Narrative Information Sheet

1. Applicant Identification
   Town of Glenville
   18 Glenridge Road
   Glenville, NY 12302

2. Funding Requested
   a. Assessment Grant Type: Community-wide Assessment
   b. Federal Funds Requested: $300,000
   c. The Town is not requesting a Site-specific Assessment Grant waiver of the $200,000 limit.

3. Location
   Town of Glenville
   Schenectady County
   New York State

4. Target Area and Priority Site/Property Information
   The target area of the Community-wide Assessment grant is the Town of Glenville, Schenectady County, New York. There are five priority sites that are all a part of the Freemans Bridge Corridor, all five sites are within census tract 324.02. The addresses of the sites are:
   • 107 Freemans Bridge Road
   • 101 Freemans Bridge Road
   • 78 Freemans Bridge Road
   • 21-25 Maple Ave
   • 48 Freemans Bridge Road
   • 45 Freemans Bridge Road

5. Contacts
   a. Project Director:
      Melissa Cherubino, Director of Community Development
      Office of Economic Development & Planning Department
      Town of Glenville, 18 Glenridge Road
      Glenville, NY 12302
      Tel: (518) 688-1200x7
      Email: mcherubino@townofglenville.org

   b. Chief Executive Officer
      Christopher A Koetzle, Town Supervisor
      Town of Glenville, 18 Glenridge Road
      Glenville, NY 12302
      Tel: (518) 688-1200x1

6. Population
7. **Other Factors**

   None of the Other Factors listed in the Assessment Grant proposal guidelines are applicable to this project.

8. **Letter from the State or Tribal Environmental Authority**

   Please refer to the attached acknowledgement letter from the New York State Department of Environmental Conservation (NYSDEC).

9. **Releasing Copies of Applications**

   In concert with EPA’s commitment to conducting business in an open and transparent manner, copies of applications submitted under this solicitation may be made publicly available on EPA’s Office of Brownfields and Land Revitalization website or other public website for a period of time after the selected applications are announced. EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information, if disclosed, that would invade another individual’s personal privacy (e.g., an individual’s salary, personal email addresses, etc.). However, if such information is included, it will be treated in accordance with 40 CFR § 2.203. (Review Section IV.G. for more information.)
November 23, 2021

Chris Koetzle
Glenville Town Supervisor
Town Hall
18 Glenridge Road
Glenville, NY 12302

Dear Supervisor Koetzle:

This is to acknowledge that the New York State Department of Environmental Conservation (DEC) received a request from Barton & Loguidice on behalf of the Town of Glenville, dated November 22, 2021, for a state acknowledgement letter for a Federal Year 2022 United States Environmental Protection Agency (USEPA) Brownfields grant.

I understand that the Town of Glenville plans to submit a Brownfield Community-wide Assessment grant application for hazardous substances and petroleum in the amount of $500,000. Focus of the funding will be to conduct Phase I and Phase II Environmental Site Assessments in the limits of the Town of Glenville with a focus on sites along the Freemans Bridge Road corridor. In addition to the site assessments, funding will be allocated to conduct associated planning (including remediation planning) and community involvement activities. Please note that the USEPA criteria for an assessment grant specifies that, if selected, the Town of Glenville may only expend up to $200,000 of the grant on a specific site.

DEC encourages initiatives to redevelop brownfields with the goal of mitigating any environmental and health impacts that they might pose.

Sincerely,

Karen Diligent
Director, Bureau of Program Management

ec: T. Wesley, USEPA Region 2
   A. Devine, USEPA Region 2
   R. Mustico, DEC Albany
   B. Huyck, DEC Region 5
   M. Cherubino, Town of Glenville
   D. Theobald, Barton & Loguidice
PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

1.a Target Areas and Brownfields

1.a.i Background and Description of Target Area

The Town of Glenville is a suburban community located in Schenectady County, New York. The Town has a population of 29,326 (ACS 2019) and is the only town north of the Mohawk River in the County. The Mohawk serves as Glenville’s southern border, with about 14 miles of river shoreline. In terms of Glenville’s position within the Capital District, it is an “outer ring suburb” and has largely avoided rapid sprawl development. This has prevented significant traffic congestion and the proliferation of undesirable land uses that characterize sprawl. Glenville is a desirable community due to its steady growth, easy access to surrounding cities and employment centers, and well-regarded school districts.

One of the Town’s primary corridors is Freemans Bridge Road (FBR). FBR crosses over the Mohawk River and serves as a gateway into Glenville from the City of Schenectady. The road is a major commercial corridor for the Town providing a connection from the riverfront to Thomas Corners and to Town Center. There are also two apartment complexes (Reserve at Glenville and Heritage Arms Apartments) and a residential neighborhood in the corridor’s southwest corner.

The FBR Corridor has evolved over the last 100 years from a rural landscape to a mix of commercial, industrial, and residential uses. One farm has remained on the north end while the rest of the corridor is comprised of two big box stores, auto shops, gas stations, junk yards, and a hotel and restaurant at the riverfront.

The FBR Corridor continues to evolve as the junk yards have begun to be cleared and plan to be sold and converted, auto shops are for sale, and the farm at 81 Freemans Bridge Road plans to subdivide its street front property. The Town has made investments in the connectivity of FBR through a Master Plan, Complete Streets Plan, and a multi-use path from FBR to Dutch Meadows Lane that is planned to be constructed in 2022. Despite these efforts, the history of contamination along the corridor casts a shadow on the potential of new investment.

Former occupants along FBR include the former Kenco Chemical Company and the former Kitchon Cooperage. While the former Kitchon Cooperage property has been remediated, the former Kenco property remains contaminated (according to DEC). Properties surrounding Kenco and Kitchon as well as the junk yards, gas stations, and auto shops all pose threats of potential contamination. These threats raise liability and public health questions that act as barriers to redevelopment. In order to manage the Town’s steady growth and provide a clean, desirable place to attract businesses and future residences, the target area of this Brownfield Assessment is the FBR Corridor.

The FBR Corridor has the potential to be an attractive mixed-use commercial strip in Glenville, but the unknown extent of environmental hazards discourages developers and business owners from rehabilitating properties. The presence of Brownfield Sites and other vacant and underutilized properties has the potential to drag down surrounding property values, discourage residents and business owners from investing in their properties, and prevent new commercial investment from considering Glenville when compared to green-field parcels outside the Town and further from existing infrastructure, skilled labor, and customers.
1.a.ii Description of the Priority Brownfield Site(s)

The “Freemans Bridge Road Corridor” identified in this application is ¾ of a mile long and falls between the railroad tracks and Freemans Bridge. The corridor also encompasses about .2 miles of Maple Road including the former L&A Auto Body Shop.

Based upon the Brownfield inventory developed using the NYS DEC’s Environmental Remediation Database, DEC reports, and current or previous site uses, the Town has identified up to 22 sites that are believed to be contaminated. The Town’s review of preliminary site characteristics indicates that most of these properties could be eligible for Phase I and Phase II ESAs based on previous owners’ past uses, and their high likelihood for reuse within the next two to five years as a result of this EPA funding and other public and private investments being made in Glenville.

To further highlight the potential impact of EPA Brownfields Assessment funding, the Town is summarizing six high priority cleanup and redevelopment sites in this proposal (see the table below). Five of the high priority cleanup sites are in a cluster of parcels that are also believed to be contaminated.

The former Kenco Chemical Company site and the parcel south of it are in a cluster of five parcels that total approximately 12 acres; the Auto Solutions site is in a cluster of three large parcels totaling 17 acres; the former L&A Auto Salvage site is in a group of three parcels totaling 4 acres; and 48 Freemans Bridge Road is in a cluster of three parcels totaling approximately 2 acres. The priority cleanup sites range from two junk yards, an auto shop, a vacant commercial site adjacent to the former Kitchon Cooperage, and a vacant commercial parcel adjacent to the former Kenco Chemical Company Superfund Site.

<table>
<thead>
<tr>
<th>Site Name and Address</th>
<th>Former Use(s)</th>
<th>Potential/Known Contaminants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Former Kenco Chemical Company, Inc.</td>
<td>chemical distribution and warehousing</td>
<td>(PCE), (TCE), (cis-1,2-), vinyl chloride</td>
</tr>
<tr>
<td>107 Freemans Bridge Road</td>
<td></td>
<td></td>
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<tr>
<td>Parcel South of Kenco Chemical Site</td>
<td>Vacant commercial</td>
<td>(PCE), (TCE), (cis-1,2-), vinyl chloride</td>
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<tr>
<td>101 Freemans Bridge Road</td>
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<td></td>
</tr>
<tr>
<td>Auto Solutions</td>
<td>Auto repairs and body shop, junk yard</td>
<td>Petroleum, PAHs, and Metals</td>
</tr>
<tr>
<td>78 Freemans Bridge Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Former L&amp;A Auto Salvage</td>
<td>Auto repairs and body shop, junk yard</td>
<td>Petroleum, PAHs, and Metals</td>
</tr>
<tr>
<td>21-25 Maple Ave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corner of Maple Ave &amp; Freemans Bridge Road</td>
<td>Vacant commercial, adjacent to former Kitchon Cooperage</td>
<td>(TCE), B007, 1,2-dichloroethene, benzene, lead, chromium, xylene</td>
</tr>
<tr>
<td>48 Freemans Bridge Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bell’s Auto Sales &amp; Services</td>
<td>Auto repairs, former auto dealer and service</td>
<td>VOCs, SVOCs, and PAHs</td>
</tr>
<tr>
<td>45 Freemans Bridge Road</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.b Revitalization of the Target Area

1.b.i Reuse Strategy and Alignment with Revitalization Plans

The need to redevelop mixed use, office, and light/clean industrial development along the Freemans Bridge Road Corridor is a primary objective of the Town’s 2017 Comprehensive Plan. The proposed project will assist the Town in achieving this objective by targeting properties for new commercial development and reinvestment. The Town will use EPA Assessment Grant funds to perform Phase I and Phase II ESAs and develop associated cleanup plans for targeted...
Brownfield sites within the Freemans Bridge Road Corridor, whose end use is consistent with the following land use goals: 1) Encourage and attract value-added businesses in order to promote job growth; 2) promote a pattern of development that supports and encourages mixed-use (professional and small scale commercial) and offers a variety of pleasant, well-designed public spaces and walkable streets.; and 3) Expand open space opportunities within this commercial Corridor to open up access to the River and improve quality of life. These goals are consistent with planning documents adopted by the Town: Freemans Bridge Road Master Plan (2004); Town of Glenville Comprehensive Plan (2017); Freemans Bridge Road Complete Streets Concept Plan (2018).

1.b.ii Outcomes and Benefits of Redevelopment Strategy
The Town’s community and economic development goals target the cleanup and redevelopment of the Freemans Bridge Road Corridor with the following outcomes: a) Revitalize vacant commercial properties and attract new businesses; b) Promote open space as well as infill development where needed; c) Improve access to the Mohawk River; and d) Enhance linkages with existing sidewalks, parks, the nearby Mohawk-Hudson Bikeway and the future FBR multi-use path.

Expected outcomes associated with this Program include the remediation and redevelopment of at least six (6) Brownfield Sites and the creation of sidewalks and pedestrian safety features to link to the Mohawk River and nearby Mohawk-Hudson Bikeway. With regards to the creation of new jobs, business owners will be encouraged to utilize workers that are trained through the EPA Brownfields Job Training Program.

1.c Strategy for Leveraging Resources
1.c.i Resources Needed for Site Reuse
A key component of the redevelopment strategy is connecting many of the available funding resources to ready brownfield sites for redevelopment of the vacant commercial sites along the corridor. A variety of county and state incentives are available to encourage dilapidated building removal, site remediation, and site development including: Tax-Exempt and Taxable Bonds: Schenectady County IDA can provide low-interest industrial revenue bonds (IRBs) to qualifying manufacturers that encourage lenders to provide project financing at below market interest rates that apply to the cost of land, buildings and equipment; Real Property Tax Abatement: the Schenectady County IDA can negotiate payments in lieu of taxes (PILOTs), as well as sales/use and mortgage tax exemption; NYS Empire State Development Grant: provides $150M for site development activities including site remediation and demolition; NYSDEC BCP: provides tax credits to remediate and redevelop Brownfields; NY Main Street Program: $100,000 to $500,000 grants for environmental remediation and associated construction costs.

Site reuse opportunities such as businesses, residences, and walking and bike trail connections will compliment similar redevelopment success along the Mohawk River such as the nearby Mohawk-Hudson Bikeway. The Town will monitor the progress of grant activities and needs for additional funding and pursue the opportunities at the opportune moment to meet the needs of the revitalization plan over the scheduled timeline for this grant as well as the project’s goals overall.
1.c.ii  Use of Existing Infrastructure
All potential Brownfield Sites along the Town’s target area are connected to natural gas, public water, sewer, and electric service. Most sites are also connected to, or at least nearby, existing sidewalks and trails in varying condition. Therefore, the availability of water, sewer, gas and electric, as well as high-speed broadband, will be included in the site selection ranking criteria that the Town and its Brownfield Committee will use to guide the allocation of EPA funding. The Town will prioritize sites that will be connected to sufficient infrastructure, are close to the Capital District Transportation Authority bus system, and walkable sidewalks ahead of sites that require expensive extensions or upgrades of water and sewer, utility, or sidewalks and connecting pedestrian facilities. The proposed project will also enhance the FBR multi-use path which will be completed in 2022 and connect FBR to Dutch Meadows Lane.

2  COMMUNITY NEED AND COMMUNITY ENGAGEMENT

2.a  Community Need
2.a.i  The Community’s Need for Funding
Freemans Bridge Road Corridor has the potential to be an attractive mixed-use corridor with access to the Mohawk River, a regional waterway and gateway to Glenville from downtown Schenectady’s Erie Boulevard. The unknown extent of contaminated sites discourages developers and business owners from rehabilitating properties along the corridor. The presence of Brownfield Sites and other vacant and underutilized properties has the potential to drag down surrounding property values, discourage residents and business owners from investing in their properties, and prevent new commercial investment. These sites threaten the health of people who work along the corridor or live in the nearby neighborhoods.

2.a.ii  Threats to Sensitive Populations
2.a.ii.1  Health or Welfare
The welfare and social safety net of the Town of Glenville is under strain due to the economic pressures created by the sites in the Target Area. The proximity of sites located near schools such as Glen-Worden Elementary School presents a danger to the children (over 2,000 students reside within the school district) walking to school who may wander into or explore sites that have not been adequately cordoned off from the public. The health and welfare of people who live and work in the area are also at risk as the corridor provides employment to many people and had two apartment complexes and a small neighborhood nearby.

2.a.ii.2  Greater Than Normal Incidence of Disease and Adverse Health Conditions
NYSDEC conducted Site Health Assessments in the Target Area, specifically at the Former Kenco Chemical site. These assessments concluded that contamination in the soil and potentially present in groundwater may move into air spaces and buildings. This threat is known or suspected to be present at the other priority sites. Future on-site development is potentially at risk from the inhalation of site contaminants due to soil vapor intrusion. These health assessments state that persons who enter the site could come into contact with contaminants in soil by walking on the site, digging or otherwise disturbing the soil. Trespassing incidents and the relate dangers at the priority sites requires action.

2.a.ii.3  Promoting Environmental Justice
FBR connects directly to an environmental justice area across the Mohawk River in Schenectady, New York. The proposed project promotes environmental justice by addressing
contaminated sites along the FBR Corridor that pose a threat to the Town’s public and economic health as well as the environmental justice area in Schenectady. Determining the threat of contaminants at the priority sites presents the opportunity to remediate the sites for public or private use; turning the sites into an opportunity for local businesses and residents in the nearby environmental justice area to revitalize the corridor.

2.b Community Engagement

2.b.i Project Involvement

Each of the listed entities in Section 2.b.ii is a local community partner committed to the project. The Glenville Environmental Conservation Committee (GECC) serves the interests of the town by attending to environmental issues that may directly affect the Glenville. GECC’s duties for this are encompassed by four primary categories: Research, Analysis, Communication, and Recommendation. Glenville’s Small Business and Economic Development Committee and Glenville’s Local Development Corporation serves to advance the interests of local businesses. The Schenectady County Industrial Development Agency (IDA) creates and promotes economic growth and prosperity for both residents and entrepreneurs in Schenectady County. The Capital District Economic Development Council (CREDC) serves as a strategic economic advisory board for the community. Glenville Branch Library serves as an educational resource and community meeting space. Each community partner plays a meaningful role in the site selection, cleanup, and future redevelopment of the brownfield sites, as listed in the column, “Specific Role in the Project.”

2.b.ii Project Roles

<table>
<thead>
<tr>
<th>Name of Organization / entity / group</th>
<th>Point of contact</th>
<th>Specific involvement in the project or assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenville Environmental Conservation Committee</td>
<td>Dan Hill</td>
<td>Chair</td>
</tr>
<tr>
<td>Small Business and Economic Development Committee</td>
<td>Chris Koetzle</td>
<td>Town Liaison</td>
</tr>
<tr>
<td>Glenville Local Development Corporation</td>
<td>Scott Osswald</td>
<td>Chairperson</td>
</tr>
<tr>
<td>Schenectady County IDA</td>
<td>Jayme Lahut</td>
<td>Executive Director</td>
</tr>
<tr>
<td>CREDC</td>
<td>Michael Yevoli</td>
<td>Regional Director</td>
</tr>
<tr>
<td>Glenville Branch Library</td>
<td>Karen Bradley</td>
<td>Director</td>
</tr>
</tbody>
</table>

2.b.iii Incorporating Community Input

The Town of Glenville will conduct a concerted community involvement campaign. This campaign will raise public awareness, involve the community in the decision-making process, and identify sites and potential reuse options. Planned outreach includes providing up-to-date
project information on the Town’s website, creating/disseminating information via flyers distributed at community meetings and bulletin boards in community spaces. Articles and information will be released through local newspapers and local radio stations. In addition, a Brownfield Committee via the selected consultant will conduct public outreach meetings. Meetings will take place at each project milestone to disseminate information to the public and solicit public input. Solicited input will include site selection, Phase I completion, Phase II completion and site redevelopment planning. The meetings will be advertised via local media outlets, the Town website and notices posted at public meeting places. If necessary, handicap, hearing impediments and Spanish translation services will be provided at these meetings. All public meetings held as part of the community outreach program will allow for public comment. The information from the above sources will be considered when selecting sites, completing site evaluation, and preparing redevelopment plans. All subsequent meetings will create a feedback loop by detailing the consideration and response to previous public input and allow for additional response. This engagement will ensure that public concerns are addressed, and the public understands and embraces the redevelopment plans. To accommodate for concerns and difficulties related to COVID-19, the Town will host the above listed meeting virtually as necessary.

3 TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

3.a Description of Tasks/Activities and Outputs

Task 1: Project Management

i. Project Implementation: As demonstrated with the previous EPA Assessment Grants, the Town will utilize a project management system to successfully implement this grant in the allocated three-year time period. The Town has developed a schedule, milestones, and timelines for the grant. Glenville will form a Brownfields Committee and invite the following entities to join: all project partners listed in 2.b.ii economic development agencies, town officials, the County Executive, the Senator’s office, the Assemblyman’s office, NYS DOS, community-based organizations, NYSDEC, EPA Region 2, and HQ Brownfield officials. The Committee will formalize plans and the decision-making process. Additional meetings will occur at completion of tasks 3 and 4 to distribute information and make informed decisions. Project Reporting and Coordination: Includes preparation of required reports, consultant oversight, project coordination, coordination with EPA and NYSDEC, development of access agreements, attending roundtables and National Brownfield Conference, selection of Qualified Environmental Professional (QEP).

ii. Anticipated Project Schedule: Quarter 1 of year 1 / Completed within first 6 months of initiation

iii. Task/Activity Leads: Town of Glenville

iv. Outputs: Brownfields Committee, project reporting/coordination and QEP selection

Task 2: Community Outreach

i. Project Implementation: The Town will conduct a community development involvement and awareness campaign, in cooperation with the entities identified in 2.b.ii. The campaign will involve the community in the decision-making process, identifying sites, and identifying potential reuse options. Planned outreach includes providing up-to-date
project information on Town’s website, creating/disseminating information via flyers distributed at community meetings, bulletin boards, releasing articles through the local newspapers, local radio stations, and conducting outreach meetings with community organizations. If necessary, handicap and hearing impediments will be addressed, and translation services provided.

ii. **Anticipated Project Schedule**: occurs at milestones throughout tasks 1, 3, and 4.

iii. **Task/Activity Leads**: Town of Glenville and QEP

iv. **Outputs**: Outreach material, communications, and reports available for volunteer council

**Task 3: Phase I and Phase II ESAs**

i. **Project Implementation**: The QEP will perform 22 Phase I ESAs in accordance with ASTM 1527-13 and the EPAs all Appropriate Inquiry Rule to evaluate the potential for on-site contamination and hazardous building materials. If the site is privately owned, the QEP will work with the Town Attorney and site owner to obtain an Access Agreement prior to initiating work.

QEP will complete Phase II ESAs for up to six sites. Initially, the QEP will provide EPA-Compliant, site-specific QAPPS, sampling and analysis plans, and site-specific health and safety plans for each site. All documents will be submitted for EPA review and approval prior to implementation.

ii. **Anticipated Project Schedule**: Quarter 1, 2, and 3 of year 1 / Completed by quarter 4 of year 1

iii. **Task/Activity Leads**: QEP and Town of Glenville

iv. **Outputs**: 22 Phase I ESAs, up to 6 Phase II ESAs

**Task 4: Reuse and Remediation Planning**

i. **Project Implementation**: The QEP will complete remedial action plans and reuse plans and appropriate Clean-up Alternatives for four sites including sustainable design and real estate market analysis. These plans can be leveraged for other grant funds or future EPA Brownfield Clean-Up grants.

ii. **Anticipated Project Schedule**: Quarter 4 of year 1 / Completed by end of Quarter 1 year 2

iii. **Task/Activity Leads**: QEP

iv. **Outputs**: 4 reuse plans

3.b **Cost Estimates**

The Town of Glenville is requesting $100,000 in Petroleum Assessment funding and $200,000 in Hazardous Substances Assessment funding, for a total of $300,000. The following tasks will be performed to implement this Program, and 90% of the requested $300,000 will be allocated directly to Phase I and Phase II ESAs, Phase II Site Investigations, and the development of site cleanup cost estimates and end use feasibility plans for priority sites.
### 3.c Measuring Environmental Results

Pursuant to EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” the Town will be responsible for tracking the short- and long-term outputs and outcomes of this Assessment Grant. The expected outcomes include the remediation and redevelopment of at least four Brownfield Sites and the creation or rehabilitation of sidewalks and multi-use trails in the vicinity of the Mohawk River. With regards to the creation of new jobs, business owners will be encouraged to utilize workers that are trained through an EPA Brownfields Job Training Program and has completed two training sessions.

The Brownfield Committee will keep EPA informed of progress by electronically submitting data using the Assessment, Cleanup and Redevelopment Exchange System (ACRES). Data and progress will be reviewed by EPA and NYSDEC officials to ensure compliance. Documents generated by the QEP will be submitted for EPA review and approval prior to implementation. The Town will track outcomes (e.g., land assessed, redeveloped, or converted to greenspace; jobs created; redevelopment investment value; etc.) of the grant in ACRES through the three-year grant period. If goals are not met, a committee meeting will be held with Town and QEP representatives to discuss shortcomings and potential changes to the project approach.

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Task 1</th>
<th>Task 2</th>
<th>Task 3</th>
<th>Task 4</th>
<th>Total</th>
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<tr>
<td><strong>Direct Costs</strong></td>
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<td>Personnel ($45.35/hr)</td>
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<td>Fringe Benefits (10.2%)</td>
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<td><strong>Total Hazardous (H)</strong></td>
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<td>$7,300</td>
<td>$167,500</td>
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<td><strong>Total Grant Request</strong></td>
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<td><strong>$10,950</strong></td>
<td><strong>$251,250</strong></td>
<td><strong>$30,000</strong></td>
<td><strong>$300,000</strong></td>
</tr>
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</table>
4 PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

4.a Programmatic Capability

4.a.i Organizational Capacity and Structure
Programmatic activities will be coordinated by the Town of Glenville. An environmental consultant, selected by the federal procurement process, will serve as the environmental project manager of the EPA Brownfields Assessment program on behalf of the Town. The selected consultant, including a licensed geologist and supporting environmental scientists, will be responsible for the performance of Phase I and Phase II ESAs and the development of cleanup alternatives and reuse feasibility plans. The consultant will also serve as a liaison between the LDC, the EPA, and the NYSDEC.

4.a.ii Description of Key Staff
Ms. Melissa Cherubino will serve as the primary manager/coordinator of the grant, primary decision maker, and will oversee all financial matters for the grant. Ms. Cherubino is the Director of Community Development with the Town of Glenville.

4.a.iii Acquiring Additional Resources
The Town’s long-standing experience with EPA Grants as well as the involvement of long-time partnering contracted professionals, demonstrates the capacity of the Town to retain project leadership should employee turnover occur. However, the Town will use its standard personnel recruiting procedures and existing Human Resource Manager and policies to recruit qualified staff quickly if a position is vacated. The selected consultant will also be in a position to continue with program activities with direct access to the Town Supervisor in the event the Town’s Coordinator position changes.

4.b Past Performance and Accomplishments

4.b.i Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements

4.b.ii.1 Purpose and Accomplishments
The Town of Glenville has not received an EPA Brownfield Grant but has received other Federal/Non-Federal Assistance agreements. Previous grants have been successfully completed, on time, on budget, and in full compliance. The challenges facing Glenville necessitates the requested funding. Current awards will work in concert with this grant for a holistic redevelopment strategy.

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<th>Town of Glenville Grant Administration</th>
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<td><strong>Grantor</strong></td>
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<td>DOS LWRP</td>
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<td>DEC EPG</td>
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*Acronyms: NYS: New York State; DOS: Department of State; LWRP: Local Waterfront revitalization Program; DOT: Department of Transportation; TIP: Transportation Improvement Program.*
Program; ESD: Empire State Development; SPFS: Strategic Planning and Feasibility Study; HCR: Homes and Community Renewal; CDBG-CP: Community Development Block Grant-Community Planning DEC: Department of Conservation; EPG: Engineering Planning Grant

4.b.ii.2  Compliance with Grant Requirements

The Town initially generated a work plan with tasks, milestones and timeframes for completing the work within grant guidelines. During the administration of the grants, meetings were held at milestones by Town officials and interested/invested parties to determine the progress and make changes. At conclusion, a review was completed to determine the overall success and/or areas requiring improvement. These reports were submitted to the awarding agency within the grant requirements. The reporting requirements within each grant (monthly or quarterly), were completed on time and submitted in the required report formats. No corrective actions were required during the administration of the grants.
Attachment A

Threshold Criteria for EPA Brownfields Assessment Grants

1. **Applicant Eligibility** - The Town of Glenville is the sole applicant for the proposed Town of Glenville Community-wide Brownfields Assessment Program using FY2022 EPA funding. The Town is a “general purpose unit of local government” as defined under 40 CFR Part 31.

2. **Community Involvement** – The Town of Glenville will create a Brownfields Committee and a Community Involvement Plan (CIP) to inform affected residents, elected officials, and community groups about Brownfield assessment activities and specific clean-up projects. The Town will use this Plan to solicit comments regarding potential hazards and environmental findings at investigated sites and review redevelopment plans with residents in affected neighborhoods. The Town will update its CIP and continue to encourage public participation upon approval of this Assessment Grant proposal.

   For this Brownfields Assessment Program, the Town will utilize media outlets including local daily and weekly newspapers (*The Daily Gazette* and *Scotia-Glenville Spotlight*), cable access television based in Schenectady (*CBS-WRGB* and *PBS-WMHT*), Glenville Branch of the Schenectady County Public Library, and the Town’s Community Development Office, and regular meetings held by the Town Board. In addition, the Town will develop a new Brownfields Assessment grant web page on its website that will be used to provide the public with updates regarding the progress of the Brownfields Assessment Program. Furthermore, the Town will utilize its Facebook page and Twitter account to inform the public of the Assessment Grant award, and to provide the public with a means by which to solicit comments about specific properties of interest and interact with the Town on the status and progress of the Program. The Town will also implement the following actions to ensure that the community is informed about Brownfield cleanup and redevelopment activities:

   - Special Brownfield Meetings will be held to discuss the Brownfields Assessment Program. The Program will be advertised in local newspapers and on the Town’s website. Two public meetings will be planned. At the first meeting, the Town will introduce the staff who will oversee the project, and explain how the Program will fit into the larger strategic development and downtown revitalization efforts undertaken by the Town. Staff will present the approach to be used in the performance of ESAs, the criteria to be used in selecting specific sites, and the development of cleanup and reuse plans. A second public meeting will be advertised and held to answer questions about the ongoing results of the project during the first quarter of the third year of the three-year project period.

   - Outreach to stakeholders, such as fact sheets describing specific targeted Brownfield sites, cleanup alternatives, and general program status will be distributed to all Town Board members, property owners, non-profit civic organizations, downtown businesses, and neighborhood groups within the Freemans Bridge Road Corridor. These materials will be prepared in both English and Spanish (although there are no concentrations of minority populations in Glenville) and updated as needed throughout the project period.