



Meeting of the Village of Tivoli Board of Trustees

AGENDA

October 16, 2024 - 7:00 PM
The Historic Watts dePeyster Hall

- 1. Call Meeting to Order**
 - Pledge Allegiance to the Flag
- 2. Village Clerk's Report**
 - Schedule of Upcoming Events
- 3. Approve Minutes from previous meeting(s)**
August 14 Public Hearing/Workshop Minutes, September 18 Regular Meeting Minutes
- 4. Treasurer's Report**
 - Payment of Bills
- 5. Zoning Report**
- 6. Public Comment on Agenda items only**
- 7. Regular Business**
 - RESOLUTION Establishing Election Day; Tuesday, March 18, 2025
 - RESOLUTION Establishing Election Inspectors
 - RESOLUTION Authorizing Task Order Under Agreement with T&B Engineering, P.C. Regarding an Update to Village's Local Waterfront Revitalization Program
 - RESOLUTION Authorizing Task Order with Crawford & Associates Engineering & Land Surveying, P.C. for the Firehouse Project
 - MOTION Approve MVP Renewal EPO Silver 3 HDHP

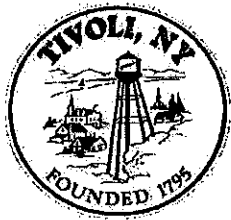
The next Board Meeting will be held Wednesday, November 20, 2024 at 7:00 PM (workshop 6:00 PM) at the Historic Watts dePeyster Hall. Regular Workshop: November 13, 2024 at 6:00 PM.

- 8. Committee Reports**
- 9. Trustee Reports**

- B. Shilling
 - LOSAP Coordinator, Fire Department, Solid Waste, and Buildings and Grounds
- P. Baldino
 - Justice Court, and Economic Development
- E. Mangieri
 - Landlord & Tenant Services, Celebrations, and Parks and Recreation
- E. Majer
 - Library, Architecture and Historical Resources, Natural Resources and Environment, Trail Development
- J. Griffith
 - Police and Law Enforcement, Riverfront Project, Climate Smart Communities Task Force, Tree Committee, Planning & Zoning, Senior & Veteran's Affairs, and All Municipal Departments

- 10. Other Business**
- 11. Non-Agenda / Public Comment**
- 12. Adjourn Meeting**

* *Note – agenda is subject to change



VILLAGE OF TIVOLI
HISTORIC WATTS DEPEYSTER HALL
PO Box 397 ~ TIVOLI, NY 12583-0397

BUILDING & ZONING DEPARTMENT
EMAIL: BIZEO@TIVOLINY.ORG
OFFICE: 845.757.2021 ~ FAX: 845.757.5416

Gary E. Beck, Jr.
Building Inspector

October 15, 2024

Mayor & Board of Trustees
86 Broadway
Tivoli, NY 12583

RE: Monthly Report

Dear Village Board,

Below are the activities from the Code Enforcement Department for the above-mentioned time frame.

- Building Permits Reviewed - 19
- Building Permits issued - 12
- Complaints - 5
- Complaints investigated - 5
- Zoning/Property Maintenance Violations - 2
- Appearance Tickets - 0
- Municipal Searches - 1
- Inspections - 10
- Code Enforcement Training - **Provided by Z3**
- Fire Inspections - 0

Thank you,

Gary E. Beck, Jr.
Code Enforcement Officer

RESOLUTION # 39 -2024
ESTABLISHING ELECTION DAY
OCTOBER 16, 2024

Presented by Trustee _____

RESOLVED, pursuant to Section 15-104(1)(b) of the Election law, a General Election will be held on Tuesday, March 18, 2025 at the Tivoli Firehouse, 2 Tivoli Commons, Tivoli, New York between the hours of 12:00 Noon and 9:00 PM and

BE IT RESOVED, that pursuant to Section 15-104 (3)(a), the election will be held to elect one (1) Mayor for a term of two (2) years, and two (2) trustees for a term of two (2) years for each.

Seconded by Trustee _____



Robin L. Bruno
Village Clerk

RESOLUTION # 40-2024
APPOINTING ELECTION INSPECTORS
OCTOBER 16, 2024

Presented by Trustee _____

WHEREAS, pursuant to Section 15-116 of the Election law, the Village Board must appoint at least two (2) election inspectors and one (1) alternate, and

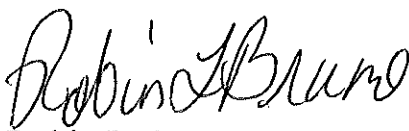
WHEREAS, the inspectors shall be qualified Village residents the Board appoints Marc Savino (Chairperson) and Stacy Reilly as election inspectors, and

WHEREAS, the inspectors must be compensated for their work, they will be paid a sum of \$10.00 per hours, and

WHEREAS, one (1) alternate is needed, in case the inspector cannot perform his/her duties and appoints Mark Sarfati who will be compensated the same as inspectors if needed, and

BE IT HEREBY RESOLVED, that it shall be the duty of the inspectors of election to preside at all elections in the district until their successors are appointed.

Seconded by Trustee _____


Robin L. Bruno
Village Clerk

VILLAGE OF TIVOLI
RESOLUTION NO. 41
DATED: OCTOBER 10, 2024

**RESOLUTION AUTHORIZING TASK ORDER UNDER AGREEMENT WITH T&B
ENGINEERING, P.C. REGARDING AN UPDATE TO VILLAGE'S
LOCAL WATERFRONT REVITALIZATION PROGRAM**

WHEREAS, the New York State Department of State approved a \$50,000 grant to the Village of Tivoli ("Village") for an update to the Village's Local Waterfront Revitalization Program ("LWRP") originally developed in 1991; and

WHEREAS, the Village and T&B Engineering, P.C. ("Tighe & Bond") entered into an Agreement for Professional Services ("Agreement") dated June 21, 2018; and

WHEREAS, on October 31, 2019, the Village authorized Tighe & Bond to perform additional services under the Agreement in connection with the update to the Village's LWRP as described in the Task Order 2 proposal dated October 29, 2019; and

WHEREAS, the Village wishes Tighe & Bond to perform additional services under the Agreement in connection with the update to the Village's LWRP as described in the Task Order 2- Amendment 1 proposal dated September 24, 2024 ("Task Order 2");

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Tivoli, Dutchess County, New York, approves Task Order 2 for the update to the Village's LWRP at an additional lump sum of \$54,500, and the Mayor is authorized and directed to execute such task order in substantially the form on file with the Village Clerk.

EXTRACT OF MINUTES

A regular meeting of the Village Board of the Village of Tivoli, Dutchess County, New York was convened in public session at the Village Hall, 86 Broadway, Tivoli, New York 12583 on October 10, 2024 at 7:00 p.m., local time.

The meeting was called to order by Mayor Griffith, and, upon roll being called, the following members were:

PRESENT:

Joel Griffith	Mayor
Emily Majer	Deputy Mayor
Peter Baldino	Trustee
Emily Mangieri	Trustee
D. William Shilling	Trustee

ABSENT:

The following persons were ALSO PRESENT:

The following resolution was offered by _____, seconded by _____, to wit;

VILLAGE OF TIVOLI
RESOLUTION NO. 41
DATED: OCTOBER 10, 2024

RESOLUTION AUTHORIZING TASK ORDER UNDER AGREEMENT WITH T&B ENGINEERING, P.C. REGARDING AN UPDATE TO VILLAGE'S LOCAL WATERFRONT REVITALIZATION PROGRAM

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

Joel Griffith	Voting ____
Emily Majer	Voting ____
Peter Baldino	Voting ____
Emily Mangieri	Voting ____
D. William Shilling	Voting ____

The foregoing resolution was thereupon declared duly adopted.

CERTIFICATE OF RECORDING OFFICER

The undersigned hereby certifies that:

(1) She is the duly qualified and acting Clerk of the Village of Tivoli, Dutchess County, New York (hereinafter called the "Village ") and the custodian of the records of the Village, including the minutes of the proceedings of the Village Board of Trustees, and is duly authorized to execute this certificate.

(2) Attached hereto is a true and correct copy of a resolution duly adopted at a meeting of the Village Board held on the 16 day of October, 2024 and entitled:

**VILLAGE OF TIVOLI
RESOLUTION NO. 41
DATED: OCTOBER 16, 2024**

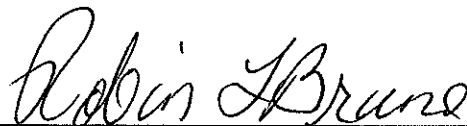
**RESOLUTION AUTHORIZING TASK ORDER UNDER AGREEMENT WITH T&B
ENGINEERING, P.C. REGARDING AN UPDATE TO VILLAGE'S
LOCAL WATERFRONT REVITALIZATION PROGRAM**

(3) Said meeting was duly convened and held and said resolution was duly adopted in all respects in accordance with law and the regulations of the Village. To the extent required by law or said regulations, due and proper notice of said meeting was given. A legal quorum of members of the Board was present throughout said meeting, and a legally sufficient number of members voted in the proper manner for the adoption of the resolution. All other requirements and proceedings under law, said regulations or otherwise incident to said meeting and the adoption of the resolution, including any publication, if required by law, have been duly fulfilled, carried out and otherwise observed.

(4) The seal appearing below constitutes the official seal of the Village and was duly affixed by the undersigned at the time this certificate was signed.

IN WITNESS WHEREOF, the undersigned has hereunto set her hand this 16 day of October, 2024.

-SEAL-



Robin Bruno
Village Clerk

T0345.P002
September 24, 2024

Mayor Joel Griffith
Village of Tivoli
P.O. Box 397, 86 Broadway
Tivoli, NY 12583

Re: **Task Order #2 – LWRP Update – Amendment 1**

Dear Mayor Griffith:

The Village is in process of updating its Local Waterfront Revitalization Plan (LWRP) from the original 1991 document. In 2019, Tighe & Bond with Four Corners Planning, was retained to undertake the LWRP Update. The effort was funded in part by a grant from the New York State Department of State (NYSDOS) in the amount of \$49,875. At that time, it was anticipated the Village with the consultant team could prepare a draft LWRP by 2021; however, a number of factors have resulted in the both the time and effort for the LWRP being considerably extended. As we all know, 2020 brought us a pandemic which made the community engagement process particularly challenging, and as we reviewed the 1991 LWRP as compared to the NYSDOS requirements, very little of the document could be reused essentially requiring a new LWRP. In 2023, working closely with the Village, Tighe & Bond assisted the Village in securing a second grant from NYSDOS in the amount of \$50,000 to help cover a portion of the remaining costs associated with the LWRP. The NYSDOS is currently preparing a contract with the Village for these grant funds. Tighe & Bond, whose services in New York are provided by T&B Engineering and Landscape Architecture, P.C., (Tighe & Bond) has had Four Corners Planning as a subconsultant, however services by Four Corners Planning are now completed and Tighe & Bond will provide the remaining planning and technical services for the completion of the LWRP. This amendment for services includes additional services completed beyond the scope of our October 25, 2019 task order, and describes the remaining services to be provided.

The remaining scope of services includes the following items with the corresponding LWRP section noted in parenthesis:

- Transcription of the 1991 LWRP and drafting of the new sections for the updated LWRP
- Prepare a final draft of the statement of Goals and Objectives for Village Waterfront based on NYSDOS comments
- Finalize the inventory and analysis of the manmade and natural resources with the Waterfront Revitalization Area and GIS based mapping of the Village resources based on NYSDOS comments (Section II)
- Finalize and update based on Village and NYSDOS comments, new Local Waterfront Revitalization policies based on the goals and objectives and inventory and analysis of Village resources; incorporate NYSDOS comments (Section III)
- Document and prepare a draft of the proposed land and water uses and proposed projects within the LWRP (Section IV)
- Develop an implementation strategy for the LWRP including identification of zoning and regulatory changes that may be required to achieve the strategies. Rodenhausen Chale will be tasked with preparing updated zoning language (Section V)
- Prepare a list of Federal and State Actions and Programs Likely to Affect Implementation of the LWRP (Section VI)
- Prepare a Preliminary Draft LWRP for NYSDOS review (this is ongoing with the NYSDOS on a Section by Section basis)

47 West Market Street, Suite 2 • Rhinebeck, NY 12572 • Tel 845.516.5800

Services in New York provided by T&B Engineering and Landscape Architecture, P.C.

- Conduct a SEQR review of this Type 1 action over the course of three Village Board meetings. We will prepare a SEQR Full Environmental Assessment Form Parts 1, 2 and 3. We do not expect a Draft Environmental Impact State will need to be prepared. We understand Rodenhausen Chale will provide resolutions for approval
- Provide NYSDOS a copy of the LWRP for their procedural review
- Prepare a Final LWRP, incorporating NYSDOS comments and comments obtained from other agencies during the LWRP 60-day review
- Meeting with the Village's Steering Committee for one hour on a monthly basis for eighteen months, conduct four public meetings, and attend five Village Board meetings for the purposes of meeting the NYSDOS procedural steps for the LWRP, including project initiation, SEQRA, and municipal adoption of the LWRP
- Contracts administration for grant 1 and grant 2 providing status reports and pay request documentation for Village signature
- Coordination and project communications between planner, attorney, and Village representatives

Schedule and Fee

Tighe & Bond will perform these additional services for a lump sum fee of \$54,500, invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. This work task order is prepared consistent with and subject to the terms of our on-call agreement for professional services dated June 21, 2018.

We would be happy to discuss this task order with you. Please feel free to contact me at 845-516-5803, should you have any questions regarding this task order. Should this task order be acceptable to you, please authorize us to proceed by signing below and returning this document to us.

Very truly yours,

T&B Engineering and Landscape Architecture, P.C.



Brandee Nelson, P.E., LEED AP
Vice President

ACCEPTANCE:

On behalf of **The Village of Tivoli**, the scope, fee, and terms of this proposal are hereby accepted.

Authorized Representative

Date

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**VILLAGE OF TIVOLI
RESOLUTION NO. 42
DATED: OCTOBER 16, 2024**

**RESOLUTION AUTHORIZING TASK ORDER WITH CRAWFORD & ASSOCIATES
ENGINEERING & LAND SURVEYING, P.C.
FOR THE FIREHOUSE PROJECT**

WHEREAS, Crawford & Associates Engineering & Land Surveying, P.C. has submitted a proposed Task Order #4589.78 entitled Work Authorization – Revised Village of Tivoli- Grant Administration Services for grant administration services through construction and closeout of the Village’s Watts DePeyster Hall Preservation Grant (the “Task Order”);

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Village of Tivoli, Dutchess County, New York, approves C&A# 4589.78 at an estimated fee outlined in the Task Order to be capped at \$5000 a month, and the Mayor is authorized and directed to execute such task order in substantially the form on file with the Village Clerk.

EXTRACT OF MINUTES

A regular meeting of the Village Board of the Village of Tivoli, Dutchess County, New York was convened in public session at the Village Hall, 86 Broadway, Tivoli, New York 12583 on October 16, 2024 at 7:00 p.m., local time.

The meeting was called to order by Mayor Griffith, and, upon roll being called, the following members were:

PRESENT:

Joel Griffith	Mayor
Emily Majer	Deputy Mayor
Peter Baldino	Trustee
Emily Mangieri	Trustee
D. William Shilling	Trustee

ABSENT:

The following persons were ALSO PRESENT:

The following resolution was offered by _____, seconded by _____, to wit;

**VILLAGE OF TIVOLI
RESOLUTION NO. 42
DATED: OCTOBER 16, 2024**

**RESOLUTION AUTHORIZING TASK ORDER WITH CRAWFORD & ASSOCIATES
ENGINEERING & LAND SURVEYING, P.C.
FOR THE FIREHOUSE PROJECT**

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

Joel Griffith	Voting ____
Emily Majer	Voting ____
Peter Baldino	Voting ____
Emily Mangieri	Voting ____
D. William Shilling	Voting ____

The foregoing resolution was thereupon declared duly adopted.

CERTIFICATE OF RECORDING OFFICER

The undersigned hereby certifies that:

(1) She is the duly qualified and acting Clerk of the Village of Tivoli, Dutchess County, New York (hereinafter called the "Village ") and the custodian of the records of the Village, including the minutes of the proceedings of the Village Board of Trustees, and is duly authorized to execute this certificate.

(2) Attached hereto is a true and correct copy of a resolution duly adopted at a meeting of the Village Board held on the 16th day of October, 2024 and entitled:

**VILLAGE OF TIVOLI
RESOLUTION NO. 42
DATED: OCTOBER 16, 2024**

**RESOLUTION AUTHORIZING TASK ORDER WITH CRAWFORD & ASSOCIATES
ENGINEERING & LAND SURVEYING, P.C.
FOR THE FIREHOUSE PROJECT**

(3) Said meeting was duly convened and held and said resolution was duly adopted in all respects in accordance with law and the regulations of the Village. To the extent required by law or said regulations, due and proper notice of said meeting was given. A legal quorum of members of the Board was present throughout said meeting, and a legally sufficient number of members voted in the proper manner for the adoption of the resolution. All other requirements and proceedings under law, said regulations or otherwise incident to said meeting and the adoption of the resolution, including any publication, if required by law, have been duly fulfilled, carried out and otherwise observed.

(4) The seal appearing below constitutes the official seal of the Village and was duly affixed by the undersigned at the time this certificate was signed.

IN WITNESS WHEREOF, the undersigned has hereunto set her hand this 16 day of October, 2024.

-SEAL-

Robin Bruno
Village Clerk



Crawford & Associates Engineering & Land Surveying, PC

Hudson Office – One Hudson City Centre, Suite 300 • Hudson, NY 12534
Tel: (518) 828-2700 • Fax: (518) 828-2723 • www.crawfordandassociates.com

PRESIDENT

Jennifer Crawford P.E.

PRINCIPAL EMERITUS

David J. Crawford, P.E.

ASSOCIATES

Andrew P. Aubin, P.E., LEED

Daniel J. Russell, L.S.

Donna M. Verna, P.E.

VIA EMAIL mayor@tivoliny.org

October 2, 2024

Mayor Joel Griffith,
Village of Tivoli
86 Broadway,
P.O. Box 397
Tivoli, New York 12583

**Re: Work Authorization - Revised
Village of Tivoli- Grant Administration Services
C&A# 4589.78**

Dear Mayor Griffith:

Crawford & Associates understands that the Village is in need of grant administration services related to several grants the Village has secured for its firehouse improvement project. As you know, we have experience in securing and administering grants and would be happy to provide grant administration services to the Village for this important project.

Our approach to providing these services would be to assign a lower rate Staff Engineer, Staff Engineer I, or administrative staff who would be overseen by Senior Engineer I, Ryan Loucks with overall oversight by Project Manager III Andrew (Andy) Aubin, PE. We would anticipate an initial task of becoming familiar with the various requirements of the grants and then organizing the requirements in a format that provides alerts for due dates of various reports and forms. Once that is completed, we anticipate that our work under this authorization will be minimal until construction is underway. Once construction is underway, we would work with the Village Clerk to ensure payment or reimbursement requests are organized and submitted to the funding agencies in a timely manner. Through construction and project closeout, grant administration services would obviously be more significant. Some grants do reimburse for grant administration services. We would thus prepare for the Village whatever documentation that would be needed in order to be reimbursed for our services.

Our services will begin upon authorization by the Village Board and upon receipt of grant documentation. We propose to provide these services on a time and expense basis under the terms of our contract with the Village. Our rates in use with the Village since January 2024 are attached. We are pleased to be able to provide the Village with rates that are a significant discount to our regular rates in recognition of our longstanding relationship. As shown on the rate sheet, Staff Engineer or Staff Engineer I would be billed at the hourly rate of \$81.80 and \$88.09, with Ryan and Andy's rates \$106.96

**Re: Work Authorization
Village of Tivoli- Grant Administration Services
C&A# 4589.78**

**October 2, 2024
Page 2**

and \$138.42 respectively. We would expect Andy's rates to be minimal throughout. Additionally, at this time, we are able to offer the services of a skilled administrative person at the billing rate of \$69.21.

We also propose to cap monthly billing for this work at \$5,000 unless additional authorization is provided by the Village. If our costs are approaching the cap, we would try to identify tasks that can be postponed to a following month or completed by Village personnel. This will allow the Village control over the costs for grant administration.

Please do not hesitate to contact me should you have questions regarding this proposal for services. We look forward to the opportunity to continue to serve the Village.

Sincerely,

**Crawford & Associates Engineering and
Land Surveying P.C.**

A handwritten signature in black ink, appearing to read 'Jennifer Crawford', with a large, stylized loop at the end.

**Jennifer Crawford, PE
President**