

REGULAR MEETING OF THE COMMON COUNCIL
MARCH 23, 2022
7:00 PM

PRESENT: Mayor Sandra Magiera
Council Members: John Hill, Kylee Johnson, Barry Smith,
Paul Myers, Janet Koch
City Clerk: Tracy Chamberlain
City Comptroller: Kathleen Sarver
Grant Writer/Youth Bureau Director: Sandra Brundage
Fire Chief: Tom Sturdevant
BPU General Manager: Dennis Hensel
City Engineer: Daniel Kreuz
VIA PHONE: Attorney: Jeffrey Swiatek

Mayor Magiera called the meeting to order at 7:00 PM. After the Pledge of Allegiance, Mayor Magiera asked for a moment of silence.

Moved by Johnson and seconded by Koch:

RESOLVED: That we hereby approve and dispense with the reading of the minutes of the last regular meeting of March 9, 2022.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch

Nays: None

At this time Agenda Item #3 was withdrawn due to further discussion needed on the Memorandum of Agreement regarding the Labor Management Healthcare Coalition (LMHC).

Moved by Johnson and seconded by Hill:

RESOLVED: That we hereby authorize Change Order #1 to PC Construction Systems Inc. for the Fire Department Restroom Renovation project in the amount of \$14,849.78, for upgrading the men's room to have handicap accessibility, as recommended by Hunt Engineers.

Chief Sturdevant stated this is the second part of the restroom project. The agreement also needed to be extended 30 days and may need additional time due to the delay in receiving materials for the project.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch

Nays: None

Moved by Johnson and seconded by Smith:

RESOLVED: That we hereby authorize the purchase of one new 2022 Ford F-150 Super Cap Pick-up truck from West Herr Ford, Hamburg, NY in the amount of \$33,205.00 with NY Government Price Concessions and accessories in the amount of \$3,949.42, and

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BE IT FURTHER RESOLVED: That we hereby approve Briggs Signs, Cattaraugus, NY to do decal work at a cost of \$1,640.00, for a total cost of \$38,794.42 for the truck, and

BE IT FURTHER RESOLVED: That this is subject to the determination of Piggyback bid eligibility and upon the review and approval of the City Attorney.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

Moved by Koch and seconded by Smith:

RESOLVED: That we hereby accept the low bid of Oakgrove Construction Inc, Elma, NY, in the amount of \$469,589.40, for the Main Street bridge rehabilitation project, NYS DOT P.I.N. 5761.86 BIN 6600050, and

BE IT FURTHER RESOLVED: That we hereby authorize Urban Engineers of NY, DPC, Buffalo, NY to proceed with Phase V and VI for Construction Management and Inspection Service for this project.

The bid tabulation is attached to and made part of these minutes. Engineer Dan Kreuz explained that the project should take four months to complete and start within two weeks. The bridge will be reduced to one lane while the work is being done.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

Moved by Hill and seconded by Koch:

RESOLVED: That we hereby approve the ESI Employees Assistance Group contract for the City of Salamanca employees for the period commencing on April 1, 2022 through March 31, 2023 and further authorizing the Mayor to sign such agreement.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

Moved by Koch and seconded by Hill:

RESOLVED: That a 2 % general raise is hereby authorized for all full and part time Salamanca Housing Authority non-union employees, effective April 1, 2022, as recommended by the Salamanca Housing Authority Board.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

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Moved by Hill and seconded by Myers:

RESOLVED: That we hereby approve the lease agreement for 235 Main Street between the City and Gail Talbot and Jared Talbot, Salamanca, NY and further authorize the Mayor to sign the lease agreement.

It was confirmed that this will begin on April 1, 2022.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

Moved by Myers and seconded by Smith:

RESOLVED: That we hereby approve the City Clerk to advertise for Request for Proposals for the Engineering Planning Grant (EPG) Program for the City of Salamanca Inflow & Infiltration Study Project engineering services.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

Moved by Johnson and seconded by Hill:

WHEREAS, Aid and Incentives for Municipalities (AIM) funding plays a pivotal role in funding essential municipal services such as water, sewer, public works, police, fire and ambulance for cities and villages across New York State and,

WHEREAS, the State has not increased AIM funding in 13 years and,

WHEREAS, inflation has eroded AIM funding by roughly 29% over that time period and,

WHEREAS, the New York State Conference of Mayors and nearly 400 of its members have signed onto a letter to the Governor requesting an inflationary increase of \$210 million in AIM funding and,

WHEREAS, the Governor's Executive Budget proposed keeping AIM funding flat and,

WHEREAS, the New York State Senate and Assembly have included increases of \$210 million and \$150 million, respectively, to AIM funding in their one-house budgets and,

WHEREAS, an increase in AIM funding would reduce the local tax burden and help revitalize communities across New York, and

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NOW, THEREFORE, BE IT RESOLVED: That the City of Salamanca urges Governor Hochul to work with the leaders of the Senate and Assembly and increase Aid and Incentives for Municipalities (AIM) funding in the 2022-23 adopted State Budget.

A copy of this resolution shall be sent to Governor Kathy Hochul, Senate Majority Leader Andrea Stewart-Cousins, Assembly Speaker Carl Heastie, Senator Kristen E. Gili brand, Assemblyman Joseph M. Giglio and the New York State Conference of Mayors.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

Moved by Smith and seconded by Hill:

RESOLVED: That we hereby waive the agenda rule to consider other business.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

Moved by Johnson and seconded by Koch:

RESOLVED: That we hereby accept the grant award from the NYS Division of Criminal Justice Service for a Delinquency Prevention Program in the amount of \$30,000.

Grant Writer Brundage stated that the NYS Division of Criminal Justice reached out to her offering the City these grant funds. She will work with them to create the project for the funds.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

Moved by Hill and seconded by Johnson:

RESOLVED: That we hereby accept the proposal of Inscale Architects, Professional Corporation, Warren, PA, in the amount of \$67,500.00 plus standard reimbursable, for the CDBG CARES Grant Police Department renovations project for architectural services and further authorize the Mayor to sign an agreement upon approval of the City Attorney.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

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Moved by Hill and seconded by Johnson:

RESOLVED: That we hereby accept the proposal of Hunt Engineers, Architects, Land Surveyors and Landscape Architects, Horseheads, NY, in the amount of \$12,630.00, for the CDBG CARES Grant Police Department renovations project for grant administrative services and further authorize the Mayor to sign an agreement upon approval of the City Attorney.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

Moved by Hill and seconded by Johnson:

RESOLVED: That the bills be paid as warranted and recommended by the appropriate Commissions and/or Department Heads, the City Comptroller and City Clerk and that the reports of the Police Chief and Dog Control Officer for the month of February 2022 are hereby accepted and filed.

--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT-----
3/11/2022	CHECK	062655	CITY OF SALAMANCA PAYROLL ACCO	93,839.17CR
3/11/2022	CHECK	062656	CITY OF SALAMANCA PAYROLL ACCO	6,960.47CR
3/11/2022	CHECK	062657	INCIDENT RESPONSE & MITIGATION	70.00CR
3/11/2022	CHECK	062658	RICOH USA	104.63CR
3/11/2022	CHECK	062659	SANDRA L. BRUNDAGE	74.99CR
3/11/2022	CHECK	062660	SOUTHWORTH-MILTON, INC	419.60CR
3/15/2022	CHECK	062661	RICHARD DEGROAT	567.11CR
3/18/2022	CHECK	062662	CITY OF SALAMANCA PAYROLL ACCO	75,602.69CR
3/18/2022	CHECK	062663	CITY OF SALAMANCA PAYROLL ACCO	5,563.24CR
3/23/2022	CHECK	062664	CARDMEMBER SERVICE	3,616.50CR
3/23/2022	CHECK	062665	BLUE CROSS/BLUE SHIELD OF WNY	42,066.72CR
3/23/2022	CHECK	062666	DELTA DENTAL OF NEW YORK, INC.	1,114.58CR
3/23/2022	CHECK	062667	RENAISSANCE	190.18CR
3/23/2022	CHECK	062668	VISION SERVICE PLAN- (NR)	565.77CR
3/23/2022	CHECK	062669	BLUE CROSS/BLUE SHIELD OF WNY	1,560.00CR
3/25/2022	CHECK	062670	AMERICAN TIME & SIGNAL CO.	129.39CR
3/25/2022	CHECK	062671	AURORA ELECTRONICS	799.98CR
3/25/2022	CHECK	062672	BEICHNER WASTE SERVICES, INC.	150.15CR
3/25/2022	CHECK	062673	BLUE COLLAR WORKWEAR	64.00CR

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3/25/2022 CHECK	062674	BREEZELINE	343.08CR
3/25/2022 CHECK	062675	CAPPELLINO CHEVROLET	294.41CR
3/25/2022 CHECK	062676	CASELLA WASTE SYSTEMS, INC.	85.60CR
3/25/2022 CHECK	062677	COYOTE PERFORMANCE PRODUCTS	261.25CR
3/25/2022 CHECK	062678	DECKER TREE SERVICE	1,700.00CR
3/25/2022 CHECK	062679	EMERLING CHRYSLER DODGE JEEP R	93.97CR
3/25/2022 CHECK	062680	FASTENAL COMPANY	39.83CR
3/25/2022 CHECK	062681	HODGSON RUSS, LLP	7,403.50CR
3/25/2022 CHECK	062682	LANDPRO EQUIPMENT LLC	132.03CR
3/25/2022 CHECK	062683	METROPOLITAN TELECOMMUNICATION	1,575.39CR
3/25/2022 CHECK	062684	OLEAN TIMES HERALD	195.00CR
3/25/2022 CHECK	062685	PRO-FLEX ADMINISTRATORS LLC	308.00CR
3/25/2022 CHECK	062686	PROFESSIONAL AMBULANCE BILLING	5,829.92CR
3/25/2022 CHECK	062687	QUADIENT LEASING USA, INC.	251.77CR
3/25/2022 CHECK	062688	SALAMANCA PRESS	55.00CR
3/25/2022 CHECK	062689	STRATE WELDING SUPPLY CO., INC	60.00CR
3/25/2022 CHECK	062690	THE PAPER FACTORY	184.37CR
3/25/2022 CHECK	062691	U.S. BANK EQUIPMENT FINANCE	119.13CR
3/25/2022 CHECK	062692	UNIFIRST CORPORATION	532.60CR
3/25/2022 CHECK	062693	VALPRO SANITARY SUPPLIES, INC.	295.40CR
3/25/2022 CHECK	062694	WINTER EQUIPMENT COMPANY INC	311.70CR
3/25/2022 CHECK	062695	WORTH W SMITH	69.90CR
3/25/2022 CHECK	062696	AIRGAS USA, LLC	206.27CR
3/25/2022 CHECK	062697	AUTOZONE, INC.	1,240.04CR
3/25/2022 CHECK	062698	BOUND TREE MEDICAL, INC.	247.88CR
3/25/2022 CHECK	062699	CHURCHVILLE FIRE EQUIPMENT COR	5,585.10CR
3/25/2022 CHECK	062700	ERIE COMMUNITY COLLEGE	3,474.75CR
3/25/2022 CHECK	062701	INCIDENT RESPONSE & MITIGATION	781.90CR
3/25/2022 CHECK	062702	JOSEPH GRAY	89.93CR
3/25/2022 CHECK	062703	NY STATE DEPT OF HEALTH	200.00CR
3/25/2022 CHECK	062704	PATRICK STEFFAN	106.76CR
3/25/2022 CHECK	062705	RANDOLPH AUTO SUPPLY	802.80CR
3/25/2022 CHECK	062706	ROCK-N-RESCUE/J.E. WEINEL, INC	83.28CR

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3/25/2022 CHECK	062707	WORTH W SMITH	163.61CR
3/25/2022 CHECK	062708	ZOLL MEDICAL CORPORATION	39.36CR
3/25/2022 CHECK	062709	CATTARAUGUS COUNTY DPW	34.00CR
3/25/2022 CHECK	062710	GALLS, LLC.	415.57CR
3/25/2022 CHECK	062711	RANDOLPH AUTO SUPPLY	1,414.28CR
3/25/2022 CHECK	062712	THE PAPER FACTORY	259.83CR
3/25/2022 CHECK	062713	UPMC URGENT CARE	230.00CR

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

Moved by Hill and seconded by Smith:

RESOLVED: That the Mayor and Council enter into executive session for the purpose of discussing personnel matters relating to a particular person under the provisions of the State's Open Meetings Law.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

At this time Attorney Swiatek joined the meeting via phone.

Moved by Johnson and seconded by Smith:

RESOLVED: That the Mayor and Council reconvene after approximately one hour and fifteen minutes in executive session.

Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

Moved by Hill and seconded by Myers:

RESOLVED: That we hereby demote Dennis Brown from Lieutenant to Sergeant, due to a violation of General Order 275.B.1 Unbecoming Conduct, effective March 26, 2022, in accordance with the current Union contract, and

BE IT FURTHER RESOLVED: That we hereby give ten unpaid days of leave to Dennis Brown.

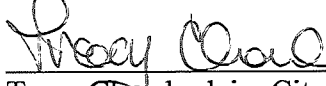
Adopted Ayes: Hill, Johnson, Smith, Myers, Koch
Nays: None

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Moved by Hill and seconded by Myers:

RESOLVED: That we hereby adjourn – 8:20 PM.

Carried.

A handwritten signature in black ink, appearing to read "Tracy Chamberlain", written over a horizontal line.

Tracy Chamberlain, City Clerk

Dated: March 30, 2022

THE ABOVE RESOLUTIONS, AS ADOPTED BY THE COMMON COUNCIL,
ARE HEREBY APPROVED.

Sandra Magiera, Mayor

Dated: April , 2022



4.
1967 Wehrle Drive, Suite 1-055
Williamsville, New York, 14221
Tel. (716) 249-4077
eFax (888) 611-4497

03/14/2022

Client: City of Salamanca Fire Department Renovation
Address: 225 Wildwood Avenue
Salamanca, NY 14779
Attn: Tracy Chamberlain, City Clerk

PROPOSAL:

PC Construction Systems, Inc. is to provide labor and or materials according to specs in association with said work of the City of Salamanca Fire Department Renovation.

2nd. Latrine {men's}

According to General, Architectural, Plumbing & Heating, and Electrical Drawing and Spec book i.e. Hunt engineers/architects/surveyors PC Construction Systems, Inc. proposal stands as the following:

- | | |
|--|--|
| *Demolition _ [5] days [2] crew members = \$2,200. | *Plumber _ [3] days [2] crew members = \$2,480. |
| *Partitions _ [4] days [2] crew members = \$3,900. | *Flooring _ [3] days [2] crew members = \$800. |
| *Ceiling grid _ [3] days [2] crew members = \$1,100. | *Electrical _ [2] days [2] crew members = \$907. |
| *Paint _ [2] days [1] crew member = \$1,000. | *Door _ [2] days [2] crew members = \$962.78 |
| *Insurance = \$1,500. | |

Total Amount: \$14,849.78

DISCLOSURE AND ACCEPTANCE

All of the work to be completed in a substantial and workmanlike manner for the sum of complete job price. First initial payment of half is due when the job starts. Final payment of half when work is completely finished and approved by the client, any alterations or deviation from the above specifications involving extra cost of material or labor will be executed upon written order for same and any changes and or additions will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing between the client and the contractor by authorized signature.

SIGNATURE: William P. Duma

This proposal may be withdrawn by PC Construction Systems Inc., if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

Representing: _____



West Herr Ford of Hamburg

5025 Camp Road
Hamburg, NY 14075
(716) 202-3052

Proposal

Proposal For:
Salamanca Code Enforcement

Quotation # WHF22-16
Customer ID

DATE 2/8/2022
Quotation valid until: While in Stock
Prepared by: J Roth

Comments or Special Instructions:

SALESPERSON	Year, Make and Model	COLOR	Stock #	TERMS
R Perry	2022 Ford F-150 4x4 Super Cab Pick Up Truck 145" Wheel Base	Agate Black	FHF220254	PO

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
1	2022 Ford F-150 3.3L V6 Gas Engine w/10-speed Auto Transmission	\$41,405.00		\$41,405.00
	See Window Sticker for Specs			
	Sub Total	\$41,405.00		\$41,405.00
1	NY Government Price Concessions	(\$8,200.00)		(\$8,200.00)
	Selling Price FOB	\$33,205.00	*	\$33,205.00
1	Install Leer DCC-MT3 Truck Cap	\$3,250.00		\$3,250.00
1	Install Spray In Bed Liner	\$499.99		\$499.99
1	Fees (Clerical, NYS Inspection, NYS Verify Fee & NYS Tire Fee)	\$199.43	*	\$199.43
	*Title, Plates and Registration Fees are Extra if Applicable			
	**Taxes are extra if applicable			

Signature	Title	Date	SUBTOTAL	\$37,154.42
			TAX RATE	0.00%
			SALES TAX	\$0.00
			SUB TOTAL	\$37,154.42
			TRADE BALANCE OWED	\$0.00
			*REBATES	\$0.00
			TOTAL	\$37,154.42

*Rebates/Incentives are subject to current incentives and eligibility at time of delivery.
If you have any questions concerning this quotation, please contact us.

THANK YOU FOR YOUR BUSINESS!

37,154.42 +
1,640.00 +
38,794.42 *

0 *

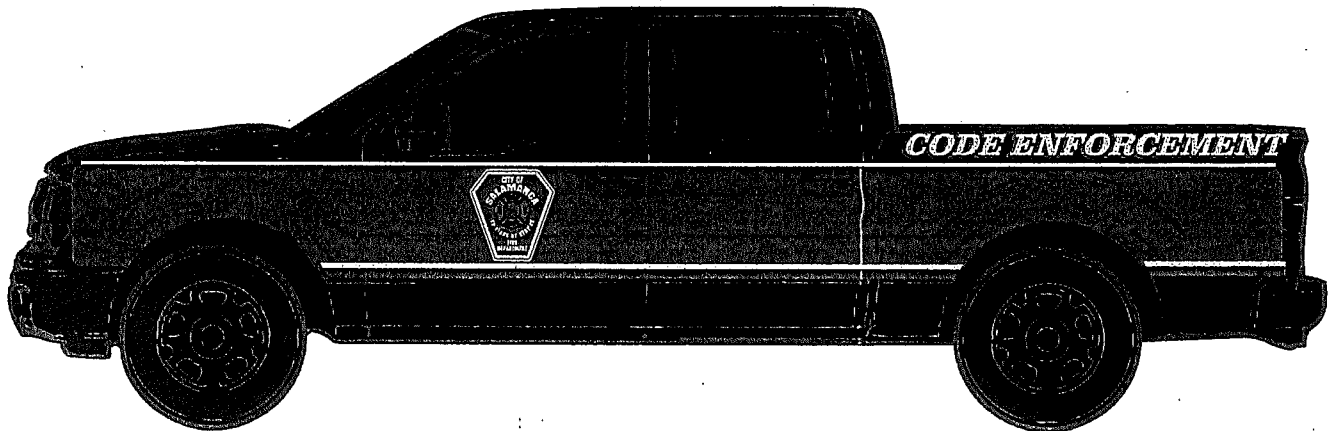
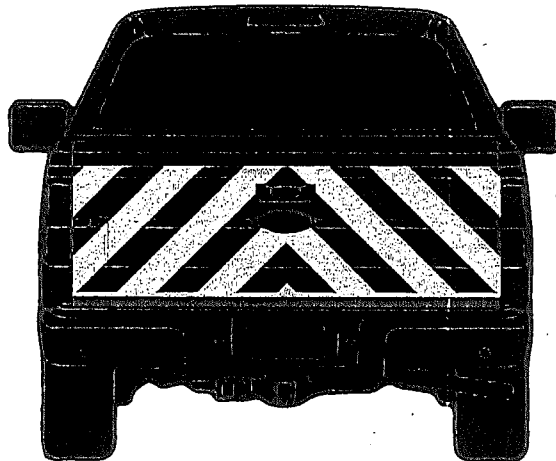
ATTENTION
BRANDON

12 1/2" W X 13 1/2" H.
LOGO



PASSANGER SIDE
CODE ENFORCEMENT

DRIVERS SIDE
CODE ENFORCEMENT



\$1,640.00

(716)-257-9519

**Biggs
SIGNS**

SIGN PAINTING-PINSTRIPING
GRAPHICS & VINYL LETTERING

Dick Briggs
OWNER

6685 RT. 353
CATTARAUGUS, N Y 14719

DIN 2384 98

I hereby certify that this contract was bid in accordance with standard competitive bidding procedures and all Federal, State and Seneca Nation of Indians requirements and that the above tabulation includes all bids received at a public bid opening held at the Salamanca City Hall, 225 Wildwood Avenue, Salamanca, New York on January 27, 2022 at 2:00 pm local time for a contract in Salamanca known as the Locally Administered Federal Aid Bridge Replacement. Main Street over the Allegheny River. BIN 5600050. PIN 5761786.


Rob Carpenter, Superintendent
City of Salamanca, Department of Public Works



13.b,
DONNA L. ZARICZNY
ARCHITECT
LICENSED IN NY & PA

JEFFREY S. ZARICZNY
ARCHITECT
LICENSED IN NY & PA

INS-SCALE, PC

A CERTIFIED
WOMEN BUSINESS ENTERPRISE

February 14, 2022

Sandi Brundage
City of Salamanca
225 Wildwood Avenue
Salamanca, NY 14779

Re: Requests for Architectural/Engineering Qualifications
NYS CDBG Project #1015CVPF8-21
Salamanca Police Department
Salamanca, New York

Dear Sandi:

Thank you for organizing the meeting this past Friday morning with yourself, Chief Deck and staff to discuss the program, budget and fee.

As discussed during the meeting, the sketch provided by the City which defines the program needs of the space will not adequately be funded by the CDBG grant. We are assuming \$400,000 - \$425,000 is available for construction and contingency. Based on the City's sketch and program, we would estimate construction cost to be \$675,000 - \$700,000, leaving a short fall of \$250,000 - \$300,000.

We would recommend developing the project as follows:

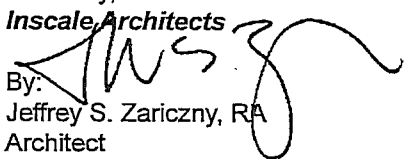
- Phase 1: Including the sally port and entry addition, partial demolition of existing exterior wall of garage, construction of wall separating the sally port from the office/storage area with no further fit out in those areas. (See Phase 1 drawing)
- Phase 2: Including interior fit out in sally port and office/storage areas. (See Phase 2 drawing)

We would propose a fee of \$67,500 plus standard reimbursables for the design, bidding and construction administration of both phase 1 and phase 2 portions of the project. A base bid for phase 1 will be developed with add alternates for the phase 2 portion if funding becomes available. If this is acceptable and CDBG releases the Architect, we will prepare an Owner/Architect Agreement AIA B101-2017 for execution and commence the project.

Thank you for the opportunity to assist you on this exciting project.

Sincerely,

Ins-SCALE Architects

By: 

Jeffrey S. Zariczny, RA
Architect



DONNA L. ZARICZNY
ARCHITECT
LICENSED IN NY & PA

JEFFREY S. ZARICZNY
ARCHITECT
LICENSED IN NY & PA

INSCALE, PC

A CERTIFIED
WOMEN BUSINESS ENTERPRISE

SCHEDULE OF NORMAL REIMBURSABLE EXPENSES

Request for electronic drawing set		\$35.00 per set
Scan large format drawings		\$7.00 per drawing
Xerographic Reproduction of Documents	8-1/2 x 11	.15 per image
	11 x 17	.30 per image
	24 x 36	3.50 per image
	30 x 42	5.00 per image
Mileage (for approved out-of-town travel)	2022 Federal Standards	58.5 cents per mile
Shipping & Handling during Construction Administration Phase		Cost
Express mail when requested by Owner		Cost
Filing and Expediting Fees		Cost
CAD files on Disk (with release)		100.00
Presentation Drawings (Color)		25.00
Mounting of Drawings		10.00
Report Binding		3.50
Clear Cover		.60
Card Stock		.35
Color copy 8-1/2 x 11		.70
11 x 17		1.40

Inscale PC provides the following as part of our basic compensation:

- Long distance telephone calls, facsimile and e-mail transmissions (with exceptions noted above)
- Owner's copy of all correspondence and drawings during design phases including shipping
- CAD equipment costs
- Owner's set of mounted presentation drawings (if applicable)
- All photographic survey work
- Travel expenses to Owner's office and project site(s)

January 2022

Rates are subject to adjustment at the end of the firm's fiscal year end – December 31, 2022.

13.c.

**Grant Administration Services
City of Salamanca**

January 13, 2022

Ms. Tracey Chamberlain, City Clerk
City of Salamanca
225 Wildwood Avenue
Salamanca, NY 14779

RE: RFP - CDBG Police Administrative Services

Dear Ms. Chamberlain,

HUNT Engineers, Architects, Land Surveyors & Landscape Architect, DPC (HUNT) is pleased to provide the City this proposal to address Grant Administration Services for the CDBG funded police station improvements. HUNT is excited to continue our efforts in this project following our instrumental involvement in assisting with project scoping and grant writing assistance to secure the \$500,000.

HUNT is a full-service firm with nearly 50 years of architectural, engineering, and grant consulting experience with municipalities. Our grant consulting services are grounded in strong technical knowledge of the programs, development of project records and reporting to achieve compliance, experience with environmental review in accordance with state and federal requirements, administration of grant funds, assistance with community participation, ability to provide technical architectural/engineering support to in-house grant administrators, and by having a strong understanding of the construction industry.

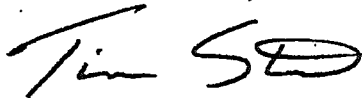
Over the past three (3) years, HUNT has supported 34 municipalities to realize state and federal funding for 58 projects, leveraging over \$100 million. Our team has demonstrated vast CDBG experience in working with many municipal clients including: working with the Village of Endicott and the Village of Canisteo to apply for, secure and implement facility/utility improvements using CDBG CARES funds; working with the Town of Prattsburgh, Village of Millport, Village of Wellsburg, Town of Big Flats, and Town of Campbell.

Our team includes: Bryan White, PE as the Project Manager to maintain consistency with other ongoing projects; Tammy Kunzman as lead Grant Administrator; Brandon Banik as Grant Administrator/Technical Assistant; and Marty Muggleton as our Economic Development Specialist. This team has more than a decade of experience in compliance and grant consulting. With our extensive experience and team of skilled professionals, HUNT will meet and exceed your goals to effectively implement the CDBG funding for the improvements associated with the Police Department in a timely manner to ensure that the September 2022 deadline is upheld and the availability of the grant funds remains.

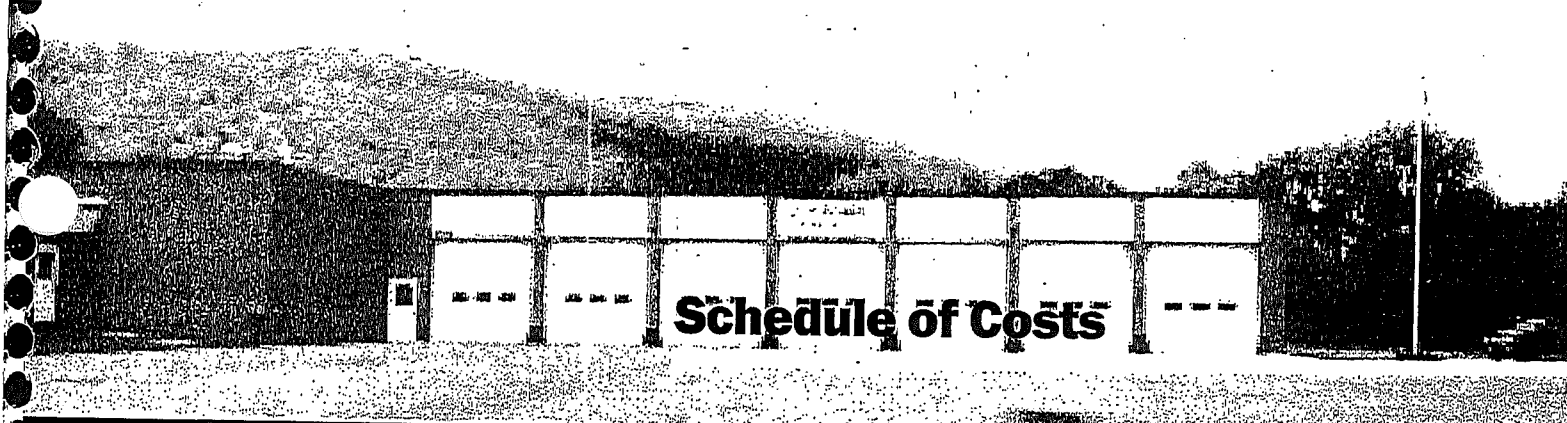
We look forward to continuing our valued relationship with the City. If you have questions or need additional information, please contact me by phone at (607) 358-1000 Ext: 1063 or email steedt@hunt-eas.com.

Sincerely,

HUNT ENGINEERS, ARCHITECTS, LAND SURVEYORS & LANDSCAPE ARCHITECT, DPC



Timothy K. Steed, PE
Principal-in-Charge



Schedule of Costs

HUNT proposes to provide the scope of work as outlined in the Project Approach based on these tasks with estimated hours:

Project Planning & Document Preparation	24 hours
Contractor Selection	8 hours
Payment Draws (8)	3 hours
Closeout	32 hours
Monthly Coordination	36 hours
Financial Budgeting	16 hours
Internal Meetings	10 hours
TOTAL HOURS:	133

Base Fee based on hours	\$11,970
Reimbursements	\$ 662*
TOTAL FEE:	\$12,630

* Reimbursements include such costs as plotting, photocopies, prints, and mileage.