



**INTER-DEPARTMENT CORRESPONDENCE  
INCORPORATED VILLAGE OF FREEPORT**

**TO:** Mayor Robert T. Kennedy  
**FROM:** Pamela Walsh Boening, Village Clerk

**DATE:** October 29, 2025

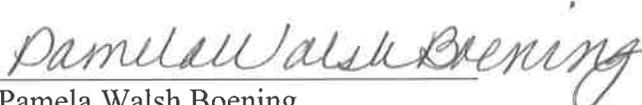
**RE:** Carnival, Festival, Bazaar Public Assembly Permit Application

Applicant:	Michael Lennon
Organization:	NY Electrical Design Inc.
Dates:	Saturday, November 22, 2025
Time:	9:00 A.M. to 4:00 P.M.
Set up Time:	7:00 A.M.
Location:	Municipal Lot # 30 and the Esplanade

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Attached please find a copy of a Public Assembly Permit Application submitted by Michael Lennon to hold a car show/cancer fundraiser in Municipal Lot # 30 and at the Esplanade, from 9:00 A.M. to 4:00 P.M., on Saturday, November 22, 2025. There will be approximately 150 show cars and 300 individuals are expected to attend this event.

Included in the package are the recommendations from the Police Department, Department of Public Works, Fire Department, Claims Examiner, and the Recreation Center.

  
Pamela Walsh Boening  
Village Clerk

Attachments



To process your Carnival/Festival/Bazaar ~ Public Assemblies Permit Application requesting the use of municipal property the Village of Freeport will need the information listed below. A confirmation of this information must be provided in writing, executed by someone in authority from the organization. (Attach additional sheets as necessary)

A) Will the Carnival/Festival/Bazaar occupy all or only a portion of the width of the property requested?

All of muni lot #30 and The Esplanade

B) List each ride.

Indicate type of ride, dimensions of same and space or square footage required for setup.

N/A

C) List the number and type of food vendor kiosks, booths or trailers. Include space needed for setup.

4

D) List the number of support vehicles to remain on site such as transport trucks, employee housing trailers and generator units. Indicate the space or square footage required to park/stage such vehicles or units.

~~N/A~~ 150 SHOW CARS

E) Total estimated dimension of space required to contain the full Carnival/Festival/Bazaar operation.

N/A

F) Are any animals included as part of the show/Carnival/Festival/Bazaar? If so indicate what type.

No

G) What is the estimated number of customers you expect daily?

~~135~~ 300

H) Sanitation ~ list the number of trash receptacles, portable toilets and type of site cleanup that you are providing.

~~N/A~~ 2-porta potties 4-garbage cans  
4-staff members for clean up.

I) List on site security that you intend to use. Include the number of security guards and the name and address of the agency you will employ if security is subcontracted.

~~N/A~~ total 4 - private security

J) List where pedestrian and vehicle traffic control such as barricades and blocked streets will need to be employed. Advise if you need or are requesting public works assistance for this.

~~N/A~~ 2 - Barricades At Each exit + Entrance

K) Are any other public facilities or equipment to be utilized: \_\_\_\_\_ Yes/No  No  
If yes, please describe and attach all related correspondence or permits that authorize their use.

L) Please describe any advertisement, banners, signs, or other attention getting devices or methods to be used in connection with this event:

N/A

M) Advise if the Carnival/Festival/Bazaar ride/show operator subcontracts any portion of their operation.

N/A

*I hereby state that I have received a copy of Article III of Chapter 155, entitled "Noise Control", and I understand that I am required to comply with the same.*



Signature

Sworn to before me this 27 day of October, 2025

Mesheessna L. Craig

NOTARY PUBLIC



**Chapter 155-39: Any person violating any of the provisions of this chapter shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount not exceeding \$750 for the first offense, \$1,000 for the second offense and \$2,000 for each offense thereafter or be imprisoned in the Nassau County Correctional Facility for a period not exceeding 15 days, or be subject to both such fine and imprisonment. Each day (twenty-four-hour period) such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such. Any person under the age of 16 years who shall violate any of the provisions of this article shall be deemed to be a juvenile offender.**

**Insurance Requirement Notice:**

**You are informed that you must meet the following insurance requirements for this event:**

Comprehensive General Liability Insurance (Broad Form), with the Inc. Village of Freeport named as additional insured for the entire policy period. Required Minimum Limits: \$1,000,000 Combined Single Limit per occurrence and \$2,000,000 aggregate. A copy of the policy endorsement showing that the Inc. Village of Freeport is named as additional insured for this event is to be attached to the original certificate of insurance evidencing this coverage and must be in a form acceptable to the Inc. Village of Freeport.

All policies and certificates must provide that a minimum of ten (10) days prior notice will be given to the Village by registered mail for any cancellation or modification of the insurance.

Insurance companies providing the required insurance policies must be New York State admitted carriers, have a policy holders rating of A or better and a financial rating of at least "10" or better according to the current Best Insurance Rating Guide.

Contractual Liability coverage- All vendors providing amusements (ie: rides, live animals) for this event must also comply with all of the above mentioned insurance requirements.

The hold harmless cited below, is to be copied onto the applicant group's letterhead and signed by a representative of the festival sponsor/ride concessionaire, notarized and must be attached to application.

**Insurance Requirement Notice (continued):**

NY Electrical Design, Inc., agrees to defend and indemnify and save harmless the Inc. Village of Freeport, its employees (Name of applicant or contracted operator) and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of Municipal Lot #30 in Freeport, by NY Electrical Design, Inc., whether or not such (Name of municipal property/location) (Name of municipal property/location) injury to persons or damage to property are due or claim to be due to any negligence NY Electrical Design, Inc. (Name of applicant or contracted operator) of Michael Lennon or contracted operator their employees or agents (Name of applicant or contracted operator)

Sign: Michael Lennon / New York Electrical Design Date: 10/27/2025  
(Name of representative and company name)

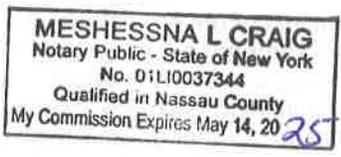
The above-mentioned insurance must be provided by all sponsors and ride concessionaires involved in this event.

Letterhead



Signature [Handwritten Signature]  
Applicant

Sworn to before me this 27 day of October 2025.  
Meshessna L. Craig  
Notary



Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

By: \_\_\_\_\_



BARRICADES

BARRICADES



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/24/25

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>SKY BREEZE INC/ SMT INSURANCE</b> 242 Buick Place East Meadow, NY 11554		<b>CONTACT NAME:</b> Steven Tauber <b>PHONE (A/C, No, Ext):</b> (516)796-5649 <b>E-MAIL ADDRESS:</b> smtinsure@aol.com <b>FAX (A/C, No):</b> (516)796-6766	
<b>INSURED</b> <b>NEW YORK ELECTRICAL DESIGN INC.</b> <b>MICHAEL LENNON</b> 521 SO. OCEAN AVENUE FREEPORT, NY 11520		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A :</b> UTICA FIRST INS CO <b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>	
		<b>NAIC #</b> 15326	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

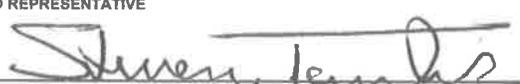
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			ART3000674880	12/12/24	12/12/25	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS							\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR						AGGREGATE	\$
	<b>EXCESS LIAB</b>							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED							\$
	RETENTION \$							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ELECTRICAL WIRING WITHIN BUILDINGS. THE INCORPORATED VILLAGE OF FREEPORT IS INCLUDED AS ADDITIONALLY INSURED(A) WITH RESPECT TO PERMITS & LICENSING. ALL COVERAGES ARE SUBJECT TO INSURANCE POLICY TERMS & CONDITIONS.

**CERTIFICATE HOLDER****CANCELLATION**

<b>INCORPORATED VILLAGE OF FREEPORT</b> 46 NORTH OCEAN AVENUE FREEPORT, NY 11520	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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521 S. Ocean Ave  
Freeport, N.Y. 11520  
(516) 771-9111

**Insurance Requirement Notice (continued):**

NY ELECTRICAL Design, Inc., agrees to defend and indemnify and save harmless the Inc. Village of Freeport, its employees  
(Name of applicant or contracted operator)  
and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for  
damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons  
including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence  
of the use of Municipal Lot # 30 in Freeport, by NY ELECTRICAL Design, Inc., whether or not such  
(Name of municipal property/location) and Esplanade (Name of municipal property/location)  
injury to persons or damage to property are due or claim to be due to any negligence NY ELECTRICAL Design, Inc.  
(Name of applicant or contracted operator)  
of Michael Lennon or contracted operator their employees or agents  
(Name of applicant or contracted operator)

Sign: Michael Lennon / NY Electrical Design, Inc Date: 10/27/2025  
(Name of representative and company name)

The above-mentioned insurance must be provided by all sponsors and ride concessionaires involved in this event.

Signature   
Applicant

Sworn to before me this 27  
day of October 2025  
Pamela Walsh Boening  
Notary

Pamela A. Walsh Boening  
Notary Public State of New York  
No. 01WA6213579  
Qualified in Nassau County  
Commission Expires November 9, 2025

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

By: \_\_\_\_\_

**INTER-DEPARTMENT CORRESPONDENCE**  
**FREEPORT POLICE DEPARTMENT**

**Michael Smith**  
Chief of Police

40 N. Ocean Av, Freeport, New York 11520  
(516) 378-0700

**TO: Pamela Walsh Boening, Village Clerk**  
**FROM: Deputy Chief Joseph China**  
**DATE: 10/27/2025**

**RE: Charlie Strong Car Show and Fundraiser: MPF #30**  
**(Event to take place on the village property of said location)**  
**Date: Saturday November 22, 2025**  
**Time: 7:00 p.m. to 4:00 p.m.**  
**Rain Date: None**

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After review of the attached Public Assembly/Event Permit Application I am informing you that I conditionally approve this permit. My approval is conditioned upon this matter being brought before the Mayor and Board of Trustees for final approval. Once the Board approves; the permit is valid.

I do not anticipate there will be any police overtime costs incurred due to this event. Please advise me when a decision has been made so I will know how to proceed.

Thank you,



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Joseph China  
Deputy Chief of Police

# Freeport Police Department Parade and Public Assemblies Permit

A parade/public assemblies permit has been issued to the named applicant and other named representatives on behalf of NY Electrical Design Inc. 521 S Ocean Avenue

Freeport New York 11520 (917)532-5284  
City State Zip Telephone #

as indicated on the Freeport Police Department Parade Permit Application which is annexed hereto and made a part thereof, with the stipulation that the conditions listed below, if any, are satisfied by the above named organization and it's representatives. The conditions are:

EVENT: CHARLIE STRONG CAR SHOW AND FUNDRAISER

LOCATION: MUNICIPAL PARKING FIELD 30, FREEPORT NEW YORK.

DATE: SATURDAY NOVEMBER 22, 2025

Time: 9:00 A.M. TO 4:00 P.M. (7:00 A.M. SET-UP)

RAIN DATE: NONE

1. Applicant and participants will be considerate of Village noise regulations and minimize unnecessary noise. This permit does not exempt the participants from abiding by village noise ordinances and any all NYS Vehicle Traffic law regulations.
2. Participants will shut down the event and clear the lot at 4:00 P.M. sharp without prompting from police or village officials.
3. If an emergency occurs, the participants must be able to promptly clear the roadway for Fire, Police and other emergency vehicles. Physical barriers can not be used to block roadway.
4. Tables, tents, awnings, rides, amusements, D.J. Booths or other structures placed in the road must be fashioned to be rapidly removable by hand to facilitate emergency vehicle operations. Structures or items not rapidly removable by hand must be erected off the road surface or to one side of the road Not Blocking Vehicle Traffic.
5. Applicant: Michael Lennon 521 S Ocean Ave Phone : (917)532-5284

This parade/public assemblies permit must be available to be submitted for inspection by any Freeport Police Officer on the date and times of the parade. (Photocopies are permitted)

**THE PARADE/PUBLIC ASSEMBLIES PERMIT APPLICATION MUST BE ATTACHED TO THE PERMIT AND AVAILABLE FOR INSPECTION FOR THIS PERMIT TO BE VALID.**

Please note the parade/public assemblies permit maybe revoked by the Chief of Police, or designated representative, at any time prior to or during the parade for violation of Freeport Village Code Section 155-67.

Issued by Deputy Chief Joseph China 10/27/2025  
Rank Name Signature Date

CC to:  Mayor  Village Attorney  Fire Chief  Public Works  Postmaster  
 Affected Public Transportation Utilities  Other: \_\_\_\_\_

**INCORPORATED VILLAGE OF FREEPORT  
DEPARTMENT OF PUBLIC WORKS  
INTER-DEPARTMENT CORRESPONDENCE**

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TO: Pamela Walsh Boening, Village Clerk

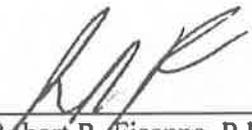
FROM: Robert R. Fisenne, P.E., Superintendent of Public Works

DATE: October 27, 2025

RE: Carnival Festival Bazaar Public Assembly Permit Application  
Applicant: Michael Lennon / NY Electrical Design Inc  
Date: Saturday, November 22, 2025  
Time: 9:00 am – 4:00 pm  
Setup Time: 7:00 am  
Location: Municipal Lot #30 and Esplanade

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I have reviewed the above-referenced Parade and Public Assembly Permit Application submitted by Michael Lennon on behalf of the NY Electrical Design Inc. to hold a car show and cancer fundraiser. I am conditionally approving this permit with my approval conditioned upon this matter being brought to the Mayor and Board of Trustees for final approval. Please advise me when a decision has been made.

  
\_\_\_\_\_  
Robert R. Fisenne, P.E.  
Superintendent of Public Works

C: Ben Terzulli, Assistant Superintendent of Public Works

## Pamela Boening

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**From:** Raymond Maguire  
**Sent:** Tuesday, October 28, 2025 4:35 PM  
**To:** Pamela Boening  
**Subject:** RE: Public Assembly

I have reviewed the Carnival, Festival, Bazaar and Public Assembly Permit application for November 22, 2025 (Rain Date: None)

I do not foresee any negative impact in the performance of our duties. The applicant indicates that they will be utilizing the Esplanade and Municipal Lot # 30. They do not indicate that they will be blocking any streets. Applicant(s) should be cognizant of maintaining access to the area if an Emergency exists.

Please remind the applicant(s) that access to the area must be made available for Emergency equipment. Therefore, physical barriers should be discouraged.

If you have any questions, please feel free to contact me.

Ray Maguire

*Raymond F. Maguire*  
*Executive Director*  
*Freeport Fire Department*  
*Office: 5163772190*  
*Cell: 5166801801*  
*Fax: 5163772499*

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**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Monday, October 27, 2025 12:09 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Donnie Ethier <ethierd@freeportpolice.org>; Joseph China <chinaj@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>  
**Subject:** Public Assembly  
**Importance:** High

Please send recommendation.

This will be on the 11/3/2025 agenda.

## Pamela Boening

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**From:** Christine Maguire  
**Sent:** Monday, October 27, 2025 4:28 PM  
**To:** Pamela Boening  
**Cc:** Conor Kirwan  
**Subject:** RE: Public Assembly  
**Attachments:** 11.22.2025 Car Show Muni Lot #30 Car Show.pdf

Hi Pam,

The insurance is approved for the public assembly 11/22/25.

Regards,

Christine Maguire  
Claims Examiner  
Human Resources  
Inc. Village of Freeport  
516-377-2293

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**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Monday, October 27, 2025 12:09 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Donnie Ethier <ethierd@freeportpolice.org>; Joseph China <chinaj@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>  
**Subject:** Public Assembly  
**Importance:** High

Please send recommendation.

This will be on the 11/3/2025 agenda.

## Pamela Boening

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**From:** Elizabeth Comerford  
**Sent:** Monday, October 27, 2025 4:12 PM  
**To:** Pamela Boening  
**Subject:** RE: Public Assembly

Hi Pam,

Application looks good for the Recreation Department. It will be added to our calendar as of 10/27/25.

Thanks,

*Liz Comerford*  
*Freeport Recreation Center*  
*516-377-2311*

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**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Monday, October 27, 2025 12:09 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Donnie Ethier <ethierd@freeportpolice.org>; Joseph China <chinaj@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>  
**Subject:** Public Assembly  
**Importance:** High

Please send recommendation.

This will be on the 11/3/2025 agenda.

**INTERDEPARTMENTAL CORRESPONDENCE ONLY  
INCORPORATED VILLAGE OF FREEPORT  
OFFICE OF THE VILLAGE ATTORNEY**

TO: Robert T. Kennedy, Mayor

FROM: Robert R. Fisenne, P.E., Superintendent of Public Works

DATE: October 22, 2025

RE: Engineering Services for Stormwater Management

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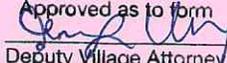
The Village of Freeport is required to comply with the New York State Department of Environmental Conservation (NYSDEC) Municipal Separate Storm Sewer System (MS4) program. This program mandates that municipalities implement a comprehensive stormwater management plan designed to reduce pollutants in stormwater discharges and to protect local water quality.

Given the complexity and regulatory requirements associated with the MS4 program, it is recommended that the Village engage **D&B Engineers and Architects, P.C., 330 Crossways Park Drive, Woodbury, N.Y. 11797** to provide professional consulting services to manage our stormwater program. D&B Engineers and Architects has extensive experience in stormwater compliance and environmental engineering, and they have successfully assisted numerous municipalities across Long Island in meeting NYSDEC stormwater mandates.

Their services would include preparation and implementation of the annual MS4 report, coordination of public education and outreach initiatives, illicit discharge detection and elimination support, Staff training and regulatory updates, and guidance to ensure compliance with all NYSDEC requirements. Engaging D&B will ensure that the Village remains in compliance with state and federal regulations, while also improving the efficiency and effectiveness of our stormwater management efforts. The attached proposal outlines the additional tasks in more detail

It is recommend that the Mayor and Board of Trustees authorize the retention of **D&B Engineers and Architects** to manage the Village's NYSDEC mandated stormwater program. The current DEC Stormwater reporting is a 5 year program and the estimated cost for the initial consulting would be \$23,000.0. It is anticipated that additional consulting will be needed during the remainder of the DEC program to remain in compliance with DEC regulations and this additional consulting is not included in this scope of work. Funding will be provided in the municipal budget, account A149004 5475700 (Non Employee Salary)

  
\_\_\_\_\_  
Robert R. Fisenne, P.E.  
Superintendent of Public Works

Approved as to form  
  
Deputy Village Attorney

The following resolution was proposed by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, as follows:

**WHEREAS**, the Village of Freeport is required to comply with the New York State Department of Environmental Conservation (NYSDEC) Municipal Separate Storm Sewer System (MS4) program; and

**WHEREAS**, the services to be performed are professional services of a specialized nature and are therefore exempt from the competitive bidding requirements of General Municipal Law; and

**WHEREAS**, D&B Engineers and Architects, 330 Crossways Park Drive, Woodbury, New York, 11797 possesses those certain skills, knowledge, and expertise of a specialized nature; and

**WHEREAS**, the current DEC Stormwater reporting is a five (5) year program and the estimated cost for the initial consulting would be \$23,000.00; and

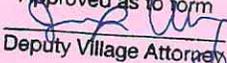
**WHEREAS**, it is anticipated that additional consulting will be needed during the remainder of the DEC program to remain in compliance with DEC regulations and this additional consulting is not included in this scope of work; and

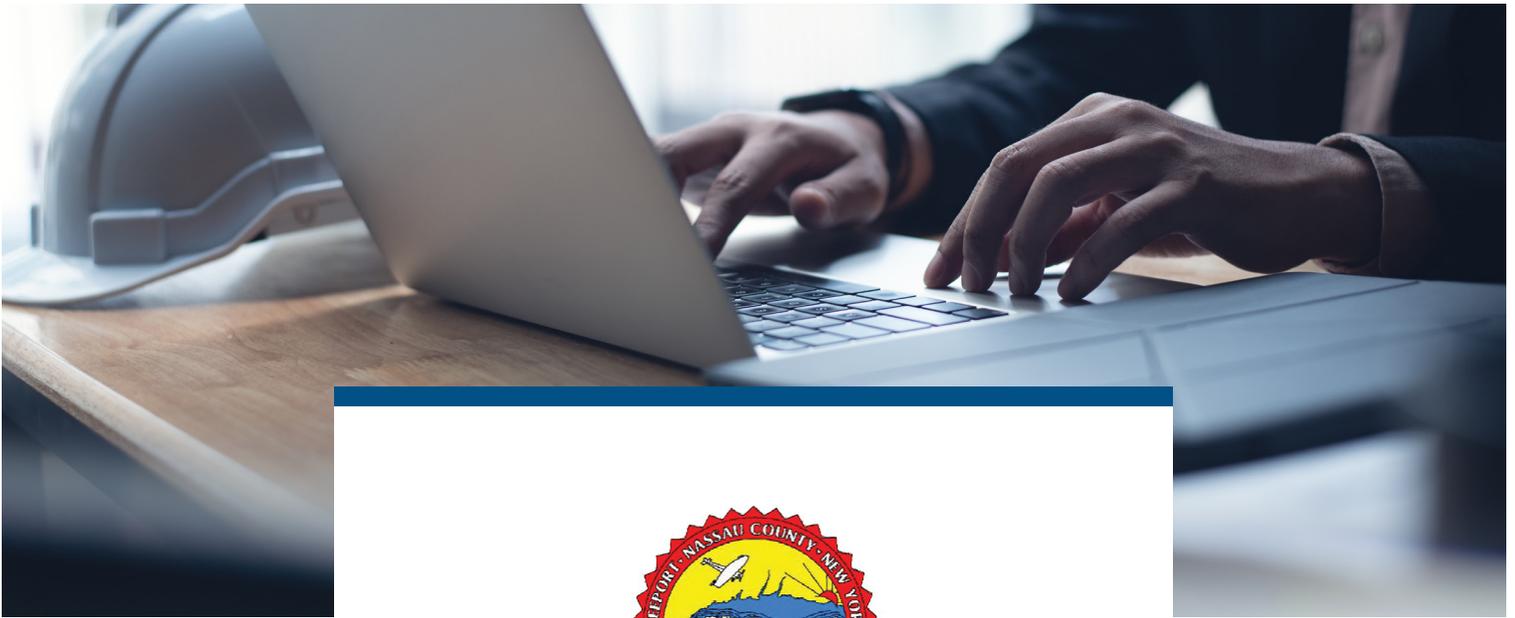
**WHEREAS**, funding will be provided in the municipal budget, account A149004 5475700 (Non Employee Salary); and

**NOW THEREFORE BE IT RESOLVED**, that based upon the recommendation of the Superintendent of Public Works, the Board hereby approves, and the Mayor is hereby authorized to sign any documentation necessary and proper to effectuate the proposal between the Village of Freeport and D&B Engineers and Architects, 330 Crossways Park Drive, Woodbury, New York, 11797, for engineering services related to the Stormwater Management Plan Development, for the estimated cost of \$23,000.00.

The Clerk polled the Board as follows:

Deputy Mayor Martinez	VOTING
Trustee Squeri	VOTING
Trustee Sanchez	VOTING
Trustee Butler	VOTING
Mayor Kennedy	VOTING

Approved as to form  
  
Deputy Village Attorney



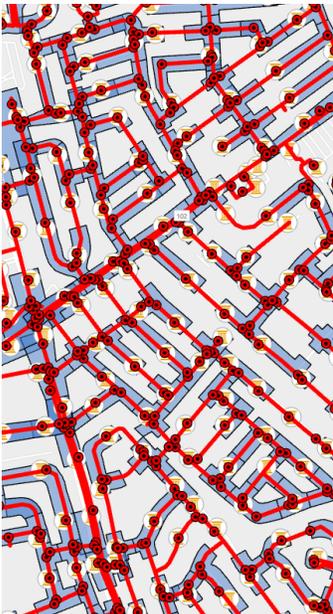
PROPOSAL FOR:  
**STORMWATER MANAGEMENT  
PLAN DEVELOPMENT**

SUBMITTED BY



**D&B ENGINEERS  
AND ARCHITECTS**

OCTOBER 2025



**Principals**

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October 10, 2025

Robert R. Fisenne, P.E., Superintendent  
Incorporated Village of Freeport  
Department of Public Works  
46 North Ocean Avenue  
Freeport, NY 11520

Re: Proposal for Stormwater Management Plan Development

Dear Mr. Fisenne:

D&B Engineers and Architects (D&B), a recognized leader in providing technical, permitting and environmental services for Long Island communities for over 60 years, is pleased to submit our proposal in response to the Village of Freeport's (Village's) Request for Proposal (RFP) for Consulting Services for the Preparation of the Village's Stormwater Management Plan and MS4 Reporting.

D&B has been at the forefront of assisting municipalities with the DEC MS4 stormwater regulations and programs since their inception and has consistently fulfilled services aimed at helping MS4s maintain compliance with the constantly evolving requirements of the MS4 General Permit. D&B's SWMP services include the procurement of stormwater General Permits, completion of Annual Reports and Interim Progress Reports, and design and implementation of written procedures, management practices, recordkeeping tools, activities, maps and other measures for over 40 municipalities across Long Island, New York City and Westchester County.

In accordance with the RFP, please find enclosed one (1) electronic copy of our technical proposal. We appreciate the opportunity to submit on this RFP and look forward to working closely with the Village in developing cost-effective and practical solutions. Please do not hesitate to contact me at (516) 364-9890 Ext. 3007 or bmerklin@db-eng.com if you have any questions or require additional information.

Very truly yours,



William D. Merklin, P.E.  
Executive Vice President

WDM/KDt  
Enclosures  
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D&B ENGINEERS  
AND ARCHITECTS

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# SECTION A

FIRM PROFILE

# A | FIRM PROFILE



## A.1 FIRM OVERVIEW

Our firm brings extensive experience and proven expertise in supporting New York municipalities with their NYSDEC MS4 program compliance. With a deep understanding of the SPDES General Permit requirements and a track record of successful project execution, we offer a comprehensive suite of services, including regulatory guidance, stormwater management planning, field inspections, GIS-based mapping, and tailored compliance strategies. Our multidisciplinary team excels at addressing the unique challenges faced by local villages like Freeport, providing customized solutions, staff training, and grant writing support to enhance program effectiveness and secure funding. We are dedicated to helping the Village achieve its MS4 program goals efficiently.

## PROFESSIONAL QUALIFICATIONS

### Services and Client Base

D&B provides consulting services to public and private entities across the Tri-State area and beyond. Clients include:

- Public Works Departments
- State and Federal Agencies including Local Municipalities
- City Agencies
- Special Water and Sewer Districts

### Awards and Recognition

Through unwavering dedication we have achieved numerous accolades that underscore our expertise and commitment to excellence. Notable achievements include:



**ENR** | 2025 TOP 500 DESIGN FIRM

**ENR** | 2025 TOP 100 DESIGN FIRM



# ORGANIZATIONAL CAPABILITY

## Structured and Specialized Teams

- Clear division of mission-essential tasks and support tasks
- Specialized departments ensure operational efficiency

## Expertise Across Divisions

Comprehensive services grouped into divisions:

- Civil Engineering
- Water Supply
- Wastewater
- Construction Management
- Mechanical, Electrical and Plumbing Engineering
- Structural Engineering
- Environmental Engineering
- Architecture

## Resources and Infrastructure

- Approximately 200 professionals across seven offices in the tri-state area
- Award-winning, full-service firm with decades of experience in public and private sectors

## Proven Track Record

- Specializing in solving complex problems with effective solutions
- Consistent delivery of high-quality projects, meeting both regulatory and client expectations

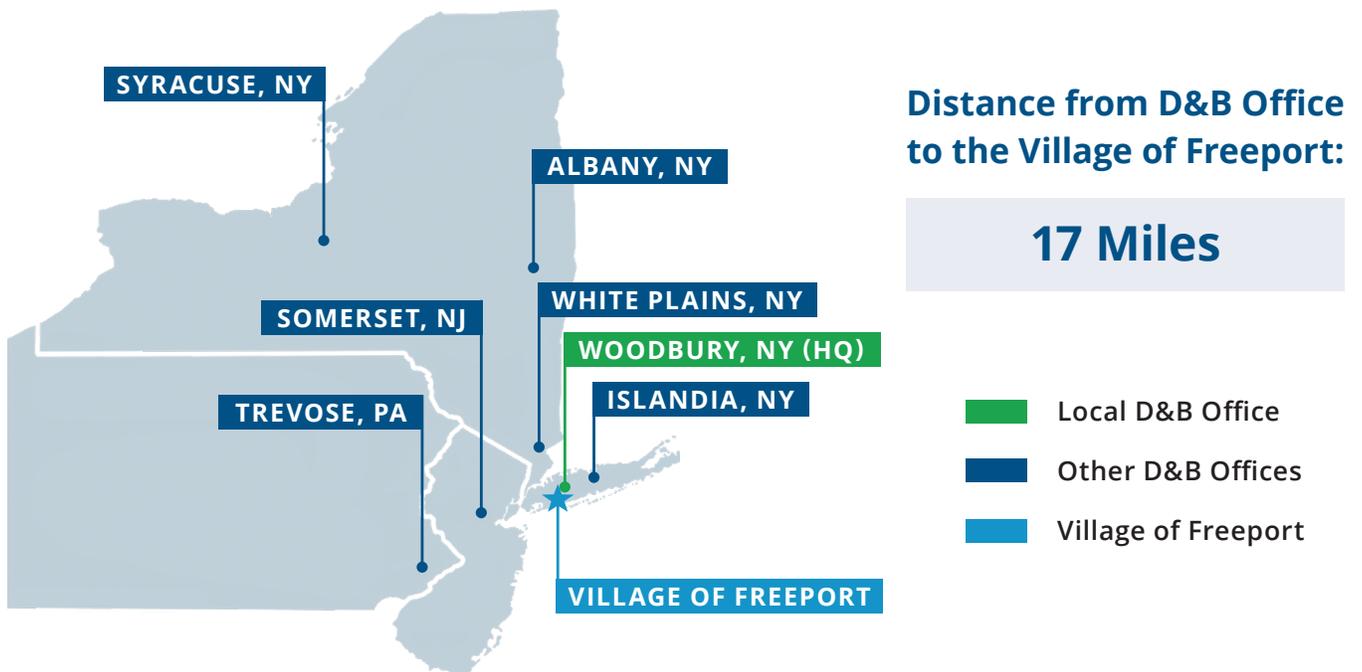
# OUR SERVICES

D&B's wide breadth of services allow for a holistic approach to design, as our best practices include collaboration to deliver practical solutions. D&B is powered by professional experts who provide an array of services to assist our clients in virtually any situation or application.



# OUR LOCATIONS

Our local office in Woodbury, NY, is conveniently located approximately 17 miles from the Village of Freeport, enabling us to provide prompt and efficient service.



## A.2 Qualifications and Expertise



D&B has extensive experience providing professional support for New York State Department of Environmental Conservation (NYSDEC) MS4 programs, specifically tailored to the needs of municipalities like the Village of Freeport. We have a deep understanding of the regulatory requirements outlined in the NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s) and the technical expertise required to implement effective compliance strategies.

Our team of environmental scientists, engineers, and regulatory specialists has successfully assisted numerous municipalities in managing and maintaining their MS4 programs. Our qualifications include:

- **Comprehensive Regulatory Knowledge:** Extensive familiarity with MS4 permit requirements, including annual reporting, Minimum Control Measure (MCM) implementation, and Total Maximum Daily Load (TMDL) compliance.
- **Stormwater Management Expertise:** Proficiency in developing and executing Stormwater Management Programs (SWMPs), including public education and outreach, illicit discharge detection and elimination (IDDE), and construction/post-construction stormwater management practices.
- **Field and Data Analysis Skills:** Experience conducting field inspections, GIS-based mapping of storm sewer systems, and data analysis to support stormwater management and reporting.
- **Customized Solutions:** Expertise in tailoring compliance strategies to meet the specific needs of local communities like the Village, addressing unique challenges such as urban runoff, aging infrastructure, and intermunicipal coordination.
- **Training and Capacity Building:** Proven ability to deliver training programs for municipal staff and stakeholders to enhance understanding and ensure successful program implementation.
- **Funding Assistance:** Strong track record in identifying funding opportunities to secure financial resources for MS4 program enhancements.

With a commitment to sustainability and regulatory compliance, our firm is uniquely qualified to provide the Village with the technical support and strategic guidance needed to achieve MS4 program goals efficiently and effectively.

## A.3 Relevant Experience

One of the most important environmental impact categories addressed by federal and state agencies in recent years is stormwater runoff. In addition to the potential for local flooding, stormwater from rain or melting snow on paved areas, rooftops, and bare soil that does not infiltrate into the ground, runs off into storm sewer collection systems, or directly to surface water bodies. As it flows, the runoff can collect and transport pathogens, oil and grease, soil, salt, pesticides, fertilizers, debris and other potential pollutants and degrade streams, lakes, rivers, wetlands and other waterways. To address this problem the USEPA developed strict regulations for stormwater management. In New York, the federal stormwater regulations are implemented and administered through the New York State Department of Environmental Conservation (NYSDEC) State Pollutant Discharge Elimination System (SPDES) permit program.

D&B has been at the forefront in stormwater management and compliance with the regulations since their inception and has assisted numerous municipalities and private entities in complying with the regulations, particularly the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s).

These services include the procurement and implementation of MS4 General Permits and the design and implementation of the following minimum stormwater management control measure tasks:

- Stormwater Management Program Annual Reports
- Stormwater Management Program Interim Progress Certification Reports
- Stormwater Management Program Plan Documents
- Public Education and Outreach Materials on Stormwater Impacts
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination Written Procedures
- Monitoring Location (Outfall) Dry-Weather Inspections
- Storm Drain Network and Systems Mapping (GIS)
- Storm Sewershed Mapping
- Stormwater Pollution Prevention Plan Reviews
- Stormwater Pollution Prevention Plan Written Procedures
- Pollution Prevention and Good Housekeeping Best Management Practices Manuals
- Municipal Facilities and Operations Self-Assessments and Inspections
- Watershed Improvement Strategies
- Retrofit Plans and Mapping
- Municipal Employee Training Seminars in Illicit Discharge Detection and Elimination, Outfall Inspections, Facility Self-Assessments, and Construction Site Compliance Inspections
- Assistance with USEPA and NYSDEC Stormwater Management Program Audits, Evaluations and Compliance Documentation Requests

Municipal clients throughout Long Island and within the New York Metropolitan Area for which D&B has provided stormwater management and permit compliance services include:

### Incorporated Villages

- Village of Croton-on-Hudson
- Village of Ossining
- Village of Pleasantville
- Village of Scarsdale
- Village of East Hills
- Village of Floral Park
- Village of Flower Hill
- Village of Garden City
- Village of Great Neck Estates
- Village of Hewlett Harbor
- Village of Kings Point
- Village of Manorhaven
- Village of Massapequa Park
- Village of Mineola
- Village of Munsey Park
- Village of New Hyde Park
- Village of Old Brookville
- Village of Rockville Centre
- Village of Roslyn Harbor
- Village of Russell Gardens
- Village of Sea Cliff
- Village of Stewart Manor
- Village of Valley Stream
- Village of Williston Park
- Village of North Haven
- Village of Quogue
- Village of Sag Harbor
- Village of Southampton
- Village of Westhampton Beach

### Towns

- Town of Yorktown
- Town of Hempstead
- Town of North Hempstead
- Town of Oyster Bay
- Town of Islip
- Town of Riverhead
- Town of Southampton

### Cities

- City of Mount Vernon
- City of Rye
- City of White Plains
- New York City
- City of Glen Cove
- City of Long Beach

### Counties

- County of Westchester
- County of Nassau

### Non-traditional MS4s

- Rockland County Solid Waste Management Authority
- Metropolitan Transit Authority – New York City Transit
- Metropolitan Transit Authority – Bridges and Tunnels
- Metropolitan Transit Authority – Long Island Rail Road
- Metropolitan Transit Authority – Bus Company
- Metropolitan Transit Authority – Metro North
- U.S. Merchant Marine Academy

## »» Project Experience

Following are brief descriptions of representative projects that D&B has completed or is currently undertaking, focusing on Stormwater Management Programs for MS4s. While not an exhaustive list of all MS4 projects completed by D&B in recent years, these examples provide clear evidence of our expertise and experience in delivering the services sought by the Village in this RFP.



# TOWN OF OYSTER BAY

## Municipal Stormwater Management Program Services

**PROJECT PERIOD:**

2006 – Ongoing

**PROJECT COST:**

\$445,000

**CLIENT REFERENCE:**

Richard W. Lenz, P.E.,  
Commissioner of Public Works  
Town of Oyster Bay  
150 Miller Place  
Syosset, NY 11771  
516-677-5124

D&B has provided the Town of Oyster Bay with comprehensive MS4 compliance services since 2006. These services have included:

- Hosting monthly meetings with Town department and division supervisors and managers to coordinate ongoing and upcoming Stormwater Management Program (SWMP) implementation and responsibilities.
- Guiding the Town through the evolving reporting requirements of the MS4 General Permit, including preparing Annual Reports, Watershed Improvement Strategy reports, and Semi-Annual Progress Certifications.
- Assisting the Town with preparing and submitting the required Notice of Intent to continue coverage under the MS4 General Permit.
- Preparation of the written SWMP Plan documents, including:
  - » Written Procedures for illicit discharge detection and elimination
  - » Stormwater pollution prevention plan (SWPPP) review and inspections
  - » Municipal facility pollution prevention and good housekeeping best management practices procedures
- SWPPP review and comment on private regulated construction activities requiring MS4 SWPPP Acceptance.

In addition, D&B has successfully supported the Town through a number of program evaluations/audits conducted by the US Environmental Protection Agency (USEPA) and New York State Department of Environmental Conservation (NYSDEC). These program evaluations/audits have ranged from electronic documentation requests to week-long, comprehensive onsite interviews and inspections by regulatory agencies. In addition to reviewing all Town SWMP Plan documents, the USEPA and NYSDEC requested to visit every Town facility and outfall for inspection. D&B attended the inspections and presented an efficient and straightforward procedure for meeting their requests, which resulted in favorable program evaluations/audits reports.

# TOWN OF NORTH HEMPSTEAD

## Municipal Stormwater Management Program Services



### PROJECT PERIOD:

2011 – Ongoing



### PROJECT COST:

\$321,900



### CLIENT REFERENCE:

Jillian Guiney  
Town of North Hempstead  
285 Denton Avenue  
New Hyde Park, NY 11040  
516-739-6710  
guineyj@northhempsteadny.gov

D&B has assisted the Town of North Hempstead with the development and implementation of their Stormwater Management Program (SWMP) in compliance with the New York State Department of Environmental Conservation (DEC) General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s) since 2011. In addition to providing annual assistance with SWMP documentation, inspections and reporting, D&B has developed SWMP services and deliverables tailored to the unique operations and environment specific to the Town of North Hempstead, including:

- Incorporating feedback from Town departments, D&B developed a Town-specific Excel spreadsheet to efficiently and effectively collect the information required in the SWMP Annual Report from across the various Town offices and departments. For example, street sweeping is conducted by each of the four Department of Public Works Highway Yards and the Department of Public Safety Port Washington Parking District. The spreadsheet was distributed to each entity prior to the preparation of the SWMP Annual Report to accurately tally miles of streets and acres of parking lots swept for each reporting year.
- In order to produce usable tools for Town staff implementing the various components of the Town SWMP, D&B prepared a compendium of succinct written procedures for a variety of SWMP measures, including outfall inspections, SWPPP reviews, SMP inspections and facility self-assessments. These written procedures also include recordkeeping instructions and suggested forms in accordance with the recordkeeping requirements of the MS4 General Permit.
- D&B has hosted a number of SWMP training tailored specifically to the responsibilities of different Town departments. For example, the Department of Public Works training sessions have focused on illicit discharges and best management practices. While training for the Building Department provides instructions for SWPPP reviews and site inspections.
- D&B successfully prepared the Town for an audit conducted by the US Environmental Protection Agency (USEPA) and New York State Department of Environmental Conservation (NYSDEC). D&B met with Town staff prior to the USEPA and NYSDEC audit to discuss the typical audit structure, review of typical questions to be presented during the interview portion and visited Town facilities to note areas requiring improvements. D&B then attended the USEPA and NYSDEC interviews and inspections, which resulted in a favorable program audit report.

# VILLAGE OF QUOGUE

## Municipal Stormwater Management Program Services

**PROJECT PERIOD:**

2010 – Ongoing

**PROJECT COST:**

\$125,000

**CLIENT REFERENCE:**

William M. Nowak  
Chief Building Inspector  
Village of Quogue  
121 Jessup Avenue  
Quogue, NY 11959  
631-653-4555

D&B has assisted the Village of Quogue with maintaining its mandated compliance with the New York State Department of Environmental Conservation (DEC) General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s) since 2010. These services have included:

- Preparation and submittal of Stormwater Management Program Annual and Semi-Annual Progress Reports
- Preparation of Village Stormwater Management Program Plan Documents and written procedures for:
  - » Illicit discharge detection and elimination
  - » Stormwater pollution prevention plan review and inspections
  - » Pollution prevention and good housekeeping best management practices for municipal facilities
- Verifying the locations of Village outfalls including dye testing
- Conducting regular dry-weather inspections of outfalls in accordance with the Center for Watershed Protection Outfall Reconnaissance Inventory
- Mapping the Village storm drain network and storm sewersheds (GIS)
- Creation of public education and outreach materials on stormwater impacts
- Conducting inspections of municipal facilities and operations
- Watershed Improvement Strategies
- Successful guidance through USEPA and NYSDEC Stormwater Management Program Audit and Compliance Documentation Request

# TOWN OF RIVERHEAD

## Stormwater Pollution Prevention Plan Review and Compliance Inspections

**PROJECT PERIOD:**

2012 – Ongoing

**PROJECT COST:**

\$260,000

**CLIENT REFERENCE:**

Drew Dillingham, P.E.  
Town Engineer  
Town of Riverhead  
200 Howell Avenue  
Riverhead, NY 11901  
631-727-3200

D&B is providing Stormwater Pollution Prevention Plan (SWPPP) review for the Town of Riverhead in accordance with the New York State Department of Environmental Conservation (NYSDEC) State Pollutant Discharge Elimination System (SPDES) regulations covering both construction activities and Municipal Separate Storm Sewer Systems (MS4s). Since 2012, D&B has assisted the Town with the review, comment and acceptance of SWPPP for over 55 different projects ranging from single family homes to commercial developments to large solar fields.

As part of our services, D&B provides regulatory consistency and technical review of SWPPP submittals made to the Town to evaluate conformance with the NYSDEC standards and the plan's capability of achieving the pre- and post-construction stormwater management goals and objectives. D&B prepares written comments for the Town to transmit to the project applicant. When the SWPPP is determined to be complete, D&B assists the Town with the preparation and transmittal of the MS4 SWPPP Acceptance Form. In addition, D&B provides compliance inspections to ascertain whether the project applicant is implementing and monitoring stormwater controls at the construction site in accordance with the Construction General Permit, local code, and approved SWPPP.

# CITY OF WHITE PLAINS

## Municipal Stormwater Management Program Services



### PROJECT PERIOD:

2006 – Ongoing



### PROJECT COST:

\$284,000



### CLIENT REFERENCE:

Stefania A. Mignone  
Commissioner of Public Works  
255 Main Street  
White Plains, NY 10601  
914-422-1210

D&B has assisted the City of White Plains with MS4 program compliance activities for over nineteen years. These services have included:

- Stormwater Management Program Annual Report preparation and submittal
- Regular meetings with City staff to discuss the evolving MS4 General Permit requirements
- Preparation of City Stormwater Management Program Plan Documents and written procedures for:
  - » Illicit discharge detection and elimination
  - » Stormwater pollution prevention plan review and inspections
  - » Pollution prevention and good housekeeping best management practices for municipal facilities
- Public education and outreach materials on stormwater impacts
- Comprehensive assessments of all municipal facilities and operations
- Employee pollution prevention and good housekeeping training sessions.
- Successful guidance through USEPA and NYSDEC Stormwater Management Program Audit and Compliance Documentation Request

## A.4 Key Staff

The following section provides a brief description of the qualifications and credentials of our proposed key staff to be assigned to the project. An overview of our entire project team can be found in **Figure A-1 – Organization Chart**, and detailed resumes of each key team member can be found in **Appendix A**.



### **William D. Merklin, P.E.**

Project Director

Mr. Merklin serves as Executive Vice President of D&B and has over three decades of municipal engineering experience. Throughout his tenure with the firm, Mr. Merklin has been directly responsible for a wide range of civil and municipal engineering projects, such as water distribution and treatment systems, roadway improvements, stormwater management systems, sewer system evaluation and rehabilitation, and recreational facilities. Mr. Merklin works closely with clients and leverages his unique combination of experience to meet and exceed his clients' expectations from project inception through closeout. As the D&B Project Director he will be responsible for the day-to-day oversight of the Village's projects. Mr. Merklin will actively manage and coordinate all aspects of project schedules, budgets and permits, leveraging his first-hand familiarity with federal, state and local regulatory requirements to positively affect each project.



### **Anthony V. Cucuzzo**

Quality Assurance / Quality Control

Mr. Cucuzzo has 23 years of civil and site engineering design experience. He has extensive experience in the design and approval process of site development projects in the New York Metropolitan area and focuses within the local Long Island region. He has experience in preparing commercial and residential site plans and subdivisions, preparing due diligence reports, municipal code review, site alignment, grading and drainage system design, roadway sanitary and utility design, storm water pollution prevention programs (SWPPP), accessibility, potential traffic impacts, cost estimates, utility availability/capacity, Hydrology analysis (HydroCAD software) and all other aspects of the site/civil design and permitting process. Mr. Cucuzzo's wide range of experience will allow him to effectively provide quality assurance and control for this project.



## Meredith A. Byers

Project Manager

Ms. Byers, an Associate with the firm, heads D&B's Environmental Studies and Permits Group. She is a specialist in stormwater management, municipal compliance and reporting, environmental quality review, environmental regulations and permitting, and GIS mapping. Ms. Byers' responsibilities include implementation and coordination of the State and Federal Stormwater Management Program permit requirements for dozens of municipalities. These comprehensive, municipal-wide and activity/facility-specific program tasks include preparation of annual reports, storm sewer and environmental mapping, facility and outfall inspections, construction stormwater pollution prevention plans, written procedures, recordkeeping forms, site plan review, compliance inspections, and best management practices guidance documents. In addition, Ms. Byers has participated in and guided municipal clients through USEPA and NYSDEC Stormwater Management Program audits, interviews, inspections and evaluations.



## Eileen Keenan

SWMP Plan Development and Reporting

Ms. Keenan is a Principal Environmental Scientist for D&B's Environmental Studies and Permits Group. She brings a multi-faceted background and expert knowledge of New York State SPDES Municipal Separate Storm Sewer System (MS4) General Permit compliance. Additionally, Ms. Keenan provides environmental regulatory support services to municipal and private clients, guiding them through complex permitting processes and ensuring adherence to state and federal environmental standards. Her areas of expertise include New York State SPDES Construction General Permit compliance, wetlands permitting, stormwater management, watershed management, inter-municipal initiatives, public speaking, and grant writing. She has a proven track record of fostering collaboration among stakeholders to achieve sustainable and effective environmental solutions. Ms. Keenan has also played a key role in developing and implementing innovative stormwater and watershed management strategies that balance regulatory requirements with environmental stewardship. Her ability to integrate technical knowledge with practical application has resulted in successful outcomes for a wide range of projects. Recognized for her public speaking and outreach skills, she has delivered impactful presentations to educate and engage diverse audiences on environmental issues and best practices.



## **Matthew Ferraro**

Drainage

Mr. Ferraro is a Senior Engineer performing design and construction management services for multidisciplinary civil projects. He has developed numerous engineering reports based on specific requirements and client objectives; regulatory agency permit applications; construction specifications and drawings; and cost estimates for a broad range of civil engineering projects including roadway design, drainage design, storm water management systems, coastal infrastructure improvements, utility relocation, building rehabilitation and construction, grading design and site work, and flood resiliency projects.



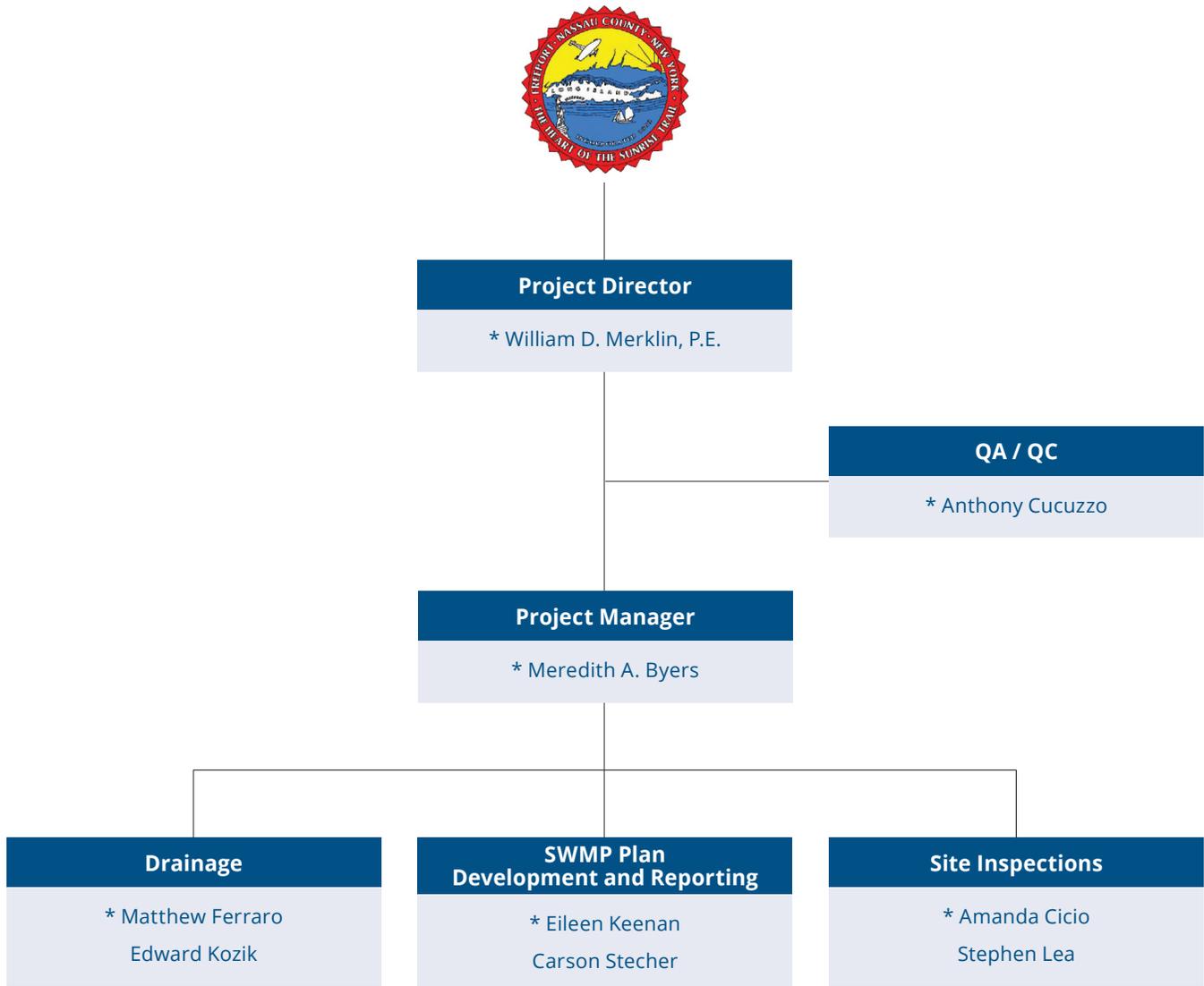
## **Amanda Cicio, EIT**

Site Inspections

Ms. Cicio is a motivated and detail-oriented entry-level engineer with proven expertise in supporting diverse engineering projects. Having earned her EIT certification, she brings strong technical skills and a commitment to delivering high-quality results in collaboration with multidisciplinary teams. Ms. Cicio has contributed to various critical tasks, including survey support, drainage inventory, base map development, and preparation of design drawings. Her experience also includes drafting contract specifications, creating detailed designs, and ensuring compliance with industry standards and project requirements.

FIGURE 1-1

# Project Organization Chart



\* Key Personnel

# SECTION B

## APPROACH AND METHODOLOGY

# B | APPROACH AND METHODOLOGY

As a multi-disciplinary engineering, environmental, and architectural consulting firm, D&B offers a deep pool of technical personnel to simultaneously staff multiple projects. We understand that time is of the essence and are accustomed to quickly responding to clients' needs. It is common for us to respond to complex issues on various projects simultaneously with a recommended solution within a short period. We have demonstrated this capability on various contracts.

## »» Project Understanding

D&B fully understands the needs of the Village to meet the mandated requirements of the New York State Department of Environmental Conservation (DEC) State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). The D&B Team has reviewed the Request for Proposals for Stormwater Management Program (SWMP) Plan Development and respectfully offers the following approach to act on behalf of the Village staff, serving in the best interest of the Village and its residents.

On January 3, 2024, the revised and final DEC General Permit for Stormwater Discharges from MS4s (Permit No. GP-0-24-001) became effective. This much awaited renewal of the "MS4 General Permit" contains all of the terms and conditions, minimum control measures, and related requirements over a five-year permit term. The MS4 General Permit includes the new and additional responsibilities of the Village's SWMP, such as implementing specific tasks, mapping infrastructure, preparing written procedures, executing enforcement response, training staff, conducting inspections, and documenting actions.

It has been over ten years since the DEC has issued any significant changes to the MS4 General Permit. As a result, the same MS4 programs have been required for the past ten years in compliance with the regulations. With the issuance of the 2024 MS4 General Permit, this status quo is no longer applicable. The majority of the focus and efforts for the SWMP have now shifted towards updating the Village's SWMP Plan and implementing new measures.

## »» Project Approach

D&B's general approach to projects consistently starts with best practices to ensure well-designed, efficiently executed, and successfully completed deliverables. Our team will foster collaboration among different disciplines and project stakeholders to ensure a holistic approach to problem-solving. We will regularly engage with Village staff to understand evolving needs and update on project progress. Quality assurance is achieved by D&B staff adhering to established standards and procedures.

The D&B Team has the ability to focus on client-specific needs and thereby provide practical technical support. Our staff's combined broad experience in a wide range of service areas and our extensive local knowledge provide the basis to support diverse projects in a cost-effective manner. Upon the Village's acceptance of the scope of services, schedule, and cost estimate, D&B will undertake the required services and complete them in a first class, timely, and professional manner. If necessary, or requested by the Village, we will conduct meetings with the Village's representatives and visit the site(s) to obtain a better understanding of the scope and the personnel that will be required for the assignment.

Since the new MS4 General Permit builds and expands on the programs developed and implemented under the previous MS4 General Permits, the DEC expects the Village to continue implementing the established programs while they are being updated, revised, or expanded in response to the new MS4 General Permit requirements.

The MS4 General Permit provides an iterative compliance schedule, which is presented as timeframes for the completion of permit requirements (e.g., 6 months, 1 year, 2 years, etc.) from the January 3, 2024 - Effective Date of Permit (EDP). **The tasks provided in this proposal represent deliverables that are due, or should be initiated, within the first three (3) years of the EDP of the MS4 General Permit (i.e., by January 2, 2027).** As with D&B's SWMP assistance under the previous MS4 General Permits for municipalities across Long Island and due to the nature of the requirements, there will be additional required tasks to be completed by Village staff that are outside of D&B's scope of work (e.g., catch basin cleaning, street sweeping, etc.).

**Provided below are detailed approaches to the Tasks as outlined in the RFP:**

### »» Preparation of SWMP Plan Components, Recordkeeping Documents, and Report Submittals

Our proposal focuses on the required DEC reporting and then offers selected services aimed at supporting the Village's SWMP in accordance with the provisions of the MS4 General Permit. We offer the following services based on our understanding of the MS4 General Permit, conversations with DEC and EPA, and our participation in DEC/EPA SWMP program review/audits, and our understanding of the Permit provisions upon which the regulatory agencies appear to be particularly focused.

D&B's municipal stormwater support for the Village will include reviewing the MS4 General Permit requirements and advising the Village on current, ongoing, and upcoming required tasks throughout the year. D&B will participate in conference calls and meetings on an as-needed basis with Village staff. There are many new and additional programs and practices that will be required over the five-year permit term that Village staff will need to understand. In addition, D&B would need to gather information from the Village on ongoing and proposed SWMP components in order to prepare an accurate and complete SWMP Plan, written procedures, and Annual Reporting.

## Task 1: Prepare Updated Stormwater Management Program Plan Documents

While the MS4 General Permit establishes a specific framework for the Village SWMP, it does allow MS4 Operators to develop and tailor the individual SWMP measures and components to the unique environment and population of the municipality. As a result, D&B will carefully review the previously developed SWMP Plan procedures, strategies and documents prepared by the Village to become familiar with the SWMP components specific to the Village. D&B will also review the existing documentation for adequacy and compliance with the various requirements of the MS4 General Permit and note areas that require updates.

The MS4 General Permit requires documentation of all program components, which can result in a wide breadth and large volume of documents and records associated with the Village SWMP Plan. In order to produce a usable tool for developing strategies and implementing the SWMP, D&B's approach to SWMP Plan documents is to first prepare an overall "framework" document that is intended to outline all of the Village's responsibilities, procedures, program and measures in one brief document. This SWMP Plan Framework references a number of other more detailed documents and resources, which would make up the entire Village SWMP Plan documentation. These SWMP Plan Supplemental Documents contain general and Village- specific reference materials important to the overall implementation, compliance and recordkeeping associated with the MS4 General Permit requirements. As part of the SWMP Plan preparation, D&B will assist the Village with developing recordkeeping tools and protocols to document and track MS4 complaints, inspections, maintenance, repair, and enforcement.

The MS4 General Permit requires frequent and specific updates to the written SWMP Plan documents. Multiple components of the Village SWMP Plan and Written Procedure documents must be reorganized and updated according to the iterative compliance schedule. Please note that there will be additional SWMP Plan requirements to be documented for each subsequent year of the five-year Permit term. In addition, the SWMP Plan must be updated annually by April 1st to ensure the permit requirements are implemented. **For budgeting purposes, tasks provided in this proposal represent deliverables that are due, or should be initiated, within the first three (3) years of the EDP of the MS4 General Permit (i.e., by January 2, 2027).**

To assist the Village with ensuring the written SWMP Plan documents contain the necessary information, D&B will prepare Village-specific SWMP Plan document(s) incorporating the Village's current SWMP procedures, the new administrative requirements of the MS4 General Permit, and the following additional requirements required by the 3-year deadline:

- **Staffing Plan:** D&B will review the existing Village Staffing Plan documentation. If necessary, D&B will assist the Village with updating the written staffing plan to identify the departments responsible for SWMP development and implementation. The staffing plan will include a description of how information will be communicated and coordinated among those identified.
- **Enforcement Response Plan:** D&B will review the existing Village Enforcement Response Plan documentation. If necessary, D&B will assist the Village with updating the written Enforcement Response Plan (ERP), which will describe the action(s) to be taken for violations of the Village Illicit Discharge and Stormwater Construction Local Laws. The ERP will present the protocol(s) to address repeat and continuing violations. Recommended method(s) to track instances of non- compliance will be provided in the ERP.

- **Procedures for Sweeping:** D&B will review the existing Village Sweeping Procedures documentation. If necessary, D&B will assist the Village with updating written procedures for sweeping and/or cleaning Village streets, bridges, parking lots, and right of ways in compliance with the established minimum schedules in the MS4 General Permit.
- **SWMP Accessibility:** D&B will review the existing Village SWMP Accessibility documentation. If necessary, D&B will advise the Village on procedures to make the SWMP Plan, and any documentation associated with the implementation of the SWMP Plan, available to the public, Village staff, DEC and EPA. The completion of this MS4 General Permit requirement will be documented in the SWMP Plan.
- **Identify Local Point of Contact:** D&B will review the existing Village Local Point of Contact documentation. If necessary, D&B will assist the Village with identifying local point of contact(s) to receive public concerns regarding stormwater management, report illicit discharges; and/or report complaints related to construction stormwater activity. The contact information is to be documented in the SWMP Plan and included on the Village's stormwater public education outreach materials.
- **Construction Oversight Program:** D&B will prepare written procedures for the Construction Oversight Program, which will include procedures for the Village construction site stormwater control program; Stormwater Pollution Prevention Plan (SWPPP) procedures for submission and review; Village oversight requirements; close-out requirements; enforcement; and staff training provisions. D&B will assist the Village with preparing procedures for prioritizing construction sites in accordance with the requirements of the MS4 General Permit. As part of this task, D&B will review the existing construction site inventory, which was required to be prepared by July 3, 2024.
- **Post-Construction Stormwater Management Practice (SMP) Inspection and Maintenance Program:** D&B will prepare written procedures for the Village Post-Construction SMP inspection and maintenance program. The written program procedures will include inspection schedules, maintenance procedures, follow up actions, enforcement, and training provisions. As part of this task, D&B will assist the Village with developing a recordkeeping tool to document and track post-construction SMP inspections, maintenance, repair, and enforcement.
- **Written Procedures for Illicit Discharge Detection and Elimination (IDDE):** D&B will prepare a detailed written description of Village-specific IDDE procedures, which will include a Monitoring Locations Inspection and Sampling Program, Illicit Discharge Track Down Program, and Illicit Discharge Elimination Program. The IDDE producers will provide protocols for identifying, locating and eliminating illicit discharges; conducting dry-weather outfall inspections; sampling procedures; training recommendations; and documenting actions.
- **Public Education and Outreach Program:** D&B will prepare a detailed written stormwater education and outreach program with the goal of increasing the public's awareness of pollutant generating activities and behaviors, impacts of stormwater on water quality, and steps they can take to reduce pollution. The written program will include the identification of focus areas, target audiences, pollutant generating activities, topics for education, and implementation plan.

- **Municipal Facilities and Operations Program:** D&B will prepare a detailed written description of Village-specific best management practices (BMPs) with the goal of minimizing the discharge of stormwater pollutants associated with municipal facilities and municipal operations. BMPs to be considered include minimizing exposure, preventative maintenance, spill prevention and response, erosion and sediment controls, open space, salt storage, waste management, alternative implementation options, right of way maintenance, winter road maintenance, corrective actions, and training requirements.
- **Catch Basin Inspection and Maintenance Program:** D&B will prepare a detailed written description of when catch basins inspections are needed, required inventory information, inspection procedures, training recommendations, corrective actions, and documenting actions

## **Task 2: Prepare the Annual Reports and Interim Progress Certifications for Submittal to DEC**

The MS4 General Permit has revised all of the reporting requirements and deadlines. The Annual Report is now due April 1st of each year for the Reporting Year of January 3rd through January 2nd. The first Annual Report under the revised MS4 General Permit will be due April 1, 2025. In addition, two (2) Interim Progress Certifications will be due annually. The Interim Progress Certification for the period of January 3rd through June 30th is due October 1st of each year. The Interim Progress Certification for the period of July 1st through January 2nd is due April 1st of each year.

To assist the Village in complying with the annual and semi-annual reporting requirements of the MS4 General Permit, D&B will review the new/revised annual reporting requirements based on new policy statements, guidance memoranda, and forms. D&B will then consult with Village staff in person, over email and/or via teleconference to conduct a review of the renewed MS4 General Permit requirements and the Village's comprehensive SWMP activities since the submittal of the previous MS4 Annual Report and/or Interim Progress Certifications. Based on conversation with the Village, D&B will prepare a Draft MS4 Annual Report and/or Interim Progress Certifications on the mandated DEC reporting form for review by the Village. For the April 1st MS4 Annual Report, D&B will assist the Village in making the SWMP Plan and Draft MS4 Annual Report available for public review.

If necessary, D&B will prepare a summary of comments provided by the public on the Village SWMP Plan and the Draft MS4 Annual Report. Public comments will be incorporated into the MS4 Annual Report as applicable. D&B will then prepare the Final MS4 Annual Report and/or Interim Progress Certifications for signature and submittal by the Village to DEC by the applicable deadline.

For budgeting purposes, D&B proposes to assist the Village with Annual Reporting and Interim Progress Certifications submittals for the 2026 calendar year. This results in assistance with one (1) Annual Report and two (2) Interim Progress Certifications submittals.

In addition, D&B will advise the Village on the requirements for providing opportunities for the public to participate in the development and implementation of the Village SWMP. These opportunities will be documented in the Village SWMP Plan.

### **Task 3: Municipal Stormwater Management Program Training**

D&B staff will conduct a 2-hour training/meeting at a mutually convenient day and time at a Village facility. The training/meeting will be designed for appropriate Village personnel involved in implementing and/or monitoring the following components of the Village SWMP:

- Monitoring locations inspection and sampling procedures
- Illicit discharge track down and elimination procedures
- Construction oversight procedures
- Stormwater Management Practice (SMP) inspection and maintenance procedures

The training session will be tailored to the audience and include lectures, slide presentations, and question and answer session that focuses on the minimum control measures, best management practices, and reporting requirements in the Village SWMP Plan. The training/meeting will be consistent with the education/training requirements of the MS4 General Permit.

### **Task 4: Public Education and Participation Materials**

To assist the Village with complying with the enhanced Public Education Program requirements in the MS4 General Permit, D&B will review the Village's existing public education materials. If necessary, D&B will prepare a handout/brochure defining illicit discharges and their environmental hazards; outlining proper practices to prevent illicit discharges; discussing the Village code; and including information on how to report suspected illicit discharges to the Village. This handout/brochure will be in a format suitable for posting on the Village stormwater website; as updates to the Village stormwater repository/display at Village offices; as direct mailers to Village residents and businesses; and for distribution at Village events.

### **Task 5: Evaluate Existing Village MS4 Basemap and Provide Recommendations**

To assess the status of the Village's MS4 mapping requirements, D&B will review the readily available and existing information on the Village's drainage system, which will be compared to the requirements in the MS4 General Permit for the Comprehensive System Map (MS4 Basemap). A MS4 Basemap is intended to support the future mapping requirements of the MS4 General Permit to be completed within 3 years and five 5 years of EDP.

D&B will prepare a summary of the current status and observed deficiencies on the Village's MS4 Basemap and associated attribute information. Recommendations will be provided to ensure that the Village's MS4 Basemap is prepared at the level of detail appropriate to provide a clear understanding of the MS4, serve as a planning tool to allow for prioritization of efforts, and facilitate MS4 management decisions by the Village.

# SECTION C

## TIMELINE / SCHEDULE

# C | **TIMELINE / SCHEDULE**

## »» **Timeline & Schedule**

The MS4 General Permit provides an iterative compliance schedule, which is presented as timeframes for the completion of permit requirements (e.g., 6 months, 1 year, 2 years, etc.) from January 3, 2024 - Effective Date of Permit (EDP). The tasks provided in this proposal represent deliverables that are due, or should be initiated, within the first three years of the EDP of the MS4 General Permit (i.e., by January 2, 2027).

Provided on the following pages is the anticipated timeline / schedule.

## Meetings

### Communication with Village Officials

D&B will conduct regular meetings with Village staff from relevant departments to discuss and coordinate preparation of the SWMP.

## Reporting

### Annual Report and Interim Progress Certification Reports

For budgeting purposes, D&B proposes to assist the Village with Annual Reporting and Interim Progress Certifications submittals for the 2026 calendar year. This results in assistance with:

- One Annual Report by April 1, 2026
- Two Interim Progress Certifications by:
  - » April 1, 2026
  - » October 1, 2026

## January 2026

### Review of Previously Prepared SWMP Plan Documents

Within two months of the notice to proceed, D&B will review and comment on the SWMP Plan items that were required to be completed prior to January 3, 2026.

## January 2027

### Prepare Updated SWMP Plan Documents

D&B will prepare the following SWMP Plan documents by January 3, 2027:

- SWMP Plan Framework
- Construction and Post-Construction Oversight Program
- IDDE Program
- Municipal Facilities and Operations Program

### Municipal Stormwater Management Program Training

D&B will conduct the required training session.

### Prepare Public Education and Participation Materials

D&B will prepare public education materials for the Villages use.

### Evaluate Existing Village MS4 Basemap

D&B will prepare a summary of the current status and observed deficiencies on the Village's MS4 Basemap and associated attribute information.

# SECTION D

COST PROPOSAL

# D | COST PROPSOAL

## Fee Proposal Breakdown <sup>(1)</sup>

<b>Preparation of SWMP Plan Components, Recordkeeping Documents, and Report Submittals</b>	<b>Not To Exceed</b>
TASK 1: Prepare Updated Stormwater Management Program Plan Documents	\$12,300.00
TASK 2: Prepare the Annual Reports and Interim Progress Certifications for Submittal to DEC	\$3,900.00
TASK 3: Municipal Stormwater Management Program Training	\$2,000.00
TASK 4: Public Education and Participation Materials	\$1,000.00
TASK 5: Evaluate Existing Village MS4 Basemap and Provide Recommendations	\$3,800.00
<b>TOTAL</b>	<b>\$23,000.00</b>

<sup>(1)</sup>For budgeting purposes, tasks provided in this proposal represent deliverables over a one (1) year period.

# APPENDIX 1

## KEY PERSONNEL RESUMES



D&B ENGINEERS  
AND ARCHITECTS

# William D. Merklin, P.E.

Executive Vice President

33+ Years of Experience

## Education

- Manhattan College  
MA | Environmental Engineering  
BA | Civil Engineering

## Professional Licenses

- New York
- New Jersey
- California

## Professional Societies

- American Water Works Association (AWWA)
- Long Island Water Conference (LIWC)

## Professional Summary

Mr. Merklin is the Executive Vice President of D&B's Civil Engineering Division. He oversees the planning, design and construction management of multiple municipal and private storm water management, site development and roadway improvement projects.

## Project Experience

### Town of Hempstead

#### CDBG-DR GOSR East Baldwin Road Raising

Location: Town of Hempstead, NY | Year Completed: 2021 | Role: Principal in Charge

D&B provided engineering design, permitting, and construction administration services to raise four residential streets and reconstruct street-end bulkheads at Washington Place, Hayes Place, Van Buren Place, and Jackson Place. The scope of the project included raising street grades, replacing concrete curbs and sidewalks, improving the stormwater drainage system, installing check valves at outfalls, and reconstructing street-end bulkheads to minimum elevations of 7.5 National Geodetic Vertical Datum. Storm drain inlets were also installed at property frontages to improve conditions on residential properties fronting on the subject roads.

### Cold Spring Harbor Laboratory

#### Stormwater Bypass, Parking Lot Culverts and Stream Improvements

Location: Cold Spring Harbor, NY | Year Completed: 2006 | Role: Principal in Charge

D&B was hired by Cold Spring Harbor Laboratory to tackle stormwater management issues at the Demerec scientific research laboratory and the Grace parking lot, both prone to flooding from stormwater runoff. For the Demerec laboratory, D&B designed a diversion structure and stormwater bypass, redirecting excess flows to a newly constructed storm sewer. At the Grace parking lot, new culverts replaced inadequate ones, and a stormwater system was devised to guide a natural stream through the lot, preventing future flooding. D&B replaced much of the lot's conveyance system with open channels, reducing the piped stream length and restoring its connection to nature. D&B also aided the Laboratory in obtaining regulatory approvals, including a Tidal Wetlands permit, from the New York State Department of Environmental Conservation, involving conferences, application drafting, information provision, and addressing permit conditions and work notification requirements.

**Village of Hewlett Harbor**

**CDBG-DR GOSR Stormwater Infrastructure Upgrades**

Location: Hewlett Harbor, NY | Year Completed: Ongoing | Role: Principal in Charge

D&B was retained by the Village to evaluate their existing drainage study and its conceptual alternatives; recommend specific mitigation measures; and help the Village implement these measures through application development, engineering design, bid preparation, construction observation, and administration of the stormwater infrastructure improvements.

**Incorporated Village of Mineola**

**Wilson Park Improvements**

Location: Mineola, NY | Year Completed: 2022 | Role: Principal in Charge

D&B prepared a topographic map of Wilson Park. Using this base map, a master plan was developed identifying existing substandard conditions and proposing improvements to several facilities such as new basketball courts, the baseball diamond and bleachers, soccer field, walkways, lighting, tennis courts, etc. D&B prepared construction documents for improvements to the park. These included new pickleball courts, relocated basketball courts, repair to the existing tennis courts, new gazebos. All the proposed improvements were designed so that future improvements could be constructed in accordance with the Master Plan without causing disruption to constructed improvements.

**Village of Floral Park**

**2018 Roadway Improvements Program**

Location: Floral Park, NY | Year Completed: 2019 | Role: Principal in Charge

D&B was tasked by the Village of Floral Park to oversee the engineering services for their 2018 Roadway Improvements Program, which covered approximately 6,720 linear feet of roadway across various sections of the village. This included work such as concrete curb and gutter replacement, asphalt pavement rehabilitation, and drainage structure rehabilitation/replacement. D&B's responsibilities involved conducting surveys, preparing plans and cost estimates, coordinating with the village, utilities, and overseeing construction phase services including observation and inspection. D&B also handled the preparation of bid documents for public bidding and ensured alignment with the village's approved plans and specifications.



D&B ENGINEERS  
AND ARCHITECTS

# Anthony V. Cucuzzo

Senior Engineer

22+ Years of Experience

## Education

- New York  
Institute of  
Technology  
BS | Mechanical  
Engineering

## Professional Summary

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Mr. Cucuzzo has 22 years of civil and site engineering design experience. He has extensive experience in the design and approval process of site development projects in the New York Metropolitan area and focusing within the Long Island area. He has experience in preparing commercial and residential site plans and subdivisions, preparing due diligence reports, municipal code review, site alignment, grading and drainage system design, roadway sanitary and utility design, storm water pollution prevention programs (SWPPP), accessibility, potential traffic impacts, cost estimates, utility availability/capacity, Hydrology analysis (HydroCAD software) and all other aspects of the site/civil design and permitting process.

## Project Experience

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### Town of Hempstead

#### East Baldwin Road Raising

Location: Town of Hempstead, NY | Year Completed: 2021 | Role: Senior Engineer

D&B provided engineering design, permitting, and construction administration services to raise four residential streets and reconstruct street-end bulkheads at Washington Place, Hayes Place, Van Buren Place, and Jackson Place. The scope of the project included raising street grades, replacing concrete curbs and sidewalks, improving the stormwater drainage system, installing check valves at outfalls, and reconstructing street-end bulkheads to minimum elevations of 7.5 National Geodetic Vertical Datum. Storm drain inlets were also installed at property frontages to improve conditions on residential properties fronting on the subject roads.

### Stony Brook University

#### Stony Brook Drainage Network 2 Study

Location: Stony Brook, NY | Year Completed: Ongoing | Role: Project Director

D&B recently completed the study of the existing drainage system of Stony Brook University's Network 2. This system covers the northern section of the campus, and the final report provided the University with a clear picture of the existing system's condition, how it functions and identified various scenarios for improving the network to alleviate the recurring flooding of this section of the campus. The report also outlined construction costs for the various scenarios.

## **Inc. Village of Port Jefferson**

### **Barnum Avenue Parking Lot**

Location: Port Jefferson, NY | Year Completed: 2021 | Role: Project Manager

D&B provided engineering services for the 3/4-acre 46 parking stall Barnum Avenue parking lot. D&B designed the parking alignment, intersection with existing Barnum Avenue, provided a construction cost estimate at various design stages to ensure the project's economic viability and provided construction inspection. The design services provided included preparation of a topographic survey of the undisturbed site, design of the parking lot layout and grading, drainage system, rain garden, site lighting, and landscaping. The parking lot was successfully completed in 2021.

## **City of New Rochelle**

### **West End Drainage**

Location: New Rochelle, NY | Year Completed: 2023 | Role: Senior Engineer

D&B worked closely with the City on the analysis, construction document preparation, and construction management for the project. The project started with the preparation of a detailed hydraulic analysis of the West End section of the City. Following completion of the study, an agreement of necessary improvements to the area's drainage system was agreed upon. The final design included a system of underground holding tanks that reduced the peak stormwater flow and met the City's green infrastructure initiative.

## **City of New Rochelle**

### **Beechmont Lake Improvements**

Location: New Rochelle, NY | Year Completed: 2023 | Role: Senior Engineer

D&B was retained by the City of New Rochelle to analyze the current conditions of the lake and perimeter landscaping to develop a strategy that will clean and update the valued local amenity, which provides a great resource for passive recreational use and the opportunity to enhance the existing lake with a natural trail on the perimeter. The project, which is complete, required that D&B conduct sediment removal operation with the least environmental impact to restore the lake, maximize water quality and restore the volume and storage capacity. To store and facilitate easier sediment removal, the forebay was expanded and modified accordingly.

## **Shelter Rock Road Library**

### **Shelter Rock Road Library and Parking Lot Drainage and Design**

Location: Albertson, NY | Year Completed: 2023 | Role: Senior Engineer

D&B was retained by Shelter Rock Library to analyze the library's parking lot and design drainage improvements to alleviate the recurring flooding. D&B prepared a topographic map of the library's property including the existing drainage system and other utilities. D&B has studied the flooding of the library's parking lot and has prepared alternative improvements that could improve to varying degrees the flooding situation.

## **Town of Huntington**

### **Halesite Marina Park Bulkhead**

Location: Huntington, NY | Year Completed: Ongoing | Role: Project Director

Prepare design documents for a replacement steel bulkhead and upgraded/updated new park amenities for this project. D&B has prepared two sets of contract documents for this project: Contract 1 – Design Services to complete the fiber reinforced polymer bulkhead and deadman system, decorative railing, and a pier for transient docks. Contract 2 – Design Services to include grading, drainage and pavement of Anchorage Road, concrete curbs, Anchorage Road intersection improvements, East Shore Road intersection improvements, a new Suffolk County bus stop and bus shelter, fence and gates for the Maritime Services garage, and the associated landscaping.



D&B ENGINEERS  
AND ARCHITECTS

# Meredith A. Byers

Associate

18+ Years of Experience

## Education

- Conservation Biology Columbia University MA
- Environmental Science and Policy – Biodiversity and Conservation Biology University of Maryland BS

## Professional Certifications

- NYSDEC Erosion and Sediment Control Training
- OSHA 10-Hour Construction Safety and Health
- CCE Post-Construction Stormwater Management
- CCE Illicit Discharge Detection & Elimination
- University of Maryland College Park Scholars Program – Life Sciences

## Professional Summary

Ms. Byers' responsibilities include implementation and coordination of the State and Federal Stormwater Management Program permit requirements for dozens of municipalities. These comprehensive, municipal-wide and activity/facility-specific program tasks include preparation of annual reports, storm sewer and environmental mapping, facility and outfall inspections, construction stormwater pollution prevention plans, written procedures, recordkeeping forms, site plan review, compliance inspections, and best management practices guidance documents. In addition, Ms. Byers has participated in and guided municipal clients through USEPA and NYSDEC Stormwater Management Program audits, interviews, inspections and evaluations.

Ms. Byers an Associate with the firm, heads the Environmental Studies and Permits group and Geographic Information System (GIS) team. She is a specialist in environmental quality review, environmental regulations and permitting, stormwater management, municipal compliance and reporting, and GIS mapping. Ms. Byers has worked with numerous municipalities and districts on projects requiring environmental regulatory compliance, environmental quality review, permit applications, geographic analysis, and stormwater pollution prevention. Ms. Byers is also intimately involved in projects requiring terrestrial and aquatic habitat assessment and water resource studies for wetlands, streams and pond improvements and rehabilitation.

Ms. Byers manages projects requiring environmental quality review, environmental assessment statements, and environmental impact statements in accordance with the State Environmental Quality Review Act (SEQRA). Services have included jurisdictional review, map creation, site analysis, information gathering, evaluation of impacts, and preparation of SEQRA documentation for various projects. In conjunction, Ms. Byers' responsibilities also include the oversight of water ways, wetlands, coastal, habitat, and historic resources permit applications and concurrence reviews for Federal, State and local agencies, including:

- United States Army Corps of Engineers
- National Oceanic and Atmospheric Administration
- United States Fish and Wildlife Service
- New York State Department of Environmental Conservation
- New York State Department of State
- New York State Department of General Services
- New York State Historic Preservation Office

## Project Experience

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### Town of Oyster Bay

#### Municipal Stormwater Management Program Services

Location: Oyster Bay, NY | Project Period: 2006 – Ongoing | Role: Environmental Scientist

Since 2006, D&B has supported the Town of Oyster Bay with comprehensive MS4 program implementation and regulatory compliance services. Ms. Byers leads the preparation of Annual Reports, Watershed Improvement Strategies, and Semi-Annual Progress Certifications; facilitates monthly coordination meetings with Town department supervisors; and develops written SWMP Plan documents addressing illicit discharge detection, construction-site runoff control, and municipal pollution-prevention procedures. She has guided the Town through multiple USEPA and NYSDEC audits by preparing documentation, assisting with site inspections, and coordinating directly with regulatory representatives, all resulting in favorable evaluations.

### Town of North Hempstead

#### Municipal Stormwater Management Program Services

Location: North Hempstead, NY | Project Period: 2011 – Ongoing | Role: Environmental Scientist

Ms. Byers oversees implementation and reporting for the Town's Stormwater Management Program under the NYSDEC MS4 General Permit. Her responsibilities include developing department-specific data-collection tools to streamline Annual Report submissions, authoring written procedures and forms for outfall inspections, SWPPP reviews, and facility self-assessments, and delivering targeted training programs for Public Works and Building Department staff. She successfully prepared the Town for a joint USEPA/NYSDEC audit by conducting pre-audit documentation reviews and on-site facility assessments that led to a favorable compliance outcome.

### Town of Riverhead

#### Stormwater Pollution Prevention Plan Review and Compliance Inspections

Location: Riverhead, NY | Project Period: 2012 – Ongoing | Role: Environmental Scientist

Ms. Byers provides regulatory review and inspection services to ensure that construction activities comply with NYSDEC SPDES and MS4 requirements. She reviews, comments on, and recommends acceptance of SWPPPs for a wide range of private and public development projects—from residential subdivisions to large-scale solar installations. Her work includes preparing written review comments, verifying conformance with NYSDEC standards, and conducting construction-site compliance inspections to confirm proper implementation of stormwater controls.

### City of White Plains

#### Municipal Stormwater Management Program Services

Location: White Plains, NY | Project Period: 2006 – Ongoing | Role: Environmental Scientist

Ms. Byers assists the City in maintaining full MS4 compliance through annual reporting, preparation of SWMP Plan documents, and development of written procedures for illicit discharge detection, SWPPP review, and municipal good-housekeeping practices. She has conducted employee training sessions and public outreach initiatives and has supported the City through multiple successful USEPA and NYSDEC program audits. Her continued efforts ensure that City operations remain fully aligned with evolving MS4 permit requirements.



## **Village of Sag Harbor**

### **Municipal Stormwater Management Program Services**

Location: Sag Harbor, NY | Year Completed: Ongoing Role: Environmental Scientist

Since 2010, D&B provided ongoing support to the Village of Sag Harbor to ensure compliance with the NYSDEC MS4 General Permit, including preparation of annual and semi-annual reports, development of Stormwater Management Program Plans and written procedures, GIS mapping of the storm drain network, outfall verification and inspections, municipal facility assessments, and public education materials. Supported the Village through successful USEPA and NYSDEC stormwater program audits and implementation of watershed improvement strategies.

## **Village of Sag Harbor**

### **Stormwater Collection System Mapping**

Location: Sag Harbor, NY | Year Completed: Ongoing Role: Environmental Scientist

D&B prepared a comprehensive GIS-based map of the Village of Sag Harbor's stormwater collection system to support MS4 permit compliance and flood management efforts within a pathogen-impaired watershed. Work included a desktop review of existing data, coordination with Village staff, and field investigations to identify and assess stormwater infrastructure (e.g., outfalls, catch basins, manholes, pipes). Integrated findings into a digital GIS map with full attribute data to support regulatory reporting, infrastructure planning, and local flooding mitigation strategies.

## **Village of Quogue**

### **Municipal Stormwater Management Program Services**

Location: Quogue, NY | Year Completed: Ongoing | Role: Environmental Scientist

Since 2010, D&B has assisted the Village of Quogue in maintaining compliance with the New York State DEC General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). Services include preparing progress reports, developing stormwater management plans, conducting outfall inspections and dye testing, mapping the storm drain network using GIS, and creating public education materials. Additionally, D&B implemented pollution prevention practices, inspected municipal facilities, and supported watershed improvement strategies. D&B has successfully guided the Village through regulatory audits and compliance documentation requests, ensuring effective management of stormwater responsibilities.

## **Stony Brook University**

### **Stony Brook Drainage Network 2 Study**

Location: Stony Brook, NY | Year Completed: Ongoing | Role: Environmental Scientist

D&B recently completed the study of the existing drainage system of Stonybrook University's Network 2. This system covers the northern section of the campus, and the final report provided the University with a clear picture of the existing system's condition, how it functions and identified various scenarios for improving the network to alleviate the recurring flooding of this section of the campus. The report also outlined construction costs for the various scenarios.



D&B ENGINEERS  
AND ARCHITECTS

# Eileen Keenan

## Principal Environmental Scientist

47+ Years of Experience

### Education

- Long Island University  
BS | Environmental Studies
- SUNY Stony Brook  
MS | Environmental Management

### Professional Summary

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Ms. Keenan is a Principal Environmental Scientist for D&B's Environmental Studies and Permits Group. She brings a multi-faceted background and expert knowledge of New York State SPDES Municipal Separate Storm Sewer System (MS4) General Permit compliance. Additionally, Ms. Keenan provides environmental regulatory support services to municipal and private clients, guiding them through complex permitting processes and ensuring adherence to state and federal environmental standards.

Her areas of expertise include New York State SPDES Construction General Permit compliance, wetlands permitting, stormwater management, watershed management, inter-municipal initiatives, public speaking, and grant writing. She has a proven track record of fostering collaboration among stakeholders to achieve sustainable and effective environmental solutions.

Ms. Keenan has also played a key role in developing and implementing innovative stormwater and watershed management strategies that balance regulatory requirements with environmental stewardship. Her ability to integrate technical knowledge with practical application has resulted in successful outcomes for a wide range of projects. Recognized for her public speaking and outreach skills, she has delivered impactful presentations to educate and engage diverse audiences on environmental issues and best practices.

Highlighted experience includes:

- Under contract to the NYS DEC, served as the Long Island regional MS4 technical support liaison to municipalities throughout Long Island.
- Assisted in development of multiple successive NYS DEC SPDES MS4 General Permits and associated guidance manuals.
- Cultivated productive working relationships with local governments, state and federal agencies, estuary management programs, non-profits, and private sector environmental consulting professionals.
- Participated as a speaker at local and regional seminars and conferences.
- Advanced from Support Specialist to Program Manager during tenure with the New York Sea Grant NEMO Program.

## Project Experience

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### Town of Oyster Bay

#### Stormwater Management Program Implementation and MS4 Compliance

Location: Oyster Bay, NY | Year Completed: Ongoing | Role: Environmental Scientist

D&B is providing ongoing support to the Town for implementation and compliance with its Municipal Separate Storm Sewer System (MS4) Stormwater Management Program. Ms. Keenan serves as the Town's lead environmental liaison, contributing expert oversight of annual reporting under the NYSDEC General Permit and supporting SWPPP review and construction site compliance inspections. Her responsibilities include regulatory review of development sites.

### Village of Quogue

#### Municipal Stormwater Management Program Services

Location: Quogue, NY | Year Completed: Ongoing | Role: Principal Environmental Scientist

Since 2010, D&B has assisted the Village of Quogue in maintaining compliance with the New York State DEC General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). Services include preparing progress reports, developing stormwater management plans, conducting outfall inspections and dye testing, mapping the storm drain network using GIS, and creating public education materials. Additionally, D&B implemented pollution prevention practices, inspected municipal facilities, and supported watershed improvement strategies. D&B has successfully guided the Village through regulatory audits and compliance documentation requests, ensuring effective management of stormwater responsibilities.

### Incorporated Village of Sag Harbor

#### Stormwater Collection System Mapping

Location: Sag Harbor, NY | Year Completed: Ongoing | Role: Principal Environmental Scientist

D&B was retained by the Incorporated Village of Sag Harbor (Village) to provide stormwater program and local flooding management support by preparing a detailed Geographic Information System (GIS) map of the Village's entire stormwater collection system. The Village is located within a pathogen-impaired watershed, as designated by the New York State Department of Environmental Conservation (NYSDEC), which requires compliance with the stormwater conveyance system mapping requirements of Part IX of the NYSDEC State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s). In addition, an accurate stormwater collection system map was required to facilitate investigation and assessment of solutions to the local flooding experienced in various locations throughout the Village.

### Incorporated Village of East Hills

#### Stormwater Conveyance System Mapping Hempstead Harbor Sewershed

Location: East Hills, NY | Year Completed: Ongoing | Role: Principal Environmental Scientist

To support the Village of East Hills' (Village's) compliance with the Part IX requirements of the New York State Department of Environmental Conservation (NYSDEC) SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4), D&B was retained to prepare a detailed Geographic Information System (GIS) map of the entire stormwater conveyance system that discharges stormwater to the Hempstead Harbor watershed.





D&B ENGINEERS  
AND ARCHITECTS

# Matthew Ferraro

## Senior Engineer

21+ Years of Experience

### Education

- New York Institute of Technology  
BS | Architectural Technology

### Certifications

- OSHA 10 Hour Construction Industry Outreach
- NYSDEC Erosion and Sediment Control

## Professional Summary

Mr. Ferraro is a Senior Engineer performing design and construction management services for multidisciplinary civil projects. He is a key member of the technical staff that reviews SWPPP documents for D&B municipal clients. He has developed numerous engineering reports based on specific requirements and client objectives; regulatory agency permit applications; construction specifications and drawings; and cost estimates for a broad range of civil engineering projects including roadway design, drainage design, storm water management systems, coastal infrastructure improvements, utility relocation, building rehabilitation and construction, grading design and site work, and flood resiliency projects.

## Project Experience

### Village of Hewlett Harbor

#### CDBG-DR GOSR Stormwater Infrastructure Upgrades

Location: Hewlett Harbor, NY | Year Completed: 2022 | Role: Senior Engineer

D&B was retained by the Village to evaluate a previously conducted study and its conceptual alternatives; recommend specific mitigation measures; and help the Village implement these measures through application development, engineering design, bid preparation, construction observation and administration of the stormwater infrastructure improvements.

### New York State Office of Parks, Recreation, and Historic Preservation (NYSOPRHP)

#### NYSDEC Division of Marine Resources Headquarters at Nissequoque River State Park

Location: Kings Park, NY | Year Completed: 2021 | Role: Project Engineer

This project was a new two-story, 30,000 SF LEED Silver office and laboratory building. The building includes a large 231-seat public meeting room for public informational and regulatory meetings, and frequent educational presentations to school groups.

D&B provided full site, building and interior design, and construction administration services and coordination with LEED Certification for the building. D&B provided furniture selection, coordination and workstation layouts, and selection of interior finishes.

## **New York State Office of Parks, Recreation, and Historic Preservation (NYSOPRHP)**

### **Park Administration Building Rehabilitation (Building 125) at Nissequogue River State Park**

Location: Kings Park, NY | Year Completed: 2019 | Role: Project Engineer

Extensive renovations to this 1925 National Historic Landmark building involved exterior upgrades including: façade and window restorations, slate reroofing, and reconstruction of the large cupola. The full interior renovations included accessibility upgrades including a new ADA elevator and enclosed fire stair, public reception, exhibition and expanded meeting spaces, an interactive children's' learning center, and redesigned second floor offices, conference rooms and bathrooms.

D&B provided the review of field conditions, analysis of the building for Building Code and ADA compliance requirements, preparation of Construction Drawings including materials for approval by NY State Parks State Historic Preservation Office, and review of submittals and RFI's during construction.

## **Town of Huntington**

### **Design Services for the Reconstruction of Halesite Marina Park**

Location: Huntington, NY | Year Completed: Ongoing | Role: Senior Engineer

D&B prepared design documents for replacement of the existing steel bulkhead and upgraded/updated new park amenities for this project. D&B has prepared stand alone sets of contract documents for both construction phases of this project. D&B is also responsible for obtaining the required regulatory permits including but not limited to USACE, NYSDEC, and NYSDOS.

## **Westchester County Department of Public Works**

### **Kingsland Point Park Bulkhead Replacement**

Location: Sleepy Hollow, NY | Year Completed: Ongoing | Role: Senior Engineer

Kingsland Point Park is an 18-acre park built in 1926 and is located on the eastern shore of the Hudson River at the mouth of the Pocantico River. With overlook areas and views of the historic Tarrytown Lighthouse, the park was one of the first developed by the Westchester County Parks Commission and offers picnic areas, ballfields, hiking, fishing and playgrounds. With the bulkhead that protects the park from the Hudson River deteriorating in many locations and requiring extensive repair, D&B Engineers and Architects was retained by the Westchester County Department of Public Works and Transportation (DPWT) to develop complete construction contract documents for the repair of the bulkhead and the park's shoreline stabilization.

## **Stony Brook University**

### **Stony Brook Drainage Network 2 Study**

Location: Stony Brook, NY | Year Completed: Ongoing | Role: Senior Engineer

D&B recently completed the study of the existing drainage system of Stonybrook University's Network 2. This system covers the northern section of the campus, and the final report provided the University with a clear picture of the existing system's condition, how it functions and identified various scenarios for improving the network to alleviate the recurring flooding of this section of the campus. The report also outlined construction costs for the various scenarios.

**INCORPORATED VILLAGE OF FREEPORT**  
**DEPARTMENT OF PUBLIC WORKS**  
**INTER-OFFICE CORRESPONDENCE**

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To: Mayor Robert T. Kennedy

From: Robert R. Fisenne, P.E., Superintendent of Public Works

Date: October 24, 2025

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**Re: 2025 ROAD RESURFACING PROJECT**

Fifteen bids were picked up and seven bids were received on October 21, 2025 for the referenced project. The work involves the resurfacing of various streets and parking fields in the Village of Freeport. The project area includes the following streets:

Road	From	To
Manhattan Street	South Ocean	120 foot west
Russell Place	Pennsylvania Avenue	North Longbeach Avenue
Wallace Street (Conc. Road)	Brooklyn Avenue	Randall Avenue
Commercial Street	Rutland Road	Harrison Avenue
Parsons Avenue (Conc. Road)	Shonnard Avenue	North Columbus Avenue
Randall Avenue (Conc. Road)	North Main Street	Ocean Avenue
Maryland Avenue	Prince Avenue	Moore Avenue
Southside Avenue	Westend Avenue	South Brookside Avenue
Casino Street	South Bayview Avenue	South Long Beach Avenue
Parking Field 11		
North Driveway at Village Hall		

The bids ranged from a high of \$1,472,200.00 to the low bid of \$970,415.00. We have reviewed and checked all bids and find them in good order. Attached is a copy of the bid tabulation for your use. Funding will come from a \$1,260,000 bond resolution approved by the Board of Trustees on April 7, 2025. The project is partially reimbursable with a Freeport Community Development grant and CHIPS funding.

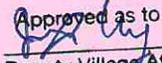
The low bid was submitted by Stasi General Contracting, 422 Maple Avenue, Westbury, N.Y. 11590 in the amount of \$970,415.00. We have checked their references and all appear to be in good order.

Accordingly, it is recommended that the contract, "2025 ROAD RESURFACING PROJECT" be awarded to the lowest responsible bidder, Stasi General Contracting, 422 Maple Avenue, Westbury, N.Y., in the amount of \$970,415.00 total bid.



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Robert R. Fisenne, P.E.  
Superintendent of Public Works

Approved as to form  
  
Deputy Village Attorney

It was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, who moved that the following be adopted:

**WHEREAS**, fifteen (15) bids were picked up and seven (7) bids were received on October 21, 2025 for the “2025 Road Resurfacing Project”; and

**WHEREAS**, the work involves the resurfacing of various streets and parking fields in the Village of Freeport; and

**WHEREAS**, the project area includes the following streets:

Road	From	To
Manhattan Street	South Ocean	120 foot west
Russell Place	Pennsylvania Avenue	North Longbeach Avenue
Wallace Street (Conc. Road)	Brooklyn Avenue	Randall Avenue
Commercial Street	Rutland Road	Harrison Avenue
Parsons Avenue (Conc. Road)	Shonnard Avenue	North Columbus Avenue
Randall Avenue (Conc. Road)	North Main Street	Ocean Avenue
Maryland Avenue	Prince Avenue	Moore Avenue
Southside Avenue	Westend Avenue	South Brookside Avenue
Casino Street	South Bayview Avenue	South Long Beach Avenue
Parking Field 11		
North Driveway at Village Hall		

**WHEREAS**, the bids ranged from a high bid of \$1,472,200.00 to a low bid of \$970,415.00; and

**WHEREAS**, the lowest and responsible bidder was submitted by Stasi General Contracting, 422 Maple Avenue, Westbury, New York, 11590, in the amount of \$970,415.00; and

**WHEREAS**, funding will come from a \$1,260,000.00 bond resolution approved by the Board of Trustees on April 7, 2025 (Capital Account H519702 523055); and

**WHEREAS**, the project is reimbursable with a Freeport Community Development Agency grant and the New York State Consolidated Local Street and Highway Improvement Program (CHIPS) funding; and

**NOW THEREFORE BE IT RESOLVED**, that based upon the recommendation of the Superintendent of Public Works, the Board hereby approves, and the Mayor is hereby authorized to sign any and all documentation necessary and proper to award the bid for the “2025 Road Resurfacing Project” to Stasi General Contracting, 422 Maple Avenue, Westbury, New York, 11590, in the amount of \$970,415.00.

The Clerk polled the Board as follows:

Deputy Mayor Martinez  
Trustee Squeri

VOTING  
VOTING

Approved as to form  
*[Signature]*  
Deputy Village Attorney

Trustee Sanchez  
Trustee Butler  
Mayor Kennedy

VOTING  
VOTING  
VOTING

INCORPORATED VILLAGE OF FREEPORT ENGINEERING DIVISION PROJECT: 2025 ROAD RESURFACING PROJECT BID DATE: OCTOBER 21, 2025		STASI GENERAL CONTRACTING 422 MAPLE AVE WESTBURY, NY 11590		ROAD WORK AHEAD 2180 KIRBY LANE SYOSSET, NY 11704			
ITEM NO.	DESCRIPTION	UNITS	BID QUANTITY	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
2X	UNCLASSIFIED EXCAVATION	CY	850	\$ 10.00	\$ 8,500.00	\$ 30.00	\$ 25,500.00
16SS-1	CHANGE ELEVATION OF SANITARY SEWER MANHOLES (MINOR ADJ.)	EA	5	\$ 250.00	\$ 1,250.00	\$ 500.00	\$ 2,500.00
16SS-3	CHANGE ELEVATION OF DRAINAGE MANHOLES (MINOR ADJ.)	EA	3	\$ 250.00	\$ 750.00	\$ 500.00	\$ 1,500.00
16SS-5	ADJUST WATER MAIN VALVE BOXES	EA	55	\$ 125.00	\$ 6,875.00	\$ 70.00	\$ 3,850.00
24X	CEMENT CONCRETE PAVEMENT	CY	335	\$ 500.00	\$ 167,500.00	\$ 725.00	\$ 242,875.00
26C	CEMENT CONCRETE CURB	LF	1,200	\$ 35.00	\$ 42,000.00	\$ 33.00	\$ 39,600.00
26SS	COMBINATION CONCRETE CURB AND GUTTER	LF	600	\$ 40.00	\$ 24,000.00	\$ 35.00	\$ 21,000.00
27	CEMENT CONCRETE SIDEWALK	SF	7,500	\$ 12.00	\$ 90,000.00	\$ 10.75	\$ 80,625.00
27DW	DETECTABLE WARNING SURFACE	SF	650	\$ 30.00	\$ 19,500.00	\$ 28.00	\$ 18,200.00
28X	CEMENT CONCRETE DRIVEWAYS AND DRIVEWAY APRONS	SF	1,000	\$ 15.00	\$ 15,000.00	\$ 12.00	\$ 12,000.00
36	ASPHALT PAVING (TRUING AND LEVELING)	TON	500	\$ 105.00	\$ 52,500.00	\$ 96.00	\$ 48,000.00
58SS-1	SAWCUTTING EXISTING CONCRETE PAVEMENT	LF	120	\$ 2.00	\$ 240.00	\$ 5.00	\$ 600.00
58SS-2	SAWCUTTING EXISTING ASPHALT PAVEMENT	LF	1,150	\$ 2.00	\$ 2,300.00	\$ 2.00	\$ 2,300.00
100	ASPHALT PAVING OVERLAY 1 1/2"	SF	220,000	\$ 1.25	\$ 275,000.00	\$ 1.15	\$ 253,000.00
101A	ASPHALT PAVING w/ STONE BLEND BASE (2" ASPHALT ON 6" STONE BLEND)	SF	24,000	\$ 3.50	\$ 84,000.00	\$ 2.75	\$ 66,000.00
101B	BASE)	SF			\$ -	\$ -	\$ -
102SS-C	MAINTENANCE AND PROTECTION OF TRAFFIC (REQUIREMENT C)	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
141	PAVEMENT STRIPING	LF	3,500	\$ 4.00	\$ 14,000.00	\$ 2.00	\$ 7,000.00
200SS-1	LAWN RESTORATION, TOPSOIL AND SEED	SY	100	\$ 20.00	\$ 2,000.00	\$ 10.00	\$ 1,000.00
398	DENSE GRADED AGGREGATE BASE	CY	100	\$ 15.00	\$ 1,500.00	\$ 30.00	\$ 3,000.00
422LX	REPLACE TRAFFIC LOOP DETECTOR	EA	1	\$ 6,000.00	\$ 6,000.00	\$ 2,400.00	\$ 2,400.00
517	COLD MILLING, SHAPING & REMOVAL OF BITUMINOUS PAVEMENT	SY	26,500	\$ 5.00	\$ 132,500.00	\$ 4.70	\$ 124,550.00
	TOTAL				\$ 970,415.00		\$ 980,500.00

INCORPORATED VILLAGE OF FREEPORT ENGINEERING DIVISION PROJECT: 2025 ROAD RESURFACING PROJECT BID DATE: OCTOBER 21, 2025		VALENTE CONTRACTING CORP 77 JACKSON AVE MINEOLA, NY 11501		PRATT BROTHERS INC. 333 MARCUS BLVD HAUPPAUGE, NY 11788			
ITEM NO.	DESCRIPTION	UNITS	BID QUANTITY	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
2X	UNCLASSIFIED EXCAVATION	CY	850	\$ 50.00	\$ 42,500.00	\$ 40.00	\$ 34,000.00
16SS-1	CHANGE ELEVATION OF SANITARY SEWER MANHOLES (MINOR ADJ.)	EA	5	\$ 750.00	\$ 3,750.00	\$ 1,500.00	\$ 7,500.00
16SS-3	CHANGE ELEVATION OF DRAINAGE MANHOLES (MINOR ADJ.)	EA	3	\$ 750.00	\$ 2,250.00	\$ 4,300.00	\$ 12,900.00
16SS-5	ADJUST WATER MAIN VALVE BOXES	EA	55	\$ 75.00	\$ 4,125.00	\$ 75.00	\$ 4,125.00
24X	CEMENT CONCRETE PAVEMENT	CY	335	\$ 850.00	\$ 284,750.00	\$ 950.00	\$ 318,250.00
26C	CEMENT CONCRETE CURB	LF	1,200	\$ 32.00	\$ 38,400.00	\$ 35.00	\$ 42,000.00
26SS	COMBINATION CONCRETE CURB AND GUTTER	LF	600	\$ 38.00	\$ 22,800.00	\$ 40.00	\$ 24,000.00
27	CEMENT CONCRETE SIDEWALK	SF	7,500	\$ 12.00	\$ 90,000.00	\$ 12.00	\$ 90,000.00
27DW	DETECTABLE WARNING SURFACE	SF	650	\$ 40.00	\$ 26,000.00	\$ 45.00	\$ 29,250.00
28X	CEMENT CONCRETE DRIVEWAYS AND DRIVEWAY APRONS	SF	1,000	\$ 15.00	\$ 15,000.00	\$ 17.00	\$ 17,000.00
36	ASPHALT PAVING (TRUING AND LEVELING)	TON	500	\$ 110.00	\$ 55,000.00	\$ 125.00	\$ 62,500.00
58SS-1	SAWCUTTING EXISTING CONCRETE PAVEMENT	LF	120	\$ 4.00	\$ 480.00	\$ 5.00	\$ 600.00
58SS-2	SAWCUTTING EXISTING ASPHALT PAVEMENT	LF	1,150	\$ 4.00	\$ 4,600.00	\$ 4.00	\$ 4,600.00
100	ASPHALT PAVING OVERLAY 1 1/2"	SF	220,000	\$ 1.45	\$ 319,000.00	\$ 1.35	\$ 297,000.00
101A	ASPHALT PAVING w/ STONE BLEND BASE (2" ASPHALT ON 6" STONE BLEND)	SF	24,000	\$ 5.00	\$ 120,000.00	\$ 6.25	\$ 150,000.00
101B	BASE	SF			\$ -		\$ -
102SS-C	MAINTENANCE AND PROTECTION OF TRAFFIC (REQUIREMENT C)	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
141	PAVEMENT STRIPING	LF	3,500	\$ 2.00	\$ 7,000.00	\$ 1.25	\$ 4,375.00
200SS-1	LAWN RESTORATION, TOPSOIL AND SEED	SY	100	\$ 18.00	\$ 1,800.00	\$ 21.00	\$ 2,100.00
398	DENSE GRADED AGGREGATE BASE	CY	100	\$ 25.00	\$ 2,500.00	\$ 24.00	\$ 2,400.00
422LX	REPLACE TRAFFIC LOOP DETECTOR	EA	1	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00
517	COLD MILLING, SHAPING & REMOVAL OF BITUMINOUS PAVEMENT	SY	26,500	\$ 5.65	\$ 149,725.00	\$ 6.00	\$ 159,000.00
	TOTAL				\$ 1,218,180.00		\$ 1,290,600.00

INCORPORATED VILLAGE OF FREEPORT ENGINEERING DIVISION PROJECT: 2025 ROAD RESURFACING PROJECT BID DATE: OCTOBER 21, 2025		STASI INDUSTRIES 303 WINDING RD OLD BETHPAGE, NY 11804			METRO PAVING 500 PATTON AVE WEST BABYLON, NY 11704		
ITEM NO.	DESCRIPTION	UNITS	BID QUANTITY	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
2X	UNCLASSIFIED EXCAVATION	CY	850	\$ 45.00	\$ 38,250.00	\$ 38.00	\$ 32,300.00
16SS-1	CHANGE ELEVATION OF SANITARY SEWER MANHOLES (MINOR ADJ.)	EA	5	\$ 350.00	\$ 1,750.00	\$ 350.00	\$ 1,750.00
16SS-3	CHANGE ELEVATION OF DRAINAGE MANHOLES (MINOR ADJ.)	EA	3	\$ 350.00	\$ 1,050.00	\$ 350.00	\$ 1,050.00
16SS-5	ADJUST WATER MAIN VALVE BOXES	EA	55	\$ 150.00	\$ 8,250.00	\$ 50.00	\$ 2,750.00
24X	CEMENT CONCRETE PAVEMENT	CY	335	\$ 900.00	\$ 301,500.00	\$ 750.00	\$ 251,250.00
26C	CEMENT CONCRETE CURB	LF	1,200	\$ 36.00	\$ 43,200.00	\$ 45.00	\$ 54,000.00
26SS	COMBINATION CONCRETE CURB AND GUTTER	LF	600	\$ 41.00	\$ 24,600.00	\$ 50.00	\$ 30,000.00
27	CEMENT CONCRETE SIDEWALK	SF	7,500	\$ 10.90	\$ 81,750.00	\$ 15.00	\$ 112,500.00
27DW	DETECTABLE WARNING SURFACE	SF	650	\$ 50.00	\$ 32,500.00	\$ 40.00	\$ 26,000.00
28X	CEMENT CONCRETE DRIVEWAYS AND DRIVEWAY APRONS	SF	1,000	\$ 13.75	\$ 13,750.00	\$ 28.00	\$ 28,000.00
36	ASPHALT PAVING (TRUING AND LEVELING)	TON	500	\$ 125.00	\$ 62,500.00	\$ 125.00	\$ 62,500.00
58SS-1	SAWCUTTING EXISTING CONCRETE PAVEMENT	LF	120	\$ 2.00	\$ 240.00	\$ 2.00	\$ 240.00
58SS-2	SAWCUTTING EXISTING ASPHALT PAVEMENT	LF	1,150	\$ 2.00	\$ 2,300.00	\$ 1.00	\$ 1,150.00
100	ASPHALT PAVING OVERLAY 1 1/2"	SF	220,000	\$ 2.00	\$ 440,000.00	\$ 2.00	\$ 440,000.00
101A	ASPHALT PAVING w/ STONE BLEND BASE (2" ASPHALT ON 6" STONE BLEND)	SF	24,000	\$ 4.50	\$ 108,000.00	\$ 3.00	\$ 72,000.00
101B	BASE)	SF		\$ -	\$ -	\$ -	\$ -
102SS-C	MAINTENANCE AND PROTECTION OF TRAFFIC (REQUIREMENT C)	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
141	PAVEMENT STRIPING	LF	3,500	\$ 2.00	\$ 7,000.00	\$ 2.00	\$ 7,000.00
200SS-1	LAWN RESTORATION, TOPSOIL AND SEED	SY	100	\$ 8.00	\$ 800.00	\$ 8.00	\$ 800.00
398	DENSE GRADED AGGREGATE BASE	CY	100	\$ 35.00	\$ 3,500.00	\$ 30.00	\$ 3,000.00
422LX	REPLACE TRAFFIC LOOP DETECTOR	EA	1	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
517	COLD MILLING, SHAPING & REMOVAL OF BITUMINOUS PAVEMENT	SY	26,500	\$ 4.50	\$ 119,250.00	\$ 7.45	\$ 197,425.00
	TOTAL				\$ 1,318,690.00		\$ 1,352,215.00

INCORPORATED VILLAGE OF FREEPORT  
ENGINEERING DIVISION  
PROJECT: 2025 ROAD RESURFACING PROJECT  
BID DATE: OCTOBER 21, 2025

		ROSMAR CONTRACTING INC. P.O. BOX 16 PATCHOGUE, NY 11772			
ITEM NO.	DESCRIPTION	UNITS	BID QUANTITY	UNIT PRICE	TOTAL COST
2X	UNCLASSIFIED EXCAVATION	CY	850	\$ 100.00	\$ 85,000.00
16SS-1	CHANGE ELEVATION OF SANITARY SEWER MANHOLES (MINOR ADJ.)	EA	5	\$ 500.00	\$ 2,500.00
16SS-3	CHANGE ELEVATION OF DRAINAGE MANHOLES (MINOR ADJ.)	EA	3	\$ 500.00	\$ 1,500.00
16SS-5	ADJUST WATER MAIN VALVE BOXES	EA	55	\$ 50.00	\$ 2,750.00
24X	CEMENT CONCRETE PAVEMENT	CY	335	\$ 1,200.00	\$ 402,000.00
26C	CEMENT CONCRETE CURB	LF	1,200	\$ 40.00	\$ 48,000.00
26SS	COMBINATION CONCRETE CURB AND GUTTER	LF	600	\$ 50.00	\$ 30,000.00
27	CEMENT CONCRETE SIDEWALK	SF	7,500	\$ 16.00	\$ 120,000.00
27DW	DETECTABLE WARNING SURFACE	SF	650	\$ 50.00	\$ 32,500.00
28X	CEMENT CONCRETE DRIVEWAYS AND DRIVEWAY APRONS	SF	1,000	\$ 35.00	\$ 35,000.00
36	ASPHALT PAVING (TRUING AND LEVELING)	TON	500	\$ 130.00	\$ 65,000.00
58SS-1	SAWCUTTING EXISTING CONCRETE PAVEMENT	LF	120	\$ 10.00	\$ 1,200.00
58SS-2	SAWCUTTING EXISTING ASPHALT PAVEMENT	LF	1,150	\$ 5.00	\$ 5,750.00
100	ASPHALT PAVING OVERLAY 1 1/2"	SF	220,000	\$ 1.55	\$ 341,000.00
101A	ASPHALT PAVING w/ STONE BLEND BASE (2" ASPHALT ON 6" STONE BLEND)	SF	24,000	\$ 3.50	\$ 84,000.00
101B	BASE)	SF		\$ -	\$ -
102SS-C	MAINTENANCE AND PROTECTION OF TRAFFIC (REQUIREMENT C)	LS	1	\$ 25,000.00	\$ 25,000.00
141	PAVEMENT STRIPING	LF	3,500	\$ 2.00	\$ 7,000.00
200SS-1	LAWN RESTORATION, TOPSOIL AND SEED	SY	100	\$ 50.00	\$ 5,000.00
398	DENSE GRADED AGGREGATE BASE	CY	100	\$ 150.00	\$ 15,000.00
422LX	REPLACE TRAFFIC LOOP DETECTOR	EA	1	\$ 5,000.00	\$ 5,000.00
517	COLD MILLING, SHAPING & REMOVAL OF BITUMINOUS PAVEMENT	SY	26,500	\$ 6.00	\$ 159,000.00
	TOTAL			\$	\$ 1,472,200.00

**INCORPORATED VILLAGE OF FREEPORT**  
**Inter-Department Correspondence**  
**Purchasing Department**

DATE: October 23, 2025  
TO: Mayor Robert T. Kennedy  
FROM: Taylor D'Orta; Buyer  
RE: Request to Extend Bid – #24-02-PURC-694  
2024 CONTRACT FOR PRINTING SERVICES

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On January 22, 2024 the Mayor and Board of Trustees awarded the above referenced bid to Minute Man Press, 255 Sunrise Highway, Merrick, New York 11566, for a total amount of \$30,932.00 for a term from March 1, 2024 through February 28, 2025.

Over the past year Minute Man Press has proven themselves to be a responsible, reliable vendor. To date, the Village has spent \$26,468.06 of this requirements contract. According to the terms of the bid, the Village has the option to extend this contract for up to two (2) additional one (1) year terms with no additional increase in unit costs.

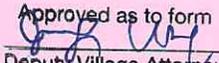
At this time I would like to exercise the second and final extension option of the 2024 CONTRACT FOR PRINTING SERVICES beginning on March 1, 2026 and ending on February 28, 2027 with no additional increase in unit pricing to:

Minute Man Press  
255 Sunrise Highway  
Merrick, New York 11566

Funding for items ordered on this contract will be charged to the ordering departments printing and stationary line as needed. (ie. Purchasing Dept. line A134504-540200).



Taylor D'Orta  
Purchasing Dept.

Approved as to form  
  
Deputy Village Attorney

Cc: H. Colton, Village Counsel  
P. Boening, Village Clerk  
J. Muir, Mayor's Office

It was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, that the following resolution be adopted:

**WHEREAS**, on February 26, 2024, the Board awarded the bid for the “2024 Contract for Printing Services” to Minute Man Press, 255 Sunrise Highway, Merrick, New York 11566, for a total amount of \$30,932.00 for a term from March 1, 2024 through February 28, 2025, with an option for two (2) additional one-year extension terms if mutually accepted; and

**WHEREAS**, on December 2, 2024, the Board approved the first (1) one-year extension of the “2024 Contract for Printing Services” with Minute Man Press, 255 Sunrise Highway, Merrick, New York 11566, for a term from March 1, 2025 through February 28, 2026, for a total amount of \$30,932.00; and

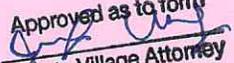
**WHEREAS**, to date, the Village has spent \$26,468.06 of this requirements contract; and

**WHEREAS**, the Village Buyer is requesting Board approval for the second (2nd) one-year extension with Minute Man Press, 255 Sunrise Highway, Merrick, New York 11566, for a term from March 1, 2026 to February 28, 2027, with no additional increase in unit pricing, for a total amount of \$30,932.00; and

**NOW THEREFORE BE IT RESOLVED**, that based upon the recommendation of the Village Buyer, the Board of Trustees hereby approves, and the Mayor be is hereby authorized to sign any and all documents necessary to effectuate the second (2nd) one-year extension of the “2024 Contract for Printing Services” with Minute Man Press, 255 Sunrise Highway, Merrick, New York 11566, for a term from March 1, 2026 to February 28, 2027, for a total amount of \$30,932.00.

The Clerk polled the Board as follows:

Deputy Mayor Martinez	VOTING
Trustee Squeri	VOTING
Trustee Sanchez	VOTING
Trustee Butler	VOTING
Mayor Kennedy	VOTING

Approved as to form  
  
Deputy Village Attorney  
\_\_\_\_\_  
Deputy Village Attorney

THESE ARE NOT OFFICIAL MINUTES UNTIL SAME HAVE BEEN APPROVED BY THE MAYOR AND BOARD OF TRUSTEES, AS THEY MAY BE AMENDED OR CORRECTED.

**DIRECTIVE**

TO: Kim Weltner, Purchasing Agent February 29, 2024

FROM: Pamela Walsh Boening, Village Clerk

The following directive is an excerpt from the Minutes of the Board of Trustees Meeting of February 26, 2024:

It was moved by Trustee Martinez, seconded by Trustee Sanchez that the following resolution be adopted:

**WHEREAS**, on January 22, 2024, the Board authorized the Village Clerk to publish a Notice to Bidders for the “2024 Contract for Printing Services”; and

**WHEREAS**, thirty (30) bids were distributed for the above referenced requirements contract, and two (2) bids were received at the time of bid opening on February 13, 2024; and

**WHEREAS**, the lowest completed bid was submitted by Minute Man Press, 255 Sunrise Highway, Merrick, New York 11566, for a total amount of \$30,932.00; and

**WHEREAS**, contract terms will begin on March 1, 2024 through February 28, 2025, with an option for two (2) additional one-year extension terms if mutually accepted; and

**WHEREAS**, all items ordered under this contract will be charged to the printing and stationary budget line of the requesting departments (ie. A134504 540200); and

**NOW THEREFORE BE IT RESOLVED**, that based upon the recommendation of the Purchasing Agent, the Board approve and the Mayor be and hereby is authorized to sign any paperwork necessary to award the bid for the 2024 Contract for Printing Services to Minute Man Press, 255 Sunrise Highway, Merrick, New York 11566, for a total amount of \$30,932.00 for a term from March 1, 2024 through February 28, 2025.

The Clerk polled the Board as follows:

Deputy Mayor Ellerbe	Not Present
Trustee Martinez	In Favor
Trustee Squeri	In Favor
Trustee Sanchez	In Favor
Mayor Kennedy	In Favor

cc:

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<u>X</u> Auditor	<u>X</u> Electric Utilities	<u>X</u> Registrar
<u>X</u> Assessor	<u>X</u> Fire Dept.	<u>X</u> Rec. Center
<u>X</u> Attorney	<u>X</u> File	<u>X</u> Treasurer
<u>X</u> Bldg. Dept.	<u>X</u> Personnel	<u>X</u> Dep. Treasurer
<u>Board &amp; Comm.</u>	<u>X</u> Police Dept.	<u>X</u> Dep. V. Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL SAME HAVE BEEN APPROVED BY THE MAYOR AND BOARD OF TRUSTEES, AS THEY MAY BE AMENDED OR CORRECTED.

**DIRECTIVE**

TO: Taylor D’Orta, Purchasing Agent December 4, 2024  
FROM: Pamela Walsh Boening, Village Clerk

The following directive is an excerpt from the Minutes of the Board of Trustees Meeting of December 2, 2024:

It was moved by Deputy Mayor Ellerbe, seconded by Trustee Sanchez that the following resolution be adopted:

**WHEREAS**, on February 26, 2024, the Board awarded the bid for the “2024 Contract for Printing Services” to Minute Man Press, 255 Sunrise Highway, Merrick, New York 11566, for a total amount of \$30,932.00 for a term from March 1, 2024 through February 28, 2025, with an option for two (2) additional one-year extension terms if mutually accepted; and

**WHEREAS**, to date, the Village has spent only \$11,372.31 of this requirements contract; and

**WHEREAS**, the Village Buyer is requesting Board approval for the first (1) one-year extension with Minute Man Press, 255 Sunrise Highway, Merrick, New York 11566, for a term from March 1, 2025 through February 28, 2026, with no additional increase in unit, for a total amount of \$30,932.00; and

**NOW THEREFORE BE IT RESOLVED**, that based upon the recommendation of the Village Buyer, the Board of Trustees approves and the Mayor be and hereby is authorized to sign any and all documents necessary to effectuate the first (1) one-year extension of the “2024 Contract for Printing Services” with Minute Man Press, 255 Sunrise Highway, Merrick, New York 11566, for a term from March 1, 2025 through February 28, 2026, for a total amount of \$30,932.00.

The Clerk polled the Board as follows:

Deputy Mayor Ellerbe	In Favor
Trustee Martinez	In Favor
Trustee Squeri	In Favor
Trustee Sanchez	In Favor
Mayor Kennedy	In Favor

cc:

---

<u>X</u> Auditor	<u>X</u> Electric Utilities	<u>X</u> Registrar
<u>X</u> Assessor	<u>X</u> Fire Dept.	<u>X</u> Rec. Center
<u>X</u> Attorney	<u>X</u> File	<u>X</u> Treasurer
<u>X</u> Bldg. Dept.	<u>X</u> Personnel	<u>X</u> Dep. Treasurer
<u>        </u> Board & Comm.	<u>X</u> Police Dept.	<u>X</u> Dep. V. Clerk

**INC. VILLAGE OF FREEPORT  
REQUEST TO EXTEND  
BID # 24-02-PURC-694  
2024 CONTRACT FOR PRINTING SERVICES**

**DATE:** October 23, 2025

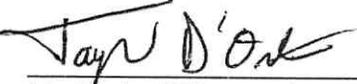
**TO:** Minuteman Press

**ADDRESS:** 255 Sunrise Hwy, Merrick, NY 11566

This agreement serves to extend the existing contract for the 2024 Contract for Printing Services, beginning March 1, 2026 through February 28, 2027 with no increase to current contract pricing. This extension will be for a period of one year, as indicated in the contract terms. All terms and conditions of the original contract shall remain in effect for the entire length of this contract extension.

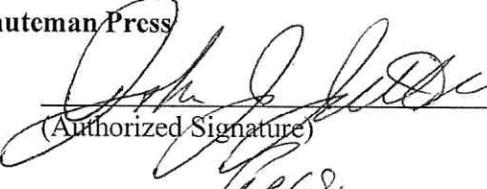
You are hereby requested to execute and return this Notice of Extension by email to, [Tdorta@freeportny.gov](mailto:Tdorta@freeportny.gov) ; this will be the second and final extension offered on this contract as indicated in the bid documents.

**INCORPORATED VILLAGE OF FREEPORT**

By:   
(Authorized Signature)

Buyer  
(Title)

**ACCEPTANCE OF EXTENSION:**

**Minuteman Press**  
By:   
(Authorized Signature)

Pres.  
(Title)

10/23/25  
(Date)

**VILLAGE OF FREEPORT**  
**INTER-OFFICE CORRESPONDENCE**

To: Mayor Robert Kennedy

Date: 10/24/25

From: Valerie Montes, Deputy Village Treasurer

Tel: 516 377-2224

Re: Request Authorization to Close Capital Project

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Authorization is requested from the Mayor and Board of Trustees to close out the Bond resolution titled "Various road improvements in the Village" and associated capital H519702 523050 2019 Road Improvement-various roads. The NY State Comptroller mandates that the Village Board give authorization to close out Capital Projects, and move excess BOND proceeds and earned interest to a Debt Service Reserve to pay down debt, if there is debt outstanding. Upon Board resolution, the remaining cash available will be transferred to the General Fund reserve for Debt Service account A200 120171.

**Debt History of Project:**

Authorized: 5/13/2019  
Amount Authorized: \$1,050,000.00  
Initial Financing: 2019 Series E BAN on 7/31/19

Rolled to 2020 Series E 4/29/20

Principal payment made \$720,000 on 4/28/21

Balance of 330,000.00 rolled to 2021 Series B BAN on 4/28/21

Principal payment made \$210,000 on 4/28/22

Balance of \$120,000 rolled to 2022 Series A BOND on 4/27/22

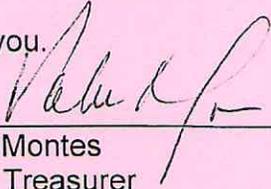
**Grant Reimbursements:**

NYS CHIPS	\$527,685.14	03/15/21
NYS WIPR-EWR	89,624.65	03/28/21
NYS DOT PAVE NY	103,209.09	03/25/21
FCDA	11,300.00	09/27/24
NYS CHIPS	<u>47,500.00</u>	06/25/25
Total Grants received	\$ 779,318.88	
Amount of Grants used for principal payments	\$ 720,000.00	

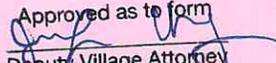
Reimbursement funds from National Grid	46,359.87
Remaining in Project from Debt Proceeds	92.55
Interest Earned as of 09/30/2025	32,699.06
Grant Funds remaining	<u>59,318.88</u>
Total cash remaining	
To be transferred to reserve for Debt Service	<b>\$138,470.36</b>

Please see the attached copy of the capital project expenditures for this project.

Thank you.



Valerie Montes  
Deputy Treasurer

Approved as to form  
  
Deputy Village Attorney

It was moved by Trustee \_\_\_\_\_, and seconded by Trustee \_\_\_\_\_, that the following resolution be adopted:

**WHEREAS**, authorization is requested to close out the Bond resolution titled “Various road improvements in the Village” and associated capital H519702 523050 2019 Road Improvement-various roads; and

**WHEREAS**, the **Debt History of Project** is as follows:

Authorized: 5/13/2019  
 Amount Authorized: \$1,050,000.00  
 Initial Financing: 2019 Series E BAN on 7/31/19

Rolled to 2020 Series E 4/29/20

Principal payment made \$720,000 on 4/28/21

Balance of 330,000.00 rolled to 2021 Series B BAN on 4/28/21

Principal payment made \$210,000 on 4/28/22

Balance of \$120,000 rolled to 2022 Series A BOND on 4/27/22

**Grant Reimbursements:**

NYS CHIPS	\$527,685.14	03/15/21
NYS WIPR-EWR	89,624.65	03/28/21
NYS DOT PAVE NY	103,209.09	03/25/21
FCDA	11,300.00	09/27/24
NYS CHIPS		
<u>47,500.00</u> 06/25/25		
Total Grants received	\$ 779,318.88	
Amount of Grants used for principal payments	\$ 720,000.00	

Reimbursement funds from National Grid	46,359.87
Remaining in Project from Debt Proceeds	92.55
Interest Earned as of 09/30/2025	32,699.06
Grant Funds remaining	<u>59,318.88</u>
Total cash remaining	

To be transferred to reserve for Debt Service

**\$138,470.36**

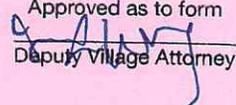
**WHEREAS**, the NYLFN §165.00 and the New York State Comptroller mandates that the Village Board give authorization to close out a bond authorization and reserve any excess BOND proceeds and earned interest to pay down current debt, if due, or transfer to a Debt Service Reserve to pay down future debt; and

**WHEREAS**, the remaining cash available will be transferred the General Fund reserve for Debt Service account A200 120171; and

**NOW THEREFORE BE IT RESOLVED**, that the Board authorize the closing of the above-referenced bond authorization and associated Capital Project and the remaining debt proceeds and interest, a sum of One Hundred Thirty-Eight Thousand, Four Hundred Seventy Dollars and Thirty-Six Cents (\$138,470.36) be moved to the General Fund reserve for Debt Service account A200 120171.

The Clerk polled the Board as follows:

Deputy Mayor Martinez	VOTING
Trustee Squeri	VOTING
Trustee Sanchez	VOTING
Trustee Butler	VOTING
Mayor Kennedy	VOTING

Approved as to form  
  
Deputy Village Attorney

PREPARED BY COMPTROLLER'S  
OFFICE

	INV#	Authorized PO#	6/13/2019 PAID	1,050,000.00		
<b>H519702 523050 2019 ROAD IMPROVEMENT-VARIOUS ROADS</b>						
UNITED PAVING CORP	2054	20204421	12/16/2019	556,886.09	BAN 2019 SERIES E 7/31/19	1,050,000.00
NICOLINO CONSTRUCTION	9188	20205525	2/24/2020	14,805.34	ROLLED TO:	
UNITED PAVING CORP	2091	20205917	3/23/2020	127,608.85	2020 SERIES E 4/29/20	
NICOLINO CONSTRUCTION	9525	20200459	5/11/2020	14,872.00		
UNITED PAVING CORP	2179	20212522	9/14/2020	36,025.94		
NICOLINO CONSTRUCTION	9670	20213593	11/30/2020	40,728.00		
UNITED PAVING CORP	2053-A	20214211	12/14/2020	19,846.30	<b>TOTAL BAN'S</b>	<b>1,050,000.00</b>
NICOLINO CONSTRUCTION		20225205	2/28/2022	11,302.80	Interest Earned	32,699.06
SUFFOLK PAVING CORP.	10263	20241949	7/31/2023	84,846.85	CLASS ACCT# 301	
NICOLINO CONSTRUCTION	9659	20244003	11/13/2023	20,941.00	H200 124913	
NICOLINO CONSTRUCTION	9819	20250409	4/15/2024	42,302.90	AS OF 9/30/25	
ACP INTERNATIONAL / SA-SO	24-04052	20250579	6/17/2024	12,458.00		
NICOLINO CONSTRUCTION	9813	20252899	8/26/2024	12,358.50	<b>TOTAL INTEREST</b>	<b>32,699.06</b>
STASI GENERAL CONTRACTING	6	255144	4/7/2025-2/28-C	47,500.00		
<b>BOND COSTS</b>						
HERALD COMMUNITY NEWSPAPER	CL00172644	20201784	7/23/2019	73.92	NATIONAL GRID 7/23/19 ck#70011	ADVANCE PMT FOR S.LONG BEACH
LA TRIBUNA HISPANA - NY	9310	20201910	8/5/2019	85.50	NATIONAL GRID 8/13/19 CK#7001	ADVANCE PMT FOR MILLER AVE
NETWORK FINANCIAL PRINTING	16813	20202705	9/9/2019	83.16	NYS CHIPS CK#08098371 3/15/21	REC'D 3/18/21 partial reim United Pavim
HAWKINS DELAFIELD & WOOD	2019-SERIES	20203072	9/23/2019	1,389.44	NYS WIRP CK#08098371	REC'D 3/18/21 partial reim United Pavim
LIBERTY CAPITAL SERVICES	560	20203075	9/23/2019	2,077.08	NYS PAVE NY CK#08100275 3/16/	REC'D 3/25/21 partial reim United Pavim
LIBERTY CAPITAL SERVICES	594	20211513	7/13/2020	2,035.39	FCDA CK#1247 7/11/24	REC'D 9/27/24 partial reimb ACP Int'l
HAWKINS DELAFIELD & WOOD	2020SERIES 05/1	20214776	2/22/2021	786.01	CHIPS WT 6/25/25-Portion of Stasi #6	
HAWKINS DELAFIELD & WOOD	2021BONDSA	20221214	5/24/2021	261.66		
ROPER GRAPHICS	2839	20220747	5/24/2021	10.06	<b>Total Project Revenues</b>	<b>1,908,377.81</b>
LIBERTY CAPITAL SERVICES	638	20221151	5/24/2021	624.66	<b>Less-Project Expenditures</b>	<b>(1,049,907.45)</b>
					<b>Less-Interest</b>	<b>(32,699.06)</b>
					<b>Less-Reimbursements</b>	<b>(825,678.75)</b>
					<b>Remaining In Project</b>	<b>92.55</b>
					<b>GRANT REIMBURSEMENTS</b>	<b>779,318.88</b>
					PRINCIPAL PMT	4/29/21 (720,000.00)
					REMAINING GRANT REIMBURSEMENTS	59,318.88
					PRINCIPAL PMT	4/28/22
					REMAINING GRANT REIMBURSEMENTS	59,318.88
					<b>TOTAL CASH IN BANK</b>	<b>138,470.36</b>
					BAN 2019 SERIES E 7/31/19	1,050,000.00
					ROLLED TO:	
					2020 SERIES E 4/29/20 due on 4/29/21	
					ROLLED TO:	
					2021 SERIES B BAN due on 4/28/22	
					LESS PRINCIPAL PMT 4/28/21	(720,000.00)
					BALANCE	330,000.00
					LESS PRINCIPAL PMT 4/28/22	(210,000.00)
					ROLLED TO:	
					2022 SERIES A BOND 4/27/22	120,000.00