



**Town Board Meeting
August 14, 2024 – 7:00 pm
Sand Lake Town Hall**

AGENDA

**CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL**

____ **Deputy Supervisor Nippes**
____ **Councilman Glasser**
____ **Councilman Krokos**
____ **Councilwoman Mason**
____ **Supervisor Clemens**
____ **Town Attorney Danaher**
____ **Town Clerk Barbara Hansen**

Approval of Meeting Minutes: July 31st Town Board Workshop Meeting

**Town Clerk's Report
Supervisor's Report
Board Member's Reports
Public Works Commissioner's Report**

Public Comment: NOTE – Each speaker must step to the microphone and may choose to state their name and address prior to addressing the Board and shall be granted the floor for up to five minutes. The Board thanks everyone in attendance for their understanding and for their desire to actively participate in the decision-making process. All speakers will conduct themselves in a civil manner.

Business:

- ____ 1. A Resolution Accepting a Proposal from CT Male for 2024 Monitoring and Reporting Services for the Town of Sand Lake Landfill (*Resolution #2024-08-148*)
- ____ 2. Authorization for the Averill Park Junior Warriors Football and Averill Park Pop Warner Cheerleading Programs to use Butler Park for the 2024 Season (*Resolution # 2024-08-149*)
- ____ 3. A Resolution Authorizing The Town Supervisor To Sign A Contract Extension With Catalis Public Works & Citizen Engagement, LLC For Website Hosting, Management, And Support Services (*Resolution # 2024-08-150*)
- ____ 4. Approval to Create Capital Project H026- Loon Creek Culvert Project (*Resolution # 2024-08-151*)
- ____ 5. Budget Transfers/Amendments (*Resolution # 2024-08-152*)

Adjournment of the Meeting

SAND LAKE TOWN BOARD MEETING
August 14, 2024

RESOLUTION #2024-08-148

Accepting a Proposal from CT Male for 2024 Monitoring and Reporting Services for the Town of Sand Lake Landfill

	Nippes:	Y	N	A
Moved By: _____	Glasser:	Y	N	A
Seconded By: _____	Krokos:	Y	N	A
	Mason:	Y	N	A
	Clemens:	Y	N	A

WHEREAS, Per the Town of Sand Lake’s Landfill Closure Monitoring Plan, the New York State Department of Environmental Conservation (NYS DEC) requires landfill monitoring and reporting on an annual basis for five of our monitoring wells, and one surface water sampling area; and

WHEREAS, the Town of Sand Lake has previously retained C.T. Male Associates to conduct annual monitoring and reporting of the former Landfill since its’ closure Landfill; and

WHEREAS, Professional Services such as Engineering are not subject to competitive bidding requirements per Section 103 of New York State General Municipal Law; and

WHEREAS, CT Male has submitted a proposal for professional services to perform the annual monitoring and testing to maintain compliance with the Town’s Landfill Closure Monitoring Plan as approved by the NYS DEC; now therefore be it

RESOLVED; that the Town Board hereby authorizes the Town Supervisor to accept the proposal from C.T. Male Associates, attached, and to approve Technical Services Change Order #1 subject to approval as to form by the Town Attorney.

C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.

50 Century Hill Drive, Latham, NY 12110
518.786.7400 FAX 518.786.7299 www.ctmale.com



August 2, 2024

VIA EMAIL

Mr. Stephen Clemens, Supervisor
Town of Sand Lake
PO Box 273 - 8428 NY Route 66
Sand Lake, New York 12153
Email: sclemens@sand-lake.us

RE: *Proposal – Technical Services Change Order 002
2024 Landfill Monitoring and Reporting Services
Town of Sand Lake Landfill
C.T. Male Project No. 15.5443*

Dear Mr. Clemens:

C.T. Male Associates Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C. (C.T. Male) offers this proposal to provide landfill monitoring and reporting services in 2024 for the Town of Sand Lake Landfill located on Chamberlin Hill Road in the Town of West Sand Lake, Rensselaer County, New York.

The groundwater monitoring at the landfill consists of annual sampling for the Part 360 routine parameters and sampling for the Part 360 baseline parameters every five (5) years. The sampling is to occur during seasonal low groundwater conditions, in late summer or early fall. Five (5) monitoring wells (MW-1, MW-3, MW-4B, MW-5B, and MW-6) and one (1) surface water location (SW-1) are required to be sampled. Annual explosive gas monitoring and a cursory landfill inspection are also conducted.

In accordance with the Part 360 regulations, groundwater samples collected that have a field measured turbidity of greater than 50 NTUs are required to be analyzed for filtered and unfiltered metals.

C.T. Male's proposed Scope of Work and Fee are presented as follows:

SCOPE OF WORK

Groundwater and Surface Water Monitoring

Conduct annual monitoring of five (5) monitoring wells and one (1) surface water location at the Town of Sand Lake Landfill in 2024. It is assumed that the monitoring wells and surface water location are accessible and in good condition for sampling.

C.T. MALE ASSOCIATES

August 2, 2024
Mr. Stephen Clemens
Page - 2

Analyze the six (6) samples in the laboratory for the Part 360 routine parameters. It is our understanding that the list of routine parameters is those in the Water Quality Analysis Table of the 6 NYCRR Part 360 regulations effective December 31, 1988, revised May 28, 1991.

Explosive Gas Monitoring and Cursory Landfill Inspection

Conduct annual explosive gas monitoring at the landfill in 2024. The explosive gas monitoring will be conducted at the same time as the groundwater and surface water sampling. Explosive gas monitoring will be performed at the existing monitoring wells and at the perimeter of the landfill in the breathing zone using a QRAE3 4-gas meter or equal instrument. The results will be described in the annual report.

Conduct a visual inspection of the landfill's cap to document its overall condition and that it is providing protection to the closed landfill. The inspection will look for areas of settlement, erosion, slope instability, leachate seeps, surface water ponding, and animal burrows.

Annual Report

Prepare an annual report on the environmental monitoring and explosive gas results in 2024. The report will include tabulated results, a discussion of the groundwater and surface water results and observed trends, a discussion of the explosive gas monitoring results and the cursory landfill inspection, field logs, trend graphs, and the laboratory analysis report and chain of custody record. A draft copy of the annual report will be submitted to the Town for review. We will address comments and upon approval submit the final annual report to the NYSDEC and the Town.

ESTIMATED FEES

A breakdown of C.T. Male's estimated fee based on the Scope of Work presented in this proposal is as follows:

1. Administration and Coordination		\$ 350.00
2. Preparation, Groundwater and Surface Water Sampling and Travel		
10 hours/event x \$105.00/hour	=	\$ 1,050.00

C.T. MALE ASSOCIATES

August 2, 2024
Mr. Stephen Clemens
Page - 3

3. Laboratory Services		
Samples - Routine Parameters		
6 samples/event x \$220.00/sampler	=	\$ 1,320.00
Samples - Dissolved Oxygen		
1 sample/event x \$20.00/sample	=	\$ 20.00
Samples - Dissolved Metals		
2 samples/event x \$69.00/sample	=	\$ 138.00
4. Explosive Gas Monitoring and Landfill Inspection		
2 hours/event x \$105.00/hour	=	\$ 210.00
5. Tabulate Results and Annual Report		\$ 1,200.00
6. Miscellaneous Reimbursables (mileage, supplies, etc.)		<u>\$ 300.00</u>
	Total Estimated Fee:	\$4,588.00

C.T. Male appreciates the opportunity to submit this proposal and we look forward to continuing working with you and the Town of Sand Lake on this project. If this proposal is acceptable, please sign the attached Technical Services Change Order 002 and return a copy via email to my attention. If you have any questions, please call me at (518) 786-7501 or via email at d.achtyl@ctmale.com.

Respectfully Submitted,

C.T. MALE ASSOCIATES



Daniel T. Achtyl, P.G.
Geologist III

Reviewed and Approved by:



Jeffrey A. Marx, P.E.
Managing Environmental Engineer

Att Technical Services Change Order 002

SAND LAKE TOWN BOARD MEETING
August 14, 2024

RESOLUTION #2024-08-149

Authorization for the Averill Park Junior Warriors Football and Averill Park Pop Warner Cheerleading Programs to use Butler Park for the 2024 Season

	Nippes:	Y	N	A
Moved By: _____	Glasser:	Y	N	A
Seconded By: _____	Krokos:	Y	N	A
	Mason:	Y	N	A
	Clemens:	Y	N	A

WHEREAS, the Averill Park Junior Warriors Football and Averill Park Pop Warner Cheerleading Programs are valued organizations in our community, benefitting many youth during years; and

WHEREAS, these organizations have recently requested the use of Butler Park and requested that the Town waive the fees associated with the use of Butler Park for practices and games; now therefore be it

RESOLVED, The Sand Lake Town Board hereby waives the fees in 2024 for Averill Park Junior Warriors Football and Averill Park Pop Warner Cheerleading to use Butler Park for practices and games. In exchange, the organizations will mow the grass, keep the area clean and neat, and improve the growing conditions of the field to assist the Town in maintaining Butler Park. In addition, the Averill Park Junior Warriors Football program will participate in the town-wide clean-up days sponsored by the Planning Oversight Committee; and be it further

RESOLVED, that, prior to the start of usage, both organizations are required to submit proof of liability insurance to the Office of the Town Clerk.

SAND LAKE TOWN BOARD MEETING
August 14, 2024

RESOLUTION #2024-08-150

A RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO SIGN A CONTRACT EXTENSION WITH CATALIS PUBLIC WORKS & CITIZEN ENGAGEMENT, LLC FOR WEBSITE HOSTING, MANAGEMENT, AND SUPPORT SERVICES

	Nippes:	Y	N	A
Moved By: _____	Glasser:	Y	N	A
Seconded By: _____	Krokos:	Y	N	A
	Mason:	Y	N	A
	Clemens:	Y	N	A

WHEREAS, the Town of Sand Lake currently utilizes the services of CATALIS Public Works & Citizen Engagement, LLC for website hosting, management, and support; and

WHEREAS, the current contract for these services is due to expire; and

WHEREAS, the Town Board of Sand Lake finds it in the best interest of the Town to extend the contract for continued software services to ensure uninterrupted website functionality; and

WHEREAS, CATALIS Public Works & Citizen Engagement, LLC has offered to extend the contract for an additional three-year term; and

WHEREAS, the cost for the extended contract has been proposed as follows: an amount not to exceed \$3,700 in the first year, \$3,922 in the second year, and \$4,157 in the third year; now, therefore, be it

RESOLVED, that the Town Board of the Town of Sand Lake hereby authorizes the Town Supervisor to execute a contract extension with CATALIS Public Works & Citizen Engagement, LLC for website hosting, management, and support services for a three-year term; and be it further

RESOLVED, that the cost for the contract extension shall not exceed \$3,700 in the first year, \$3,922 in the second year, and \$4,157 in the third year; and be it further

RESOLVED, that the execution of the contract extension is subject to approval as to form by the Town Attorney.

ORDER FORM

CUSTOMER INFORMATION

Customer: Town of Sand Lake, NY Phone: 518-674-2026
Primary Contact: Stephen Clemens Address: P.O Box 273
sclemens@sand-lake.us Sand Lake, NY 12153
System Administrator: Stephen Clemens
sclemens@sand-lake.us

Billing Contact: Stephen Clemens ACH:
Billing Email: sclemens@sand-lake.us PO Required:
Billing Phone: 518-674-2026 Tax Exempt:

Catalis Representative: Andrew Lacovara Andrew.Lacovara@catalisgov.com 204-410-6772

SUBSCRIPTION TERM

Subscription Start Date: May 1, 2025
Auto-Renewal: Yes (Annual)
The Subscription Start Date is the date the Software will be provisioned to the System Administrator.
The Initial Term of the Subscription shall begin on the Subscription Start Date and will continue for four (4) years.
Upon completion of the Initial Term, the Order Form shall automatically be renewed for subsequent annual twelve (12) month terms.

PRICING

1. Fee Summary

Software Subscription Fees for Year 1 Total: \$3,700
Fee details for these totals are in the tables below.

2. Software Subscription Fees

	Year 1	Year 2	Year 3
Content Management System	\$3,700	\$3,922	\$4,157
Annual Subscription			
Total Subscription Fees	\$3,700	\$3,922	\$4,157

- 2.1. Year 1 Software Subscription Fees shall be billed upon the Subscription Start Date.
- 2.2. Future Year Software Subscription Fees shall be billed annually in advance.

3. Additional Services

Future Professional Services, customizations, modifications, or integrations can be provided at a current year hourly services rate. Any additional work requested will require a Professional Services Work Order.

TERMS AND CONDITIONS

The Agreement incorporates by reference the following, in order of precedence:

This Order Form

The Master Software Subscription and Services Agreement

<https://catalisgov.com/master-software-subscription-and-services-agreement/>

Schedule A: Software Description and Scope of Use



General Notes:

1. Capitalized terms used herein but not defined in this Order Form have the meanings given to them in the Master Software Subscription and Services Agreement.
2. The Parties agree to keep all aspects of this agreement confidential to the extent permitted by law.
3. Pricing and/or terms are subject to change if the Order Form is not signed within sixty (60) days of the Order Form Date.
4. The Pricing listed above is estimated based on the information available to Catalis at the time of the making of this Order Form. Following adoption of this Order Form, any changes shall be memorialized with a written Amendment, without regard to whether the change affects costs, and shall be approved in writing by Catalis and the Customer. If the Amendment impacts cost to one or more Parties, an estimate of the cost impact shall be included in the written Amendment.
5. Any Recurring Fees will increase annually by the greater of six percent (6%) or the increase in the CPI for the prior calendar year (as reflected in the pricing table(s) above).
6. Invoices shall be due and payable within thirty (30) days following invoice by Catalis.

ACCEPTANCE

By signing below, signatories represent that they are validly authorized to enter into this Order Form and accept their terms and conditions. The Order Form is dated effective and shall be considered binding upon execution ("Effective Date") by and between both parties.

Town of Sand Lake, NY

**CATALIS PUBLIC WORKS & CITIZEN
ENGAGEMENT, LLC:**

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____



SCHEDULE A: SOFTWARE DESCRIPTION AND SCOPE OF USE

This section provides a description of the Software Services being offered; however, it is understood that detailed Functional Specifications will also be available in separate Documentation provided for guidance on product functionality and usage.

Content Management System

CONTENT MANAGEMENT SYSTEM INCLUDES:	
Nightly Backups	Inc.
Content Management Software and Maintenance	Inc.
SSO	Inc.
Administrator Dashboard	Inc.
Automatic Feature Updates	Inc.
Accessibility Development	Inc.
Responsive Designs	Inc.
AWS North America Hosting	Inc.
SSL Certificates	Inc.

SAND LAKE TOWN BOARD MEETING
August 14, 2024

RESOLUTION #2024-08-151

Approval to Create Capital Project H026- Loon Creek Culvert Project

	Nippes:	Y	N	A
Moved By: _____	Glasser:	Y	N	A
Seconded By: _____	Krokos:	Y	N	A
	Mason:	Y	N	A
	Clemens:	Y	N	A

Whereas, the Town of Sand Lake will be receiving Federal and State grant monies from Bridge NY Grant for the replacement of the Loon Creek Lane Culvert; and

Whereas, the Town Board passes resolution 2023-09-137 in support of the project; now therefore

Be it Resolved, that Capital Project (H026) Loon Creek Lane Culvert Project be established to record the costs incurred to date and for the remainder of the term of the project, and

Be it Further Resolved, the following amendment be made to the 2024 Town of Sand Lake Budget:

Increase Appropriation A 522.9950.9 General Fund Transfer to Capital Project in the amount of \$50,000 by Appropriating A599 General Fund- Fund Balance in the amount of \$50,000.

Increase Appropriation H026 522.5120.2 Loon Creek Lane Culvert Project- Bridges Capital Outlay in the amount of \$50,000 and Increase Revenue H026 980.5031.9 Loon Creek Lane Culvert Replacement- Interfund Transfer in the amount of \$50,000.

SAND LAKE TOWN BOARD MEETING
August 14, 2024

RESOLUTION #2024-08-152

Budget Transfers/Amendments

	Nippes:	Y	N	A
Moved By: _____	Glasser:	Y	N	A
Seconded By: _____	Krokos:	Y	N	A
	Mason:	Y	N	A
	Clemens:	Y	N	A

Be It Resolved the following transfers are made to the 2024 Budget:

From	To	Amount
A 1990.4 Contingency Contractual	A 1670.4 Central Printing & Mailing Contractual	\$1,000
DA 9040.8 Workers Comp Employee Benefits	DA 9010.8 State Retirement Employee Benefits	\$3,000

Budget Amendments

Increase Appropriation A 522.9950.9 General Fund Transfer to Capital Project in the amount of \$10,000 by Appropriating A599 General Fund- Fund Balance in the amount of \$10,000. Increase Appropriation H022 522.7150.2 Beach Enhancement- Capital Outlay in the amount of \$10,000 and Increase Revenue H024 980.5031.9 Beach Enhancement - Interfund Transfer in the amount of \$10,000.

Increase Appropriation A 522.7310.1 Youth Programs Personal in the amount of \$10,000 by Appropriating A 980.2001.9 Park & Recreation Fees in the amount of \$10,000 for excess revenue brought in from summer camp.

Increase Appropriation A 522.7140.4802 Playground and Rec. Contractual in the amount of \$8,000 by Appropriating A 599 General Fund- Fund Balance in the amount of \$8,000 for expenditures in connection to the Pickleball Courts at Butler Park.