

Village of Lansing

MINUTES of a Special Meeting of the Board of Trustees of the Village of Lansing held on Monday, July 30, 2018, in the Village Office.

PRESENT: Mayor Donald Hartill; Trustees, Ronny Hardaway and Gerry Monaghan; Clerk/Treasurer Jodi Dake; Attorney William Troy; Supt. of Public Works John Courtney; Planning Board Members, Lisa Schleelein and Jim McCauley. There were four additional people in attendance at the meeting including Attorney Kopko.

Mayor Hartill called the Special Meeting of the Board of Trustee to order at 7:31pm. The Mayor opened the public comment period. There were no comments.

Motion - To Close the Public Comment Period

Trustee Hardaway made a motion to close the public comment period. Trustee Monaghan seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Ronny Hardaway- Aye
Trustee Gerry Monaghan-Aye	

The next item on the agenda was to approve the minutes from June 14th and July 2nd, however, the Board could not approve the minutes of June 14th without O'Neill being present.

Motion- To Approve the Minutes of July 2, 2018

Trustee Monaghan moved to approve the minutes. Trustee Hardaway seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Ronny Hardaway-Aye
Trustee Gerry Monaghan-Aye	

Hartill stated that on July 2, 2018 we received two bids for Equipment & Manpower that were almost identical except the labor rate was different by \$.50. We didn't understand the qualifications. We need to look at the best value for the Village including value, experience and history. He would like to rebid and include all requirements.

Hartill opened the floor to any questions. Hardaway is concerned that if we reject and rebid we should request the information that was missing from the first bid in a way that standardizes the process. Hartill stated that we need to be very specific and have a standardized form. Hartill feels we can't do this without a standard template. TG Miller Engineering has agreed to help us with that. Monaghan clarified that this is for extra help

and not for a specific project. Hartill sated that we didn't appreciate that when it went out to bid.

Courtney stated that it all started when we had an emergency in the back of the mall and we had to get the first contractor to do the job. This emergency stemmed the idea of doing a bid. We started having more emergencies so we incorporated that. We had two contractors submit bids on July 2nd and neither is incompetent. When Courtney spoke with Dondi from TG Miller Engineering regarding how to award the contract, it was pointed out that we did not request all the necessary documentation. They informed Courtney that he was missing the non- collusive and prevailing wage schedule. TG Miller has sent Courtney a sample bid form from another bidder. TG Miller informed him that they would be happy to create a bid document for the Village and go over what items need to be included. Courtney has also talked to an attorney at NYCOM and they informed him that he was also missing the Iran Divestment Act of 2012. It's a formality that we are required to do by law. Courtney will let TG Miller and the Attorney come up with a template. It was an oversight on his part and he apologized for that.

Monaghan wondered if we can use the low bidder for this season. Courtney stated that that can't be done because we are missing too much.

Dawson suggested that since there are requirements that we didn't see, we should have a procedure to put together bid packages. The Attorney and Mayor should be looking at any bid before it goes out. Hartill stated that they will be doing that in the future. Troy stated that he didn't know there was a bid request until after the bid opening. He would be happy to review this in the future.

Hartill stated that he don't want to go thru this again. He wants to get the best deal for the Village. Alex Cole's best expertise is paving and they do excavation. Bellisario is a more general operation. We need to draft a set of specification that can do both. We could end up with two contractors. We want the best value for the Village and to get the job done expeditiously. We also depend on the Town to help us out in these circumstances. Hartill stated that by doing this we avoid hiring another person part of the time or having machines that we use part of the time.

**Resolution #6504- To Reject Both Bids Received on July 2, 2018 for
Equipment & Manpower**

Trustee Hardaway moved this resolution and Trustee Monaghan seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye
Trustee Gerry Monaghan-Aye

Trustee Ronny Hardaway-Aye

Resolution#6505-To Authorize the Mayor to Set Up a Process to Develop a Template for Bidding with Consultation from the Village Engineering Firm and Attorney and by Following the Open Contract Bid Process

Trustee Monaghan moved this resolution and Trustee Hardaway seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye
Trustee Gerry Monaghan-Aye

Trustee Ronny Hardaway-Aye

Mayor's Comments

Our park is coming along and we need to choose a date for dedication. Hartill proposed that we have it the last Saturday in August. Hartill will contribute \$500 of his personal funds for that event. The roof of the new park pavilion will go on soon. Our general village grass is now getting cut. There are a couple of potholes, one of which is on Northwood Road, which needs to be filled. It is supposed to rain for the next several days.

Monaghan stated that the resident at 1 Beckett Way wants the Village to reconfigure the boulevard so he can get around the boulevard. Monaghan feels that he knew the boulevard situation when they bought the house. Monaghan asked if it can be changed when we redesign that area. Hartill stated that part of the trouble is whatever we cut out must be 50 feet. The boulevard is there for a reason. Courtney stated that he would take a look at that. We will try to accommodate the residents as much as possible. Courtney stated that the resident wants a mountable curb. Hartill stated that the problem is it sticks out into road and it would be a snow plowing issue and/or you are putting in a curb cut. Courtney stated that a low profile car could not mount a curb of that nature.

Lisa Schlelein was concerned with scheduling the park dedication for August 25th. This is a time when many families go on vacation because it is right before the kids go back to school. She feels we should wait to have the dedication until after the kids go back to school since this is who we are targeting. The Board agreed and decided to wait until September to do the dedication. Courtney stated that that would be beneficial to him also. There is still a fair amount of stuff to be done in the new park. Monaghan asked Courtney to provide them with a laundry list as his priority list for the projects in park. Courtney stated that he can set up our message board announcing the park dedication when we have a date.

Hartill stated that we are in the process of trying to find Robbs replacement. Robbs last day as Zoning/Code Officer is August 17, 2018. He and his family are moving out of the area. So far we have received three applications and Hartill is hoping to get more. Schlelein stated that we need an overlap. She questioned how it would work if we didn't get someone new in before Robbs left. How do we as a planning Board operate without a Code Officer? Will we have a substitute of some sort? Hartill stated that we may have to hire a Code Officer from another municipality to fill in. We will not leave the Planning

Board in the lurch. Hartill stated that he has enjoyed working with Robbs and thanked him for his conscientious service.

Monaghan stated that he was leaving on August 12th but would be available to sit on the interviewing committee before then. Hartill stated that O'Rourke would not be back until August 6th and he was hoping to include her in the process. Hartill would like to do a preliminary run thru to see which candidates we want to look at more carefully. Monaghan and Hardaway agreed to be part of the process. Dake will forward the three applications that have been received so far to the Board.

Motion to Adjourn

Trustee Monaghan moved to adjourn. Trustee Hardaway seconded the motion. A vote was taken:

Mayor Don Hartill – Aye
Trustee Gerry Monaghan – Aye

Trustee Ronny Hardaway – Aye

The meeting was adjourned at 7:56 pm.

Jodi Dake, Clerk/Treasurer