

Meeting date: 07/14/2025

Resolution #: 07/09/2025

RESOLUTION OF THE SLEEPY HOLLOW LOCAL DEVELOPMENT CORPORATION (THE "CORPORATION") AUTHORIZING THE PROCUREMENT OF SURVEY SERVICES (AS FURTHER DESCRIBED HEREIN)

A regular meeting of the Sleepy Hollow Local Development Corporation ("Corporation") was convened in public session on July 14, 2025 at 7:00 p.m., local time.

The following resolution was duly offered and seconded, to wit:

WHEREAS, the Corporation was established by the Village of Sleepy Hollow (the "Village") as a not-for-profit local development corporation with purposes and powers that include constructing, acquiring, rehabilitating for use by others, assisting financially with the construction, acquisition, rehabilitation and improvement, and maintaining and/or leasing facilities on its behalf or for others within the Village; and

WHEREAS, the Corporation is undertaking a certain project (the "Project") involving the phased development of Sleepy Hollow Commons as a municipal facility, public open space and recreational complex to be leased to the Village of Sleepy Hollow (the "Village"); and

WHEREAS, in furtherance of the foregoing, the Corporation desires and is required to generate updated topographical and "as built" surveys for the Project, solicited proposals, and received satisfactory quote from Lanc and Tully Engineering and Surveying, P.C. ("L&T"). relating to the survey of Project Phases 1 and 2, as set before this meeting; and

WHEREAS, in accordance with the Corporation's Procurement Policy, the Corporation desires to authorize the proposal from L&T for the subject appraisals, in the amount of \$15,700.00.

NOW, THEREFORE, BE IT RESOLVED, by the Directors of the Corporation as follows:

Section 1. The Corporation hereby approves the proposals from L&T in the amount of \$15,700.00, and authorizes and approves the appropriation and expenditure of Corporation funds for the engagement and related agreement.

Section 2. The officers, attorneys, employees and agents of the Corporation are hereby authorized and directed for and in the name and on behalf of the Corporation to do all acts and things required and to execute and deliver all such certificates, instruments and documents, including, but not limited to executing any agreements, to pay all such fees, charges and expenses related to the foregoing and to do all such further acts and things as may be necessary or, in the opinion of the officer, attorney, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Corporation with all of the terms, covenants and provisions of the documents executed for and on behalf of the Corporation.

Section 3. This resolution shall take effect immediately.

On motion duly made by Director Sklar and seconded by Director Schmidt, the forgoing resolution was placed before the Board of Directors of the Corporation and voted:

	Aye	Nay	Abstain	Absent
Michael Dawley	X			
Hon. Lauren Connell	X			
Benjamin Sirota	X			
Erica Schmidt	X			
Benjamin Sklar	X			

Motion carried.

CERTIFICATION

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) ss.:

I, the undersigned, Acting Secretary of Sleepy Hollow Local Development Corporation ("Corporation") DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Corporation, including the resolution contained therein, held July 14, 2025, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this __ day of _____, 2025.

_____, Acting Secretary

[SEAL]



June 25, 2025

Mr. Daniel Briar, P.E.
Sleepy Hollow Local Development Corporation
28 Beekman Avenue
Sleepy Hollow, New York 10591
Email: dan.briar@sleepyhollowldc.org
(609)439-9199

RE: Topographic Surveys Phases 1 & 2
Sleepy Hollow East Parcel
Tax Lot No.: 115.11-1-2 (27.8± acres)
Village of Sleepy Hollow, Westchester Co., NY

Dear Mr. Briar:

Pursuant to your recent request, we are pleased to submit our proposal for your review and approval. This proposal includes a scope of services and fee to perform topographic surveys and mapping of the aforementioned premises as referenced by your request for proposal.

TOPOGRAPHIC SURVEY (Phase 1)

A field survey will be performed to generate topographical location within the Phase 1 area of the site, as outlined by our request for proposal. Please provide to us the existing project CAD files as needed for us to match into the current site control and for allowing the generated topography to be matched to the existing drawings. The topographic survey will depict the surface elevations of the Phase 1 area in the form of contour lines having a change of elevation interval of 2 ft. The location and elevations of physical features such as changes in slope, rock outcrops, wet areas, drainage ditches, existing structures, road frontage, etc., that are considered to be of importance when undertaking site planning and design will also be performed. In addition, surface evidence of underground utilities, including drainage structures, sanitary sewer, gas, water, electric, inverts and pipe sizes, will be included in the survey. The survey elevation basis will be NAVD88 and an AutoCAD file will be provided following all survey work. Please note that the PW fee below includes utilizing NYS Prevailing Wage Rates related to the field site work.

~~Fee: \$0,800.00~~
Fee (PW): \$13,250.00

TOPOGRAPHIC SURVEY (Phase 2)

A field survey will be performed to generate topographical location within the Phase 1 area of the site, as outlined by our request for proposal. Please provide to us the existing project CAD files as needed for us to match into the current site control and for allowing the generated topography to be matched to the existing drawings. The topographic survey will depict the surface elevations of the Phase 2 area in the form of contour lines having a change of elevation interval of 2 ft. The location and elevations of physical features such as changes in slope, rock outcrops, wet areas, drainage ditches, existing structures, road frontage, etc., that are considered to be of importance when undertaking site planning and design will also be performed. In addition, surface evidence of underground utilities, including drainage structures, sanitary sewer, gas, water, electric, inverts and pipe sizes, will be included in the survey. The survey elevation basis will be NAVD88 and an AutoCAD file will be provided following all survey work. Please note that the PW fee below includes utilizing NYS Prevailing Wage Rates related to the field site work.

~~\$1,800.00~~
Fee (PW): \$2,450.00

This proposal does not include any engineering design services nor does it include performing any additional trips to the site other than those specified above. Any agreed upon, additional work performed will be charged as an extra on a time expended basis.

~~Billing for services in conjunction with this project will be for work accomplished during the preceding billing period. Invoices are due and payable within 30 days from the date of the invoice. Acceptance of invoice is implied unless notified within 15 days of date of invoice. Credit Card payments are subject to bank processing fees. If such payments are not received within the 30 day period, we retain the right to terminate all work and you agree to pay a 1 1/2% per month service charge on the unpaid balance. The cost of legal fees to collect unpaid bills shall be reimbursed to Lane & Tully Engineering and Surveying, P.C., should such collection be necessary.~~

Any application fees, out-of-pocket expenses and services contracted with outside suppliers incurred as part of the project will be billed at cost plus 15%. Drawings, specifications or other documents shall not be used by the Owner or others on the project, for additions to the project or for completion of this project unless expressed written permission is provided by Lane & Tully, P.C.

If this proposal is acceptable, I would ask that you sign and date the enclosed copy and return it to our office along with a retainer of \$3,000.00, which will be applied to the final invoice. This will serve as our authorization to proceed. The fees cited on this proposal shall remain valid for a period of three months from the date of this proposal.

If you have any questions or require additional information concerning this proposal, please contact our office. Thank you for the opportunity to be of service. We are looking forward to working with you on this project.

AUTHORIZATION

Anthony Giaccio
Signature

7/15/25
Date

ANTHONY GIACCIO, CEO
Print Name & Title

SLEEPY HOLLOW LOCAL DEVELOPMENT CORP.
Company Name (if applicable)

28 BEEKMAN AVE. SLEEPY HOLLOW, NY 10591
Billing Address

(914) 366-5105
Telephone

AGIACCIO@SLEEPYHOLLOWNY.GOV
Email

PREPARED BY: Rodney Knowlton, LS

Signature

Date (Received)

**Rider to June 25, 2025 Topographic Survey and Mapping Services Proposal
Between Sleepy Hollow Local Development Corporation ("Owner")
and Lanc & Tully Engineering and Surveying, P.C. ("Consultant")**

1. **Definitions.** Terms not otherwise defined herein are used as defined in the Proposal.
2. **Payment Terms.** Based upon Invoices submitted to the Owner by the Consultant the Owner shall make payments to the Consultant as provided below.
 - a. The period covered by each Invoice shall be one calendar month ending on the last day of each month for work accomplished during the billing period.
 - b. The Owner shall make payment of the amount approved for payment to the Consultant not later than 30 days after approval of the Invoice.
3. **Existing Proposal.** Except as expressly modified by this Rider, all terms and conditions in the Proposal shall remain in full force and effect.

ACCEPTED AND AGREED to:

Jerry Woods
Lanc & Tully Engineering
and Surveying, P.C.

Name: Jerry Woods

Date: 07/15/2025

ACCEPTED AND AGREED to:

Anthony Livio
Sleepy Hollow Local
Development Corporation

Name: ANTHONY LIVIO

Date: 7/15/25