

VILLAGE OF EAST HAMPTON BOARD OF TRUSTEES ORGANIZATIONAL MEETING
 OPEN TO PUBLIC
 HELD ON JULY 6, 2022, AT 11:00 A.M.
 EMERGENCY SERVICES BUILDING, 1 CEDAR STREET, EAST HAMPTON, NY

The Organizational Meeting of the Board of Trustees for the 2022-2023 fiscal year was held on the above date.

Present: Jerry Larsen, Mayor
 Chris Minardi, Deputy Mayor
 Trustee Melendez, Trustee
 Carrie Doyle, Trustee
 Sarah Amaden, Trustee
 Marcos Baladrón, Administrator
 Vincent Messina, Village Attorney
 Lisa Perillo, Village Attorney
 David Collins, Superintendent of Public Works
 Dave Jaycox, Central Garage
 B. Hajek, Planner
 Michael Tracey, Police Chief
 Tom Preiato, Building Inspector
 Hugh King, Historic Site Manager
 Drew Smith, Chief Lifeguard
 Pam Bennett, Village Clerk
 Dominique Cummings, Treasurer
 Bradford Billet, Emergency Manager
 Lisa Larsen, Village Resident
 Doyle Family members
 Amaden Family members
 Pio Lombardo, of Lombardo Associates. Inc.
 Jody Gambino, LTV Moderator
 June Lester, Deputy Clerk/Administrative Assistant

Absent: Duane Forrester, Fire Chief
 Kenneth Collum, Fire Marshal

After Mayor Larsen welcomed everyone David Collins led the Pledge of Allegiance.

Newly Elected Trustees Carrie Doyle & Sarah Amaden

Prior to the swearing in of newly elected Trustees Carrie Doyle and Sarah Amaden Mayor Larsen congratulated them, noting this is the first time in the history of the Village of East Hampton that there is a female majority board. A brief break in the meeting was held to allow for family photographs with the trustees.

Hugh King, Historic Site Manager & Village Historian

History has been made in the last couple of months, both in the town and the village. For the first time, there's been a woman's name attached to a building. To honor Katie Babcock, Beach Manager from 1967 – 1979, the Georgica Beach Building was dedicated to her with a bronze plaque. The Village held its first Juneteenth presentation ceremony. A park in the Town was dedicated to Lee Hayes, the great Tuskegee Airman. The Village held its first Gay Pride Parade.

Honorary Street Dedication - Past Mayors

Mayor Larsen noted that the village will finish dedicating the streets where past mayors lived to each of them. Dedications for past Mayors Paul Rickenbach/Maidstone Avenue, Ken Wessberg/Toilsome Lane, Doug Dayton/Muchmore Lane, Ronald Rioux/Conklin Terrace, James Skidmore/Dunemere Lane, Stephen Marley/The Circle and Judson Banister were held in 2021.

Board of Trustee Work Sessions

Village Board of Trustees work sessions will resume in September, tentatively to be held at a different historic location for each work session, and broadcasted by LTV. The first work session will be held on Thursday, September 1st, in Village Hall. Hugh King will speak about each location.

Roll Call

Roll Call was held, attendance is reflected on first page of these minutes.

P. Lombardo – Update on Village Septic Study

B. Hajek gave a brief review of proposed improvements of wastewater management. Around 2017, an engineering consulting firm was retained to compile a draft revitalization plan for the downtown core commercial area. Part of that study was the feasibility of establishing a sewer district, and determining appropriate locations where the effluent could be treated. Once COVID hit, progress on the report halted. Their work was never fully completed to the degree where they published an actual report. In 2021 P. Lombardo was retained to pick up where they left off. It was to do a peer review of what work had been conducted to date, and then offer his recommendations on alternative locations and designs for sewer systems.

P. Lombardo of Lombardo Associates, Inc. presented his Village of East Hampton Wastewater Management Peer Review & Recommended Engineering Plan Report.

Village of East Hampton Wastewater Management Peer Review & Recommended Engineering Plan Report.

RESOLUTION 194 - 2022
JUL 29 2022
VILLAGE OF EAST HAMPTON
BOARD OF TRUSTEES

Environmental Engineers/Consultants
LOMBARDO ASSOCIATES, INC.
 188 Church Street
 Newton, Massachusetts 02458
 53 Hill Street Southampton, NY

Environmental Engineers/Consult
LOMBARDO ASSOCIATES, IN
 188 Church Street
 Newton, Massachusetts 02458

Project Scope of Work

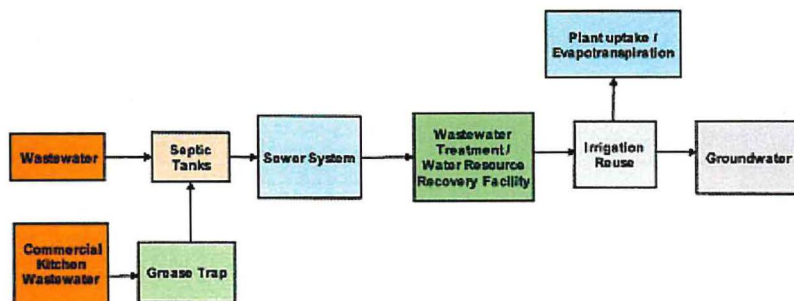
1. Review of Existing Plan and Relevant Data and Service Area Definitions
2. Identification and Evaluation of Alternative Wastewater Management Approaches
3. NYSDEC and SCDHS Meetings
4. Recommended Wastewater Management Plan

The Peer Review identified data conflicts/missing information regarding:

1. No Comprehensive Report issued,
2. Flow estimates basis not provided,
3. Sewer System layouts,
4. Lack of information on wastewater treatment technology

Alternative wastewater management / water resource recovery plan developed that consists of:

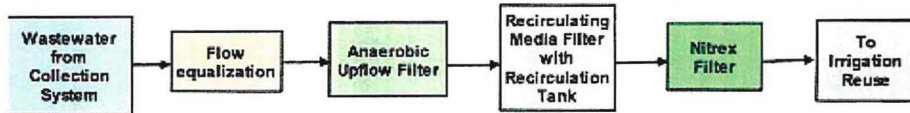
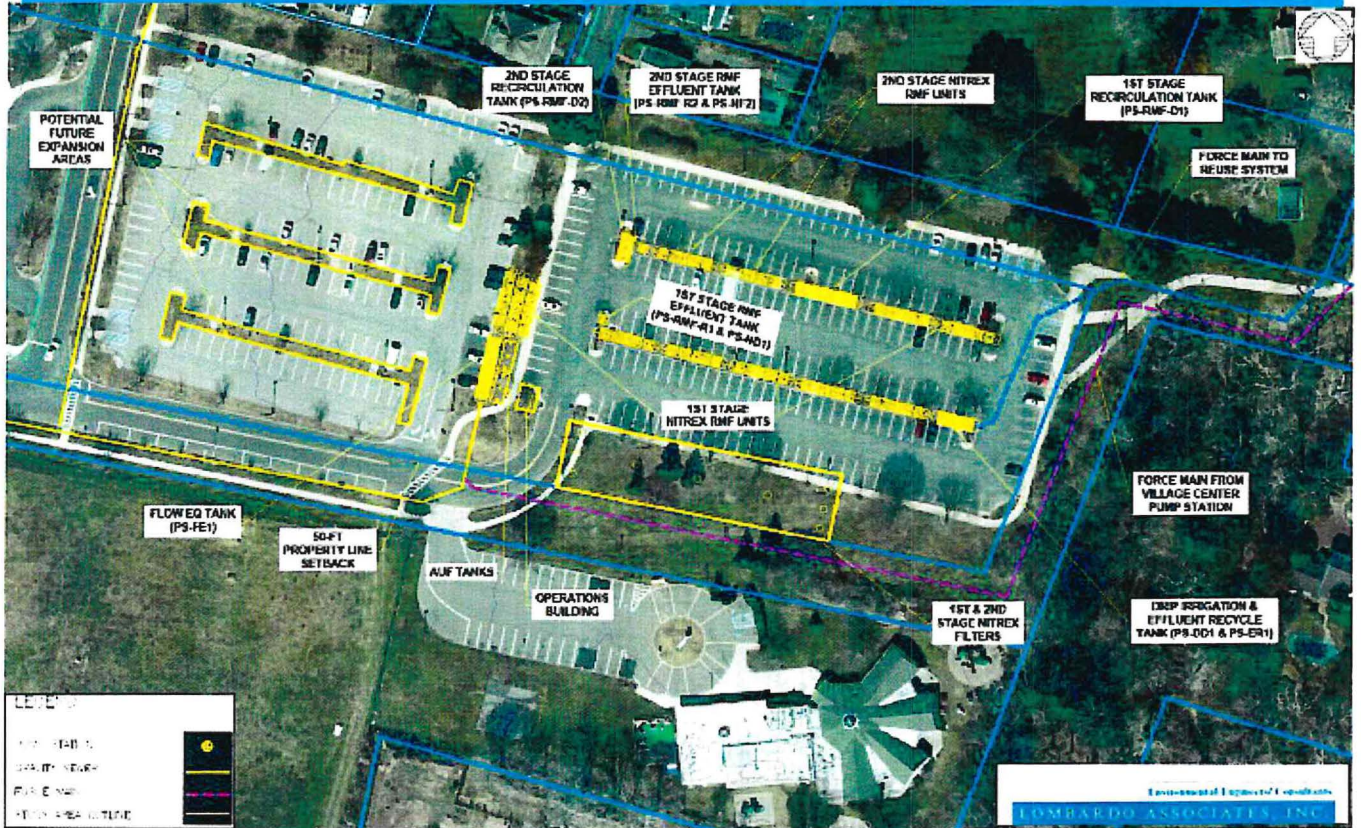
1. Wastewater collection/transport using a septic tank-effluent system
2. Water Resource Recovery Facility / wastewater treatment under the long-term parking lot at 2 Gingerbread Lane
3. Reuse of reclaimed water for subsurface drip irrigation / subsurface discharge at Herrick Park



Proposed Water Resource Recovery System with Drip Irrigation

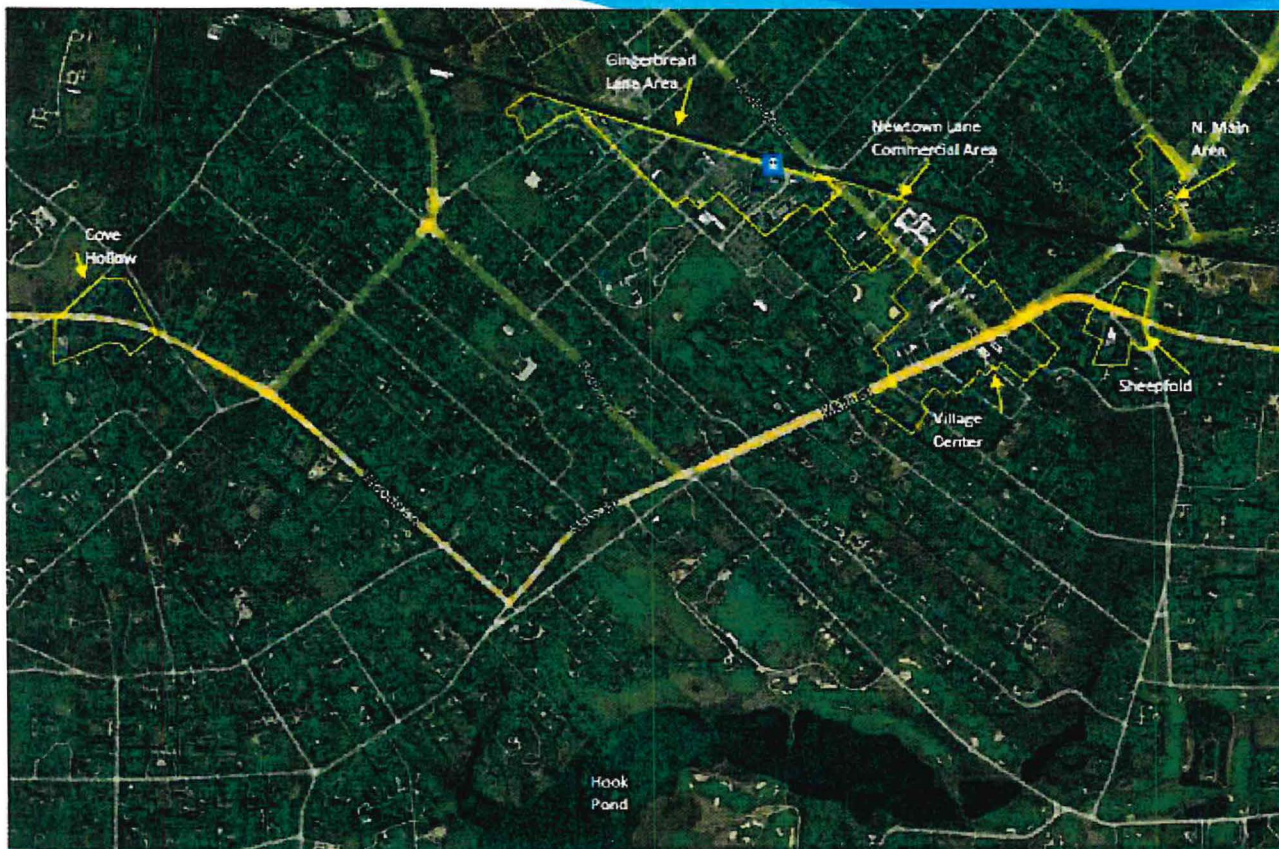


Proposed Water Resource Recovery Facility Layout



Collection System Costs - Proposed Option					
Abandon Existing Septic		130	#	\$8,000	\$1,040,000
Repair / Replace Septic Tank		130	#	\$8,000	\$1,040,000
Gravity Sewer		11,800	EA	\$150	\$1,770,000
Low Pressure Sewer		920	LF	\$140	\$128,800
On-Property Pump (STEP)		20	#	\$5,000	\$100,000
Pump Station - Large		1	#	\$150,000	\$150,000
Pump Station - Small		1	#	\$75,000	\$75,000
Force Main		3,500	LF	\$150	\$525,000
Subtotal - Collection System Construction Costs					\$4,828,800
Miscellaneous		10%			\$482,880
Contingency		20%			\$965,760
Admin. & Financing		5%			\$241,440
Engineering		20%			\$1,255,500
Total Collection System Capital Costs					\$7,774,380
Subtotal - WWTF System Construction Costs					\$7,068,000
Miscellaneous		10%			\$706,800
Contingency		20%			\$1,413,600
Parking Lot Restoration		1			\$300,000
Admin. & Financing		5%			\$353,400
Engineering & admin		20%			\$1,837,700
Total WWTF System Capital Costs					\$11,679,500
Total Collection & WRRF & Irrigation System Capital Costs (2021 \$)					\$19,453,880
Total Collection & WRRF & Irrigation System Capital Costs (2026 \$)					\$23,668,600

- 1. Village Center
- 2. Newtown Lane Commercial Area
- 3. Gingerbread Lane Area
- 4. Sheepfold & 5. N. Main Area

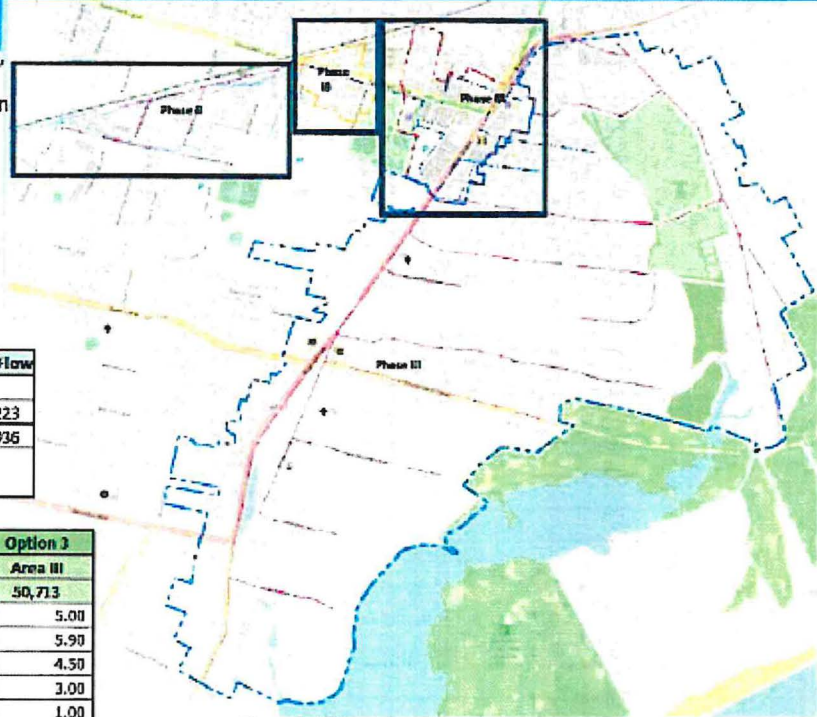


NP Recommendations

• Village Center (Phase IA), Upper Newtown Lane (Phase IB), Gingerbread Lane and Railroad Avenue Phase II could be served by an Appendix A system at the Schenck property on Newtown Lane.

• Full Phases I, II and III build out requires a full-100,000 gpd WWTP at Village DPW parcel on Accabanac Road.

• SCDHS Appendix A System for the commercial downtown with Innovative/Alternative (I/A) systems for Single Family Homes (for the Phase III area).



Phase	Description	ADF	Cum Flow
IA & IB	Village Center & Upper Newtown Lane	14,997	
II	Railroad Ave. / Gingerbread Lane Area	2,226	17,223
III	Residential Area In Hook Pond Watershed	50,713	67,936
Total		67,936	

ADF = Average Daily Flow in gallons per day (gpd)

NP Estimated Project Costs (in millions)	Option 1	Option 2	Option 3
Estimated Flow (gpd)	14,997	2,226	50,713
STP Construction Costs	\$ 3.00	\$ 3.50	\$ 5.00
Collection System (gravity)	\$ 1.00	\$ 1.25	\$ 5.90
Collection System (LPS)			\$ 4.50
Grinder Pump Units (GPU)			\$ 3.00
Pump Station	\$ 0.50	\$ 0.50	\$ 1.00
Force Main	\$ 1.15	\$ 1.15	\$ 1.15
House Connections	\$ 1.25	\$ 1.50	
Abandon Septic Systems	\$ 1.25	\$ 1.50	\$ 3.75
Subtotal	\$ 8.15	\$ 9.40	\$ 24.30
Contingency 20%	\$ 1.63	\$ 1.88	\$ 4.86
Subtotal	\$ 9.78	\$ 11.28	\$ 29.16
Engineering & CM 10%	\$ 0.98	\$ 1.128	\$ 2.916
TOTAL Cost (2020 Dollars)	\$ 10.76	\$ 12.4	\$ 32.1
TOTAL Cost (2021 Dollars) 3%	\$ 11.10	\$ 13.60	\$ 33.10
TOTAL Cost (2026 Dollars at 4%/yr) 4%	\$ 13.50	\$ 16.55	\$ 40.27

Option 1: 2020 dollars increase to 2021 by 10% vs 3% for others

Candidate Parcels For Wastewater Treatment & Disposal



Candidate Parcels for Wastewater Treatment & Disposal

Figure No.	Site #	Description	SCTM #	Parcel Acres	Site Description	Neighborhood	Owner	Zoning	Land Use	In Town or Village
A-8	1	STP Site # 1 Location Map	300185000200002000	11.41	large area undeveloped	Residential & Industrial / RR	KEYSPAN ENERGY DEVELOPMENT CORP			Town
A-9		Treat/Dispose Layout at Site # 1								
A-10	2	STP Site # 2 Location Map	0301002000100001000	2.87	industrial developed, 29 King Street	Ag, Residential & Industrial / RR	NORFRED CORP	R-20	Industrial	Village
A-11		Treat/Dispose Layout at Site # 2								
A-12	3	STP Site # 3 Location Map	0300185000100015002	3.49	open space	Ag, & Industrial / RR	State of NY - Open Space		Vacant	Town
A-13		Treat/Dispose Layout at Site # 3								
A-14	4	STP Site # 4 Location Map	0300192000200006004	7.01	undeveloped, sand mine, add'l land avail- 120	Ag, Residential & Industrial / RR	WAINSCOTT HAMLET CENTER LLC			Town
A-15		Treat/Dispose Layout at Site # 4								
A-16	5	STP Site # 5 Location Map	0300192000300005007	3.66	Airport Area - 15 INDUSTRIAL RD, 20,340 feet force main on Montauk Highway required	Ag, Residential & Industrial / RR	Town of East Hampton			Town
A-17		Treat/Dispose Layout at Site # 5								
A-18	6	STP Site # 6 Location Map	301-04-05-4.1	12.7	Actively used DPW property 12 Accabonac Rd at Town Lane	Residential	EHV DPW Property		Transportation	Town
A-19		Treat/Dispose Layout at Site # 6								
A-20	8	Treat/Dispose Layout at Site # 8	301-04-01-31	2.62	Village property, understood to not be legally available for project @ 51 NORTH MAIN ST	Residential	EHV Property	R-20	Vacant	Village
A-21	9	Treat/Dispose Layout at Site # 9	301-4-2-5	1.82	Fuel storage / depot	Residential &	P.C. SCHENCK &	C	Industrial	Village
A-22	10	Treat/Dispose Layout at Site # 10	301-2-7-1.009	9.95	Long Term Parking Lots A & B 2	Residential &	EHV Property	R-20	Institutional	Village
A-23		NP Letter re Sites 8, 9 & 10								

EVALUATION OF CANDIDATE SITES

Site #	Owner	Evaluation	Short List Recommendation
1	KEYSPAN ENERGY DEVELOPMENT CORP	Property outside of Village; 3,000 feet from Study area . Need Town approval for route. Acquisition	No
2	NORFRED CORP	Cost of property acquisition	Yes
3	State of NY - Open Space	Stormwater drainage area. State ownership located outside Village	No
4	WAINSCOTT HAMLET CENTER LLC	Private ownership. Excessive distance of 15,000++ feet & major road work	No
5	Town of East Hampton	Excessive distance of 15,000++ feet and major road work	No
6	EHV DPW Property	7,400 feet force main. Major roads thru Town. Residential area	No
8	EHV Property	Not legally available for project	No
9	P.C. SCHENCK & SONS, LLC	Private ownership. Too small	No
10	EHV Property	Very attractive	Yes

APPENDIX D LAI PROPERTY WASTEWATER FLOW CALCULATIONS

STUDY AREA #	BLDG #	PARCEL ID	ADDRESS	# of Uses	USE Descriptions	BLDG AREA (ft ²)	WW Flow (gpd)	WW Flow % of Total
1	30	0301002000100015003	11 FRESNO PL	1	Restaurant w/seats	2,583	780	1.20%
1	26	0301002000100008000	4 FRESNO PL	1	Non-Medical Office Space	295	18	0.03%
1	27	0301002000100008000		1	Non-Medical Office Space	3,498	210	0.32%
1	24	0301002000100009000	8 FRESNO PL	1	Retail - Dry Store	1,170	35	0.05%
1	25	0301002000100009000		1	Non-Medical Office Space	286	17	0.03%
1	28	0301002000100019002	12 GINGERBREAD LA	1	Residence - Single Family	4,703	330	0.51%
1	29	0301002000100019002		0	No WW Structure	334	0	0.00%
1	31	0301002000100019002		1	Non-Medical Office Space	535	32	0.05%
1	47	0301002000100019002		0	No WW Structure	263	0	0.00%
1	59	0301002000100019002		1	Non-Medical Office Space	1,003	60	0.09%
1	60	0301002000100019002		2	Non-Medical Office Space; Residence - Single Family	1,122	343	0.53%
1	58	0301002000100011000	22 GINGERBREAD LA	1	Residence - Single Family	855	330	0.51%
1	23	0301002000100025000		3	Retail - Dry Store; Medical Office Space; Non-Medical Office Space	6,249	781	1.20%
1	21	030100200010003000	60 GINGERBREAD LA	0	No WW Structure	301	0	0.00%
1	41	030100200010005000	50 GINGERBREAD LN	1	Non-Medical Office Space	2,119	127	0.20%

Study Area	WW Flow (gpd)	# of Parcels (gpd)	# of Buildings
Gingerbread Lane	14,774	44	69
Newtown Lane Commercial	6,729	19	25
North Main	7,506	6	7
Sheepfold	2,123	6	7
Village Center	34,187	52	58
Miscellaneous / Contingency	10,000		
Total	75,318	127	166

Wastewater Flow by Study Area and Use Type

Use Type	Description	Gingerbread Lane	Newtown Ln. Com.	N Main	Sheepfold	Village Center	
1	Retail - Dry Store	1,238	1,207	182	216	5,795	
2	Wet Store, no Food Service (Hair, Nail, Pet)	153	232	248	0	409	
3	Wet Store, w/food (take-out, max 16 seats)	1,600	0	91	0	653	
4	Non-Medical Office Space	3,866	811	179	814	7,872	
5	Medical Office Space	312	886	0	122	243	
6	Restaurant w/seats	1,980	0	4,212	0	8,310	
7	Bar / Patio	0	0	0	0	0	
8	Residence - Single Family	3,300	2,200	0	0	770	
9	Residence - Multi Family	330	1,320	1,320	222	1,980	
10	Day School / Day Camp	0	0	0	0	0	
11	No WW Structure	0	0	0	0	0	
12	Spa / Fitness Center, No showers	56	0	0	0	886	
13	Spa / Fitness Center w/showers	0	0	0	0	2,267	
14	Convenience Store / Market Farm Stand	14	0	0	0	1,234	
15	General Industrial / Storage / Greenhouse	1,924	0	0	0	280	
16	Not used	0	0	0	0	0	
17	Library / Firehouse / Precinct / Museum	0	73	1,275	748	0	
18	Not Used	0	0	0	0	0	
19	Theater	0	0	0	0	900	
21	Cafeteria / Catering Hall / Conference Room	0	0	0	0	188	
22	Hotel	0	0	0	0	2,400	
Total Flow (gpd)		14,774	6,729	7,506	2,123	34,187	65,318
						Miscellaneous / Contingency Flow (gpd)	10,000
						Total Design Flow (gpd)	75,318

Top 20 Properties Wastewater Flows

45% of total

Parcel ID	Address	Use	WW Flow (gpd)	Flow % Total
0301003000500002000	10 MAIN ST	Retail - Dry Store; Spa / Fitness Center, No showers; Retail - Dry Store; Restaurant w/seats; Non-Medical Office Space	4,320	5.68%
0301003000800001000	94 MAIN ST	Cafeteria / Catering Hall / Conference Room; Hotel; Restaurant w/seats	3,488	4.59%
0301004000100009000	79 N MAIN ST	Restaurant w/seats; Residence - Multi Family	3,228	4.25%
0301003000200004002	34 NEWTOWN LA	Retail - Dry Store; Non-Medical Office Space; Restaurant w/seats	2,337	3.07%
0301002000100023000	21 RAILROAD AVE	Retail - Dry Store	1,650	2.17%
0301004000200004001	68 NEWTOWN LA	Spa / Fitness Center w/showers; Wet Store, w/food (take-out, max 16 seats)	1,591	2.09%
0301003000500020003	36 MAIN ST	Theater; Retail - Dry Store; Non-Medical Office Space	1,497	1.97%
0301004000100034000	74 N MAIN ST	Restaurant w/seats; Non-Medical Office Space	1,493	1.95%
0301002000200028000	95 NEWTOWN LA	Residence - Multi Family	1,430	1.88%
0301002000100018000	31 RACE LN	Retail - Dry Store; Restaurant w/seats	1,382	1.82%
0301002000200017000	105 NEWTOWN LA	Wet Store, no Food Service (Hair, Nail, Pet); Wet Store, w/food (take-out, max 16 seats); Non-Medical Office Space; Residence - Multi Family	1,335	1.76%
0301003000400013000	21 NEWTOWN LA	Retail - Dry Store; Restaurant w/seats	1,263	1.66%
0301003000400001000	67 NEWTOWN LA	Convenience Store / Market Farm Stand; Wet Store, w/food (take-out, max 16 seats)	1,229	1.62%
0301002000200005000	3 RAILROAD AVE	Residence - Single Family; Non-Medical Office Space	1,195	1.57%
0301003000600011000	20 PARK PL	Non-Medical Office Space; Restaurant w/seats	1,167	1.54%
0301003000400035000	53 NEWTOWN LN	Retail - Dry Store; Non-Medical Office Space; Restaurant w/seats	1,139	1.50%
0301003000600017002	26 PARK PL	Non-Medical Office Space; Spa / Fitness Center w/showers	1,083	1.43%
0301004000200004002	66 NEWTOWN LN	Retail - Dry Store; Non-Medical Office Space	1,049	1.38%
0301004000100010003	N MAIN ST	Library / Firehouse / Precinct / Museum	1,033	1.36%
0301002000200030000	87 NEWTOWN LA	Retail - Dry Store; Medical Office Space	961	1.26%
Total Flow (gpd)			33,869	44.56%



POTENTIAL AVAILABLE AREA FOR WWTF

29 King Road & DPW Sites



NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Environmental Permits, Rules & Enforcement
60 West Street, 12th Floor, Albany, NY 12240
Tel: 518-474-3300
www.dec.ny.gov

May 17, 2022

Pio Lombardo
Lombardo Associates, Inc.
188 Church St.
Newton, MA 20485

Re: Application #1-4724-02503/00001
Village of East Hampton Sewer District

Dear Pio Lombardo:

The Department of Environmental Conservation (DEC) has completed a review of your client's request most recent submission, dated March 24, 2022, to establish a new sewer district and we have the following comments.

Comments on Form NY-2A:

1. The contact information in Section 1.1 must be a Village of East Hampton official, or Section 1.3 must be filled out with a contact for the Village.
2. The application proposes two pump stations. Therefore, Section 2.1 must be checked "yes" and Table H must be completed.
3. Table F and Table H must be selected in Section 6.1
4. Section 6.2 must be signed by a Village of East Hampton executive officer.
5. You must detail why Table A notes the value of mercury is "TBD" and indicate whether mercury from industrial sources can be expected.
6. As proposed, the effluent will be used as an irrigation source. Therefore, Table C and Table D must be completed.
7. Table F appears incomplete. Please complete this table.

Comments on the Engineering Report:

1. You must provide more detailed information for the proposed STEG and STEP systems in Section 6.2 including general sizes for each residential and commercial area. Detailed drawings, calculations and narratives are required for each pump station.
2. The pH limits in Section 6.3 are noted as ranging from 5.5 to 8.5. This must be corrected to the acceptable range of 6.5 to 8.5.
3. Figure 6-5 on page 41 appears to be missing the proposed sewer route.

4. Additional details are required for the proposed anaerobic upflow filter, including the size of the filter openings. Calculations for the removal of 50+% of septic tank effluent BOD/TSS loads must be provided.
5. Additional details are required for the proposed recirculating media filter (RMF):
 - The size of filter openings must be specified.
 - You must detail the claim that oxygen is not depleted using RMF technology. Specifically, you must note how oxygen is provided. If oxygen is achieved by circulation and ventilation, then calculations must be provided.
 - Odor control system information must be discussed.
 - Note whether RT-1 is in series with RT-2, and whether RT-2 has Dose Pump Stations.
6. You must indicate how influent BOD, TSS and TKN levels were determined in Table 6-4, showing calculations.
7. Please provide calculations for the Nitrex denitrification filter.
8. Figure 6-6 notes straw wattle proposed for erosion and sediment control. Straw wattle is not an approved method per the New York State Standards and Specifications for Erosion and Sediment control, and must be removed from the drawing.

Additional Division of Water Comments:

1. Monitoring wells are required. You must provide locations of the proposed monitoring wells with at least 1 well upgradient and 2 wells downgradient.
2. Additional information is required regarding the proposed effluent irrigation system:
 - A cross section depicting the groundwater table at the proposed irrigation location is required. NYS design standards require at least a 2' separation between groundwater and the irrigation system components. The plan must note the composition and porosity of the soil in the proposed irrigation area.
 - A maintenance plan must be provided, detailing how the Village will maintain the system and address issues such as clogging.
 - Due to public health concerns, DEC highly recommends disinfection of the effluent and requests an updated design that includes a UV disinfection system. DEC has requested comments from the New York State Department of Health (DOH) for the proposed use of effluent as irrigation. Please be advised that additional comments on the matter may follow once DEC receives comments from DOH.
 - If mercury or any other chemical listed in Table C or Table D are present in the effluent, irrigation is not recommended and additional treatment will be required.
3. A plan must be submitted for the proposed collection system that includes:
 - Drawings for the STEG, STEP, pipe routes, profiles, pump station, pipe materials, manholes, air-relief valves, water tightness test methods and construction procedures.
 - The plan must detail how the Village will maintain the STEG and STEP process.

- Please be advised that irrigation will not be permitted for industrial wastewater. The plan must detail how the Village will enforce the requirement that industries and residences only discharge sanitary waste.
4. All new applications for wastewater treatment require submission of a contingency plan that must be in place in the event of a treatment system or collection system failure. Please submit a contingency plan for our review.
 5. You must detail how the facility will operate and discharge during all seasons, including the non-growing winter season, and weather events, peak season versus off-peak, and during exceptionally wet weather when the groundwater table is high or the soil is saturated.
 6. A project that will involve soil disturbance of one or more acres must obtain coverage under the State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity. This permit is not issued out of this Regional office. Please visit the following webpage for more information: <https://www.dec.ny.gov/chemical/43133.html>
 7. You must detail how members of the public will be restricted from entering the treatment systems and operations facility.

Please revise the documents as indicated above and submit two copies of revised documents to my attention, with a cover letter detailing which items were revised. Be advised that additional comments from Bureau of Ecosystem Health staff may follow.

This application will remain incomplete until a final SEOR decision has been made. If the Village of East Hampton intends to act as Lead Agency, please provide their intent in writing accompanied with a completed Full Environment Assessment Form (copy enclosed).

Please contact Brian Lee of the Division of Water unit at brian.lee@dec.ny.gov with any technical questions, or myself at 631-444-0364 with any procedural questions.

Sincerely,


Elyssa Scott
Environmental Analyst

cc: Village of East Hampton
B. Lee - DOW
File

From: Scott, Elyssa E [DEC] <Elyssa.Scott@dec.ny.gov>
Sent: Tuesday, June 14, 2022 3:13 PM
To: Pio Lombardo <pio@lombardoassociates.com>
Subject: RE: 1-4724-02503/00001 Village of East Hampton Proposed Sewer District

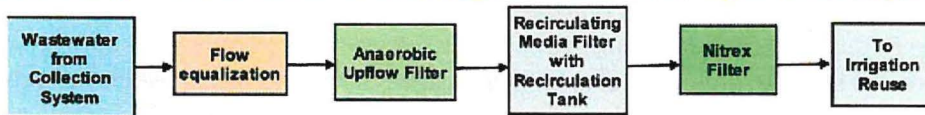
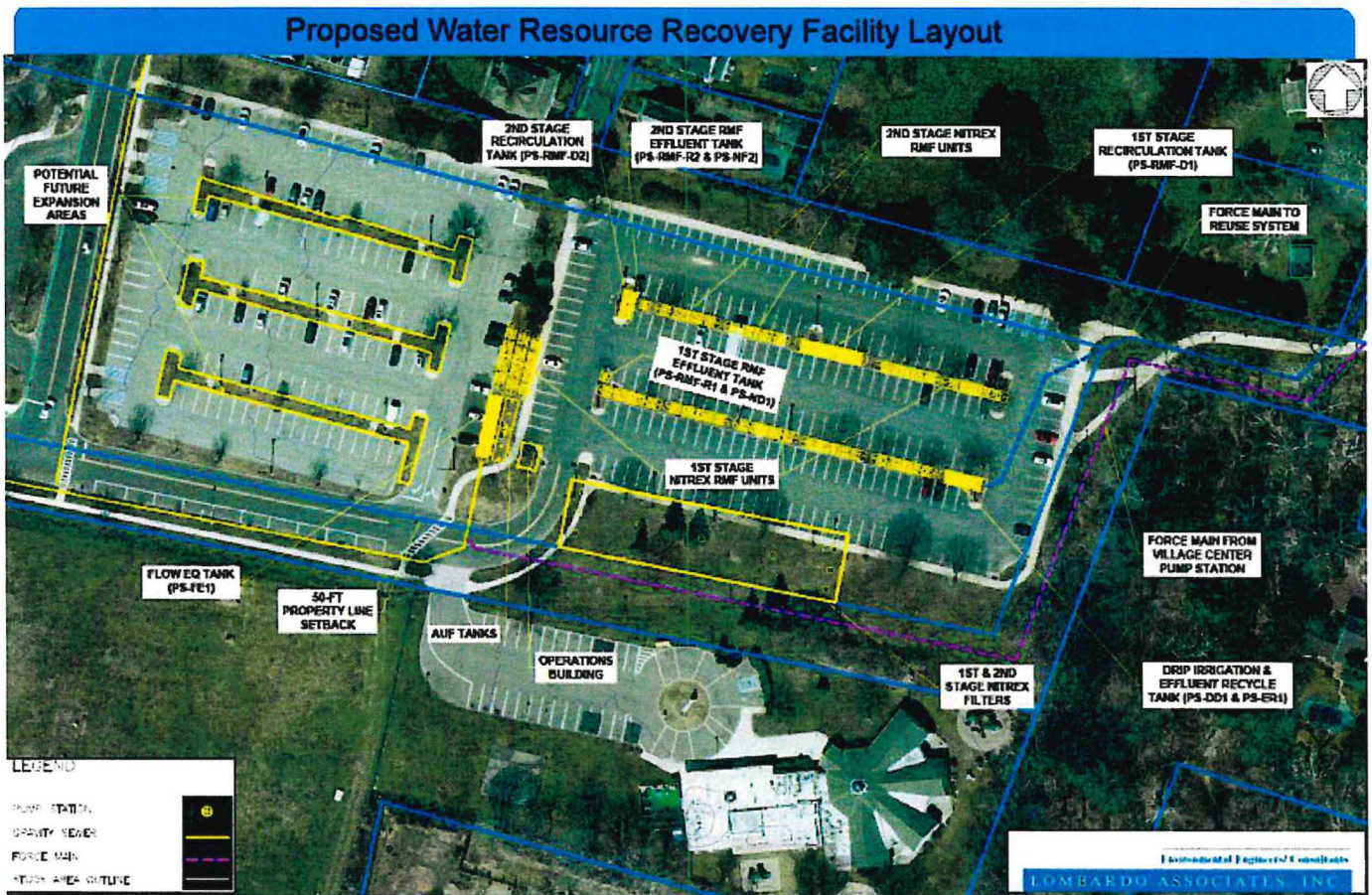
Good afternoon Pio,

I looked further into what is required at this time in the permitting process. As per the State Pollutant Discharge Elimination System Permit regulations (6 NYCRR Part 750), specifically Part 750.1.7(a)(15), engineering reports and plans and specifications are listed as permit application requirements for all dischargers seeking to obtain an individual SPDES permit. I'm not sure about what DEC has approved in the past regarding wastewater plans that became the basis of the plans and specs, but in this case Division of Water staff require all the information as requested in the May 17th letter as the Village is proposing a unique design. DEC regional staff do not routinely review upflow filtration and Nitrex systems, nor is using treated wastewater as irrigation a routine proposal. Therefore, DEC staff are requiring the information from the 5/17/22 letter at this time.

Please feel free to give me a call if you have any questions. I'll be at my desk until around 4:30 today.

Elyssa
Elyssa Scott
she/her/hers
Environmental Analyst, Division of Environmental Permits

New York State Department of Environmental Conservation
50 Circle Road, Stony Brook, NY 11790
DEC111AAA@DEC.ny.gov



Questions / Discussion

Pio Lombardo, P.E.

Environmental Engineers/ Consultants

LOMBARDO ASSOCIATES, INC.

188 Church Street

Newton, Massachusetts 02458

www.LombardoAssociates.com

Tel: 617-964-2924

Fax: 617-332-5477

Pio@LombardoAssociates.com

P. Lombardo: Good morning, everyone. Thank you for having me. My name is P. Lombardo of Lombardo Associates. We're environmental engineers, and we have a long history of working in the Village and in East Hampton, going back to work that we started on a town-wide comprehensive wastewater management plan that we completed back in 2013, and at that time we identified the issues that exist on wastewater management, or the challenges if you will, that exist on wastewater management in the village, and recommended even examining the parking lots as a potential candidate locations back a good 10 years ago. Subsequent to that, we were retained by the village to address the Hook Pond water quality issues, and we issued free reports for the village on identifying what the issues are with Hook Pond, and as well as we prepare the analysis and obtain the permits associated with the dredging sediment removal from Town Pond. So, we're pretty familiar with the water quality and wastewater issues in the village, Back around September, the village reached out to us and asked us to examine the situation that that existed. We put together a project scope of work that consisted of two things. One of them is a peer review of what had been done to date, and then examining alternative systems and presenting a recommended plan.

So, what you see on our cover slide here is the aerial photo of the study area. The areas highlighted in yellow are the areas that the village identified back in a good four or five years ago, let me call it areas of concern, and it was not just for the wastewater, it was also for parking and affordable housing. So, that's our "study area." We're addressing all of it, except for Cove Hollow. Cove Hollow being so much farther away, we're recommending that that be addressed subsequently for a technique that can be done in that area.

(Page 2 of presentation) Now, again, just to summarize, our scope of work was to, A; review the existing work that had been completed, and the data and the service areas, we identified and evaluated a whole range of alternative systems. We developed, if you will, a preliminary plan and invited and had zone meetings with both the county and the DEC regarding the plan, and then have presented a recommended plan in the report. The meeting with the health department was to advise them of what was being proposed, because it is unique as you'll see. Whereas the DEC meetings is for permitting. DEC has the... Permit, not the health department. This is all state law. In many cases, the health department is always acting as an agent of DEC, but when wanted for municipalities, the DEC is the sole permitting agency. After we submitted our draft report to the village back in late December, around that time, the Mayor was very positive or forcefully positive in wanting to get official feedback from DEC that the proposed plan was "permissible." Unfortunately, DEC doesn't do that. They'll just issue the permit. So, as you'll see towards the end of the presentation, where that stands, and there still is efforts that are needed to obtain the DEC permit, but remember when the permits issued, you can go build it. So, they're looking for a lot of details, and as you'll see, the primary motivation for them looking for needing the detail is their lack of familiarity with what's being proposed, and because of its importance, they just are looking for additional information.

(Page 3 of presentation) So, now we, in our examination of the peer review, we identified a number of data conflicts and missing information. There was no final report. There was a number of documents that were issued, sort of a working documents. So, we assembled them all and looked at them, and one of the issues, their flow estimates that were made, there was no basis that was really provided to the granular level that we could agree with them or not, and there was sewer layouts presented and one of the recommendations was on where they recommended to put the wastewater treatment system, there was no description of the wastewater technology. Those were some of the handicaps that we identified or noted when we reviewed it, because we were using that as a launching pad, if you will, for the work that we were going to be doing. The one key item you'll see is that there was some flow estimates that we discovered were out of sync. So, what we're recommending is that a wastewater collection system, what we like to be using is septic tank effluent system. What that means is that the septic tanks typically stay on the property and only the liquid goes to the treatment system. There's a lot of benefits associated with that, not the least of which is usually lower costs and ease of treatment of the effluent that goes to the treatment system.

The second item is what we called, not a sewer plant, but a water resource recovery facility, and we're recommending that that be located under the long-term parking Lot to Gingerbread Lane. Then thirdly, we're recommending that the reclaimed water be reused for subsurface irrigation at Herrick Park. That would provide a beneficial reuse of the reclaimed water as well as reduce irrigation demand for the field, and I'm aware of the village is actively involved in renovations or upgrading the park facility, how those things dovetail is to be determined.

(Page 4 of the presentation) At the bottom of that slide (page 7) you will see the process flow diagram. What I just described of how the wastewater generated from the different predominantly commercial establishments, and then with the sewer system going to the treatment plant, and then from there going to irrigation, reused water either goes up by evapotranspiration, or is going to discharge into the groundwater. Then the treatment process, I'll bring up one of the treatment techniques that we're recommending is the use of what's called advanced oxidation processes that will treat for the contaminants of emerging concern. It's a broad category for bad stuff, that the forever chemicals is one of them, and a number of other contaminants that fall under that umbrella, not the least of which are pharmaceuticals and personal care products, that get into the wastewater.

(Page 5 of the presentation) So, this next slide illustrates the layout of the entire system. So, you can see on that the yellow lines are transporting the wastewater from those different establishments, to the treatment location or water resource recovery location, on the parking lot, and then there's an identification of there's a couple of pump stations that are needed in the facility. The one pump station would be basically in front of the post office area, that's a low spot. Then the other pump station would be basically in the large parking lot area, sort of across the street from Village Hall, and then the wastewater would be pumped from those locations, again, to the treatment site, and then the water from there then goes into the irrigation system.

(Page 6 of the presentation) Now, this slide illustrates the treatment system where it would fit within the parking lot, and basically all of the access would be on the median strips. There would be manholes there whereby any maintenance that would be necessary would be performed, and then you'll see the tankage. There's a fair amount of tankage, again, under the median strips that would be located. So, the only thing that's visible/above grade, is what we call the operations building. We've located it there for the time being, that can be pretty much anywhere on the property> It wouldn't be a large building, 25 by 25, predominantly to be housing the electrical equipment and any lab facilities for the operators to test how well the system is working.

Now, at the bottom of that slide, that's the process flow diagram of how water gets treated as it moves through the system. However, there is a tremendous amount of recirculation that occurs. This happens what you're seeing at the bottom, the way it's engineered. It happens multiple times, which enables us to produce an effluent with a total nitrogen, typically under two milligrams per liter, which is the best in the industry. The limits of technology are generally considered three. So, to achieve two is a significant, again, that's state of the art, and we have routinely achieved those low levels in a number of nearby locations. So, again, everything's below grade, you probably well know that parking lot, the one that we're using, really could use a new paving, and so those are some of the benefits that would accrue from multiple use there.

Let me go through the budgets and how did we get to that spot and what other options/locations were identified. *(Page 7 of the presentation)* Here's the capital costs - all costs associated with the project. We're looking at a project perhaps in the neighborhood 24 million. It's a little higher than what it was before, but we've had a serious amount of inflation and it's better to be erring on the side of caution for budgeting purposes only. That's the best that we think is probable, and we assume the 4% inflation rate between now and when construction would actually occur. So, there's contingency in there, and when we get closer to the next step, these budgets get better refined.

(Page 9 of the presentation) A quick snapshot of the previous work that was performed, and again, those are the study areas. This is a condensation of all the analysis that was done before, and I'll try to highlight some of the issues that we identified. The key one, that they had three phases, and phases 1A and 1B were what they call the Village Center in the upper Newtown. Then 1B, excuse me, phase two was the Gingerbread Railroad Avenue area, and then the large part of the residential area was phase three, the residential area around Hook Pond. A conflict that we identified, if you look at the cumulative flow for phases 1A, 1B, and 2, you'll see they came up with 17,000 gallons per day, and as you'll see, from what I'll show you shortly, the real number is well over 75,000 gallons per day. Any event, so that's their analysis.

(Page 10 of the presentation) This next slide illustrates the location of the alternate or what we call candidate parcels for wastewater treatment and disposal, and they ranged from being in the center of the village all the way out to the airport, and so those are the properties that were examined.

(Page 11 of the presentation) This next slide is a table of all of the properties that were examined by the previous consultant and this indicates the availability, which ones are in the village versus which ones are not. Then access, what's the land use, et cetera. What you'll see is that if you look at the column to the right, which parcels are within the village, those are the ones that have the most merit. We received some unofficial feedback that the town was not going to be supportive of any treatment system that required going through the town property.

(Page 12 of the presentation) We all looked at the candidate sites very closely in the field. The Mayor, Village Administrator and Billy reviewed and debated them and the issues with each, extensively. This is a summary of the evaluation of the candidate sites, and you'll see there that we recommended that basically only two of the sites should be on a "short list" for potential use. All of the other sites are outside the village, or there's just no room. These are the only properties that exist in the village, and the number two property is privately owned. So, there is no other publicly owned property other than the parking lot, that would satisfy the requirement for citing a facility that's within the village proper. There is room at the DPW site, however that requires traveling through the town, and that has been put aside.

(Page 13 of the presentation) We did a survey of every building in the entire village of study area, and as you'll see on this table here, for every parcel ID and where there were multiple uses, we identified what was a use that was there, for instance, the first one restaurants, and we identified the number of seats that were there, or as best we could determine, and we assigned a wastewater flow, and that was done to every usable property within the study area in the village, and what we came up with by that parcel by parcel, building by building analysis, is that the existing code flow allowances would really be 65,000 gallons per day.

(Page 14 of the presentation) On the top corner, we put in a miscellaneous contingency of 10,000 gallons a day. So, the round numbers, we're looking at a minimum of 75,000 gallons a day is the required size of the treatment system, that to serve existing development, and we're sensitive to the CPF issue, should that be a potential funding source. At the bottom for each one of the study areas, they're all disaggregated by which properties or retail versus restaurants, residences, et cetera, to see where the demand/potential demand comes from. We have a great database on what exists.

(Page 15 & 16 of the presentation) For reference purposes, this table that illustrates the top 20 properties in the study areas in terms of flow, and in terms of wastewater generation really represent 45% of the total. It's not unusual to see the larger ones that be the top 20 to get to be at least a third, if not half of the flow in a commercial area, such as the village. Now, the other site that was a viable candidate is the 29 King Road site, which is an industrial parcel, because we really focused on that area of the village because it's adjacent to the agricultural area, and setbacks, and we have to worry about neighbors and all of that good thing. It was the best location. The Mayor and Administrator contacted property owners in that area that were being used for agricultural purposes, because that would've been an ideal location if we were surrounded by agricultural activity. All of those options have been heavily explored. Again, the village has gone out and spoke with the number of those property owners as well. On that slide, you'll see the DPW site and where the footprint of wastewater system there, if it would be held. So, those are the other ones.

Naturally, the basis for the parking lot is that we're not consuming land, we're not taking land out of tax rolls, and it's in your local control, and you can implement it at your discretion, but it has to be permitted by NYSDEC. We had a number of communications with the DEC and they have sent us some initial review letters, to which we responded. I'll just direct you to the email that's at the end, from the staff person at DEC, and the key issue I would urge the trustees to focus on there is that because we challenge the requirements for all the information, and frankly Assemblyman Thiele was very supportive and helped in the process. NYSDEC responded, as you see there, that this is unique design that they're not used to seeing, so that's their basis for requesting the additional information, which is understandable. So, in summary, the proposal is for the wastewater/water resource recovery facility, is under the parking lot, not going to consume any parking spaces, as well as there's land or we're not touching the other portion of the parking lot at all. So, that's available there, for expansion as needed - one of the questions that DEC even asked in the initial review.

There's a fair amount of vacant land near it. It's the school property, it's their fields, and then this childcare center is really the closest thing. Now, for the system, the questions are always about odor and noise. In terms of noise, all of the noise generating equipment, except one fan, is going to be below water. So, you're not going to hear any of those pumps, and the fan is enclosed in a sound attenuating unit. In terms of odor, there's a very aggressive odor control system that basically ventilates all of the tankage where foul odors can be and filters it. We've used these systems for well over 30 years successfully, and frankly in similar areas where we engineered a number of systems, not that dissimilar from what we're talking about here in Malibu, California, 15 years ago, and never had an odor complaint from fancy restaurants and retail establishments, and the treatment system was in a parking lot. So, it's very similar. Obviously, this one's a little bit larger, but again, the technology there, as a matter of fact, that was approved by the state to be able to produce what's referred to as Title 22 unrestricted non-potable reuse water. In other words, we produced water that could be used for anything except potable purposes. The technology has been around for over 20 years, we've engineered these, and the challenges obviously is going to be working in a relatively well-developed area. I don't want to diminish the construction issues that'll be issues, but they'll be temporary during construction. But, the operation of the facility is pretty simple, doesn't require a lot of sophisticated maintenance. The other beauty of the approach is that it's easy to turn on and turn off. The system is heavily modularized so that it, let's say, at the beginning of the season, units would be opened up, if you will, and towards the end of the system, certain units would be shut down, because they're not needed, and this is same thing that we've done over in Southampton and Hampton Bays at the Canoe Place Inn, and that system's been operating now for a good two years, and with total nitrogen averaging under two there, and the operator goes there twice a week, as required County, but, it's just to collect samples. Everything's relatively automatic. So, again, there's similar facilities nearby that have been operating for a long time, and we recommend this type of a technology versus what's called activated sludge, because they require a lot of operator retention as well as they don't respond well to change in flow conditions. Whereas this type of system doesn't get response well, short answer. So, weekend flows, high seasonal flows, not a problem. The other benefit is that your high flows are during the summer, warm period, treatment systems work better, it's biological, during a summer period. So, we would expect the water quality coming out to be exemplary, more than meet any requirements. That's the results of the work. Per my discussions with the Mayor, we've submitted a proposal to the village to complete the-

Mayor Larsen: So, let me interrupt and let me bring everybody up to speed on the villages side of this. So, when we first came into office, there was a study in progress by Nelson & Pope, I think the Village spent \$150,000, is that correct?

B. Hajek: Correct, that was the estimate. I don't know if that was the ultimate price.

Mayor Larsen: That was taxpayer money. There was no grant for that, if I'm correct, right?

B. Hajek: Correct.

Mayor Larsen: We came into office and we were having a difficult time really getting this project moving with that current company. I reached out to my friend Pio, who has been involved in our township for many, many years, and actually wrote the studies that from Hook Pond and recommended that we do a sewer system back in 2013. Nelson & Pope, the prior company, had identified several different potential locations, which we can't use for various reasons. One that was identified on North Main Street is under a deed or something, an easement, that doesn't allow it. Other locations were not large enough. Pio came up with this underground plan, which I think is great. The only issue is that the state has never granted this in its history, yet. We're just waiting for the state to make a decision. Dominique, our Treasurer, was able to secure a \$115,000 grant from the state, that we could use to explore these different options. We hired Pio's firm at 50,000, I think it was - just less than half of our grant. We were hoping to have an answer from DEC as to whether this would be permitted or not. As you heard in Pio's presentation, we do not have that answer yet. I asked Pio to put together a proposal to move forward with this project, to get an answer from New York State at a maximum cost of another \$50,000- it might be less, no matter how long it takes - it just depends on the state. It won't cost the Village, through our grant, any more than \$50,000 for your services until we get a definite answer, yes or no, from the State of New York. In my opinion, this is the best location just because it's underground, and it only has the small building above ground. You wouldn't even notice this. Our only other option is to go to our highway department, which is located in the Town of East Hampton, which would require us to go through their planning department for a site plan review process. We're at a crossroads right now with the village. We could either abandon Pio's idea and focus only on the highway department and put out a bid to get somebody to give us a price, and then start the process with the Town. Or, we could exhaust this idea, and if it then is turned down, we could then go to option B, which would be put it out to an RFP and use the highway department as our place, and then start the process with the town. This would be a lot simpler because the permissions would come through the village and not through another agency, other than the state. So, that's kind of where we are. We can table this and come back to it at an upcoming meeting. Or, what I'd like you to do is, if anybody would like, and I did this with Trustee Melendez, meet with Pio over in Hampton Bays where he did a similar project for a condominium complex, which is it's all underground, and you could see what it looks like. When we could come back to it we can make a determination whether we want to spend the extra grant money to move forward on the parking lot project, or we want to abandon the parking lot project and go for an RFP and put out a bid for the highway department.

Trustee Doyle: The questions that they had from the emails from Melissa, Scott, did you answer those questions, would be the next phase for you?

Mayor Larsen: It's a lot of work. It's beyond the scope of what we hired him for.

P. Lombardo: They're looking for a lot more detail, and our scope did not include applying for the permit. It was more to just have discussions with them. So, we frankly went the extra mile and made the initial application to create the dialogue. This is they want a lot of engineering work done.

Trustee Doyle: So, that's what would be done in the next phase?

P. Lombardo: That's correct. I would be responding to all their comments. One of the major items on there is they want SEQRA addressed, and that's a requirement.

Mayor Larsen: Pio, could you just explain that to the board and the public, what that is?

P. Lombardo: The SEQRA, they're going to require a long form environmental assessment. The board is going to have to adopt itself as the lead agency, and you'll make a determination. We would expect it to be a negative determination that it does not require an environmental impact statement, and that's the drill, and that applies to any project wherever it is.

Trustee Doyle: How long would it take, say you have the green light, to do these phases, and how much the construction phase and will it shut down parts of the village for a long time?

P. Lombardo: There is a timeline in the report, but once this next phase is done and, let's say, the permit is issued, then the village goes to a map and plan because then the next steps is the creation of a sewer district, and then once that district is formed, that under the best of circumstances, I would say this next phase probably is going to take up to six months. So, let's assume by the end of the year, it would be completed, and let's assume

everything's positive, I would look for the village to go down the road of establishing the district, one of the steps is preparation map and plan. The vast majority of it is done as part of this work, but there's obviously the legal pieces, public hearings, et cetera. You could establish that within six months, and then after that, you would pursue bonding authority, and that would be subject to permissive referendums. That once you have that, you now have the authority as a sewer district and you have the funding capability with the bonding to then proceed with detailed design. Detailed design's going to take 18 to perhaps 24 months, and then construction would start, let's say, within six plus months after that. So, you look in, at the end of the day, I always tell clients, something like this is easy four years from where we are today, but plan on five before, let me say, startup occurs.

Mayor Larsen: We also thought we would have the approval from DEC by December of '21, which didn't happen. So, we got kind of sidetracked with all these questions from DEC and then the scope of Pio's work expired, where he fulfilled it, and now there's all this new stuff from the state.

P. Lombardo: We went through the drill with the county, for the project in Hampton Bays. It took two years, because there, in Suffolk County and on Long Island, the technologies that are used there, there's not a lot of variety. So, we've had to go through, let me call it, a sharing of information process.

Mayor Larsen: The Suffolk County Department of Health regulates private projects.

P. Lombardo: Right.

Mayor Larsen: The DEC Department of Health regulates governmental projects.

Deputy Mayor Minardi: Regarding the laundry list that we're looking at, other than the SEQR determination in the long form review, is there anything else that stands out as being problematic or difficult?

P. Lombardo: Dept. of Public Health acts as DEC's agent for private, and they have jurisdiction. What we're talking about here in terms of the technology is exactly what's down the street. It's scale. It's basically the same thing, but just bigger scale, and think of it's modular. We tried that position with them, but they want more information. Now, in my opinion, they don't need it, but they need it for their professional purposes. I respect that. For instance, they want some virtual construction drawings. They want to see some details on what's it going to look like. So, not a problem, provided just now we're getting into a lot of detail. Frankly, we made an attempt. We did add quite a bit to our concept plan to provide the answers to that, but, there's a lot of detail that they're looking for. We didn't see anything there they're scared of, but it just takes time. This is not a problem for us to respond to. It's just going to take time, and we did acknowledge trying to respond, but then we had to say, "We can't do it anymore."

Trustee Amaden: I have a question. If we decided to table this and then not spend the \$50,000 and go the other route, what kind of timeline are we looking at for that?

P. Lombardo: I was going to say, well, you are looking at... I mean, first of all, you would have to select somebody to do the work. Depending on whether you selected us off automatically, or else you go out to bid, if you go out to bid, that adds easy four months. Then going through the Town's process, Billy can probably answer this better than I, but it's going to be a planned review, and then you're going to run into the issues like of neighbors and traffic and noise and how long it's going to take to go through that is anybody's guess.

Mayor Larsen: So, my feeling on this is that we should exhaust the parking lot option through DEC, and once they tell us, "No." Then we have no choice, but to then go to the Town, because I could see the first question's going to be, "Why don't you put it on village property?" If we have a viable location, we should explore that until we're told no. That's my opinion, and I hate to say, it's only going to cost us another \$50,000, but-

Trustee Melendez: It's from the grant.

Mayor Larsen: In the scheme of things, when this is going to be a \$28 million project, \$50,000, if it's approved, would be well worth it. There is one other location in the village that Pio described, which is 29 King Street, which is a private business, but that would require us to take that property, which is not going to be a pleasant experience for us or the owner. So, that's my recommendation, but I'm happy to table it until you guys have more time to think about it, and we can talk about it again at our next meeting, which is only in two weeks or so, three weeks. Or we can move forward. So, it's up to the board.

Trustee Melendez: I would say to move forward.

Deputy Mayor Minardi: I'd like to move forward as well.

Mayor Larsen: All right. So, we'll move forward with that.

Deputy Mayor Minardi: Billy, in SEQR determination and the EIS, do you have any feelings about having to do an environmental impact statement or what?

B. Hajek: It may not require an environmental impact statement. It's under Pio's scope. I think in his proposal to prepare the long form environmental assessment form for the board, the board can use that information and decide whether or not it's enough to make a SEQR declaration or a SEQR determination without an environmental impact statement. So, it'll be up to the board to decide. I don't know at this point whether or not you'd actually have to do a full-blown environmental impact statement.

P. Lombardo: There's been a number of sewer districts pursued in the South Fork over the past 10 to 15 years. I don't remember any of them going to an EIS. There's environmental assessment, which is proposed to be done, but I don't know any of them that went through environmental impact statement. Now, you're talking a year and a half, and a lot of months.

B. Hajek: So, what this plan, the whole project is, we're taking the existing sewage that's being generated by the existing uses, and treating it, and discharging it in the same groundwater management zone that it's being generated in, only at a much lower level of nitrogen and phosphorus. So, the perceived environmental benefit is there. We're not talking about increasing density or adding density at this point, I think those are the questions that could trigger potential other impacts. This is purely of taking the existing flow, treating it to a much more acceptable level. So, to me, it's a water quality benefit.

P. Lombardo: There are negative impacts, but they're construction related, temporary, and then there's mitigation measures that are identified, and that's some of the detail that they're looking for is how are the straw-bales and silt fences, where are they going to be in relation to where the wetlands are, et cetera. So, we're down at a very granular level on the review. Which I frankly would not have expected till later on.

Mayor Larsen: Right. Well, all right. So, Vinnie, how do we move forward with this? We'll submit that proposal to Marcos. We'll get it on for the next meeting and we'll approve it then.

P. Lombardo: All right. Thank you, Mayor for letting me speak in the office. Thank you.

Mayor Larsen: Thanks, Pio, for all your work.

P. Lombardo: All right. My pleasure. Thank you. It's a been a pleasure.

MOTIONS/RESOLUTIONS:

RESOLUTION #139-2022: Accept results of Village Election conducted on June 21, 2022.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?

Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye

Mayor Larsen: Aye. Passed and carried.

RESOLUTION #140-2022: Acknowledge Sarah Amaden and Carrie Doyle as Village Trustees, term to expire 2026.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?

Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye

Mayor Larsen: Aye. Passed and carried.

RESOLUTION #141-2022: Set regular monthly meeting date of the Board of Trustees for the 3rd Friday and Work Sessions for the 1st Thursday of each month at 11:00 a.m. to be held at the Emergency Services Bldg, 1 Cedar St.

RESOLUTION #141-2022

RESOLVED, that the regular meetings of the Board of Trustees of the Village of East Hampton for the 2022 - 2023 fiscal year be and are hereby established as follows:

Regular Meetings on the 3rd Friday and Work Sessions on the 1st Thursday of each month at 11:00 a.m. of each month at 11:00 a.m. to be held at the Emergency Services Building, 1 Cedar St.

FURTHER RESOLVED, that any additional or special meeting may be called, cancelled, or adjourned as permitted by law; and be it

FURTHER RESOLVED, that the Mayor may reschedule any of the above scheduled meetings upon proper posting, publication and notifications as required by law.

RESOLUTION #142-2022: Authorize payment in advance of audit claims for public utility services, postage, freight and express charges, medical insurance premiums, employee reimbursements and the village attorney for the 2022-2023 fiscal year.
 S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
 Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
 Mayor Larsen: Aye. Passed and carried.

RESOLUTION #140-2022: Acknowledge Sarah Amaden and Carrie Doyle as Village Trustees, term to expire 2026.
 S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
 Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
 Mayor Larsen: Aye. Passed and carried.

RESOLUTION #143-2022: Approve employee and appointed officers contracts and salary schedule (effective August 1, 2022), members and chairs (1-term as chairpersons) of various committees, official depositories, official newspaper and professional consultants as listed below.
 S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
 Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
 Mayor Larsen: Aye. Passed and carried.

BASE SALARY SCHEDULE

NAME	BASE SALARY	TITLE
Baladrón, Marcos	\$164,131.00	Village Administrator
Bennett, Pamela J.	\$116,082.00	Village Clerk/Stenographer
Steckowski, Susan	\$ 86,994.00	Principal Account Clerk/Registrar
Lester, June E.	\$ 42,584.00	Administrative Assistant
Dayton, Susan D.	\$ 72,778.00	Principal Clerk
Beyer, Linda	\$ 70,125.00	Secretary/Deputy Registrar
Cummings, Dominique	\$100,273.00	Treasurer
Plinton-Moseley, Pet-Rhona	\$ 50,000.00	Deputy Treasurer
McKay, Lorraine	\$ 56,650.00	Senior Office Assistant
Grabowski, Ann	\$ 68,410.00	Custodial Worker
Ballance Jr., Richard D.	\$ 76,284.00	Custodial Worker

BASE SALARY SCHEDULE (continued)

NAME	BASE SALARY	TITLE
Verity, Frederick A.	\$ 93,069.00	Custodial Worker III
Jacome, Ivan	\$ 45,000.00	Custodian Worker
Tracey, Michael	\$217,343.00	Police Chief
Midgett, Eric	\$ 46,366.00	Traffic Control Specialist
Byrd, Susanne M.	\$ 87,841.00	Office Assistant
Bennett, Layla	\$ 80,995.00	Senior Clerk
Preiato, Kimberly	\$ 75,430.00	Office Assistant
Foster, James P.	\$127,687.00	Public Safety Dispatcher III
Collum, Kenneth	\$127,212.00	Code Enforcement Officer
Preiato, Thomas	\$132,458.00	Building Inspector
Jahoda, Robert	\$ 74,621.00	Ordinance Inspector
Howie, John Kent	\$ 89,630.00	Senior Building Inspector
Carlo, Anthony	\$ 74,590.00	Critical Care/EMT

Eyde, Livia	\$ 62,911.00	Paramedic
Collins, David W.	\$117,513.00	Superintendent Department of Public Works
Bouker, Michael	\$104,776.00	Deputy Superintendent Department of Public Works
Helm, Jill	\$ 79,405.00	Clerk
Schaefer, Kevin	\$ 80,235.00	Maintenance Mechanic
Mederios, Tony	\$ 94,173.00	Crew Leader
Aldrich, Robert	\$ 94,173.00	Crew Leader
Yardley, Matthew	\$ 78,521.00	Groundskeeper
Saar, Raymond	\$ 65,428.00	Groundskeeper
MacPherson, Matthew	\$ 61,283.00	Groundskeeper
Anderson, Paul	\$ 84,751.00	Crew Leader
Field, Timmy M.	\$ 81,397.00	A.E.O
Miller, Jeffrey	\$ 82,464.00	A.E.O
Verity, Jeffrey M.	\$ 79,222.00	A.E.O
Yurkewitch, Joseph	\$ 56,235.00	A.E.O.
Downs, Darrin	\$ 73,919.00	A.E.O.
Schaefer, Daniel	\$ 67,220.00	A.E.O.
Jaycox, David	\$ 92,700.00	Mechanic III
Forde, Frank	\$ 79,657.00	Mechanic I
King, Robert	\$ 88,178.00	Mechanic II
Smith, Drew	\$ 77,250.00	Beach Manager
King, Hugh	\$ 44,510.00	Historic Site Manager
Hajek, William	\$110,768.00	Planner
Minardi, Chris	\$ 16,500.00	Deputy Mayor/Trustee
Amaden, Sarah	\$ 14,000.00	Trustee
Doyle, Carrie	\$ 14,000.00	Trustee
Melendez, Sandra	\$ 14,000.00	Trustee
Larsen, Gerard	\$ 26,000.00	Mayor
ZBA-DRB-PB - Chairs	\$ 7,000.00	each
ZBA-DRB-PB - Members	\$ 5,550.00	each

OFFICIAL NEWSPAPER: The East Hampton Star

OFFICIAL DEPOSITORIES:

1) Dime Bank, 2) Chase Bank, 3) Bank of America, 4) MBIA (NY Class) & 5) Wells Fargo (LOSAP)

PROFESSIONAL CONSULTANTS:

Cashin Associates, PC, Engineers	Lincoln IT
Carol Hayes Consulting, LLC	Messina, Perillo & Hill
Clark & Marshall, Real Estate Appraisers	Munistat, Municipal Financial Advisory Services
Duda Actuarial Consulting	NextGen ADV
En-Consultants, Wetland Flagging	PS Digital Long Island
Friedman, LLP Accountants	Praxis Public Relations
George H. Walbridge Co., Surveyors	Proudcity, Inc, Website
Hawkins, Delafield & Wood, LLP, Bond Counsel	Robert Hefner, Historic Consultant
Jackie Dunphy, LLC	Satty, Levine & Ciacco, Auditors
Jennifer Mesiano, Grant Consultant	Tarbet, Lester & Schoen, PLLC
Lamb & Barnosky, LLP, Special Counsel	The Raynor Group
Lee Bertrand Photography and Fine Art LLC	Vincent Toomey, Labor Counsel
Lighthouse Land Planning	Woods, Kimberly

EMERGENCY SERVICES OFFICERS:

Ann Grabowski, Chief E.H.V. Ambulance Association
 Lisa Charde, Asst. Chief, E.H.V. Ambulance Association
 Marcia Dias, Captain, E.H.V. Ambulance Association
 Olger Araya, Lieutenant, E.H.V. Ambulance Association
 Ian Hoyt, 2nd Lieutenant, E.H.V. Ambulance Association
 Duane Forrester, Chief, Fire Department
 Gregory Eberhart, 1st Assistant Chief, Fire Department
 Alex Ferdugo - 2nd Assistant Chief, Fire Department
 Bradford Billet – Emergency Manager

BOARD OF TRUSTEES COMMITTEES:

Jerry Larsen, Mayor – Police
 Chris Minardi, Deputy Mayor - Beaches
 Trustee Melendez, Trustee - Dept. of Public Works
 Carrie Doyle, Trustee – Ambulance
 Sarah Amaden, Trustee – Fire Department & Museums

- ETHICS BOARD: Frank Newbold as Chair, Rabbi Leibel Baumgarten, Pamela Bennett
- HERRICK PARK COMMITTEE: Trustee Melendez, Marcos Baladron, B. Hajek, Michael Tracey, David Collins, and representatives from The Village Preservation Society, the LVIS, Garden Club and E. H. Union Free School District
- SHORT-TERM RENTAL COMMITTEE: Dan Ujvari-Chair, Marcos Baladron, Judy Desiderio, Carol Hayes, Eric Kauffman, Ken Collum, David Driscoll, and Heather Baris
- HISTORIC PRESERVATION COMMITTEE: Frank Newbold and Larry Kane - Co-Chairs, Kevin O'Sullivan, Georgia DeHavenon & Adrienne Possillico
- CENTRAL SEWER COMMITTEE: Mayor Larsen- Chair, Marcos Baladrón, Vincent Messina, B. Hajek, Tom Priato, David Collins and Jennifer Mesiano.
- VILLAGE BUSINESS REVITALIZATION COMMITTEE: Sarah Amaden and Carrie Doyle – Co-Chairs, Alan Patricof, Valarie Smith, Mark Smith, Barbara Layton, Christina DeSanti and Marcos Baladrón

RESOLUTION #144-2022: Create Aesthetics Committee (Historic Preservation Sub-Committee); Sarah Amaden and Carrie Doyle – co-chairs.
 S. Melendez: So moved. J. Larsen: Seconded. J. Larsen: All in favor?
 Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
 Mayor Larsen: Aye. Passed and carried.

RESOLUTION #145-2022: Appoint Susan Steckowski as Registrar at an annual salary of \$1,000 and Linda Beyer as Deputy Registrar at an annual salary of \$600.
 S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
 Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
 Mayor Larsen: Aye. Passed and carried.

RESOLUTION #146-2022: Re-appoint Hugh R. King as Village Historian at no additional compensation.
 S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
 Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
 Mayor Larsen: Aye. Passed and carried.

RESOLUTION #147-2022: Re-appoint John McGuirk III as Chairman of the Zoning Board of Appeals, effective August 1, 2022 (term to expire 7/31/23).
 S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
 Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
 Mayor Larsen: Aye. Passed and carried.

RESOLUTION #148-2022: Re-appoint Robert Caruso as Chair of the Planning Board and Design Review Board, and Amy Dalene as Vice-Chair of the Design Review Board (term to expire 7/31/23).
 S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
 Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
 Mayor Larsen: Aye. Passed and carried.

RESOLUTION #149-2022: Accept Carrie Doyle’s resignation as a member of the Zoning Board of Appeals effective immediately.
 S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
 Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Abstained. Trustee Amaden: Aye
 Mayor Larsen: Aye. Passed and carried.

RESOLUTION #150-2022: Re-appoint Kristin Corwin, Elizabeth Ann Duffy and Amy Dalene as members of the Design Review Board, terms to expire 2024.
 S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
 Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
 Mayor Larsen: Aye. Passed and carried.

RESOLUTION # 151-2022: Employ seasonal beach staff: Lifeguard Subs: Matt Norklun & Charles Partellow at \$19/hr, Alexis Yurkewitch & Kevin Farrell at \$18/hr -and- Beach Attendants: Clair McGovern at \$15/hr & Will Linder at \$14/hr.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #152-2022: Approve a .50 cent per hour increase for Lifeguard Lt. Halle Kneeland and employ Rowan O'Brien as a beach attendant @ \$12 hourly (as per June 30th & July 3rd memos from D. Smith)

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION # 153-2022: Authorizing the transfer of up to \$500,000 from the Undesignated Fund Balance to the Capital Reserve Fund.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #154-2022: Authorizing the transfer of up to \$350,000.00 from the Undesignated Fund Balance to the EBLR Fund (Employee Benefit Leave Reserve Fund).

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #155-2022: Approve Whitmore's \$8,450 estimate to remove damaged large Sycamore Maple at Herrick Park.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #156-2022: Approve NYSID's (N.Y.S. Industries for the Disabled) \$38,125 estimate to perform digital scanning services of file documents (NYS Contract and approximately 225,000 pages).

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #157-2022: Authorizing the Village Attorney's office to perform listed actions.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #157-2022

WHEREAS, it is in the interest of the people of the Village of East Hampton to properly enforce the local laws and ordinances of the Village of East Hampton, and to further enforce applicable State and Federal laws and regulations where enforcement powers thereof have properly vested in the Village of East Hampton; and

WHEREAS, it is further in the interest of the people of the Village of East Hampton to appear in and defend against any/all actions and proceedings commenced in any court, forum or venue brought against the Village of East Hampton, and/or any of its Boards, Bodies or Agencies in any court, forum or venue; and

WHEREAS, the Village Attorneys are the proper governmental appointees to enforce the aforesaid laws, ordinances and regulations, and to defend said actions and proceedings;

NOW, THEREFORE, on a motion of Trustee Melendez, seconded by Trustee Minardi, be it

RESOLVED, that the Village Attorneys of the Village of East Hampton, and or their designee and/or such other counsel as they may employ within budgetary limits, is hereby authorized, to commence, prosecute and/or defend any action or proceeding in law or equity, in any court, forum or venue as follows:

- (a) Enforce or compel compliance with the ordinances and local laws of the Village of East Hampton and any Regulation thereunder in any instance where there exists reasonable cause to believe a violation of said Code or Regulation has occurred or is about to occur; and
- (b) To enforce or compel compliance with any statute or regulation of the State of New York or the United States where enforcement power thereof has properly vested in the Village of East Hampton, and where there exists reasonable cause to believe a violation of said statutes or regulations has occurred or is about to occur; and
- (c) To enforce or compel compliance with any contractual or legal obligation which exists between the Village of East Hampton, or any Board, Body or Agency and any other party; and
- (d) To appear for, defend and settle on behalf of the Village of East Hampton, or any Board, Body or Agency, any claim, action, proceeding, or potential litigation, brought by or against the Village of East Hampton, its agents, officers and employees, and other proper persons where said appearance is permissible by law; and
- (e) To carry out the stated policies, goals and objectives of the Village of East Hampton or to act in any proper court, forum or venue in furtherance of the stated policies, goals and objectives of the Village of East Hampton and such action may be reasonably related to the furtherance of said policies, goals and objectives; and be it further

RESOLVED, that the Village Attorneys and/or their designee is hereby authorized to take any steps reasonably and prudently necessary to consummate a duly authorized acquisition or conveyance of real or personal property on behalf of the Village of East Hampton; and be it further

RESOLVED, that the Village Attorneys and/or their designee is hereby authorized to commence, defend and settle litigation presently pending or commenced hereinafter, or potential litigation within budgetary appropriations; and be it further

RESOLVED, that any actions or proceedings heretofore commenced by the Village of East Hampton, and any actions to which the Village of East Hampton, or any Board, body or Agency of the Village has been made a party in which the Village Attorneys or their designated counsel has heretofore appeared are hereby ratified and authorized; and be it further

RESOLVED, that the Village and/or their designee is hereby authorized to enter into any contracts and/or to continue to act pursuant to presently executed contracts in connection with their duties subject to budgetary requirements; and be it further

RESOLVED, that the Village Attorneys and/or their designee is hereby authorized to enter into any contracts and/or to retain the services of court reporting service providers, title examination service providers, property appraisers, legal publishers, outside counsel firms, and/or experts, consultants or other outside professionals in any field required by pending or potential litigation or otherwise determined necessary to carry out the duties of the Village Attorneys' Office; and be it further

RESOLVED, that the Village Attorneys are hereby authorized to execute Memorandums of Understanding concerning potential labor agreements in anticipation of final ratification of the contracts by the Village Board.

RESOLUTION #158-2022: RESOLVED, that the Village Attorneys' Office is hereby appointed to represent the Board of Appeals of the Village of East Hampton in actions and proceedings to which the Board is a party, and the Village Attorneys' Office is further authorized to appear before the Village of East Hampton as an advocate on behalf of the Village of East Hampton.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #159-2022: RESOLVED, that Susan Steckowski be and is hereby authorized, empowered and directed to notify the New York State Employees Retirement System and the Suffolk County Civil Service Department that during 2022/2023 fiscal year the Village Administrator, the Treasurer and Mayor Larsen, may sign all payrolls for the Village of East Hampton.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #160-2022: RESOLVED, during the 2022/2023 fiscal year, the following individuals are authorized to access the payroll production system: Mayor Larsen, Marcos Baladrón, Dominique Cummings, Susan Steckowski and Pet-Phona Plinton-Moseley.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #161-2022: RESOLVED, that the Comptroller and/or Village Attorneys be and hereby are authorized to obtain, within budgetary limits, an appraisal or update thereof of any Village property be it real or personal; and be it further RESOLVED, that the Village Treasurer and the Village Administrator be and hereby is authorized to obtain, within budgetary limits, actuarial services.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #162-2022: RESOLVED, that the any responsibility for administration of the investment program of the Village of East Hampton is delegated to the Village Administrator and the Village Treasurer, to invest monies, designate banks and/or trust companies as depositories of the Village of East Hampton, and hereby be authorized to contract for the purchase of investments or establishing any bank or trust accounts, and be it further RESOLVED, that the current Investment Policy and cash management policy are hereby adopted and ratified.

S. Melendez: So moved. C. Doyle: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #163-2022: Authorizing the Village Administrator to invest idle funds of the Village of East Hampton for the 2022/2023 fiscal year pursuant to law.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #164-2022: RESOLVED, that the following banks or trust companies operating within the Village of East Hampton be and they are hereby designated as depositories of Village of East Hampton funds for the 2022/2023 fiscal year: Dime Bank, Chase Bank, Bank of America, MBIA (NY Class) and Wells Fargo (LOSAP) and be it further RESOLVED, that the Mayor is authorized to enter into agreements with the above banks and trust companies, and to amend such agreements from time to time, which agreements provide for the ordinary and necessary banking service incident to acting as a depository; and be it further RESOLVED, that the Mayor is authorized to enter into agreements with the banks and trust companies designated by the above-mentioned financial institutions to serve as a custodial bank holding collateral to secure deposits of Village of East Hampton funds held by these institutions; and be it further RESOLVED, that the preceding paragraphs be made part and parcel of the Investment Policy for the Village of East Hampton.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #165-2022: WHEREAS, the Village of East Hampton enters into numerous professional services agreements, public works and purchase contracts; and WHEREAS, during the course of performance of some of those contracts it is necessary to execute amendments, modifications and change orders within the scope of construction/services and when time is of the essence, NOW, THEREFORE, on motion of Trustee Minardi, seconded by Trustee Melendez, be it RESOLVED, that the Mayor be and hereby is authorized to execute amendments, change orders and/or modifications to professional services agreements, public works contracts and purchase contracts that in total do not exceed 10% of the total contract price.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

RESOLUTION #166-2022: Adopt procurement policy. (no changes from current policy)

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the VILLAGE OF EAST HAMPTON involved in the procurement process, now, therefore, be it

RESOLVED, that the VILLAGE OF EAST HAMPTON does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF EAST HAMPTON

Section 1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another government entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

As permitted by Section 103 (16) of the General Municipal Law, the Village is authorized to purchase goods and services (exempt from competitive bidding) through the use of contracts that are let by the United States or any agency thereof, any state or any other political subdivision or district therein (also known as "piggybacking") so long as the contract was bid in accordance with the provisions of General Municipal Law Section 103. Also pursuant to GML Section 103, the Village is authorized to purchase from purchasing cooperatives upon approval by resolution of the Board of Trustees to join said purchasing cooperative.

Section 2. All goods and services will be secured by use of written request for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000.00 and public works contracts over \$35,000.00; goods purchased from agencies for the blind or severely handicapped pursuant to section 175-b of the State Finance Law; goods purchased under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of the policy:

RESOLUTION #166-2022 (continued)
PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

Section 3. A. General:

All vendors must be approved by the Administrator's office prior to the placement of any orders.

1. Purchase orders must be obtained for all expenditures exceeding **\$750.00**. Expenditures shall be defined as goods, materials, and services or any combination thereof.
2. All purchase orders must sufficiently detail the item or items to be purchased. All purchase orders must be approved by the Village Administrator and Department head before incurring the expenditure.
3. Only department heads and members of the Board of Trustees may submit purchase orders.
4. Any willful attempt to bypass the purchase order policy as stated herein shall be noted and brought to the attention of the Board of Trustees. Particular attention shall be paid to avoid splitting purchases of like materials so as to avoid exceeding the purchase order limits established herein.

B. Written Estimates:

Two or more estimates (quotes) must be obtained for all purchases of materials in excess of **\$2,000.00**. All purchase orders involving labor must comply with this policy regarding written estimates. All written estimates should be attached to the purchase order at the time of submission. Purchases made from approved State, County or local bids are not required to obtain any additional written estimates but are still required to obtain purchase orders.

C. Exemptions:

1. The following expenditures are exempt from the purchase order requirement:
 - a. Employee travel expenses for overnight travel, which have been approved by the Village Board.
 - b. Reimbursement of petty cash funds.
 - c. Utility bills: PSEG, Telephone/Internet/Media service provider, Suffolk County Water Authority, Gas (electronic payments for utilities are permitted).
 - d. Interdepartmental charges; for example, water billings, gas billings, vehicle repairs, etc.
 - e. Medical examinations, veterinarian fees, insurance claims (medical and workers' compensation), medical insurance premiums.
 - f. Legal advertising and public notices in publications as required by law.
 - g. Postage meter cost.
 - h. Labor or services provided by Village employees.
 - i. Credit card statements (Resolution #4-2021; Credit Card Use & Policy Allow payment outside of warrant to avoid late charges, adopted 1-7-21)

D. Emergency Provisions:

This policy and related policies established by the Board of Trustees may be waived under emergency conditions. Emergency conditions include but are not limited to the following:

1. Civil defense emergency, fire, hurricane, or severe storm conditions.
2. Stranding of marine mammal.
3. Circumstances that might imperil public health or public safety.

Under emergency conditions, any Village employee or official compelled to incur an expenditure that would ordinarily require a purchase order may incur same provided he or she documents said emergency and the necessity for such purchase. A purchase order shall be submitted after the emergency has subsided.

RESOLUTION #166-2022 (continued) PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

4. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

5. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the VILLAGE OF EAST HAMPTON to solicit quotations or document the basis for not accepting the lowest bid:

- a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the BOARD OF TRUSTEES shall take into consideration to the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following; services of an attorney; services of a physician, technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packing software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

RESOLUTION #167-2022: Appoint Bradford Billet as Emergency Manager.

S. Melendez: So moved. C. Minardi: Seconded. J. Larsen: All in favor?
Deputy Mayor C. Minardi: Aye. Trustee Melendez: Aye. Trustee Doyle: Aye. Trustee Amaden: Aye
Mayor Larsen: Aye. Passed and carried.

Mayor Larsen: If I could just comment on this. Brad has extensive experience with the New York City Emergency Management. The Village Police Chief requested Brad become the Emergency Manager. The Police Chief, who was the emergency manager, will now act as the Public Safety Coordinator for all of the village. So, in preparing for an emergency, the Chief will coordinate with the Fire Department, the Ambulance Association and the Highway Department. During emergencies, that's when the emergency manager and the coordinator will work together with all of the department heads at our Emergency Management Room, which we have here at village headquarters. It should work out very well, having some additional help for the chief. Mike has done a great job with it over the years. Years ago, when I was chief, we set up this emergency management room, which was Chief Tracey's idea, and it's been working very well ever since. It is at no additional compensation.

Trustee Melendez made a motion to close the meeting at 12:20 p.m., and enter into an executive session to discuss personnel, seconded by Deputy Mayor Minardi and carried unanimously.

(APPROVED BY BOARD OF TRUSTEES SEPTEMBER 16, 2022)

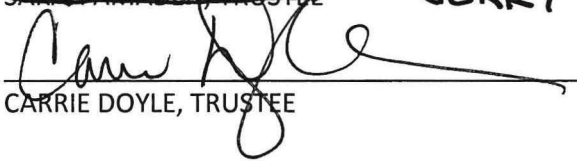

PAMELA J. BENNETT, VILLAGE CLERK


JERRY LARSEN, MAYOR **SARAH AMADEN, TRUSTEE**


CHRIS MINARDI, DEPUTY MAYOR/TRUSTEE


TRUSTEE MELENDEZ, TRUSTEE


~~SARAH AMADEN, TRUSTEE~~ **JERRY LARSEN, MAYOR**


CARRIE DOYLE, TRUSTEE