

**VILLAGE OF PALMYRA BOARD OF TRUSTEES
WORKSHOP MEETING**

May 30, 2000 6:00 p.m.

PRESENT: Mayor Wilson, Trustees Celentano, DeVogelaere, and Gunkler. Trustee Salomon out of town. Steve Metzger and Mike Schaffron with LaBella Associates, Joyce Dutton, Village Project Coordinator, Jim Columbe and Stu Brown.

CALL TO ORDER: Mayor Wilson called the meeting to order at 6:05 p.m.

PLEDGE OF ALLEGIENCE

WORKSHOP - CANAL STREET PROJECT: Steve Metzger distributed a bid tabulation and discussed the bid process:

Bids were received on May 18, 2000. The Village has 45 days to review the bids; therefore the bid must be awarded by July 2, 2000. The Village received three bids. LaBella checked them for any discrepancies and found none. The apparent low bidder was Village Construction at approximately \$1,086,000. The most recent engineer's estimate was approximately \$1,014,000.

Three items where there were large differences between the bid and estimate were discussed; raw water, sanitary sewer, and lighting fixtures. The contractor indicated he anticipated low production on pipe items due to congestion in the roadway from other utilities. Higher installation costs, and the addition of accessories likely contributed to the higher than estimated unit cost for lighting fixtures.

LaBella Associates conducted a survey of plan holders to determine why only three of twelve submitted bids. Four bids as subcontractors to others. Two did not bid because of conflicts with workload and schedules. One returned plans the week prior. One felt his price was too high and didn't bother submitting. One could not be contacted. No problems with the advertisement, the clarity of the bid documents or the bid period provided were expressed by any of the contractors.

Mike Schaffron reviewed the project budget. A shortfall of \$197,000 was identified between the available budget and the construction budget with contingencies (5%). An additional \$31,397 could be justified for allocation from the Water Reserve, including \$8,162 for contingency to be used only for water improvements and additional \$35,432 could be justified for allocation from the Sewer Reserve, including \$9,306 for contingency to be used only for sewer improvements.

Potential reductions in construction costs were identified:

1. Delete work along Market Street south of Canal Street - \$52,080 including \$2,480 in contingency.
2. Substitute an additional crusher run stone for the base course of asphalt per Village 'collector road' standard - \$21,056 including \$1,002 in contingency.
3. Delete (3) lighting fixtures along Division St. north of Canal St. but provide conduit for a future road crossing - \$13,230 including \$630 in contingency.
4. Reduce the LaBella inspection budget - \$10,000.

The group discussed the following:

- It was decided to recommend the acceptance of items 1 -3 above. Item 4 would be moved to a new line to cover anticipated charge-backs to the project for inspection services provided by Village personnel. This reduced the shortfall to approximately \$45,000.
- It was decided to include the cost of 27,000 from NYSEG to retire the existing street lighting as a project cost. This increased the shortfall to \$72,000.
- It was decided not to request that NYSEG remove the pole at the northeast corner of Canal and Division Street, and thereby incur a project cost of approximately \$25,000 plus the cost to rework the electrical service to the building on the southeast corner of Market and Canal St. intersection.
- It was decided to include the previously approved engineering amendment amount of \$19,500 (\$22,400-\$2,900 for Raw water) as a project cost. This increased the shortfall to \$91,500.

- It was determined that approximately \$10,000 previously budgeted for attorney's fees and bond council could be reallocated to offset that shortfall. This reduced the shortfall to \$81,500.

HUD TRANSFER: Motion was made by Mayor Wilson, second by Trustee DeVogelaere to direct Stu Brown to investigate the transfer of HUD monies, not to exceed \$82,000 from the trail project to the Canal Street project budget. Vote, 4 ayes. CARRIED.

The Village will remain committed to the Trail project, but will have to pursue other sources of funding to restore the project budget. The Village will investigate a HUD business loan for this purpose.

Mr. Schaffron recommended that the Village Board pass a resolution at the June 1 meeting to increase the use of funds from the Water and Sewer Reserves. The Permissive Referendum period for this action will end at on July 2, 2000. The Board can then award the contract at its July 6 meeting. LaBella will contact the contractor to request a letter stating that he will honor his bid until that time, and notify him of the reduction in scope.

The majority of this meeting summary was provided by Steve Metzger, LaBella Associates, P.C. for these minutes.

ADJOURNMENT: Motion to adjourn at 8:05 p.m. by Trustee Gunkler. Second was made by Trustee DeVogelaere. Vote, 4 ayes. CARRIED.

Respectfully submitted,



Alicia M. Lynch
Village Clerk