AGENDA ITEMS

1. Call to Order/Agenda Review
   Voting? No  Presenter(s) Mayor Myrick  Time Allowed

2. Mayor's Communications
   Voting? No  Presenter(s) Mayor Myrick

3. Communications and Hearings from Persons Before the Board
   Voting? No  Presenter(s) Public  Time Allowed 5 min.

4. Response to the Public
   Voting? No  Presenter(s) Commissioners

5. Reports
   A. Special Committees of the Board
   B. Council Liaison
   C. Board Liaisons
   D. Superintendent and Staff
   Voting? No  Presenter(s) Various  Time Allowed 15 min.

6. New Presentations

7. Administration & Communications
   A. Minutes for Approval
      1. May 2019
   Voting? Yes  Presenter(s) Mayor Myrick  Time Allowed 5 min.

8. Buildings, Properties, Refuse & Transit
   A. Street Permit Fees for Work Zones on the Commons
      Discussion: have been held by staff about adjusting the fees charged for work sites on the Commons to more reflect the impact such work zones have on pedestrian access to amenities.
   Voting? No  Presenter(s) Chief of Staff Dan Cogan  Time Allowed 15 min.

9. Highways, Streets & Sidewalks
   A. Requests to Close Streets on a Recurring Basis – Proposed Resolution
      This resolution was tabled due to a request for more information. Mr. Keeler has provided a petition for the Titus Avenue closure request. He is still working on the petition for Madison.
   Voting? Yes  Presenter(s) Supt. Thorne  Time Allowed 5 min.
   B. Approval of Installation of TCAT Bus Shelter on State Street at Meadow Street – Resolution
      As the Board requested, a resolution has been provided.
   Voting? Yes  Presenter(s) Dir. of Eng. Logue  Time Allowed 5 min.
   C. Declaration of Lead Agency Status for the Environmental Review of the DPW Fuel Island – Proposed Resolution
   Voting? Yes  Presenter(s) Dir. of Eng. Logue  Time Allowed 10 min.
   D. Environmental Review for the DPW Fuel Island - Resolution
      Please see the enclosed material regarding the planned Fuel Storage and Dispensing System.

10. Parking & Traffic

11. Creeks, Bridges & Parks

12. Water & Sewer

If you have a disability that will require special arrangements to be made in order for you to fully participate in the meeting, please contact the City Clerk at 607-274-6570 at least 48 hours before the meeting.

The Board of Public Works meets on the second and fourth Mondays at 4:45 p.m. All meetings are voting meetings, opening with a public comment period. Meeting agendas are created from prior public input, Department operating, planning issues, and requests made to the Superintendent. The Board reserves the right to limit verbal comments to three minutes and to request written comments on lengthy or complex issues. This information may then be used to create committee agendas, with the speaker or author invited to attend.
13. New Business

14. Adjournment

Date: June 12, 2019

9A. Approval to Close City Streets on a Recurring Basis – Resolution

By Commissioner Morache: Seconded by Commissioner Jenkins
WHEREAS, the Board of Public Works received a request to close two one-block sections of city streets on a recurring basis over the Summer, and

WHEREAS, the purpose of these recurring street closures is to allow regular play and neighborhood gatherings throughout the summer months, and

WHEREAS, the residents of these streets agree to ensure the street barricades are put up and taken down, and to supervise the barricades to prevent vehicles from driving through the closed streets, and

WHEREAS, the Board of Public Works discussed the requests at the April 16, 2019, meeting and agreed to allow a pilot program in 2019, now therefore it

RESOLVED, That the request to close Madison Street and South Titus Street is hereby approved contingent upon approval from the Ithaca Fire and Ithaca Police Departments, and that the streets are not blocked in such a manner that would prevent emergency vehicles from getting through, and be it further

RESOLVED, That the residents shall pick up and return the barricades from/to Streets and Facilities, maintaining the barricades in the same or better condition as they received them, and be it further

RESOLVED, That the following street block sections are approved for closure during the following days and times:

1. Madison Street between Fourth and Fifth Streets from 12:00 pm to 4:00 pm each Monday, Tuesday and Wednesday between July 1, 2019 and August 28, 2019; and

2. South Titus Street between Plain and Fair Streets from 12:00 p.m. to 4:00 p.m. each Sunday between June 30, 2019 and August 25, 2019;

And be it further

RESOLVED, That the dates and times of this approval can be adjusted at any time for any reason by the Superintendent and this approval is revocable at any time for any reason by the Superintendent of Public Works or his/her designee.
# Petition to close S. Titus

Weekly on Sundays for the months of July & August from Plain St. to Fair St.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marshall McFarland</td>
<td>108 Fair St.</td>
<td></td>
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<tr>
<td>TIMNA MAYER</td>
<td>409 S. Titus Ave</td>
<td></td>
</tr>
<tr>
<td>Henry Lux</td>
<td>413 S. Titus Ave</td>
<td></td>
</tr>
<tr>
<td>Franny Lux</td>
<td>413 S. Titus Ave</td>
<td></td>
</tr>
<tr>
<td>Joanna Ebiicki</td>
<td>421 S. Titus Ave</td>
<td></td>
</tr>
<tr>
<td>Susan Churchill</td>
<td>423 S. Titus Ave</td>
<td></td>
</tr>
<tr>
<td>Stephen Sanson</td>
<td>104 Fair St., Apt 1, Itu.</td>
<td></td>
</tr>
<tr>
<td>Ryan Vanderhoof</td>
<td>182 Fair St.</td>
<td></td>
</tr>
<tr>
<td>Lauralee Guttridge</td>
<td>417 &amp; 419 S. Titus</td>
<td></td>
</tr>
<tr>
<td>Chavon Fort</td>
<td>401 S Titus</td>
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Texted support: “I think closing the street is awesome, you have our support!”
9B. **Resolution to Authorize Execution of a License Agreement for Installation and Maintenance of TCAT Bus Shelters within the City Right of Way**

WHEREAS, Tompkins Consolidated Area Transit, Inc. (TCAT), a not-for-profit corporation, has received funding to install certain bus shelters within the City of Ithaca; and

WHEREAS, the current proposed site to utilize an existing concrete pad, installed by the City, and within the City’s right of way at the northeast corner of the intersection of West State Street at Meadow Street, outside of the Mobil Gas Station; and

WHEREAS, the installation and maintenance of bus shelters provides a benefit to City residents; and

WHEREAS, the Superintendent does not anticipate any conflicts in the near future with public works uses or needs, due to the existing use of City owned property at this location; and now, therefore, be it

**RESOLVED,** That the Board of Public Works authorizes the Mayor, upon the advice and counsel of the City Attorney, to enter into a revocable license agreement with TCAT for installation of the above-referenced bus shelter.
9C. **Declaration of Lead Agency Status for the Environmental Review of the DPW Fuel Island – Resolution**

WHEREAS, the State Environmental Quality Review Act (SEQR) and the City of Ithaca Environmental Quality Review Ordinance (CEQR), Section 176 of the City Code, require that a lead agency be established for conducting environmental review of projects in accordance with local and state environmental law, and

WHEREAS, State Law specifies that for actions governed by local environmental review, the lead agency shall be that local agency which has primary responsibility for approving and funding or carrying out the action, and

WHEREAS, SEQR and CEQR both provide for an uncoordinated review for “Unlisted” projects that involve more than one agency, and

WHEREAS, the proposed construction of Fuel Island at the Streets & Facilities division of the Department of Public Works is a “Unlisted” action under SEQR and is an “Unlisted” action under CEQR; now, therefore, be it

RESOLVED, That the City of Ithaca Board of Public Works does hereby declare itself lead agency for the environmental review of the proposed construction of Fuel Island at the Streets & Facilities Division of the Department of Public Works.
9D. **Environmental Review for the DPW Fuel Island – Resolution**

WHEREAS, the Board of Public Works has declared itself to be the lead agency for the environmental review for a project ("the Project") entitled "DPW Fuel Island" in accordance with Section 176 of the Ithaca City Code (CEQR) and in accordance with Article 8 of the New York State Environmental Conservation Law (SEQR), and

WHEREAS, the Project entails replacing an existing fuel island with a new fuel island, including an asphalt driveway, grading and landscaping, a concrete pad founded on wood piles, fuel dispensers, an overhead canopy, two 10,000 gallon aboveground fuel tanks, fencing, a concrete pad for fuel delivery containment, associated plumbing, underground electric conduits connecting the fuel island to the Streets & Facilities building, and associated computerized control equipment and software, and

WHEREAS, the Project is an Unlisted action according to CEQR and an Unlisted Action according to SEQR, and

WHEREAS, a Short Environmental Assessment form was prepared by staff for CEQR and for SEQR, and

WHEREAS, on June 18, 2019, the Board of Public Works declared itself lead agency for an uncoordinated environmental review for CEQR/SEQR, and

WHEREAS, a copy SEAF and a set of plans for the project have been sent to the Chairperson and Council liaisons to the Parks, Recreation and Natural Resources Commission, in accordance with CEQR, and

WHEREAS, the Board of Public Works, acting as lead agency, has, on June 18, 2019, reviewed and accepted as complete Short Environmental Assessment Form prepared by staff, and Project plans prepared on behalf of the City by Baron & Loguidice, and other project materials, now therefore be it

**RESOLVED**, That the Board of Public Works determines that the project for the DPW Fuel Island project will result in no significant negative environmental impact and that a Negative Declaration for purposes of Article 8 of the NYS Environmental Conservation Law be filed in accordance with the provisions of Part 617 of the State Environmental Quality Review Act and that a Negative Declaration for purposes of Section 176 of the City Code be filed in accordance with the City Environmental Quality Review Ordinance.
As you may know, the City has been preparing for replacing the aging fueling system at Streets & Facilities, which serves as the City's fuel storage and dispensing system for our entire fleet. In accordance with the State Environmental Quality Review Act (SEQR), we have classified the project as an “Unlisted Action” because it does not meet the criteria for a Type I action; it is awfully close to be a Type II action because it essentially is a replacement project in kind. The only real differences are: 1) the new fuel island will be built immediately adjacent to the existing one in order to keep the existing system running until the new is commissioned, 2) the fuel tanks will be larger and aboveground instead of the existing underground tanks in order to meet code and to provide security, leak containment and inspectability, and 3) there will be a separate containment system for the fueling truck. The new facility will be much more protective of the environment than our existing facility by meeting newer, stricter state and federal regulations.

I am proposing to conduct the environmental review in an uncoordinated fashion, which is allowed by local and state law. The other potential lead agencies would likely be Common Council and the NYS DEC; the former for funding and the latter for an operating permit. The project will also require a building permit. I don’t expect that any other potential lead agency has a strong desire to be the lead agency, but will review the project in the course of their approvals. If they do have other CEQR/SEQR concerns, they have the right to conduct their own environmental review.

Please find enclosed:

- Project drawings
- Short Environmental Assessment Form that serves both CEQR and SEQR
- A resolution to declare yourselves Lead Agency for this review
- A resolution to declare that the project will have no significant negative environmental impact.

Feel free to let me know if you have any questions or concerns. You can reach me at TLogue@cityofithaca.org or 0274-6535. The City's intent is to advertise this project for bidding in June, award contract in July and complete construction in 2019.
### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

### Part 1 - Project and Sponsor Information

<table>
<thead>
<tr>
<th>Name of Action or Project:</th>
<th>Telephone: 274-6536</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Ithaca Fuel Island</td>
<td>E-Mail: <a href="mailto:TLogue@cityofithaca.org">TLogue@cityofithaca.org</a></td>
</tr>
<tr>
<td>Project Location (describe, and attach a location map):</td>
<td></td>
</tr>
<tr>
<td>Department of Public Works, Streets &amp; Facilities, 715-21 &amp; 725-45 Willow Avenue</td>
<td></td>
</tr>
<tr>
<td>Brief Description of Proposed Action:</td>
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<td>The project proposes to build a new fueling facility for the City of Ithaca, serving our entire fleet of vehicles. This new fuel island will replace the existing one at Streets &amp; Facilities, which will be decommissioned and removed upon completion of the new facility.</td>
<td></td>
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<tr>
<td>The new fuel island will include an asphalt driveway, grading and landscaping, a concrete pad founded on wood piles, fuel dispensers, an overhead canopy, two 10,000 gallon aboveground fuel tanks, fencing, a concrete pad for fuel delivery containment, associated plumbing, underground electric conduits connecting the fuel island to the Streets &amp; Facilities building, and associated computerized control equipment and software.</td>
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<thead>
<tr>
<th>Name of Applicant or Sponsor:</th>
<th>Address:</th>
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<tbody>
<tr>
<td>City of Ithaca, DPW - Engineering, Tim Logue</td>
<td>108 East Green Street</td>
</tr>
<tr>
<td>City/PO:</td>
<td>State:</td>
</tr>
<tr>
<td>Ithaca</td>
<td>NY</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>14850</td>
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1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?  
   If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.  
   **NO** | **YES** |

2. Does the proposed action require a permit, approval or funding from any other government Agency?  
   If Yes, list agency(s) name and permit or approval: Building Permit  
   **NO** | **YES** |

3. a. Total acreage of the site of the proposed action?  
   b. Total acreage to be physically disturbed?  
   c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?  
   12.44 acres | 0.51 acres | 12.44 acres |

4. Check all land uses that occur on, are adjoining or near the proposed action:  
   - ☑ Urban  
   - ☐ Rural (non-agriculture)  
   - ☑ Industrial  
   - ☑ Commercial  
   - ☐ Residential (suburban)  
   - ☐ Forest  
   - ☐ Agriculture  
   - ☑ Aquatic  
   - ☐ Other(Specify):  
   - ☑ Parkland
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:
   - [ ] Shoreline
   - [ ] Forest
   - [ ] Agricultural/grasslands
   - [ ] Early mid-successional
   - [ ] Wetland
   - [x] Urban
   - [ ] Suburban

15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?
   - [x] Yes
   - [ ] No

16. Is the project site located in the 100-year flood plan?
   - [x] Yes
   - [ ] No

17. Will the proposed action create storm water discharge, either from point or non-point sources?
    If Yes,
    a. Will storm water discharges flow to adjacent properties?
    - [x] Yes
    - [ ] No
    b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?
    If Yes, briefly describe:

    Canopy roof drain will be conveyed to drainage ditch just east of fuel island, which runs to ditch along railroad tracks

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?
    If Yes, explain the purpose and size of the impoundment:

19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?
    If Yes, describe:

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?
    If Yes, describe:

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor/name: Tim Logue

Date: June 11, 2019

Signature: _______________________________ Title: Director of Engineering