

PRELIMINARY MINUTES
VILLAGE OF LUDLOW
VILLAGE OF LUDLOW BOARD OF TRUSTEES
WATER COMMISSION
SPECIAL JOINT ELECTRONIC MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/83414431281?pwd=TVdjVjhmS2ZYRnJWZjBLNUdEc3hXdz09>

Meeting ID: 834 1443 1281

Passcode: 728831

Dial by phone:+1 929 436 2866 US

VILLAGE TRUSTEES PRESENT:

David Rose, Chairman Bob Brandt Earl Washburn

WATER COMMISSIONERS PRESENT:

David Rose, Chairman George Abraham Ron Bixby

STAFF:

Scott Murphy

OTHERS PRESENT:

Jason Booth Chris Kaufman Eric Chattergee - OVTV
Wayne Elliot Lisha Klaiber, Recording Sec.

1. **Call To Order**

- A. Chairman David Rose explained that the two meetings must be opened separately and he opened the Special Meeting of the Trustees at 4:00 p.m. He advised that the Electronic Meeting Guidelines had been posted in the minutes from the meeting on April 7, 2020 and will still be followed.

2. **Consideration of any Changes, Additions or Removals from the Agenda**

- A. Scott Murphy said none were needed.

3. **Possibly Approve & Sign Step III Construction Applications for the State Revolving Loan Programs for the High Street Improvement Project**

- A. DWSRF Loan Application
- i. David Rose said that the Drinking Water Application is for \$440,000.
 - ii. **MOTION by George Abraham and seconded by Ron Bixby to approve and sign the Step III loan application for the Drinking Water loan. Motion passed unanimously.**

- B. CWSRF Loan Application
 - i. David Rose advised that the Clean Water Application is for \$550,000.
 - ii. **MOTION by Bob Brandt and seconded by Earl Washburn to approve and sign the Step III loan application for the Clean Water loan. Motion passed unanimously.**

- 4. **Possibly Approve Amendment to Aldrich & Elliott P.C. Engineering Contract**
 - A. David Rose asked if Phase I is complete.
 - B. Wayne Elliott said just about. He said they will wrap up Step II within the next week or so.
 - C. David Rose asked about how long it will take before they award to loans.
 - D. Wayne Elliott said the Clean Water is quicker and there is no concern about funds. He said that the Drinking Water is longer and will probably take about 3 to 4 weeks. They are backed up processing applications. He said that there is plenty of money available.
 - E. David Rose asked about Step III moving forward.
 - F. Wayne Elliott said they have completed the parts of the bid, and done the required mailings. Step III runs through the construction services, including the Resident Project Representative (RPR) and one year warranty. There will be two loan applications, one for the Clean Water and one for the Drinking Water. He said that other loans applications will be absorbed into these two.
 - G. David Rose asked about the Resident Project Representative, specifically time at the job site.
 - H. Wayne Elliott said they base it on 120 days., or approximately 17 weeks. An average week is 40 hours, some may be more and some may be less.
 - I. David Rose asked if it will be one person.
 - J. Wayne Elliott said yes. He said there will also be a Construction Administrator on site periodically.
 - K. David Rose asked about Post Construction.
 - L. Wayne Elliott said that includes As-Builts. He said the RPR ties all the construction into the documents. You will be provided with CAAD drawings in both hard and electronic copies along with 8 ½” x 11” copies that will also be sent to the State. A one year warranty is included.
 - M. Bob Brandt referred to page 7 of the Clean Water application, noting that the top item is not checked off.
 - N. Scott Murphy said that they will correct that.
 - O. **MOTION by Earl Washburn and seconded by Bob Brandt to approve Amendment to Aldrich & Elliott P.C. Engineering Contract and to authorize Scott Murphy to sign the documents. Motion passed unanimously.**
 - P. **MOTION by Ron Bixby and seconded by George Abraham to approve Amendment to Aldrich & Elliott P.C. Engineering Contract and to authorize Scott Murphy to sign the documents. Motion passed unanimously.**
 - Q. Earl Washburn asked when they could sign the documents .
 - R. Scott Murphy said that the office will be open for the next 20 minutes, if they want to come in, or they could come in on Monday, the office will be open.

- 5. **Adjourn**
 - A. **MOTION by George Abraham and seconded by Ron Bixby for the Water Commission to close the joint Trustees/Water Commission Special meeting. Motion passed unanimously.**
 - B. **MOTION by Bob Brandt and seconded by Earl Washburn for the Trustees to close the joint Trustees/ Water Commission Special Meeting . Motion passed unanimously**
 - C. David Rose closed the Joint Board Meeting at 4:12 p.m.

Respectfully submitted,

Lisha Klaiber

David Rose, Chairman, Trustees

Earl Washburn

Bob Brandt