

KENNETH SCHMITT
Town Supervisor

SUZANNE MC DONOUGH
Town Councilwoman
Deputy Supervisor

MICHAEL A. BARILE
Town Councilman
FRANK D. LOMBARDI
Town Councilman
ROBERT F. SCHANIL, JR.
Town Councilman

TOWN OF CARMEL
TOWN HALL

60 McAlpin Avenue
Mahopac, New York 10541
Tel. (845) 628-1500 • Fax (845) 628-6836
www.carmelny.org

ANN SPOFFORD
Town Clerk

KATHLEEN KRAUS
Receiver of Taxes

MICHAEL SIMONE
Superintendent of Highways
Tel. (845) 628-7474

TOWN BOARD VOTING MEETING
Wednesday, May 5, 2021 7:00pm

PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE

6:15pm Executive Session:

1. Councilmen Lombardi and Schanil – IBTA Contract Negotiations Update

Town Board Voting Meeting:

- Accept Town Board Minutes April 7, 2021
1. Res: Authorizing Chief of Police to Proceed with the Purchase and Installation of Digital License Plate Readers
 2. Res: Acknowledge Emergency Payment for Repairs and Services – CWD#14
 3. Res: Authorizing Additions/Deletions of the Mahopac Volunteer Fire Department
 4. Res: Authorizing Mailing of Lake Secor Park District Newsletter
 5. Res: Setting Rates for 2021 Seasonal Employees – Lake Secor Park District
 6. Res: Making Appointment to the Lake Secor Park District Advisory Board
 7. Amended Resolution Authorizing Refund of Building Permit Fee
 8. Res: Accepting Proposal and Authorizing Entry into Agreement for Engineering Consulting and Design Services - Carmel Sewer District #1
 9. Res: Authorizing Submission of Grant Application - Hudson Valley Greenway Planning Grant Program
- **Public Comment (Three (3) Minutes on Agenda Items Only)**
 - **Town Board Member Comments**

Open Forum:

- **Public Comments on New Town Related Business (Three (3) Minutes Maximum for Town Residents, Property Owners & Business Owners Only)**
- **Town Board Member Comments/Announcements**
- **Adjournment**

RESOLUTION #1

**RESOLUTION AUTHORIZING CHIEF OF POLICE
TO PROCEED WITH THE PURCHASE AND INSTALLATION OF DIGITAL LICENSE PLATE
READERS**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Chief of Police Anthony Hoffmann to proceed with the purchase and installation of two (2) new fixed license plate reader units (LPR) and one (1) mobile license plate reader (LPR) for a patrol vehicle, from Digital Surveillance Systems, Inc., Buffalo, NY at a total cost not to exceed \$39,716.47 under New York State Contract PT68787; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to sign all necessary documents to purchase said equipment from the vendor set forth herein in accordance with the bid/contract quotation date April 1, 2021; and

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget revisions to effect the aforesaid purchase transaction authorized herein.

Resolution Offered by: _____

Seconded by: _____

Roll Call Vote:	<u>YES</u>	<u>NO</u>
Robert Schanil	___	___
Michael Barile	___	___
Frank Lombardi	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

RESOLUTION #2

RESOLUTION ACKNOWLEDGING PERFORMANCE OF EMERGENCY REPAIRS CARMEL WATER AND SEWER DISTRICTS

RESOLVED, the Town Board of the Town of Carmel, acting as Commissioners of the various water and sewer districts of the Town of Carmel, hereby acknowledges the emergency performance of water and sewer district collection system/distribution system and treatment facilities repairs, all as fully detailed in the memoranda of Town Engineer Richard J. Franzetti, P.E. to the Town Board dated April 14, 2021, as attached hereto and made a part thereof.

Resolution

Offered by: _____

Seconded by: _____

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Schanil	___	___
Michael Barile	___	___
Frank Lombardi	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

Richard J. Franzetti, P.E.
Town Engineer



(845) 628-1500
(845) 628-2087
Fax (845) 628-7085

Office of the Town Engineer
60 McAlpin Avenue
Mahopac, New York 10541

MEMORANDUM

To: Carmel Town Board

From: Richard J. Franzetti P.E. Town Engineer 

Date: April 14, 2021

Re: Emergency Repairs/Services

This memorandum is being presented to the Town Board to advise the Board of emergency invoices that were submitted for payment in excess of \$10,000.00 for services rendered. The following provides a brief a summary of the work that was performed.

- CWD 14 ~ Red Mill Well Pump Failure

On April 6, 2021, Bee and Jay, the operator for the CWD 14 alerted the Engineering Department that the main pump serving this district failed due to power surges. Attached is an invoice in the amount of \$12,957.75 to replace the well pump.

This invoice has been submitted to insurance for reimbursement.

We request that this memorandum be put into the agenda as a matter of record.

EXHIBIT "B"

**Emergency Justification Form
Town of Carmel Procurement Policy**

Procurement Policy, Section VI: Emergency Procurement

Subdivision (4) of General Municipal Law §103 sets forth an exception to purchasing and bidding requirements for emergency situations

Department: Engineering

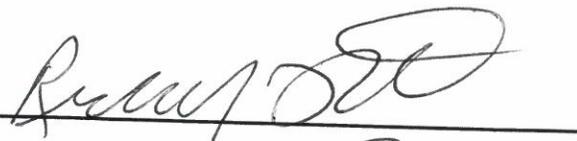
Vendor names: Bee and Jay

Nature of emergency: Red Mills Pump Station

Estimated cost: See attached invoice

There are three basic statutory criteria to be met in order to fall within the emergency purchase exception. State the basis for identifying an emergency purchase or service, check any that apply:

- The situation arose out of an accident or unforeseen occurrence or condition.
- Public buildings, public property, or the life, health, safety or property of the political sub-division's residents were affected.
- The situation required immediate action, which could not await competitive bidding.
- The emergency purchases or services exceeded **\$10,000** and will be submitted to the Town Board for presentation at a Town Board Meeting to acknowledge said emergency. A Town Board Resolution should be passed acknowledging the same.
- Other (provide explanation):

Purchasing Agent's signature for approval: 

Department Head's signature for approval: 



P.O. Box 78 - 719 Route 6 - Mahopac, NY 10541
 p: 845.628.3924 f: 845.628.4062
 e: service@beeandjay.com

INVOICE

DATE	INVOICE #
4/8/2021	97628

www.BEEANDJAY.com

BILL TO:

Town of Carmel, CWD#14
 Engineering Department
 60 McAlpin Avenue
 Mahopac, NY 10541

SERVICE LOCATION:

Red Mills Pump Station
 Mahopac, NY

PROFESSIONAL SERVICE 57 YEARS 1964-2021

Master Plumbers Lic.#s W.C. 556 P.C. 363

CUSTOMER #	TERMS	MECHANIC	SERVICE DATE	WORK ORDER #	
845 628 2087	Due Upon Receipt	EK	4/6/2021	39846	
ITEM	QTY/HRS	DESCRIPTION		RATE	AMOUNT
Description		CWD# 14 Red Mills Pump Station - 4/6 Emergency Main pump failure. Switched over to back up emergency well, filled system, tested and found main 7.5 hp submersible pump burnt out. 4/7/2021- Pulled and replaced 7.5 hp submersible complete and restored into system.			
Labor TOC Tech	2	1- Tech Plb 4/6/2021		185.00	370.00T
Labor TOC Tech	5	1- Tech Plb 4/6/2021		185.00	925.00T
Labor TOC Tech	7	1- Tech Plb 4/7/2021		185.00	1,295.00T
Labor TOC Lab...	7	1-Laborer 4/7/21		140.00	980.00T
Material		1- Goulds 7.5 hp Motor		2,172.00	2,172.00T
Material		1- Goulds Pump End		3,586.00	3,586.00T
Material		120 Feet 2" SCH 120 Pipe		1,078.00	1,078.00T
Material		130 Feet 8-4 Sub Cable		715.00	715.00T
Material		1- 2x5 Br Nipple		79.75	79.75T
Material		10 Rolls Tape		50.00	50.00T
Material		2- Sets Heat Shrinks		44.00	44.00T
Material		1- 2" Line Check		163.00	163.00T
Boom Truck		Boom Truck		1,500.00	1,500.00T
		Certificate on File		0.00%	0.00

** Invoices not paid when due will be subjected to a finance charge of 1.5% per month

Total Due \$12,957.75

WE ACCEPT ALL MAJOR CREDIT CARDS !!

CARD TYPE: VISA MASTERCARD AMERICAN EXPRESS DISCOVER DINER'S CLUB OTHER _____

CARDHOLDER/NAME: _____ SIGNATURE: _____

CARD# _____ EXP. DATE: _____ CID # _____

EMAIL: _____

RESOLUTION #3

RESOLUTION AUTHORIZING ADDITIONS AND DELETIONS TO THE ACTIVE LIST OF THE MAHOPAC VOLUNTEER FIRE DEPARTMENT

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the addition of the following names to the active list of the Mahopac Volunteer Fire Department:

Brian Whitten, Mahopac, NY
Keira M. Sullivan, Mahopac, NY

AND BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby authorizes the deletion of the following names to the active list of the Mahopac Volunteer Fire Department:

Kurt M. Beger;
Janine Angelo;
Michael Podeia;
Nythia Thomas;
Samantha Brown;
William Frake, III
Maxwell Senger;
Kellianne Carmaretta;
Joseph Bilotto;

AND BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby authorizes the modification of the status of the following individuals from Active to Exempt as members of the Mahopac Volunteer Fire Department:

Lucas Peterson
Christopher Pfaffenberger

Resolution

Offered by: _____

Seconded by: _____

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Schanil	___	___
Michael Barile	___	___
Frank Lombardi	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

RESOLUTION #4

**RESOLUTION AUTHORIZING MAILING
OF LAKE SECOR PARK DISTRICT NEWSLETTER**

RESOLVED that the Town Board of the Town of Carmel, acting as the Commissioners of the Lake Secor Park District, hereby authorizes the mailing of the Spring 2021 newsletter as prepared by the Lake Secor Park District Committee to all properties within the district and further directs that the cost thereof be charged as a district expense.

Resolution

Offered by: _____

Seconded by: _____

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Schanil	___	___
Michael Barile	___	___
Frank Lombardi	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

RESOLUTION #5

**RESOLUTION SETTING RATES FOR 2021 SEASONAL EMPLOYEES
LAKE SECOR PARK DISTRICT**

RESOLVED that the Town Board of the Town of Carmel, acting as the Commissioners of the Lake Secor Park District, hereby sets the following rates for Lifeguards in 2021.

POSITION	MAXIMUM RATE OF PAY
Lifeguard	\$13.00 to \$17.00/hr
Head Guard	\$20.00/hr

Resolution

Offered by: _____

Seconded by: _____

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Schanil	___	___
Michael Barile	___	___
Frank Lombardi	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

RESOLUTION #6

**RESOLUTION MAKING APPOINTMENT
TO LAKE SECOR PARK DISTRICT ADVISORY BOARD**

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the Lake Secor Park District, hereby appoints Raymond Sochor the Town of Carmel Lake Secor Park District Advisory Board effective immediately.

Resolution

Offered by: _____

Seconded by: _____

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Schanil	___	___
Michael Barile	___	___
Frank Lombardi	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

RESOLUTION #7

**AMENDED RESOLUTION AUTHORIZING REFUND OF
BUILDING PERMIT FEE**

RESOLVED that, upon the recommendation of Town of Carmel Director of Codes Enforcement Michael Carnazza, the Town Board of the Town of Carmel hereby authorizes the refund of the fee paid for permit application previously paid for #20-1311 by United Pump & Tank Inc., Wallkill, NY in the amount of \$660.00.

Resolution

Offered by: _____

Seconded by: _____

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Schanil	___	___
Michael Barile	___	___
Frank Lombardi	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

RESOLUTION # 8

RESOLUTION ACCEPTING PROPOSAL AND AUTHORIZING ENTRY INTO AGREEMENT FOR ENGINEERING CONSULTING AND DESIGN SERVICES – CARMEL SEWER DISTRICT #1

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of Town of Carmel Sewer District #1, hereby waives the application of its adopted procurement policy and hereby authorizes entry into a contract with J. Robert Folchetti Associates, LLC, Brewster, NY for services to be rendered in negotiations with the City of New York/City of New York Department of Environmental Protection for the proposed Carmel Sewer District #1 Wastewater Treatment Plant acquisition and expansion, as well as wastewater treatment plant and collection system design and construction administration services rendered subsequent to such acquisition, said contract to be in form as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED that the parties agree that all payments due and owing to J. Robert Folchetti Associates, LLC, shall be made on a pass-through basis as and when received and collected by the Town of Carmel. The parties agree that the Town of Carmel shall not be responsible for making any direct payments to JFRA other than those contained in the subsequent agreement between the NYCDEP and the Town of Carmel.

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to accept said proposal and to execute the referenced contract and any other documentation necessary to effect the authorization contained herein.

Resolution

Offered by: _____

Seconded by: _____

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Schanil	___	___
Michael Barile	___	___
Frank Lombardi	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

AGREEMENT

THIS AGREEMENT, made this ___ day of April, 2021, by and between the TOWN OF CARMEL, with offices at Town Hall, 60 McAlpin Avenue, Mahopac, New York 10541 (hereinafter referred to as the "TOWN"), and J. ROBERT FOLCHETTI & ASSOCIATES, LLC (hereinafter referred to as "JRFA"), whose address is 31 Sodom Road, Brewster, N.Y.

WITNESSETH:

WHEREAS, the TOWN desires to secure the services of a licensed professional engineer to provide consulting engineering services to the TOWN for the purpose of negotiating the transfer of ownership of the NYCDEP owned Mahopac Wastewater Treatment Plant to the Town along with the payment by NYCDEP of estimated district formation, design, and construction costs to the Town; and;

WHEREAS, JRFA is an experienced engineering Firm duly licensed by the State of New York, and has previously negotiated such a transfer and payment of similar costs by NYCDEP to a neighboring Putnam County community, and has previously designed the improvements necessitated by such transfers, and is willing to be retained as consulting and design engineer for the TOWN in connection with the transfer of ownership of the NYCDEP owned Mahopac Wastewater Treatment Plant to the TOWN;

NOW THEREFORE IT IS AGREED:

SECTION I - EMPLOYMENT

JRFA is hereby retained to provide consulting engineering services to the Town in form, scope and detail as outlined below.

Basic Services: The Parties hereby agree that JRFA shall perform all basic services for such compensation as set forth in Section II herein. Basic services shall include, but not be limited to, the following:

1. Develop scope of Town of Carmel terms (VOB is the model)
2. District Formation
 - 2.1 Identify district limits, properties, and flow basins
 - 2.2 Develop flow estimates by drainage basin
 - 2.3 Preliminary Layout
 - 2.3.1 Gravity Sewer
 - 2.3.2 Pump Stations & Force Mains
 - 2.4 Assess impact on:
 - 2.4.1 CSD1 Sewer capacity
 - 2.4.2 White Sail PS Capacity
 - 2.5 Preliminary Identification of construction permits
 - 2.6 Cost Estimate
3. WWTP Expansion
 - 3.1 Evaluate current DEP plant & processes
 - 3.1.1 Unit Process treatment age & efficiency

- 3.1.2 Capability to meet new permit requirements
 - 3.1.3 Life expectancy
 - 3.1.4 Expandability
 - 3.1.5 Permit limits and future requirements
 - 3.1.6 Site capacity
 - 3.2 Cost Estimate
4. Negotiations and Contract Terms
- 4.1 Lead negotiations along with council and counsel
 - 4.2 Attend all negotiation sessions
 - 4.3 Review all drafts of Contract until signing

Capital Projects: The Parties hereby agree that all engineering work, including design, bid assistance and construction related to the Mahopac WWTP, the diversion and the associated collection system resulting from any subsequent agreement between NYCDEP and the TOWN as a result of these negotiations shall be awarded to JRFA.

The parties further agree that the scope and price for engineering services rendered in connection with these capital projects for such work shall be as reflected in the cost estimates and payments agreed to be made to the TOWN by NYCDEP in the subsequent agreement between the NYCDEP and the TOWN.

SECTION II - COMPENSATION

JRFA agrees to provide the *Basic Services* identified in Section I above at no cost in exchange for the award of the engineering work as identified in the *Capital Projects* paragraph above. Any fees due and owing to JRFA as a result of the subsequent agreement between NYCDEP and the TOWN shall be made by the TOWN upon receipt of said funds from NYCDEP. Accordingly, the parties agree that all payments due and owing to JRFA shall be made on a pass-through basis as and when received and collected by the TOWN. The parties agree that the TOWN shall not be responsible for making any direct payments to JRFA other than those contained in the subsequent agreement between the NYCDEP and the TOWN.

SECTION III - INDEMNIFICATION

TOWN agrees to JRFA and hold JRFA harmless from any and all judgments, losses, costs and expenses and the like, including attorney's fees incurred by reasons of the action or omission of JRFA or his agents, servants or employees, in connection with JRFA's provision of services under this agreement except for intentional negligence. Nonetheless, JRFA agrees to maintain professional malpractice insurance at all times during this agreement in a minimum amount of Two Million and no/hundredths (\$2,000,000.00) dollars.

SECTION IV- JRFA NOT AN EMPLOYEE

It is further understood and agreed by the TOWN that JRFA shall serve in the capacity of an independent contractor. JRFA agrees not to hold themselves out as an officer or employee of the TOWN nor shall they make any claim against the TOWN as an officer or employee thereof for such benefits as Workers Compensation coverage, Unemployment Insurance benefits, Social Security coverage or Retirement Membership or Credit or any other benefits accruing to said officers or employees of the TOWN. Nothing contained herein shall be deemed to prohibit the TOWN from providing said benefits if it is legally permissible and if the TOWN elects to do so.

RESOLUTION #9
RESOLUTION AUTHORIZING
SUBMISSION OF GRANT APPLICATION
HUDSON VALLEY GREENWAY PLANNING GRANT PROGRAM

WHEREAS, the Town of Carmel intends to apply for a grant under the Hudson River Valley Greenway Grant Program for the project currently entitled “Swan Cove Waterfront Revitalization Planning Project”, to be located within the Town of Carmel;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and approves the submission an application for a grant under the Hudson River Valley Greenway Grant Program for the project currently entitled “Swan Cove Waterfront Revitalization Planning Project”, said application to be in form as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to execute said Grant Application in accordance with the provisions thereof.

Resolution

Offered by: _____

Seconded by: _____

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Schanil	_____	_____
Michael Barile	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Kenneth Schmitt	_____	_____



Hudson River Valley Greenway

BARNABAS MCHENRY
Chairman
Greenway Council

KEVIN BURKE
Chairman
Greenway Conservancy

SCOTT KELLER
Executive Director

Hudson River Valley Greenway Planning Grant Application

**Note: You must save this form to your computer before filling it out.
Forms must be completed using Adobe Acrobat 7.0 or higher.**

Part A – Grant Type

Please select the category of Hudson River Valley Greenway Grant program to which you are applying:

Greenway Community Grant Program: Open to all designated Greenway Communities

Greenway Compact Grant: Open to communities that have adopted an approved Greenway Compact Plan

For a map of the Greenway Communities and Compact Communities, please visit hudsongreenway.ny.gov/greenway-area-map.

Part B – Applicant Information

1. Lead Applicant Community: (Fiscal Agent)

of:

In County:

NYS Vendor ID#:

Federal Tax ID#:

Co-Applicant(s):

In County:

In County:

In County:

Applications must be received by close of business on deadline. 2021 deadlines are May 7, Sep 10, & Nov 8.

2. Signatory & Lead Contact Information

Signatory of Lead Applicant Community

Name:

Title:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

Lead Contact Person (if different from Signatory)

Name:

Title:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

Part C – General Project Information

1. Project Name:

2. Project Location (Site Address):

City/Town/Village(s):

State: NY

Zip:

County/Counties:

3. Applicant's Interest in Property (e.g. own, lease, easement, etc.):

4. Please list any local, state, and federal permits or reviews that are necessary for this project, and indicate whether you have applied for these:

5. Letters of Support: Below, please list the names of the organizations providing any attached support letters demonstrating that the project is endorsed by project site owners (if not applicant), co-applicants, involved state or federally operated sites or municipalities, and any other individuals or organizations.

Applications must be received by close of business on deadline. 2021 deadlines are May 7, Sep 10, & Nov 8.

Part D – Project Description & Consistency with Greenway Goals

1. Please provide a brief, 50-word summary of the proposed project.

2. Please choose only one of the following project types:

Open-space inventory/preservation

Natural resource inventory/preservation

Recreational/trail

Other, please specify:

Comprehensive/master planning

Date of last comp/master plan or update:

Will this project produce a plan or planning document?

If “yes”, include a proposed timetable for implementation (after completion of the document or plan), a description of the implementation steps, and whether funding sources for the implementation have been identified or secured. (100 words or fewer).

3. If your municipality is a participating [Greenway Compact](#) community and applying under the **Greenway Compact Grant Program**, please describe the consistency with your county’s [Greenway Compact](#). List the name of the approved regional or county Greenway Compact Plan, and demonstrate how this project is consistent with the plan by citing specific sections or pages (100 words or fewer).

4. Please describe (1) The purpose of the project, location, need, and the deliverable that will be produced with Greenway grant funds; (2) How the proposed project advances each of the five [Greenway Criteria](#); (3) If the project is an intermunicipal or collaborative effort, briefly describe the partnerships and how the project reinforces regional planning or cooperation. Please attach photographs, maps, renderings, etc., if applicable. If your description will not fit in the space below, attach a narrative of no more than 2 pages, in no smaller than size 10 font.

Community Risk and Resiliency Act (CRRA)

The Community Risk and Resiliency Act (CRRA) of 2014, along with the Smart Growth Public Infrastructure Policy Act prohibits New York State agencies from approving, undertaking, supporting, or funding public infrastructure projects unless the projects are consistent with mitigation of future physical risk from sea-level rise, storm surges, and flooding. Your participation in this grant program is pursuant to this requirement and you acknowledge that if your project is one that seeks to build physical infrastructure it will be consistent with the criteria listed. Full information on the CRRA can be found at <https://www.dec.ny.gov/energy/102559.html>.

Check here to acknowledge the above.

Applications must be received by close of business on deadline. 2021 deadlines are May 7, Sep 10, & Nov 8.

Part E – Project Timeline

Briefly list the proposed work program, by task or phase, associated with the project to be funded under this grant request. **This grant can only cover work performed and completed after the award date. This date also applies to all match counted toward awards.**

Project Start Date: _____ Expected Project Completion Date: _____

<u>Description</u>	<u>Start Date</u>	<u>Completion Date</u>
Phase/Task 1: _____	_____	_____
Phase/Task 2: _____	_____	_____
Phase/Task 3: _____	_____	_____
Phase/Task 4: _____	_____	_____
Phase/Task 5: _____	_____	_____
Phase/Task 6: _____	_____	_____
Phase/Task 7: _____	_____	_____
Phase/Task 8: _____	_____	_____
Phase/Task 9: _____	_____	_____
Phase/Task 10: _____	_____	_____

Budget: For your application to be considered complete and accepted, you must fill out the Budget Summary Excel file. Please send this Excel file. Do not print out and scan.

Part F - Approved Municipal Resolutions

1. *Greenway Community* Resolution or Greenway Compact Local Law:

Please attach a copy of the adopted municipal resolution endorsing the community's designation as a *Greenway Community*. A municipality must be a *Greenway Community* to receive funding under the Greenway Communities Grant program. For municipalities applying for a Greenway Compact Communities Grant, please attach a copy of the local law by which your community adopted the relevant county or regional Greenway Compact Plan. Applicants may call the Greenway office to ask if the Greenway already has this on file.

2. Municipal Grant Request Resolution:

All applicants are required to pass a resolution by the governing body authorizing the grant application.

Note: If your board does not meet until after the application deadline, please complete the following:

The municipal board will be considering a resolution for this project to be voted on the following date: _____ . The resolution will be sent to the Greenway office within 48 hours of this meeting date.

Sample Municipal Resolution

WHEREAS, the _____ (name of municipality) is applying to the Hudson River Valley Greenway for a grant under the Hudson River Valley Greenway Planning Grant Program for a project entitled _____ (Project Name from Part C #1) to be located in _____ (town/village or city),

NOW, THEREFORE, be it resolved that the governing board of _____ (municipality) hereby does approve and endorse the application for a grant under the Hudson River Valley Greenway Planning Grant Program, for a project known as _____ (Project Name from Part C #1) and located within this community.

_____ *Date of Adoption*

_____ *Name of Municipal Clerk*

_____ *Signature*

Part G - Certification

Elected Official Certification: Please read and sign the following. Digital Signatures are acceptable. Unsigned applications will not be considered for funding

"I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal law."

Signature: _____

Print Name: _____

Title: _____

Date: _____

**Applications must be emailed by the close of business on due date to grants@hudsongreenway.ny.gov
Late, incomplete or faxed applications will not be accepted.**

Please call to confirm receipt of emailed applications (518-473-3835). Please use PDF format for all additional materials (support letters, maps, pictures, financial statements etc). Electronic signatures are acceptable. When completing a PDF application, [Adobe Reader](#) is required.

Please use subject line "Hudson River Valley Greenway Planning Grant for (NAME OF APPLICANT)"

Applications must be received by close of business on deadline. 2021 deadlines are May 7, Sep 10, & Nov 8.

Application Requirements & Checklist

Please note: Applicants must complete or release previously awarded projects through the Hudson River Valley Greenway Planning Grant Program before being eligible to receive funding in this round.

You must submit the following by the deadline. Failure to include any of the required elements will make your application ineligible for consideration.

- _____ **1) Email Submission:** A complete electronic copy of all application materials (listed in 2-8 below), a single PDF document is preferred and should be emailed to grants@hudsongreenway.ny.gov. Attach original Excel budget as separate file.
- _____ **2) Completed Application forms including signature by Elected Official (see Part G)**
- _____ **3) Completed Budget Summary Excel File** (do not print out and scan)
- _____ **4) Financial Information:** Municipalities must include Federal Tax ID# (see Part B)
- _____ **5) Greenway Community Resolution or Greenway Compact Local Law (see Part F)**
- _____ **6) Resolution(s):** All applicants are required to pass a resolution by the governing body authorizing the grant application. The applicant municipality must obtain the approval/endorsement of the governing body of the municipality or municipalities in which the project will be located. Include the signed and dated resolution in your application.
Note: If your Board does not meet until after the application deadline, please complete the certification in Part F on page 5.
- _____ **7) Support Letters:** The applicant must include support letters demonstrating that the project is endorsed by co-applicants, project site owners (if not applicants), and all involved state or federally operated sites or any municipalities.
- _____ **8) Supporting Information:** Where appropriate, include photos, plans, drawings and other documents that highlight the need for this project. Any additional evidence of support including materials that indicate that the proposal is a part of a larger initiative; news clippings, award announcements, and any other evidence of the project's impact and support in the community from entities that will benefit from the project, are encouraged but are not required.
- _____ **9) Ownership Interest:** Include documentation of ownership interest in the property (deed) if applicable, and, if the applicant is not the landowner, a written agreement with the landowner.
- _____ **10) Legal Compliance:** Please indicate that you have applied for all local, state and federal permits. Your project must comply with all local, state and federal laws and requirements. Funds will be contingent on proof of such permits.

Applications must be received by close of business on deadline. 2021 deadlines are May 7, Sep 10, & Nov 8.