



May 8, 2025

Bryan T. Healy, Village Manager
Village of Croton-on-Hudson
1 Van Wyck Street
Croton-on-Hudson, NY 10520

RE: PLANNING SERVICES

Dear Mr. Healy:

On behalf of Nelson Pope and Voorhis, LLC (NPV), we are pleased to submit this proposal to assist the Village of Croton-on-Hudson with planning services related to grant planning, writing, and administration, and land use application review services. This letter shall serve as the agreement between NPV and the Village of Croton-on-Hudson to provide these services. All services will be undertaken at the direction of the Village of Croton-on-Hudson Village Manager.

Scope of Services

I. Grant Services

A. Grant Planning

NPV can assess current Village projects proposed for grant funding based upon information provided by the Village. This would include meeting with the Village and its staff to review the status of potential projects. NPV would also undertake a review of existing plans and other village-wide efforts that may increase funding opportunities, such as a comprehensive plan, open space plan, capital plan, LWRP, etc. NPV would review the 2025 round of the New York State Consolidated Funding programs, and the New York State Grants Gateway to identify which projects align with various current funding opportunities. NPV would identify which proposed projects may be eligible for funding and which funds to consider. In addition, NPV can also identify additional work the Village may want to undertake concerning proposed projects or Village planning initiatives to better position itself for future funding cycles.

B. Grant Application Services

As directed by the Village, NPV will coordinate and manage the grant application process, including undertaking grant writing, producing maps using GIS or other graphic software, and developing SEQR documentation in support of the applications. NPV will coordinate, review, and edit grant application materials and the process. NPV will prepare for and attend meetings pertaining to the preparation of the applications.

C. Grant Coordination, Technical Review, and Administration

If awarded a grant, NPV can provide project coordination and management services for the work related to the implementation of the project awarded grant funding. This work would include emails and conference calls with the Village and its staff, State or other governmental agencies, and professional consultants as required. This work would include any project team meetings and other meetings that may be necessary, as requested by the Village. NPV would provide technical reviews, and comments on the materials and documents produced by the Village and its professional consultants. Where NPV is unable to provide services in support of grant-funded projects, or where NPV or the Village would prefer an alternative professional be retained, NPV could assist with the development of any request for proposals for grant administration.

Compensation Method of Payment for Grant Services

All services will be undertaken at the direction of the Village of Croton-on-Hudson and will be invoiced to the Village on an hourly basis, subject to the Hourly Rate Schedule, inclusive of a 10% discount (Exhibit A).

II. Application Review Planning Services

At the request of the Village, NPV will provide the following services:

- A. Prepare technical memoranda summarizing the review of subdivision, site plan, special use permit or other land use applications referred to it by the Planning Board or the Village Board.
- B. Review and prepare State Environmental Quality Review Act (SEQRA) documents submitted in support of a land use application.
- C. Attend Planning Board meetings, as requested, and be reasonably accessible via telephone and e-mail outside of meetings.
- D. Attend meetings as requested with Village staff.
- E. Conduct project site visits.
- F. Draft or assist in drafting resolutions regarding site plan, subdivision and special use permit decisions of the Village and/or Planning Board.
- G. Coordinate review teams, if necessary, e.g., traffic, wetland and other

consultants.

Compensation Method of Payment for Application Review Services

All services will be undertaken at the direction of the Village of Croton-on-Hudson and invoiced on an hourly basis. It is anticipated that for land use application reviews, such compensation will be drawn from escrow accounts established for an application based upon our hourly rates as detailed in Exhibit A.

Time of Performance

- A. The services of NPV are to commence upon the date of execution of this agreement.
- B. NPV provides services in connection with the above Scope of Services at the specific request of the Village Manager.
- C. It is agreed that Ms. Valerie Monastra, AICP, shall be primarily responsible for attending meetings, overseeing and conducting reviews, and representing the Planning Board. As needed, other NPV staff and outside consultants can be brought to the team, at the request and approval of the Village Manager.
- D. The Village has the right to terminate this agreement at any time with or without cause. Under no circumstances shall this be deemed an employment contract for any defined period of time.

Compensation and Method of Payment

- A. The hourly rates specific to Tasks I and II under Scope of Services can be found in Exhibit A.
- B. Typical out-of-pocket expenses are billed with no additional markup. NPV does not charge for mileage back and forth to a meeting.
- C. For time spent on development application reviews, e.g., site plan, special use permit, subdivision, and SEQRA reviews, and attendance at Planning Board or pre-application meetings, costs associated with same shall be charged back to, and reimbursed by the applicant via escrow accounts established for each application but the underlying obligation to pay for services rendered rests with the Village of Croton-on-Hudson.

- D. Payment of the Consultant's services shall be made upon receipt by the Village of an invoice, which shall be submitted on a monthly basis. Invoices shall specify the amount of time expended, and a description of the task(s) performed as per the Village's prior authorization, entitling NPV to receive the amount requested under the terms of the agreement. Escrowed projects will be invoiced by project.

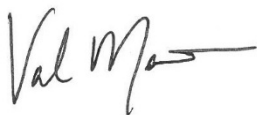
Insurance

NPV shall maintain the following insurance, certificates confirming such coverage shall be provided to the Village Manager within ten (10) calendar days of signing the Agreement. The Village shall receive at least thirty (30) days' written notice of any change in coverage, cancellation or non-renewal of the policies.

1. Workers Compensation, Employer's Liability and New York State Disability Benefits as required by law. New York State forms confirming the existence of such coverage shall be provided.
2. Comprehensive General Liability Insurance with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate. The Village, its elected officials, and employees shall be named as additional insureds on a primary and non-contributing basis.
3. Automobile Liability Insurance covering motor vehicles owned, non-owned, hired by or furnished for or used in connection with the services under this Agreement. Minimum policy limits of \$1,000,000 for bodily injury and \$100,000 for property damage or a combined single limit of \$1,000,000. The Village, its elected officials and employees shall be named as additional insureds.
4. Professional Liability with minimum policy limits of \$2,000,000 per each claim and \$2,000,000 aggregate.

We thank you for this opportunity to serve the Village and look forward to working with you. If our proposal is acceptable, please return one countersigned copy to our office. If you need any additional information, please do not hesitate to contact Valerie Monastra at 845-368-1472 x 108 or at vmonastra@nelsonpopevoorhis.com.

Very Truly Yours,



Valerie Monastra, AICP
Principal Planner
Nelson, Pope and Voorhis, LLC

Signed by:

Bonnie Franson, AICP, CEP, PP, Partner, NPV

Date:

Signed by:

Bryan T. Healy, Village Manager, Village of Croton-on-Hudson

Date:
