEST FOR PROPOSALS**  
**FOR**  
**ENVIRONMENTAL ENGINEERING, PLANNING, DESIGN**  
**And RELATED SERVICES**

**FOR**

**WASTEWATER TREATMENT PLANT**  
**Town of Williamson, New York**

**Project:** **Evaluating, Planning, and Designing  
Solutions to Current Wastewater  
Treatment Plant**

**Issuing Agency:** **Town of Williamson  
6380 Route 21  
Williamson, New York 14589**

**Municipal Official:** **James Hoffman, Supervisor  
315-589-2038**

**Issuing Date:** **August 8, 2006**

**Response Deadline:** **4:00 PM  
September 8, 2006**

**Contact:** **James Hoffman, Supervisor  
Town of Williamson  
6380 Route 21  
Williamson, New York 14589**

**REQUEST FOR PROPOSALS**  
**TOWN OF WILLIAMSON, NEW YORK**

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**I. PREFACE**

The Town of Williamson (hereinafter referred to as "The Town") makes it known to all interested parties that it is undertaking a project to study and evaluate the Town's Wastewater Treatment Plant and to plan a program for the Town leading to upgrades that will place the plant in first class condition to meet near and projected long term needs. It is anticipated that later follow-on projects will include design and construction activities.

The attached copy of data representing our recent experience is presented to assist the proposers. Each proposer is encouraged to meet and confer with our Superintendent of the Wastewater Treatment Plant.

The Town is issuing this Request for Proposals to provide a Report that will identify the needs and requirements for a cost efficient program to upgrade systems to meet needs.

**II PROBLEM DESCRIPTION**

The Town recognizes that the Town's sanitary sewer system has excessive inflow/infiltration. Further the Town's WWTP is nearing capacity for some parameters. A Plan is essential to meet needs and the Town desires a program to deal with concerns over the I/I and WWTP capacity in an orderly and cost efficient manner.

Following this first survey, evaluation and report phase Design will follow. However, it is essential that the Town have a carefully thought out plan to follow in developing the necessary facilities.

### III AVAILABLE INFORMATION

The information available for the Proposer includes WWTP operating data and the data sheet attached as Appendix A. Construction design drawings for the sanitary sewers and the WWTP are available for viewing at the Town WWTP.

### IV APPROACH TO THE PROBLEM

The primary concern of Town Officials is to receive a Report that identifies problem areas, considers alternative remedial measures, recommends courses of action, and provides cost information to allow the Town to prepare financially for the program. It is contemplated that the Proposer will embark upon an extensive study and evaluation to properly identify the problems. It is possible that Town staff and/or summer help may participate under the direction of the successful proposer. This work will result in the First Phase Report.

### V FUNDING OF THE PROJECT

The Town has reserves to fund the first phase work. Subsequent phases may have to be financed with long-term bonds.

### VI CONTRACT COMPENSATION

This RFP is for the procurement of study and evaluation engineering services. The Proposal must state the amount of the Proposers' fees and the proposed timing for payment thereof. A written agreement between the Professional and the Town will be necessary.

All responses to this RFP are to be prepared and submitted at the sole cost and expense of the proposer. The Town reserves the right to reject any and all proposals received as a result of this RFP and, further, the right to modify or cancel this request and to waive any or all irregularities.

### VII GENERAL DESCRIPTION OF THE REQUIRED PROFESSIONAL SERVICES

The proposer who is selected to provide professional services to the Town will be expected to conduct the study and evaluation and produce the Report. The successful proposer will submit his Report to the Town Board at a public meeting and, after review and acceptance by the Town Board, meet with and present the Plan to Regulatory agencies. All work, evaluations, recommendations and Report must conform with current best engineering practice and all applicable Regulatory Agency Standards.

Proposals must include, as a minimum, the following elements:

- Review all available information available from the Town for the Project. Advise the Town of any additional information that is necessary for development of the information required for this project.
- Provide recommendations to the Town Board within the context of the existing data and systems to lead to the most appropriate and cost efficient systems to meet needs.
- Prepare and submit project information specific to the requirements of the Town and potential funding agencies who potentially could be involved with this project.
- The name, qualifications, and experience of both the Project Manager and Project Engineer who would be responsible for and work on this project.
- Recommendations to the Town for assistance that could be provided by the Town indicating the extent and duration of this need.
- Provide costs for each element of the proposed work plan for Town evaluation.
- Prepare applications for financial assistance that the Town may be eligible to receive for the Town's project.

### VII RECEIPT OF PROPOSALS

To be considered, proposals must be received by the Town Clerk in the Town Hall, 6380 Route 21, Williamson, New York 14589 on or before September 8, 2006 at 4:00 PM. If mailed, the proposal must be sent registered mail with adequate time allowed for delivery.

### IX PROPOSAL FORMAT

Proposers are to submit six copies of their proposal addressed to the Town Supervisor in care of the Town Clerk. Each proposal must be signed by an official authorized to bind the proposer to its provisions. The proposal must remain valid for at least 60 days.

Proposals must include (but not be limited to) the following:

- A statement of the staffing and qualifications of the persons who will be involved with the project.
- A management summary describing the project approach, proposed scope of services and deliverables.
- A work plan and schedule designed to accomplish the objectives of the proposed project.
- A statement of prior experience and technical competence in undertaking projects of this type including the name, address, and telephone number of responsible official we may contact as a reference for each project.
- A list of the Executive and Professional personnel who will be employed on this project.
- List the cost of professional services by individuals as well as service of activity provided. Include overhead rates or rate with and explanation of what is or is not included in such overhead rate.

#### X CONFIDENTIALITY

Information provided in your proposal will, to the extent allowed by law, be held in confidence and will not be revealed or discussed with competitors. If a proposal contains information that a proposer does not want disclosed to the Public or used by the Town for any purpose other than the evaluation of this offer, such information must be so marked.

#### XI ORAL PRESENTATION

Proposers may be required to make an oral presentation of their proposal to Town Officials. Such presentations provide an opportunity for the proposer to clarify his/her proposal so as to insure thorough understanding of the materials submitted. Presence of the persons who will be working on the Project is essential at the interview.

Respectfully,

James Hoffman, Supervisor