

Mr. Frank Balbi, PE  
Superintendent of Public Works  
Village of Croton-On-Hudson  
435 Yorktown Road  
Croton-On-Hudson, NY 10520

**RE:     Kaplans Pond – Pond Evaluation and Dam Inspection  
          Croton-On-Hudson, New York**

June 12, 2026

Dear Mr. Balbi,

Princeton Hydro Engineering, PC (Princeton Hydro) is pleased to provide this proposal for services in support of Kaplan's Pond. It is our understanding that concerns have been raised about the pond. As such, the Village of Croton-on-Hudson (Village) is interested in an overall assessment of the pond to identify any maintenance or upgrades needed to improve the pond. A combined dam and pond assessment is a crucial first step in understanding the current conditions and potential issues.

A detailed scope of services is presented within the following pages. If you concur with the scope of services and fees, please sign and return one (1) copy of the attached Professional Services Agreement and Standard Terms and Conditions. We will also require a retainer of \$1,000 to initiate services.

We look forward to working with the Village of Croton-On-Hudson on this pond assessment. If you have any questions or require additional information to facilitate your review of our proposed scope of services and costs, please do not hesitate to contact me directly at [mhartshorne@princetonhydro.com](mailto:mhartshorne@princetonhydro.com) or 484-566-9548.

Sincerely,



Michael Hartshorne  
Director of Aquatics  
Princeton Hydro Engineering, PC

cc:     Casey Pantaleo, P.E. Senior Project Manager/Senior Geotechnical Engineer, Princeton Hydro  
       Marissa Ciocco, Project Manager/Geotechnical Engineer, Princeton Hydro



### **TASK 1A: POND EVALUATION**

Princeton Hydro will conduct an evaluation of the ecology of the pond during a single site visit to be conducted during the summer of 2026. This monitoring will evaluate water quality, aquatic plant growth, and plankton including those that can form harmful algal blooms (HABs).

Princeton Hydro will monitor the water quality of the pond at a single location which represents the deepest point of the pond. During this monitoring, we will sample in profile *in-situ* temperature, specific conductance, pH, and dissolved oxygen in profile at 0.5 to 1 m intervals throughout the water column. Transparency will be measured with a Secchi disk. In addition, we will monitor critical parameters related to nutrient enrichment and algal growth.

Specifically, samples will be analyzed for total phosphorus, soluble reactive phosphorus, ammonia, nitrate, total suspended solids, and chlorophyll *a*. These samples will be collected from the surface (0.5 m below the water surface) and deep (1 m above the sediments) depths with the exception of chlorophyll *a* which will be collected from the surface only. Discrete laboratory samples will be analyzed by Environmental Compliance Monitoring of Hillsborough, New Jersey.

In addition, a single sample will be collected for both phytoplankton and zooplankton. Each plankton sample will be taxonomically analyzed to lowest practical taxon, typically genus, and enumerated. Cyanobacteria, which may form HABs, will also be identified and enumerated.

In addition, during the survey, we will assess the pond for the growth of aquatic plants and describe any non-native, invasive species of concern or growth which may otherwise hamper the ecological condition and usage of the pond.

At the completion of the survey, and upon receipt of all data, we will prepare a letter report which summarizes all findings and implications for pond management.

### **TASK 1B: DAM INSPECTION**

Princeton Hydro will inspect the dam during a single site visit. The Village indicated that the structure does not meet criteria for DEC regulation. As such, a visual inspection will be performed in general accordance with 6NYCRR Part 673.12(d). This will include the completion of all pertinent forms, collection and organization of pictures, discussion of previously reported conditions, and the incorporation of the findings into a complete inspection report.

It is understood that the structure was reworked in 2004. If available, it would be helpful to review any documentation related to the construction and the conditions of the dam pre and post construction.

A representative from the Village does not need to be present during the inspection; however, we will contact you in advance of the inspection so that you are aware when we will be on-site. If during the inspection any structure appears to need critical attention, the Village will be contacted immediately.

### **TASK 2: ADDITIONAL SERVICES**

The purpose of this task is to provide any additional services that you may request. These services may include meetings, additional work products, additional site visits, etc. No work effort will be completed under this task

without your prior approval. This task will be completed on a Time and Materials basis in accordance with our 2026 Rate Schedule, which is attached to this proposal.

## TASK SUMMARY AND FEES

The following fixed fees include our labor, travel, and reimbursable costs necessary to complete the activities defined herein.

| Task No. | Task Name                        | Fee               |
|----------|----------------------------------|-------------------|
| 1A & 1B  | Pond Evaluation & Dam Inspection | \$8,500.00        |
| 2        | Additional Services              | T&M               |
|          | <b>TOTAL</b>                     | <b>\$8,500.00</b> |



## PRINCETON HYDRO

### 2026 GOVERNMENT & NGO RATE SCHEDULE

HOURLY BILLABLE RATES FOR PRINCETON HYDRO PERSONNEL  
AND BASIS FOR BILLING OF DIRECT CHARGES

| <u>JOB GRADE</u>            | <u>HOURLY BILLABLE RATE (\$)</u> |
|-----------------------------|----------------------------------|
| Principal                   | 300                              |
| COO                         | 285                              |
| Associate                   | 272                              |
| Director                    | 254                              |
| Senior Project Manager      | 243                              |
| Project Manager             | 237                              |
| Engineer III                | 206                              |
| Engineer II                 | 185                              |
| Engineer I                  | 165                              |
| Staff Engineer III          | 157                              |
| Staff Engineer II           | 143                              |
| Staff Engineer I            | 134                              |
| Environmental Scientist III | 205                              |
| Environmental Scientist II  | 163                              |
| Environmental Scientist I   | 142                              |
| Staff Scientist III         | 132                              |
| Staff Scientist II          | 120                              |
| Staff Scientist I           | 111                              |
| Landscape Architect         | 185                              |
| Landscape Designer III      | 140                              |
| Landscape Designer II       | 123                              |
| Landscape Designer I        | 109                              |
| Field Technician III        | 166                              |
| Field Technician II         | 151                              |
| Field Technician I          | 117                              |
| Marketing III               | 189                              |
| Marketing II                | 154                              |
| Marketing I                 | 105                              |
| Business Administrator      | 147                              |
| Administrator III           | 121                              |
| Administrator II            | 115                              |
| Administrator I             | 89                               |
| Intern                      | 75                               |

#### **NOTES:**

1. Labor is billed in increments of 0.10 hours; any portion thereof shall be considered as 0.10 hours.
2. For work performed off premises, labor hours are billed as time of departure - time of arrival from the office of Princeton Hydro.

#### **DIRECT CHARGES:**

*Disbursements:* All appropriate direct charges, authorized lodging and meals, travel, field supplies, expendables, telecommunications, computer, GPS/GIS equipment, plan reproduction, and report production will be marked up by 10% to cover administrative and handling expenses.

#### **INTERNAL CHARGES:**

|                      |                 |                  |                  |                                                                         |
|----------------------|-----------------|------------------|------------------|-------------------------------------------------------------------------|
|                      |                 |                  | <i>Truck Use</i> | \$145.00 per day                                                        |
|                      |                 |                  | <i>Auto Use</i>  | 2026 IRS Mileage Guidelines<br>(currently \$0.725 per mile<br>for 2025) |
| <i>Photocopies</i>   | <i>B/W</i>      | <i>Color</i>     |                  |                                                                         |
| Letter               | \$0.14 per page | \$0.56 per page  |                  |                                                                         |
| Legal                | \$0.28 per page | \$0.84 per page  |                  |                                                                         |
| Tabloid              | \$0.84 per page | \$1.67 per page  |                  |                                                                         |
| <i>Plan Plotting</i> |                 |                  |                  |                                                                         |
| 24" x 36"            | \$5.57 per page | \$11.13 per page |                  |                                                                         |
| 30" x 42"            | \$8.09 per page | \$16.17 per page |                  |                                                                         |

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