

**AGENDA
TOWN OF GENEVA
PUBLIC HEARING on 2024 Preliminary Town Budget
REGULAR TOWN BOARD MONTHLY MEETING
October 10, 2023**

Informal Discussion –5:30 p.m.: Informal discussion with Town Board, department heads and public.

1. **Call to order**- 6:00 pm the Public Hearing for the 2024 Preliminary Town Budget. Notice of Public Hearing published September 28, 2023.

Public Comments-
Written Comments-
Close Public Hearing- Time: _____p.m.

2. **Call to order**: The Regular Town Board Meeting. Flag salute/opening led by Supervisor Mark Venuti: Flag salute followed by Mark’s pledge: I pledge to do my best to represent the people of the Town of Geneva, to keep an open mind during this meeting, to treat others with courtesy and respect, and to make decisions for the highest good of all concerned.

3. **Privilege of the floor**.

4. **Gratitudes**: The many volunteers assisting with the Oct. 1 Fix-it Clinic and Free Stuff Day, led by Sustainability Committee Chair Jennifer Grant and Coordinator Jacob Fox.

5. **Approval of the minutes**: Approval of the minutes of the Regular Meeting of the Town Board of September 12, 2023.

Motion _____ Second _____

Approval of the minutes: Approval of the minutes of the Special Meeting workshop on the 2024 Tentative Budget, September 25, 2023.

Motion _____ Second _____

6. **Town Clerk’s report**.

Questions, comments.
The Board acknowledges receipt.

7. **Code Enforcement Officer’s report**.

Questions, comments.
The Board acknowledges receipt.

8. **Highway Superintendent’s Report**:

Questions, comments.
The Board acknowledges receipt.

9. **Water & Sewer Superintendent’s Report**:

Questions, comments.
The Board acknowledges receipt.

10. **Supervisor’s report of finances for the previous month**

Questions, comments.
The Board acknowledges receipt.

11. **RESOLUTION NO. 64-2023**- Approving Abstract-010, October 2023, Bills for Payment, and Prepaid Bills.

Motion _____ Second _____

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 64-2023**

Whereas certain abstracts and bills for services and goods received or to be received by the town have been presented for payment or necessarily paid Abstract-10 October 2023, and

Whereas those abstracts and bills have been reviewed by the town bookkeeper, the supervisor, and other members of the town board, and are in proper order for payment or approval, now therefore, it is

RESOLVED the pre-paid bills that are presented are approved and the supervisor is authorized to pay the unpaid bills.

12. **RESOLUTION NO. 65-2023** - Approving 2024 Budget of the Town of Geneva, Including Fire Contracts and Special Districts.

Motion _____ Second _____

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD**

RESOLUTION NO. 65-2023

Whereas the Tentative 2024 Town Budget, including Fire Contracts and Special Districts, was filed with the Town Clerk, and presented to the Town Board on or about September 12, 2023; and

Whereas the Town Board held a public work session on the Tentative 2024 Town Budget on September 25, 2023, adjusting and approving the Preliminary 2024 Town Budget; and

Whereas the Preliminary 2024 Town Budget was filed with the Town Clerk on September 26, 2023, and a public hearing on this budget was scheduled for October 10, 2023; and

Whereas the public hearing was held on October 10, 2023; and

Whereas no substantive changes were made to the Preliminary 2024 Town Budget; now therefore it is

RESOLVED the Preliminary 2024 Town Budget, with any non-substantive amendments, is adopted as the 2024 Budget of the Town of Geneva, including Fire Contracts and Special Districts.

13. RESOLUTION NO. 66-2023 – Authorizing Final Payment of Bond Anticipation Note for Water District 1, Extension 4.

Motion _____

Second _____

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 66-2023**

Whereas a bond resolution of the Town of Geneva for improvements to Water District 1, Extension 4, was adopted by the Town Board on April 14, 1992, which resulted in a Bond Anticipation Note, now with Wayne Bank, last renewed October 18, 2023, in the amount of \$3,500.00, coming due October 18, 2023, together with interest at the rate of 3.5%, and

Whereas a payment of the remaining principal of \$3,500.00, and the anticipated interest due, has been budgeted; now therefore, it is

RESOLVED the Supervisor of the Town is authorized to pay the \$3,500.00 remaining due on principal, and the interest due, on or before October 18, 2023, retiring that debt.

14. RESOLUTION NO. 67-2023 – Authorizing Contract with Ontario County to Provide Snow Removal from County Roads.

Motion _____

Second _____

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 67-2023**

Whereas the Town has provided snow and ice control services during the winter on certain portions of Ontario County roads in the town and is compensated by the county for those services; and

Whereas the county submitted a new contract for those services to the town for October 1, 2023, through September 30, 2024, at a rate that is acceptable to the town for the town to service 10.87 miles of road; and

Whereas the town superintendent of highways is capable and willing to perform those services at the proposed rate; now therefore, it is

RESOLVED, county's proposed contract for snow and ice control services on parts of county roads in the town for the period October 1, 2023, through September 30, 2024, is accepted.

15. RESOLUTION NO. 68-2023 – Authorizing Request for Qualifications for TAP Grant Application Services.

Motion _____

Second _____

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 68-2023**

Whereas the Town of Geneva has determined that part of Carter Road and part of PreEmption Road (County Road 6) would benefit from sidewalks and other improvements for the safety of pedestrians and others, and applied for grant funding for those improvements in the past but it was not awarded; and

Whereas the NYS Department of Transportation has recently issued guidance on its Transportation Alternative Program (TAP) and will be accepting grant applications and other required submissions over the next three months; and

Whereas the Town's desired Carter Road and PreEmption Road projects are eligible for TAP funding, and the Town needs the assistance of a qualified firm to make the funding application and, if awarded, assist with project implementation; and

Whereas objective selection of a qualified firm to assist the Town is required, and the town supervisor has prepared the Request for Qualifications and Legal Notice attached to this agenda; now therefore it is

RESOLVED the attached Request for Qualifications shall be available at the Town Hall and posted on the Town's web site, and the Legal Notice shall be published in the Finger Lakes Times on or before October 13, 2023, or as soon as possible.

16. Reports of Standing Committees

Economic Development –

Sustainability – The committee and many volunteers held a successful Fix-it Clinic and Free Stuff Day on October 1. The City of Geneva Council approved a resolution calling on Ontario County to consider passing the Neighbor Notification Law like the town did.

Kashong Conservation Area –

Communication –

Parks and Recreation –

17. Supervisor's Report:

Members of the Ontario County Board of Supervisors and others were led on a tour of stormwater and erosion control projects by the staff of the Ontario County Soil and Water Conservation District on October 5. Most of the projects were in the Town of Geneva, including the R. DeFelice farm Retention Project, the Bruce Reed farm agricultural best management practices of cover cropping and a stormwater management retention area, and the Kashong Conservation Area stormwater retention basins.

The town has submitted its real property tax levy information to the NYS Comptroller's Office and was found in compliance with the tax levy limit. On advice of the town's attorney the town continues to annually pass a local law permitting it to override the tax cap.

The Office of the State Comptroller recently issued its annual report to state municipalities on the potential for fiscal and environmental stress, looking at various local and state data. The Town of Geneva's fiscal stress score is again a perfect 0, no designation – points indicate issues. No designation means the town did not qualify for any of three designations: susceptible, moderate and significant. The town also received "no designation" for environmental stress, which looks at data on population, poverty, age of population, change in home value, median household income, unemployment rate and reliance on state and federal aid.

The old town hall had a new high efficiency boiler and insulation installed. The town will be reimbursed for the cost from the grant we obtained for reaching the bronze level as a Climate Smart Community.

The electric vehicle charging station at the town hall is complete and just waiting for NYSE&G to okay it and flip the switch. Most of the cost of the station has also been covered by grants.

Selected Meetings and Events

September 14 – Ted Baker radio show on town topics

Meeting with MRB Group's Matt Horn on NYS's new initiative to support development of housing

Ontario County Hazard Mitigation Plan workshop

Ontario County Board of Supervisors meeting

September 25 – County Planning and Environmental Quality Committee meeting

September 26 – Zoom meeting with state representatives on USDA grant process

September 27 – County Public Safety Committee meeting

October 3 – Meeting with Ian Smith, Seneca Watershed Steward, about potential town stormwater control projects

October 4 – Meeting of Executive Board of Seneca-Keuka 9-Element Watershed Plan

Meeting with county, town and AgriTech representatives and agent for company interested in moving to the town

October 5 – County supervisor tour of stormwater control projects with Ontario County Soil and Water Conservation District staff

Ontario County Board of Supervisors meeting

18. Old Business.

19. New Business.

20. Privilege of the floor.

Town of Geneva – Request for Qualifications

The Town of Geneva is soliciting qualifications from qualified firms for assistance with the following tasks: preparation and submission of a Department of Transportation (DOT) Transportation Alternative Program (TAP) Grant Application, Environmental Permitting, Easement Acquisition (as needed), Preliminary & Final Design, Bidding, Construction Administration, and Construction Inspection Services to incorporate pedestrian sidewalks, and possibly road and drainage improvements, along part of Carter Road and part of PreEmption Road (County Road 6) in the Town of Geneva.

Project Description

The Town of Geneva plans to apply for a 2023 TAP grant to incorporate pedestrian sidewalks, and possibly road and drainage improvements, along part of Carter Road and part of PreEmption Road (County Road 6) in the Town of Geneva.

Proposals are being sought to assist the Town with the following tasks:

1. Completion of TAP Grant Application
2. Environmental Review and Permitting
3. Easement Acquisition, as needed.
4. Preliminary and Final Design
5. Public Bidding
6. Construction Administration
7. Construction Inspection
8. Assist Town in Completion of all TAP Grant Requirements

The TAP grant announcement has been made. The selected company will assist the Town in preparation and submission of a TAP grant application. Upon award of TAP funding, the selected engineer will proceed with design, bidding, construction observation and construction administration services.

Projected Schedule

The following are tentative, milestone dates for the progress of this project.

October 10, 2023	Board Approval to advertise RFQ	Submittal Content
October 13, 2023	RFQ Published & Sent to MWBE Firms	
October 31, 2023	Statements of Qualifications due	
November 14, 2023	Town Board approves company (interviews may be conducted prior to the November 14 Town Board meeting)	
November 15, 2023	Selected Company Notified by the Town	

The Statement of Qualifications must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience; however, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project.
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant experience. Describe proposed roles and responsibilities of key personnel on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete this project.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and the total project, including a schedule of personnel to be assigned to project. The schedule should reflect realistic activity durations.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the qualifications package.

If partnering with a qualified MWBE firm, please include their applicable information, including resumes for key personnel, into your response.

Submittal

The submission must be **received no later than 4:00 p.m. on October 31, 2023** at the Town of Geneva, 3750 County Road 6, Geneva, NY 14456. Please plainly mark the outside of the envelope: **QUALIFICATIONS - CONSULTING SERVICES FOR TAP GRANT**. Submissions received after this deadline will not be considered.

Selection Process

Submissions will be ranked based on qualifications. Firms will be evaluated on the basis of the following factors:

- Experience with Similar Projects
- Project Team Availability, Qualifications, Staffing and Experience
- Management Approach including Timeliness of Project Deliverables and Ability to Communicate with Town Officials and Staff.
- Experience with Department of Transportation, (DOT) Transportation Alternative Program (TAP) Grant Funded Projects.

The Town will review and rank the proposals using the factors/rating scale listed below. Selection will be based on qualifications. The Town of Geneva reserves the right to invite any or all consultants for an interview before making a final selection. Such an invitation does not commit the Town of Geneva to pay any costs incurred in participating in said interview.

The evaluation factors are:

- Knowledge and familiarity with the Town of Geneva including understanding of the Town's infrastructure and approach to capital projects. **Maximum Points: 10**
- Relevant experience with similar projects. Firms should provide a list and contact information for at least 3 similar projects completed in the last 7 years. **Maximum Points: 15**
- Project team availability, qualifications, staffing and experience. Having the right team helps deliver a project within budget and on schedule. The Town will give considerable weight to the firm's staff including having sufficient staff to complete the project. Weight will be given to the individual qualifications of project team members who will be assigned to complete a majority of the work identified. Considerations will include the individual's qualifications, experience, and location of key personnel. **Maximum Points: 35**
- Management approach including timeliness of project deliverables and ability to communicate with Town officials. Firms should outline their approach to project management and identify key services that will ensure the timeliness of project deliverables. **Maximum Points: 20**
- Experience with Department of Transportation, (DOT) Transportation Alternative Program (TAP) Grant Funded Or Similar Projects. Describe the firm's familiarity with and experience in successfully satisfying funding agency requirements. Proposals should point out any special requirements that must be completed for funding. **Maximum Points: 20**

The selection committee will be the Town Board. The Town expects to evaluate submissions within ten days of receipt. If interviews are held, they will be scheduled as soon as possible. An award is anticipated by November 14, 2023.

Equal Opportunity/ Affirmative Action Employer

All qualified companies will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The Town of Geneva strongly encourages MWBE firms to submit proposals.

Additional Information

Questions regarding this RFQ may be directed to:

Supervisor Mark Venuti
Town of Geneva
3750 County Road 6
Geneva New York 14456
315-789-3922
supervisor@townofgeneva.com

LEGAL NOTICE **Town of Geneva – Request for Qualifications**

The Town of Geneva is soliciting qualifications from qualified firms for assistance with the following tasks: preparation and submission of a Department of Transportation, Transportation Alternative Program Grant Application, Environmental Permitting, Easement Acquisition (as needed), Preliminary & Final Design, Bidding, Construction Administration, and Construction Inspection Services to incorporate pedestrian sidewalks, and possibly road and drainage improvements, along part of Carter Road and part of PreEmption Road (County Road 6) in the Town of Geneva.

Qualification packages shall be placed in a sealed envelope addressed to Lorrie Naegele, Clerk, Town of Geneva, 3750 County Road 6, Geneva, NY 14456, and be plainly marked on the outside of the envelope: **QUALIFICATIONS FOR CONSULTING SERVICES - TAP GRANT, and be delivered at the address above by 4:00 pm on October 31, 2023.** Information received after that date and time will not be considered.

The full Request for Qualifications may be obtained from the Town Monday through Thursday from 8AM to 4PM. Minority and Women Business Enterprise firms are strongly encouraged to submit. The Town of Geneva reserves the right to reject any or all Statements of Qualifications, the right to waive any informalities, the right to permit exceptions deemed not to be of substance, and the right to accept any Statement of Qualifications which the Town deems to represent the prudent and economical expenditure of public monies for the benefit of the Town's inhabitants by securing the maximum quality.

Lorrie Naegele, Clerk
Town of Geneva
Ontario County, New York