

Caroline Town Board Special Meeting Minutes of December 20, 2018

The Town Board Business Meeting held on December 20, 2018 at the Caroline Town Hall was called to order at 2:06 p.m. by Supervisor Mark Witmer.

Attendance: Mark Witmer, Supervisor
John Fracchia, Councilmember - Absent
Irene Weiser, Councilmember
Cal Snow, Councilmember
Megan Barber, Councilmember - Absent

Recording Secretary: Jessica L. Townsend, Deputy Clerk

Also Present: 1 member of the public

Supervisor Mark Witmer led the Pledge Allegiance to the Flag.

Privilege-of-the-Floor

Resident Pete Hoyt spoke on the Caroline Town Hall project. He agrees with the expansion of the parking lot. He stated that the price was shocking to him but since it's the lowest of 4 bids, he understood there wasn't much that could be done. He asked where in the budget will the project will be taken from. Supervisor Mark Witmer stated that it will be taken out of the Town Hall Reserve Fund. Mr. Hoyt emphasized that it was his opinion that the quote from Carson Groundworks seemed high.

Resolution ___ of 2018

Caroline Town Hall Improvements Project

A motion made by Mark Witmer and seconded by Cal Snow
Resolved, the Caroline Town Board hereby

Selection of Carson Groundworks for construction of parking, sidewalk, and bioretention improvements at the Caroline Town Hall.

Whereas, the Town has developed plans for designated Park-N-Ride parking along Midline Road, repaving of the main lot, a connecting walkway, and a stormwater bioretention feature to control runoff from the main parking lot; and

Whereas, the Tompkins County Soil & Water Conservation District has procured \$6,000 to support the bioretention feature as a demonstration of effective stormwater management; and

Whereas, the Town received four proposals in response to an RFP for the project; and

Whereas, Carson Groundworks provided the most cost-effective proposal in the amount of \$51,000; therefore be it

Resolved, the Caroline Town Board authorizes the Supervisor to sign a contract with Carson Groundworks as a contractor for this project upon review of the Town Attorney.

Discussion: Councilmember Irene Weiser asked Town Supervisor Mark Witmer if this project proposal was advertised on the list serve. The Request for Proposals for this project was advertised in the Ithaca Journal, and T.G. Miller sent it to a list of contractors. Supervisor Witmer said he had received four bids before the deadline. Carson Groundworks was significantly lower than the other three bids; approximately \$10,000 lower. He had asked Donald Harner from TG Miller if this was a reasonable cost and he was told yes, he thought it was reasonable. Mr. Hoyt asked if the parking lot will be open while the construction was being done. Supervisor Witmer believes so, and that the project will happen in stages, possibly three different stages. 1) the parking lot; 2) the bioretention feature 3) the extended parking along Midline Road. Supervisor Witmer stated that these plans/designs have been developed for a long time and he feels really good about this project. There will be signage put up along Midline Road to encourage Park & Ride parking there. The intention is to create more accessible parking for residents and customers for the Town Hall and Town Court during normal business hours. Councilmember Weiser agrees that it is a large amount of money but states there is significant work to be done. Supervisor Witmer has been in conversation with Highway Superintendent Cindy Whittaker, P.E. John Andersson, and Donald Harner and it has been agreed that this is the best way to go forward. It was asked by Councilmember Weiser if they would have the flexibility to do aesthetic changes along the way and also raised question about a walkway from the parking spaces along Midline Road and how people who park there will get to the sidewalk that will be added to connect them to the town hall parking lot. She pointed out that they would have to walk into the trees that are along that side or out into the roadway which creates safety concerns. Supervisor Witmer states that they will consult with the town attorney and request specific language to be added to the contract to include if any changes occur throughout the construction process, they can be added if necessary. Councilmember Weiser points out that change orders will need to happen as the project progresses and that could cause issue with the contractor. Mr. Hoyt asked if there would be a point person that would be there to represent the town, and Supervisor Witmer stated that it would most likely be T.G. Miller. Ms. Weiser asked if it is possible to segment the project. Do the parking lot and drainage, and then re-work the parking area on the Midline side? Supervisor Witmer was not sure. Discussion continued regarding moving the trees to a different location on the property, getting them out of the way? Do we trim the branches along the bottom for people to walk under? The decision was made that the trees can be trimmed for now and as they grow they can be trimmed more. If it should begin to interfere with the parking, then at that time, the trees can be removed and/or replaced. It was noted that Highway Superintendent Cindy Whittaker should be included in the conversation regarding accessibility. Also, Code Enforcement Officer, Brooke Greenhouse should also be included as well.

Adopted: Witmer: Aye; Fracchia: Absent; Weiser: Aye; Snow: Aye; Barber: Absent

*See Attachment 1

Further discussion regarding Brighten-up Caroline project. Councilmember Irene Weiser had a meeting with Don Barber and John Fracchia today. They are continuing working on collecting more information. Will discuss more at the December 28th meeting.

Suggestion made by Irene Weiser to start including budget lines and reserve funds to Resolutions made for better understanding to the town board and town residents on where the money will be coming from out of the *town budget*. It was agreed.

----**Adjourn**----

A motion to adjourn made by Mark Witmer, seconded by Irene Weiser and carried unanimously at **3:09** p.m.

Respectfully Submitted,

Jessica L. Townsend, Deputy Clerk

DRAFT

T.G. MILLER, P.C.

ENGINEERS AND SURVEYORS

203 N. Aurora Street | Ithaca, NY 14850 | phone 607-272-6477 | fax 607-273-6322 | www.tgmillerpc.com

December 19, 2018

Mark Witmer, Supervisor
And Town Board Members
Town of Caroline
2670 Slaterville Road
Slaterville Springs, NY 14881

Re: Caroline Town Hall Site Improvements Project

Dear Mr. Witmer,

On Thursday, December 13, 2018 bids were received for the above referenced project. A copy of the tabulation of bids is attached for your information.

The successful bidder is Carson Groundworks of Ithaca, NY with a lump sum bid of \$51,675.00. We evaluated this bid as follows:

- Reviewed all bids for accuracy.
- Evaluated their current workload and resources available to satisfactorily complete this project.
- Verified that the low bidder is not listed on the NY State Agency Debarment List.

Carson Groundworks is qualified to complete this work. Based on our evaluation, we recommend that the Town award the contract for the Caroline Town Hall Site Improvements Project to Carson Groundworks.

If you have any questions concerning any aspect of this bid please do not hesitate to contact our office.

Sincerely,



Donald Harner, P.E.
Enclosures

Copy:

Marilou Harrington, Town Clerk

Attachment:

Bid tabulation

Contractor	A-Main Parking	A-1-Unit Cost (SY)	per 15 SY	B - Bioretention	C - Sidewalk	Total calculated bid amount	Total bid amount
ZMK Construction 1	\$25,590.00	\$32.00	\$480.00	\$21,775.00	\$15,635.00	\$63,480.00	\$67,000.00
Procon	\$19,950.00	\$210.00	\$3,150.00	\$23,000.00	\$12,400.00	\$58,500.00	\$58,500.00
Carson 2	\$27,500.00	\$45.00	\$675.00	\$12,500.00	\$11,000.00	\$51,675.00	\$51,000.00
Scott & Crispell 3	\$30,475.00	\$139.50	\$2,092.50	\$16,275.00	\$12,600.00	\$61,442.50	\$61,442.50
Adj for 5,900sf	\$29,275.00	-	-	-	-	\$60,242.50	-

- 1 Total bid amount different from calculated bid amount.
- 2 Calculated bid price adjusted to include item A1 for asphalt patch
- 3 Calculated bid amount adjusted to include 5,900 sf asphalt overlay to be consistent with other bids