

Roger Fleming

From: alzuccarello@aol.com

Sent: Sunday, October 02, 2011 10:57 AM

To: flemingref@comcast.net

Subject: Re: FINAL DRAFT - Special Council Session MINUTES: Aug 26, 2011

YARDLEY VILLAGE COUNCIL MEETING**August 26, 2011****SPECIAL COUNCIL SESSION****(at Joane McNamara's home to welcome Joe's recuperative return)****Meeting called to order @ 12:05p by President Joe Ciasullo****Attendees: Joe Ciasullo, Joane McNamara, Art DiGuiseppe, Dick Mortimer, Al Zuccarello, and Janet Burgess - CSK Mgmt****Purpose: AD HOC COMMITTEE re 2012 Engineering Study (clarify structure, duties & responsibilities)****General Discussion:****Joe -*****Clarified that Dick would be both chairman & liaison to council. Council concurred.*****Quantified key categories to fall within Cmte's responsibility; will not be all items listed in the original Becht Engineering Study. Affirmed it is Council's responsibility to decide the key items. Determined the majors would be: Roofs (shingles, underlays, etc), Roads, Driveways, Sidewalks, Gutters/Downspouts, and 'Miscellaneous' (which would include associated infrastructure items of underground stormwater carry system & surface stormwater culverts, and other important ancillary items, as the need arises, such as: mailboxes, garage door painting, streetlights, iron gates, and larger ticket items).*****The selection for a specific engineering firm proposed by this Cmte should be completed by June 30, 2012, and the Study is expected to be completed by Nov 2012 in time for 2013's Village Budget Meeting. The expenditures for the actual work is expected to be incurred during 2013. Any budget numbers for this work will not be established until after the 6/30/12 date, and will be required for the 2013 budget year.*****Agreement the Committee, with Dick as its chair, should be 3 or 5 in number with strong backgrounds in the categories & issues of the RFPs & contracts to be**

encountered.

Dick -

***Accepted Chair and liaison responsibilities. Will select his team.**

***Established his Ad Hoc Committee will have an operating budget, yet to be determined, funded by the Capital Reserves.**

***Requested copy of original 2003 Becht Engineering Study, plus a secondary YV study (done for purpose of laddering, or staggering the expenditures) that Joe referenced during this meeting. Janet to furnish both.**

Art -

***Reaffirms Ad Hoc Cmte's primary function will be making recommendations for developing and structuring tight RFPs for the bidding process, to hold the contractor to his engineering analyses and not allow for renegeing nor significant changes.**

***Time Frame - the Study should be ready for YV 2013 Budget Meeting. Council will budget & finance.**

***Top 3 engineering firm candidates selection process for the Study has target date of June 30, 2012 completion for Cmte's final selection.**

***Advised results of the Study would be preferably known in 2012, while expenditures likely to hit in 2013.**

Janet -

***Sending both studies earlier referenced and requested to Dick**

Meeting adjourned @ 1:00p.

Respectfully Submitted,

Al Zuccarello, Secretary