

Present: Deputy Mayor Vincent Chicone, Trustees Philip Smith, James Nolan, and Jeffrey Confer

Also Present: Dean Hillyard, Superintendent; Emily Byers, Deputy Clerk/Treasurer; Tony Nevone, Code Enforcement Officer; Amanda Demaria, Grants Administrator  
Public: Shirley Cooper

Deputy Mayor Chicone called the meeting to order at 7:00 p.m.

Trustee Smith offered a resolution, seconded by Trustee Confer authorizing the payment of bills, on Abstract no. 22 for the amount of \$57,488.44. AYES: Trustees Chicone, Smith, Nolan, and Confer. NOES: None. Resolution carried.

Grants Administrator Demaria presents an overview of the Complete Streets Plan to the board identifying trouble areas including roads, sidewalks, and traffic. This will assist the Village in finding a plan of remedying those problems.

Trustee Smith offered the following resolution, seconded by Trustee Chicone:

VILLAGE OF MONTOUR FALLS REQUEST FOR PROPOSALS LOCAL WATERFRONT REVITALIZATION PROGRAM PLAN - NYS DEPARTMENT OF STATE CONTRACT #C1002025

BACKGROUND AND INTRODUCTION

The Village of Montour Falls is situated on the southernmost terminus of the Erie Canal less than three miles from Seneca Lake in Schuyler County NY. Approximately one mile of the Canal is located in Montour Falls. Nearly the entire Village is located within one mile of the Canal, and are located within the 100-year flood zones. The entire Village is at risk from the increasing frequency and severity of severe weather events.

Over the years, the Village of Montour Falls has witnessed increased traffic along SR 14 from increased tourism in the county. The Village is also experiencing growth and traffic in Downtown Montour Falls due to new businesses. While the Village welcomes this increased traffic and growth, there is a desire to ensure that it is sustainable and that The Village's character, natural environment, and water quality are protected. The Village of Montour Falls currently has a poverty rate of 23.7%, the highest in Schuyler County. The provision of an LWRP will establish a direction for future development efforts that maximize opportunities presented by the Canal.

A. PROJECT DESCRIPTION

The Village of Montour Falls (the Village) in partnership with the NYS Department of State (DOS), is seeking proposals from qualified consulting firms to coordinate and conduct the preparation of the Village Montour Falls Local Waterfront Revitalization Program (LWRP). The Village's LWRP Plan will address the 44 State Coastal policies of the NYS Coastal Management program.

The Village of Montour Falls government, businesses, and residents are very involved in building a resilient and sustainable future for the community and will be an active part of the planning process.

The Village will hire a professional planning firm and work in partnership with Schuyler County Partnership for Economic Development, Schuyler County, Canal Corp., NYS DEC, and NYS DOS to develop the LWRP, including research, mapping, citizen participation, and development of the plan that meets the NYSDOS LWRP Program requirements and the needs of the Village.

The proposed Waterfront Revitalization Area (WRA) encompassed by the LWRP will include parcels adjacent to the Erie Canal, downtown Montour Falls, tributaries to the canal, and land adjacent to the tributaries. A primary focus will be on the Montour Marina located directly on the Canal.

The expected outcomes of this plan will: (1) guide future development in the WRA, (2) outline actions to protect water quality of the Canal and Seneca lake, (3) integrate with the land-use policies in the Village, (4) focus on enhancement and redevelopment to the Montour Marina, the canal adjacent properties, and downtown Montour Falls, and (5) serve as a resource to the Village, residents, farmers, and business owners in their efforts to revitalize the Village's waterfront.

B. PROJECT ORGANIZATION

The Village will establish a Waterfront Advisory Committee (WAC) to provide direction to the Consultant. The WAC will act as the primary decision-making body for the project. WAC membership will represent identified project stakeholders as well as non-governmental and community-based organizations. Throughout the duration of the planning process, the Consultant and the WAC will work closely with the Village and Department of State.

C. SCOPE OF WORK

The Consultant must comply with all terms and conditions of the Village's contract with the NYS Department of State for this project (C1002025). The Consultant will complete the tasks in the work plan. In addition to the listed public meetings, the consultant will coordinate and conduct meetings with

the WAC. The timeline of this project is limited by the DOS contract for the EPF LWRP grant funding this project. It is expected that a first version of the complete draft LWRP will be completed within 27 months. The delivery of a revised and complete draft ready for the initiation of the 60-day review by State and federal agencies is expected to happen within 33 months from the initiation of the planning effort. The finalization of the LWRP amendment and associated local approval process is expected to be completed within 37 months. The Consultant must integrate in the timeline included in the proposal the time necessary for DOS reviews of different versions of the draft LWRP amendment, the time necessary for the DOS processing and posting of the draft LWRP for the 60-day review process, and the time necessary for DOS review and processing of comments received from State and federal agencies during the 60-day review. The fixed five-year term of the LWRP Master Contract with the Village of Montour Falls is 06/1/2022 – 05/31/2027. Montour Falls is committed to completing this plan well ahead of this deadline.

#### D. BUDGET

The budget for the Montour Falls LWRP is \$104,750.00. Of this amount, \$78,562 is an EPF LWRP Grant from the NYS Department of State and \$26,188 is the required local match provided by the Village of Montour Falls. This is the budget for the entirety of the project including the consultant, Village support, and Grant management.

#### E. PROPOSAL SUBMISSION REQUIREMENTS

In order to assist the Village with the evaluation of proposals that are received, each proposal shall use the following format:

1. Statement of Qualifications – a brief description of the firm, or team of firms submitting the proposal including: full business name, legal status (corporate, partnership or sole proprietor), number and type of employees, specialties and longevity. List similar projects, the specific personnel that worked on them and a list of personnel assigned to work on this project. For past projects, include the name and client, year the project was completed, the budget amount and a telephone number for a contact person with direct knowledge of the project and the tasks performed.
2. Project Team Members (Curriculum Vitae) – List any specialties and/or strengths that make the consultant and the personnel assigned to this project uniquely suited to performance of the work outlined in this RFP. This should include a listing of each individual's relevant project experience with regard to the tasks they would perform as part of this project. Provide an organizational chart of the employees assigned to work on this project, including the Project Manager. The Project Manager shall serve as the main point of contact for the Village.
3. Project Schedule and Details – The Consultant shall provide a detailed proposed project schedule, including start and completion dates for each task outlined in Section H, Project Components. This should also include a detailed description of the proposed approach, scope of services, and timeline to complete each task. If available, the Village will provide copies of plans, regulations, maps, information regarding infrastructure and any other studies relevant to the project.
4. Cost and Payment Schedule – All invoices shall specify the name and title of Consultant staff providing services, and details as to the services provided. Further, each invoice shall be referenced to the specific work scope item identified in Section H – Project Components, or as otherwise specified in the contract for services between the Consultant and the Village and shall include a calculation of the percentage of work completed for each task. A total, not-to-exceed dollar value for any reimbursable expenses associated with each individual work scope item must be specified, including the rate for all expenses (mileage, printing, etc.).
5. MWBE Requirements – Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, the NYS Department of State has established an overall goal of 30 percent for MWBE participation. The specific goals are defined as follows:

MBE – 15% = \$11,784.30

WBE – 15% = \$11,784.30

Total \$23,568.60

Please identify how the MWBE goal will be satisfied.

#### F. PROPOSAL SUBMISSION

Two (2) paper copies of the submission, as well as one complete submission in PDF format on a USB flash drive are required. Place cost proposals, including reimbursable expenses keyed to each task, in a separate, sealed envelope clearly labeled "Montour Falls LWRP cost proposal". Please place proposals, the envelope containing the cost proposal and the USB flash drive in an envelope or box clearly labeled "Consultant Services Response to Montour Falls LWRP RFP".

Proposals must be sent or delivered to the following:

Emily Byers, Deputy Clerk

Village of Montour Falls

408 W. Main Street

Montour Falls, NY 14865

Proposals will be accepted up until 4 PM on July 29, 2022. SUBMISSIONS SENT VIA FAX, EMAIL OR ANY OTHER FORM OF ELECTRONIC TRANSMISSION WILL BE REJECTED. UNDER NO CIRCUMSTANCES WILL LATE SUBMISSIONS BE ACCEPTED. Questions pertaining to this RFP must be submitted in writing only via

email to Emily Byers, Village Deputy Clerk [deputyclerk@villageofmontourfalls.com](mailto:deputyclerk@villageofmontourfalls.com) no later than 4 PM on July 8, 2022.

#### G. REVIEW PROCESS

The Montour Falls Village Board will appoint the WAC to review consultant proposals, establish a short list of qualified consultants, conduct interviews if determined necessary, and recommend a preferred consultant. The WAC will first review the submissions for completeness, eliminating those that do not meet the established submission requirements. Remaining submissions will be evaluated in accordance with the following minimum criteria:

- Quality and completeness of response
- Understanding of and approach to the scope of work
- Experience with assignments of similar size, scope and complexity
- Cost effectiveness
- Qualifications and relevant experience
- References from previous clients
- Ability to complete all tasks on time and within the prescribed budget
- Satisfaction of MWBE requirements

The WAC, after rating and ranking submissions and at its discretion, may elect to conduct interviews with the most qualified firms. Once the selection committee recommends a consultant or team of consultants, the Village will obtain approval from the NYS Department of State before notifying the successful consultant. The Village reserves the right to terminate negotiations concerning scope of work, project approach and project fee if consensus cannot be reached on these items. Under these circumstances, the Village would then enter into negotiations with the consultant or team of consultants ranked second during the proposal review process.

All proposals must thoroughly address the minimum project components below.

#### H. PROJECT COMPONENTS

The Village of Montour Fall (Contractor) will complete and adopt a Local Waterfront Revitalization Program. The LWRP Plan will be developed pursuant to the provisions of New York State Executive Law, Article 42 and its implementing regulations, 19NYCRR Parts 600-603. The development of the harbor management component of the LWRP, as set forth in 19 NYCRR Part 603.3, along with guidance on content and how to prepare an LWRP, is further described in the guidance manual prepared by the Office of Planning, Development, and Community Infrastructure. The guidance manual is available online at: <https://dos.ny.gov/guidance-manual-preparing-local-waterfront-revitalization-programs> Preparation of the LWRP shall, at a minimum, include the following tasks extracted from the NYS Department of State work plan.

##### TASK 1: PROJECT MANAGEMENT

The Consultant will work with the Village to develop a comprehensive approach to project management and administration that will monitor tasks, schedule, costs, and submission of deliverables. The Consultant will conduct bi-weekly project management meetings with the Village staff to discuss project progress. In consultation with the Village, the Consultant will prepare a Public Outreach Plan that will outline a strategy and timeline to engage the public and key stakeholders and disseminate project information. Deliverables: Project Management Plan; Public Outreach Plan

##### TASK 2: PUBLIC & STAKEHOLDER INVOLVEMENT

Inclusive participation is essential to the success of the LWRP. Members of the public and key stakeholders will be given opportunities to be actively involved and provide useful input. The Public and Stakeholder Involvement meetings and methods will be determined in consultation with the Village during the Project Management task. A minimum of three Public Information Meetings will be held during the Planning Process.

The Consultant will prepare meeting materials (maps, presentations) for public and stakeholder meetings and incorporate the input received into the LWRP, and specifically into the Statement of Goals and Objectives section of the LWRP. This will include:

- Public and key stakeholder meeting to review data and develop a Statement of Goals and Objectives
- Follow-up public and key stakeholder meeting to review development of proposed land and water uses and potential project opportunities

At the conclusion of the project, the Consultant will prepare a memorandum summarizing the input received. pending final corporate approval. Deliverables: Public Involvement Summary Memorandum (at project conclusion); Statement of Goals and Objectives

##### TASK 3: EXISTING CONDITIONS AND DATA REVIEW

The Consultant will compile available data, information, and analysis on existing conditions both locally and regionally, looking beyond the Village to establish its setting within Schuyler County and the Seneca Lake region. Working with the Village, The Consultant will develop the boundaries of a Waterfront Revitalization Area ("WRA").

Relevant data collected will include: Base-mapping and geographic data (land use, property, environmental, transportation, etc.) available from the state of New York, Schuyler County, Village of Montour Falls, and other relevant sources.

The Consultant will review these materials, conduct site visits, and assess baseline conditions in order to provide an evaluation of existing conditions in the WRA in the form of a comprehensive

Inventory & Analysis, including:

- Local and regional context
- Land uses and current zoning; resource conditions
- Land ownership
- Parcel level zoning
- Tourism and recreation facilities
- Natural, built and historic resources
- Condition of Infrastructure
- Environmental conditions and issues
- Topography and geology
- Environmentally sensitive features
- Water quality and pollution
- Vulnerability to environmental conditions and storm events
- Identify planned projects within the WRA

In this task, the Consultant will also conduct a review of Local Waterfront Revitalization Policies at the state and federal level that apply to the WRA.

Deliverables: Existing conditions and data review Technical Memorandum to include: (i.) WRA Boundary identification, (ii.) Summary of Inventory & Analysis, (iii.) Summary of Local Waterfront Revitalization Policies

#### TASK 4: MARKET CONDITIONS

The Consultant will collaborate with the Schuyler County Partnership for Economic Development and the Village to understand the market conditions at a local and regional levels that would inform the development of a proposed use land program for the WRA. Pertinent information could include housing market data, employment data, income data, tourism data and education data. The Consultant will produce a summary of analysis and findings including recommendations that will inform potential development opportunities to include in the LWRP.

Deliverables: Market Conditions Technical Memo

#### TASK 5: POTENTIAL DEVELOPMENT OPPORTUNITIES

Pending final corporate approval, the Consultant will work with the Village to prepare potential development scenarios based on the goals and objectives, existing conditions evaluation and the market conditions assessment. This will include:

- Develop a series of proposed land and water uses for the WRA (2 alternatives proposed)
  - Identify preferred new potential development opportunities within the WRA to be included in the LWRP (number of alternatives to be developed with Village and through Public Engagement)
  - Develop a Harbor Management Plan to address problems of conflict, congestion, and competition for space within the boundaries of the Village's waterfront resources
- Deliverables: (iv.) Proposed Land and Water Uses and Proposed Projects (including Harbor Management Plan)

#### TASK 6: IMPLEMENTATION AND POLICY REVIEW

The Consultant will conduct a review of policies, regulations, and processes that will support, facilitate, and promote the LWRP. Based on these findings, The Consultant will develop policy and implementation recommendations.

Deliverables: (v.) Techniques for Local Implementation of the Program State and Federal Actions and Programs, (vi.) State and Federal Actions and Programs likely to affect Implementation, (vii.) Local Commitment and Consultation with other affected Federal, State, Regional and Local Agencies

#### TASK 7: SEQRA DETERMINATION

The Village will identify the lead agency for SEQRA. The Consultant will prepare, distribute and file a Full Environmental Assessment Form for purposes of evaluating the importance/significance of the impacts associated with preparing and adopting the LWRP, as well as a determination of significance.

Deliverables: SEQRA Determination Technical Memo

#### FINAL REPORT

The Consultant will compile task deliverables and produce a final LWRP report for the Village; included required sections:

- Statement of Goals and Objectives
- Section 1: WRA Boundary identification
- Section 2: Inventory & Analysis
- Section 3: Local Waterfront Revitalization Policies
- Section 4: Proposed Land and Water Uses and Proposed Projects (including Harbor Management Plan)
- Section 5: Techniques for Local Implementation of the Program State and Federal Actions and Programs
- Section 6: State and Federal Actions and Programs likely to affect Implementation
- Section 7: Local Commitment and Consultation with other affected Federal, State, Regional and Local Agencies

The Consultant will produce any additional required appendices.

The aforementioned resolution was put to vote and resulted in the following: AYES: Trustees Chicone, Smith, Confer, and Nolan. NOES: None. Resolution carried.

Trustee Smith offered a resolution, seconded by Trustee Confer approving the hiring of Sarah Pambianchi as the Village's Energy Intern. AYES: Trustees Chicone, Smith, Nolan and Confer. NOES: None. Resolution carried.

Trustee Smith offered a resolution, seconded by Trustee Confer approving the hiring of Thomas Andrus, Dylan Houseknecht, Patrick Madaffari, Eric Morris, and Timothy Sweeney as Public Safety officers, contingent upon approval by Schuyler County Civil Service. AYES: Trustees Chicone, Smith, Nolan and Confer. NOES: None. Resolution carried.

Trustee Confer offered a resolution, seconded by Trustee Smith declaring the following item as surplus, no longer serving a purpose to the Village, and authorizing the sale of:

"1985 Century Pleasure Boat – Hull # CEBRA117K485"

AYES: Trustees Chicone, Smith, Nolan and Confer. NOES: None. Resolution carried.

Trustee Smith offered a resolution, seconded by Trustee Nolan authorizing a refund of \$260.00 to Erik Rockwell for a duplicate payment. AYES: Trustees Chicone, Smith, Nolan and Confer. NOES: None. Resolution carried.

Trustee Smith offered a resolution, seconded by Trustee Confer approving Grandma's Kitchen to use the Fireman's Field on Saturday, September 24<sup>th</sup> for a proposed event. AYES: Trustees Chicone, Smith, Nolan and Confer. NOES: None. Resolution carried.

Trustee Smith offered a resolution, seconded by Trustee Nolan to waive the open container law for the Montour Falls Fireman's Carnival grounds from June 9<sup>th</sup> – June 11<sup>th</sup>, 2022 during the hours of operation. AYES: Trustees Chicone, Smith, Nolan and Confer. NOES: None. Resolution carried.

Trustee Smith offered a resolution, seconded by Trustee Nolan authorizing the closure of Seneca Street for the weekend of June 9<sup>th</sup> – June 11<sup>th</sup>, 2022. AYES: Trustees Chicone, Smith, Nolan and Confer. NOES: None. Resolution carried.

Trustee Smith offered a resolution, seconded by Trustee Confer to adjourn the meeting at 8:41 p.m. AYES: Trustees Chicone, Smith, Nolan and Confer. NOES: None. Resolution carried.

Respectfully submitted,  
Emily Byers, Deputy Clerk