

**Town of Shandaken  
County of Ulster  
State of New York**

**The Town of Shandaken Town Board will conduct a Special Meeting on Monday March 16, 2026 at 4pm. Shandaken Town Hall. 7209 Rt. 28 Shandaken, NY**

**Call to Order  
Pledge of Allegiance  
Roll Call**

**Members Present**                      **Barbara Mansfield – Supervisor  
Kevin VanBlarcum - Board Member  
Kyle Steen – Board Member  
Elizabeth Kneissl – Board Member  
Robert Drake – Board Member**

**Recording Secretary**              **Joyce Grant - Town Clerk**

*Town of Shandaken Town Board hereby calls for a Special Meeting on Monday March 16, 2026 at 4pm. Town Hall 7209 State Rt. 28 Shandaken, NY. Purpose of meeting is to take care of time sensitive town business.*

**RESOLUTION # 48-26**

**OFFERED BY:**

**SUPPORTING PINE HILL PRIDE IN CATSKILLS PARADE AND FAIR**

**WHEREAS** the Town of Shandaken is supportive of events that bring the community together to celebrate; and

**WHEREAS**, Pine Hill Community Center will organize the Pride in the Catskills Parade, starting at Noon on July 11<sup>th</sup>, 2026;

**THEREFORE, BE IT RESOLVED** the Town Board of Shandaken supports the Pride In the Catskills Parade & Fair to be held on Main Street Pine Hill, Saturday July 11, 2026. Parade at noon. Festivities until 6pm.

**AND MOVES ITS ADOPTION**

Seconded by:

**ROLL CALL  
AYES              NAYS**

**BOARD MEMBER DRAKE**                      \_\_\_\_\_

**BOARD MEMBER KNEISSL**                      \_\_\_\_\_

**BOARD MEMBER STEEN**                      \_\_\_\_\_

**BOARD MEMBER VAN BLARCUM** \_\_\_\_\_

**SUPERVISOR MANSFIELD** \_\_\_\_\_

**RESOLUTION # 49-26**

**OFFERED BY:**

**APPOINTING VICE-CHAIR TO THE ZONING BOARD OF APPEALS**

**WHEREAS**, pursuant to §20 of the Town Law it is the duty of the Town Board to appoint all Boards and Commissions; and

**WHEREAS**, Gary Guglielmetti resigned as Vice Chair of the Zoning Board of Appeals, effective March 16, 2026;

**THEREFORE, BE IT RESOLVED** that **Frank Cuevas** is appointed as Vice Chair of the Zoning Board of Appeals, effective March 16, 2026 at no compensation.

**AND MOVES ITS ADOPTION**

Seconded by:

ROLL CALL  
AYES      NAYS

**BOARD MEMBER DRAKE** \_\_\_\_\_

**BOARD MEMBER KNEISSL** \_\_\_\_\_

**BOARD MEMBER STEEN** \_\_\_\_\_

**BOARD MEMBER VAN BLARCUM** \_\_\_\_\_

**SUPERVISOR MANSFIELD** \_\_\_\_\_

**APPOINTING SHANDAKEN MEMBER TO THE ULSTER COUNTY ENVIRONMENTAL MANAGEMENT COUNCIL**

**WHEREAS**, pursuant to §20 of the Town Law it is the duty of the Town Board to appoint all Boards and Commissions; and

**THEREFORE, BE IT RESOLVED** that **Maya Lily** is appointed as Shandaken liaison to the Ulster County Environmental Management Council, at no compensation.

**AND MOVES ITS ADOPTION**

Seconded by:

ROLL CALL  
AYES      NAYS

**BOARD MEMBER DRAKE**                      \_\_\_\_\_

**BOARD MEMBER KNEISSL**                      \_\_\_\_\_

**BOARD MEMBER STEEN**                      \_\_\_\_\_

**BOARD MEMBER VAN BLARCUM**                      \_\_\_\_\_

**SUPERVISOR MANSFIELD**                      \_\_\_\_\_

**ADVERTISING REQUEST FOR PROPOSALS TO ENGAGE A CONTRACTOR TO REPAIR FAILING WATER MAIN IN THE PINE HILL WATER DISTRICT**

**WHEREAS**, the Town of Shandaken owns and operates the Pine Hill Water District located in and around the Hamlet of Pine Hill; and

**WHEREAS**, Pine Hill has a failing water main on Mill Street; and

**WHEREAS**, the Town Board has created a Request for Proposals (RFP) in order to seek qualified company to assist in construction services necessary for water main replacement on Mill Street; and

**WHEREAS**, the Pine Hill Water Committee will review proposals to rank firms or individuals based on their respective submittals for said purposes in order to make recommendation to the Town Board in accordance with OHCR requirements. Deadline of April for receipt of bids friday before.

**THEREFORE BE IT RESOLVED**, that the Town of Shandaken advertise for bids for qualified companies to replace the water main on Mill Street in Pine Hill.

**BE IT FURTHER RESOLVED**, that any person(s) interested in applying for such work should supply the appropriate reference materials and other requested documentation in accordance with the supporting RFQ (Request For Proposals). Copies of the RFP can be found at the Town Clerk’s Office (7209 Rte. 28, PO Box 67, Shandaken, NY 12480) and on the Town website ([www.shandaken.us/bids](http://www.shandaken.us/bids)). All submissions must be received in the same office no later than 12 pm on Friday, April 3, 2026. All submissions will be opened at a Town Board meeting on Monday, April 6, 2026 at 7pm. The Town of Shandaken reserves the right to reject any and all bids.

**AND MOVES ITS ADOPTION**

Seconded by:

ROLL CALL	
AYES	NAYS

**BOARD MEMBER DRAKE**                    \_\_\_\_\_                    \_\_\_\_\_

**BOARD MEMBER KNEISSL**                    \_\_\_\_\_                    \_\_\_\_\_

**BOARD MEMBER STEEN**                    \_\_\_\_\_                    \_\_\_\_\_

**BOARD MEMBER VAN BLARCUM**                    \_\_\_\_\_                    \_\_\_\_\_

**SUPERVISOR MANSFIELD**                    \_\_\_\_\_                    \_\_\_\_\_

## REQUEST FOR PROPOSAL (RFP)

### Water Main Installation & Hydrant Improvements

**Project:** Mill Street Bridge Water Main Replacement

**Owner:** Town of Shandaken / Pine Hill Water District

**Location:** Pine Hill, Town of Shandaken, Ulster County

Send all site visit requests and enquiries by email by **Month #, 2026**, to:

**Kyle Steen**, Pine Hill Water District Superintendent

Steen@shandaken.us

Send all bids by mail, email or in person by **Month #, 2026**, to:

**Joyce Grant**, Shandaken Town Clerk

7209 NY-28, Shandaken, NY 12480

townclerk@shandaken.gov

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### 1. Project Overview

The Town of Shandaken and the Pine Hill Water District are soliciting proposals from qualified contractors for excavation, replacement, and installation of approximately **400 linear feet of water main** along Mill Street in Pine Hill, NY, including a stream crossing, hydrant installation, and service connections.

The project involves replacement of an existing water main and improvements to distribution infrastructure to ensure continued reliability of the Pine Hill Water District system.

Contractors shall provide all labor, materials, equipment, supervision, traffic control, testing, and restoration necessary to complete the work.

### 2. Scope of Work

The Contractor shall provide all labor, materials, equipment, excavation, installation, testing, and restoration necessary to complete the following work:

#### A. Excavation

- Excavate approximately **400 linear feet of existing water main** from the Bonnie View Ave water main to the existing Solomone Rd Copper line (near fire hydrant on Mill St.)
- Protect adjacent utilities and structures.
- Provide trenching, bedding, and excavation protection systems as required.
- Remove and dispose of existing piping where required.

#### B. Installation of New 4" Water Main

- Furnish and install approximately **400 linear feet of new 4-inch water main**.
- Install pipe from Bonnie View Ave water man to existing Solomone Rd copper water line.
- Provide all fittings, valves, thrust blocks, restraints, and accessories required for a complete installation.
- Provide pressure testing, flushing, and disinfection per NYS water system standards.
- Install new water main in accordance with **NYS Department of Health Rural Water Supply Standards** and **AWWA C600 installation standards**.
- Provide minimum 5 ft cover over water main except at stream crossing where insulated pipe shall be installed.

#### C. Stream Crossing Installation

- Furnish and install new **4-inch insulated water main** for stream crossing
- Provide structural support for pipe as necessary.
- Provide insulation suitable for freeze protection.

#### D. Valve Installations

Contractor shall furnish and install the following valve as part of the base scope:

- **One (1) new isolation valve** at the connection point where the new 4" water main ties into the existing water main on **Bonneview Street**.

Valves shall include all required fittings, valve boxes, and operating hardware.

#### E. Fire Hydrant Installation

- Furnish and install **one (1) new fire hydrant** including:
  - Hydrant assembly
  - Hydrant tee connection
  - Isolation valve
  - Hydrant lead
  - Thrust blocks
- Install hydrant in accordance with municipal water system standards.

#### F. Service Connections

- Furnish and install **three (3) service taps** from the new water main.
- Install service lines to the **edge of roadway** and connect to existing services where required.
- Provide corporation stops, curb stops, and curb boxes.

### 3. Optional Work Items

Contractors shall provide separate pricing for the following options:

#### Item A – Additional Valve installation

- **One (1) new valve** at the Salomone Rd line where the new 4" water main connects to the **existing copper water main**.

Valves shall include all required fittings, valve boxes, and operating hardware.

#### Item B – Backfill Material

Supply and compaction of **NYSDOT Item 4 gravel** for trench backfill.

### **Item C – Asphalt Restoration**

Supply, placement, and compaction of asphalt pavement required for roadway restoration following trenching operations.

#### **4. Contractor Responsibilities**

The Contractor shall:

- Verify field conditions prior to bidding.
- Provide all trench protection and excavation safety systems.
- Maintain safe pedestrian and vehicular access where required.
- Provide erosion and sediment control measures.
- Perform pressure testing, flushing, and system commissioning.
- Comply with all applicable NYS Department of Health and NYSDOT standards.

#### **5. Utility Coordination**

The Contractor shall coordinate with all utility providers and the New York State Dig Safely system prior to excavation.

Contractor responsibilities include:

- Contacting Dig Safely New York for utility mark-outs prior to excavation.
- Verifying locations of underground utilities.
- Protecting existing utilities during construction.
- Immediately notifying the Owner if conflicts with existing utilities are encountered.

Damage to existing utilities resulting from Contractor operations shall be the responsibility of the Contractor.

#### **6. Unknown Conditions**

This project involves excavation in an area with existing infrastructure, and subsurface conditions may differ from those visible at the time of bidding.

If concealed conditions such as undocumented utilities, unsuitable soils, rock, groundwater conditions, or other unforeseen subsurface conditions are encountered that materially differ from those normally expected, the Contractor shall immediately notify the Owner prior to proceeding with affected work.

The Owner and Contractor shall review the condition and determine an appropriate course of action. Adjustments to the scope of work or contract price, if warranted, shall be addressed through a written change order prior to proceeding with additional work.

#### **7. Environmental Compliance**

Because this project occurs near a stream crossing and municipal infrastructure, the Contractor shall comply with all applicable **New York State Department of Environmental Conservation (NYSDEC)** regulations and any applicable watershed protection requirements.

The Contractor shall:

- Implement appropriate **erosion and sediment control measures**.
- Prevent discharge of sediment, debris, fuels, or contaminants into adjacent waterways.
- Maintain appropriate buffer protection around the stream and bridge area.
- Comply with any applicable **DEC permits or environmental conditions** required for work near waterways or bridges.
- Immediately report any environmental incidents to the Owner.

All environmental protection measures required for construction activities shall be included in the Contractor's base bid.

## 8. Insurance Requirements

The selected contractor shall provide proof of the following insurance coverage prior to commencement of work:

### **Commercial General Liability**

- \$1,000,000 per occurrence
- \$2,000,000 aggregate

### **Automobile Liability Insurance**

Coverage for all vehicles and equipment used on the project.

### **Workers' Compensation Insurance**

As required by New York State law.

Certificates shall name the following as **Additional Insured**:

- Town of Shandaken
- Pine Hill Water District

## 9. Proposal Requirements

Proposals shall include:

- Lump sum price for base scope of work
- Separate pricing for optional work items
- Proposed construction schedule
- Description of proposed installation methods
- References for similar municipal water infrastructure projects
- Proof of insurance
- Description of any financing options offered

## 10. Site Visit

Contractors are strongly encouraged to visit the project site prior to submitting proposals in order to verify conditions, access, and existing utilities.

Failure to visit the site shall not relieve the Contractor of responsibility to provide a complete and functional installation.

## 11. Bid Evaluation

Proposals will be evaluated based on:

- Price
- Contractor experience with municipal water infrastructure
- Proposed construction schedule
- References
- Compliance with RFP requirements

## 12. Financing Options

Contractors are encouraged to include **optional financing proposals** as part of their submission.

Possible options may include:

- Progress payment structures
- Municipal installment financing
- Contractor financing options
- Equipment or infrastructure financing alternatives

The Owner reserves the right to accept or decline any financing proposals.

## 13. Right to Reject Bids

The Town of Shandaken and the Pine Hill Water District reserve the right to reject any or all proposals, waive irregularities in the bidding process, and accept the proposal deemed to be in the best interest of the municipality.

**APPROVING CATSKILL WATERSHED CORPORATION RATES FOR SHANDAKEN SEPTIC MAINTENANCE DISTRICT**

**WHEREAS**, the Town Board of the Town of Shandaken previously entered in to an agreement with the Catskill Watershed Corporation (CWC) to participate in the Community Wastewater Management Program, which provides for the creation of a septic maintenance district in the New York City Watershed west of the Hudson River; and

**WHEREAS**, pursuant to Town of Shandaken Resolution 106-19, solicited bids to retain the service of contractors to maintain on-site septic systems within the Shandaken Septic Maintenance District to serve residents within the Hamlet of Shandaken in accordance with the design plan prepared by CWC’s consultant under the program.

**THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Shandaken approves the 2026 rate of \$50 per hour for a total of \$1,850 to pump out and inspect 14 septic systems.

**AND MOVES ITS ADOPTION**

Seconded by:

	ROLL CALL	
	AYES	NAYS

<b>BOARD MEMBER DRAKE</b>	_____	_____
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<b>BOARD MEMBER KNEISSL</b>	_____	_____
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<b>BOARD MEMBER STEEN</b>	_____	_____
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<b>BOARD MEMBER VAN BLARCUM</b>	_____	_____
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<b>SUPERVISOR MANSFIELD</b>	_____	_____
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**AUTHORIZING SUPERVISOR TO EXECUTE CONTRACT TO PURCHASE REAL PROPERTY FOR TOWN HALL COMPLEX**

**WHEREAS**, the Town of Shandaken commissioned a Town Hall Complex Relocation study, prepared by LaBella Associates, dated May 22, 2024 that found the complex located at 7209 State Route 28 in Shandaken to be at high risk for flood damage; and

**WHEREAS**, FEMA’s federal guidance under Executive Order 11988 encourages the placement of critical municipal facilities outside of the 500-year (0.2% annual chance) floodplain to ensure they remain operational during flood events; and

**WHEREAS**, the Town of Shandaken has been unsuccessful in identifying other suitable available lands for municipal facility relocation; and

**WHEREAS**, the contract to purchase the land parcel identified by SBL: 4.20-1-42 is contingent upon Board of Health approval for a septic system, geotechnical soil borings, and verification of the acreage;

**THEREFORE, BE IT RESOLVED**, the Town Board of the Town of Shandaken authorizes Supervisor Mansfield to enter into a contract offering to purchase the land identified by SBL: 4.20-1-42 at a cost at or up to \$199,000.

**AND MOVES ITS ADOPTION**

Seconded by:

<b>ROLL CALL</b>	
<b>AYES</b>	<b>NAYS</b>

**BOARD MEMBER DRAKE**                    \_\_\_\_\_                    \_\_\_\_\_

**BOARD MEMBER KNEISSL**                    \_\_\_\_\_                    \_\_\_\_\_

**BOARD MEMBER STEEN**                    \_\_\_\_\_                    \_\_\_\_\_

**BOARD MEMBER VAN BLARCUM**                    \_\_\_\_\_                    \_\_\_\_\_

**SUPERVISOR MANSFIELD**                    \_\_\_\_\_                    \_\_\_\_\_

**AUTHORIZING SUPERVISOR TO APPLY FOR FUNDING FROM THE  
CATSKILL WATERSHED CORPORATION (CWC)**

**WHEREAS**, the Town of Shandaken commissioned a Relocation Feasibility Study prepared by LaBella Associates, dated February 12, 2026, to investigate at vacant parcel of land; and said study states the parcel called “Route 28 East” (Section Block Lot: 4.20-1-42) “is located outside the FEMA floodplain and has frontage along Route 28 with adequate site distance,” and

**WHEREAS**, the Town of Shandaken has been unsuccessful in identifying other suitable available lands for municipal facility relocation; and

**THEREFORE, BE IT RESOLVED**, the Town of Shandaken will apply to the Catskill Watershed Corporation (CWC) for the reimbursement of funds to purchase and for related soft costs associated with the purchase of said property through the CWC’s Flood Hazard Mitigation Implementation Program - Critical Community Facility Relocation Assistance Program, with a zero (\$0.00) cost match.

**AND MOVES ITS ADOPTION**

Seconded by:

ROLL CALL	
AYES	NAYS

<b>BOARD MEMBER DRAKE</b>	_____	_____
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<b>BOARD MEMBER KNEISSL</b>	_____	_____
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<b>BOARD MEMBER STEEN</b>	_____	_____
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<b>BOARD MEMBER VAN BLARCUM</b>	_____	_____
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<b>SUPERVISOR MANSFIELD</b>	_____	_____
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**RESOLUTION # 55-26**

**OFFERED BY:**

**APPOINTING SHANDAKEN AMBULANCE PARAMEDIC**

**WHEREAS**, under § 20, Notes of Decision 9 of the Town Law, the Town Board shall appoint all employees of the Town;

**THEREFORE BE IT RESOLVED** that the Town Board of Shandaken appoint **Melissa Dupree** as Paramedic, and receive \$33.00 per hour while discharging the duties of said office.

**AND MOVES ITS ADOPTION**

Seconded by:

ROLL CALL  
AYES      NAYS

**BOARD MEMBER DRAKE**                      \_\_\_\_\_                      \_\_\_\_\_

**BOARD MEMBER KNEISSL**                      \_\_\_\_\_                      \_\_\_\_\_

**BOARD MEMBER STEEN**                      \_\_\_\_\_                      \_\_\_\_\_

**BOARD MEMBER VAN BLARCUM**                      \_\_\_\_\_                      \_\_\_\_\_

**SUPERVISOR MANSFIELD**                      \_\_\_\_\_                      \_\_\_\_\_