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Dylan Konecny

304 Birdsall St. Endicott, NY 13760 / (607)-205-0472 / dpkonecny@gmail.com

August 16, 2023

Mr. Rob Kaczynski
Supervisor
Village of Endicott Street Department
108 Jennings Street
Endicott, NY 13760

Dear Mr. Kaczynski,

I would like to request a six month leave of absence for personal reasons. If possible I would like to leave work on October 1, 2023 and return on April 1, 2024.

If approved, I will be going to work as the Binghamton Black Bears Head Equipment Manager. This is a goal I have been working towards for 6 years.

Thank you very much for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dylan Konecny', written in a cursive style.

Dylan Konecny

Village of Endicott
Wastewater Treatment Department
1009 E. Main Street
Endicott, New York 13760

September 6, 2023

RE: Wastewater Treatment Plant Mechanic – Grade 4 Plant

Dear Mayor and Board of Trustees,

I am requesting that the vacant position of Wastewater Treatment Plant Mechanic – Grade 4 Plant (Mechanic) go to Ryan Youngs. Mr. Youngs is approaching his 3-year anniversary with the Village's Wastewater Treatment Plant. He is currently a laborer, his previous skills combined with what he has learned and experienced at our facilities make him an ideal candidate.

This position is a civil service position, all applicable rules and regulations shall be adhered to in the hiring process. If approved, Mr. Youngs new title would be both promotional and provisional based upon his current civil service title. Preferably, this would take effect the week of September 17, 2023 at the rate of \$28.86 per hour. This will not affect our Department budget as this position is budgeted for.

If you have any questions regarding this decision or would like additional information, please let me know.

Sincerely,
Philip Grayson
Chief Operator, Wastewater

Village of Endicott
Wastewater Treatment Department
1009 E. Main Street
Endicott, New York 13760

September 6, 2023

RE: Engineering Agreement Amendment No. 2 - Contract Administration and Construction Observation for Meter Area 4 – Phase 1 Inflow and Infiltration (II) Repair Work

Dear Mayor and Board of Trustees,

The Village is finalizing our documentation and submittals to begin repairs to our collection system to remove II from entering our system. The current Total Project Cost is \$867,565. The Village has secured 2 grants to make repairs to our collection system. The Village was awarded a Water Quality Improvement Grant up to \$602,320 and a Water Infrastructure Improvement Award (WIIA) up to \$75,295. This would allow the Village to invest approximately \$0.25 per \$1.00 spent.

Arcadis successfully performed the preparation of bid documents, including design and bid assistance. As the project enters the construction phase, Arcadis has submitted a proposal for construction administration and oversight with a not to exceed cost of \$85,000. The Village can utilize a portion of the WIIA grant for this work. I recommend that the Village approve and sign the contract.

If you have any questions regarding this decision or would like additional information, please let me know.

Sincerely,
Philip Grayson
Chief Operator, Wastewater

Enclosed: Amendment No.2

AMENDMENT No. 2

An **Agreement** was executed on June 24, 2022 between the Village of Endicott [**Client**], having its principal place of business at 1009 Main Street, Endicott, New York, and Arcadis of New York, Inc. [**Arcadis**], having its principal place of business at 110 West Fayette Street, Suite 300, Syracuse, New York, 13202 and having an office at 855 Route 146, Suite 210, Clifton Park, New York, 12065.

Under the Agreement, Arcadis provides certain professional engineering services related to the construction administration and oversight for the rehabilitation of the Village of Endicott sanitary sewer collection system in Meter Area 4 [**Assignment**] at the Village of Endicott [**Site**], New York [**State**].

Client and Arcadis now desire to amend the Agreement to include the amended Services as described below.

In consideration of the mutual promises in the Agreement, Client and Arcadis agree to amend the Agreement as the following:

1. Scope of Amended Services.

Arcadis will provide six months of Construction Phase services consisting of construction administration, attending and conducting construction progress meetings, construction observation, and construction closeout services for the construction project, Sanitary Sewer System Rehabilitation Meter Area 4. Arcadis will subcontract with Prudent Engineering, LLP (Prudent), with a local office in Binghamton, New York.

Task 3. Construction Administration

Arcadis will schedule and attend, in conjunction with Client and Contractor, a pre-construction conference to discuss general and specific requirements of the Contract Documents. Arcadis will develop an agenda and prepare and distribute meeting minutes.

Arcadis will review the Contractor's submittals and shop drawings and up to two re-submittals. Arcadis will maintain a submittal log describing the current status of Contractors' submittals, as well as maintain records of vendor warranties and one set of approved shop drawings to be turned over to Client at the completion of construction.

Arcadis will review the Contractor's construction progress schedule as it relates to the overall schedule for the project and provide comments to scheduling items that may need to be expedited to achieve overall project milestones. Arcadis will provide comments to the Contractor and Client. Contractor shall be responsible for the overall schedule of the project. Arcadis will make recommendations to the Client for the approval of payment requests.

Arcadis will prepare quarterly Minority and Women Owned Business Enterprises utilization reports and Equal Employment Opportunity reports to be sent to the New York State Environmental Facilities Corporation (NYS EFC) and New York State Department of Environmental Conservation, as required.

Arcadis will review, log, and respond to Requests for Information (RFIs), Requests for Field Changes, and Field Changes. Arcadis will prepare written responses for requests and prepare supplementary drawings that may be necessary for the interpretation and clarification of the Contract Documents.

Arcadis will attend up to 12 bi-weekly progress meetings with the Client and the Contractor, develop agendas, and create and distribute minutes for each of these meetings. Meetings will include a discussion of the work completed in the prior two weeks, the progress anticipated for the upcoming two weeks, the status of RFI's, change orders, and shop drawings. Progress meetings will be attended in person by a representative of Arcadis and virtually by Arcadis' Project Manager and Project Engineer.

Arcadis will assist Client with document collection for closeout of the project in compliance with NYS EFC and NYS DEC requirements. Arcadis will label a PDF of the sewer rehabilitation plans with information from the Contractor

AMENDMENT No. 2

and Resident Engineer’s field mark-ups, including work performed and date performed. These record drawings will be submitted to Client electronically in PDF format.

Task 4. – Construction Observation

Arcadis will provide a part-time inspector to be on site for the estimated six-month construction period, which includes up to 280 hours for an inspector. Documentation of existing and finished site conditions, excavation activities, and sewer lining repairs will be the main priority for construction observation. The responsibilities of the inspector include the following:

- Assist Client with project coordination.
- Provide general inspection services for the Work.
- Observe material and equipment delivered to the site prior to installation.
- Inform the Contractor when the Work being performed does not meet the requirements of the Contract Documents.
- Verify that deficiencies in the Work are corrected and properly documented.
- Prepare a daily log summarizing the day’s observations. The daily log will include the date, weather conditions, construction Work in progress, size of the work force, equipment utilized, and condition of the Work.
- Keep a weekly log, including information on work completed by the Contractor, problems encountered, and other relevant information.
- Be available for and log site visits by representatives of New York State DOT, NYS EFC and other regulatory agencies.
- Maintain a photo log of the work and verify the correct materials are delivered to Client.
- Provide interpretation of the Contract Documents in the field and discuss field issues with the Contractor.
- Assist in resolving issues that do not require a written request for information (RFI) or field change request to be submitted by Contractor.
- Maintain working drawings.
- Upon receiving written notice from the Contractor that the Work is complete, and a final inspection requested, a final inspection will be completed to determine if the Work is acceptable so that Arcadis may recommend, in writing, final payment to Contractor.

2. **Schedule of Amended Services** – The anticipated completion date is 6-months from the Contractor’s notice-to-proceed.

3. **Compensation for Amended Services** – The compensation for the amended services is \$85,000.

Other Provisions. Except as amended herein, all other provisions, terms and conditions in the Agreement shall remain in full force and effect.

Execution Authority. This Amendment to the Agreement is a valid and authorized undertaking of Client and Arcadis. The representatives of Client and Arcadis who have signed below have been authorized to do so.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment to the Agreement as of this date:

8/14/2023

CLIENT

Arcadis of New York, Inc.

By _____

By  _____

Title _____

Title Daniel J. Loewenstein _____

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513 S. Liberty Ave.
Endicott, NY 13760
(703) 945-6866
amthoennes@gmail.com

RECEIVED
SEP 05 2023
Village of Endicott
Deputy/Clerk Treasurer

September 4, 2023

Linda S. Jackson
Village of Endicott Mayor
1009 E. Main St.
Endicott, NY 13760

Dear Mayor Jackson:

I am respectfully resigning from my position as Secretary to the Mayor. My last day of work will be Friday, September 15, 2023.

Thank you for inviting me to work with you and for your steadfast dedication to our Village.

Yours sincerely,



Alicia M. Thoennes

cc: Anthony Bates
Karen Signs