



**Board of Trustees Meeting  
Tuesday October 15, 2024 6:00 pm (Tuesday Meeting)  
Community Room**

Watch here: <https://www.youtube.com/@bethlehempubliclibrary9609>

Public comments can be submitted here: <https://www.bethpl.org/contact-us/contact-the-director/>

Board packet information can be accessed here: <https://www.bethpl.org/board-of-trustees/>

**Agenda**

- **Call to order**
- **Public participation**
- **Resolutions related to building referendum**
  - SEQR state environmental quality review
  - Referendum date
  - Required resolutions for referendum
  - Tax cap override
- **Architect's presentation**
- **Building education committee report**
- **Review of previous meeting minutes**
- **Financial report**
  - Treasurer's update**
- **Personnel report**
  - Personnel actions**
- **Director's report**
- **New business**
  - Ashley McGraw contract
  - Other new business
- **Old business**
  - Other old business
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: Tuesday November 12, 2024 6:00 pm (Tuesday Meeting)

Next Friends of the Library meeting: Monday October 28, 2024 6:30 pm

**Full Environmental Assessment Form**  
**Part I - Project and Setting**

**Instructions for Completing Part 1**

**Part 1 is to be completed by the applicant or project sponsor.** 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; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

**A. Project and Applicant/Sponsor Information.**

Name of Action or Project: Bethlehem Public Library		
Project Location (describe, and attach a general location map): 451 Delaware Ave, Delmar, NY 12054		
Brief Description of Proposed Action (include purpose or need):  The existing Bethlehem Public Library was built in 1972 and is 28,658 square feet. The building is owned by the Bethlehem Central School District. A building permit for the proposed work is required to be reviewed and approved through the State Education Department (SED).  The library is proposing a 19,250 square foot building expansion, which will consist of site renovations that include the following: parking reconfiguration and expansion (19 additional spaces); sidewalk improvements to coordinate with proposed building entryways and to facilitate the movement of pedestrian traffic throughout the site; a book drop loop for pick up or drop off of books / materials; relocation of maintenance area from the front face of the building to the rear; relocation and addition of maintenance shed; a transformer; addition of a pavilion area and associated amenities (drinking fountain, ADA accessibility, & seating areas); relocation of the dumpster / recycling area to behind the building and near to the maintenance area; stormwater, sanitary and water improvements; landscaping improvements, and addition of a dedicated employee patio area. Sitework will include the demolition of an existing storage building and house to have enough room for the additional parking required for the building's expansion.		
Name of Applicant/Sponsor: Bethlehem Public Library / Geoff Kirkpatrick		Telephone: 518-439-9314 ext 3022 E-Mail: director@bethpl.org
Address: 451 Delaware Avenue		
City/PO: Delmar	State: New York	Zip Code: 12054-3095
Project Contact (if not same as sponsor; give name and title/role):		Telephone: E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone: E-Mail:
Address:		
City/PO:	State:	Zip Code:

## B. Government Approvals

### B. Government Approvals, Funding, or Sponsorship. ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Counsel, Town Board, <input type="checkbox"/> Yes <input type="checkbox"/> No or Village Board of Trustees		
b. City, Town or Village <input type="checkbox"/> Yes <input type="checkbox"/> No Planning Board or Commission		
c. City, Town or <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Village Zoning Board of Appeals		
d. Other local agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	SWPPP MS4 Review	November 2024
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	State Education Department, NYS Department of Environmental Conservation	Building Permit, Stormwater SPEDES Permit, Will submit after November 2024
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## C. Planning and Zoning

### C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☒ No

- If Yes, complete sections C, F and G.
- If No, proceed to question C.2 and complete all remaining sections and questions in Part 1

### C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☒ Yes ☐ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☐ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☒ Yes ☐ No

If Yes, identify the plan(s):

NYS Heritage Areas: Mohawk Valley Heritage Corridor

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☒ No

If Yes, identify the plan(s):

### C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. ☒ Yes ☐ No  
If Yes, what is the zoning classification(s) including any applicable overlay district?

CR- Core Residential

b. Is the use permitted or allowed by a special or conditional use permit? ☒ Yes ☐ No

c. Is a zoning change requested as part of the proposed action? ☐ Yes ☒ No

If Yes,

i. What is the proposed new zoning for the site? \_\_\_\_\_

### C.4. Existing community services.

a. In what school district is the project site located? Bethlehem Central School District

b. What police or other public protection forces serve the project site?

Bethlehem Police Department

c. Which fire protection and emergency medical services serve the project site?

Delmar Fire District

d. What parks serve the project site?

Pocket Park

### D. Project Details

#### D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? Existing Bethlehem Public Library Expansion

b. a. Total acreage of the site of the proposed action? 3.88 acres

b. Total acreage to be physically disturbed? 3.88 acres

c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 3.88 acres

c. Is the proposed action an expansion of an existing project or use? ☒ Yes ☐ No

i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % 40 Units: 19250 sf addition

d. Is the proposed action a subdivision, or does it include a subdivision? ☒ Yes ☐ No

If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

Lot consolidation of four lots into one lot

ii. Is a cluster/conservation layout proposed? ☐ Yes ☒ No

iii. Number of lots proposed? 1

iv. Minimum and maximum proposed lot sizes? Minimum \_\_\_\_\_ Maximum 3.88 Ac

e. Will the proposed action be constructed in multiple phases? ☐ Yes ☒ No

i. If No, anticipated period of construction: 24 months

ii. If Yes:

- Total number of phases anticipated \_\_\_\_\_

- Anticipated commencement date of phase 1 (including demolition) \_\_\_\_\_ month \_\_\_\_\_ year

- Anticipated completion date of final phase \_\_\_\_\_ month \_\_\_\_\_ year

- Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: \_\_\_\_\_



f. Does the project include new residential uses? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> If Yes, show numbers of units proposed.				
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes,	
i. Total number of structures <u>1</u> ii. Dimensions (in feet) of largest proposed structure: <u>25</u> height; <u>180</u> width; and <u>220</u> length iii. Approximate extent of building space to be heated or cooled: <u>50,000 (existing plus addition)</u> square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> If Yes,	
i. Purpose of the impoundment: _____ ii. If a water impoundment, the principal source of the water: <input type="checkbox"/> Ground water <input type="checkbox"/> Surface water streams <input type="checkbox"/> Other specify: _____ iii. If other than water, identify the type of impounded/contained liquids and their source. _____ iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____ _____	

**D.2. Project Operations**

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> If Yes:	
i. What is the purpose of the excavation or dredging? _____ ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site? • Volume (specify tons or cubic yards): _____ • Over what duration of time? _____ iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____ _____ iv. Will there be onsite dewatering or processing of excavated materials? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> If yes, describe. _____ _____ v. What is the total area to be dredged or excavated? _____ acres vi. What is the maximum area to be worked at any one time? _____ acres vii. What would be the maximum depth of excavation or dredging? _____ feet viii. Will the excavation require blasting? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> ix. Summarize site reclamation goals and plan: _____ _____ _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> If Yes:	
i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____ _____ _____	

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

iii. Will the proposed action cause or result in disturbance to bottom sediments?

Yes ☒ No ☐

If Yes, describe: \_\_\_\_\_

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation?

☐ Yes ☒ No

If Yes:

- acres of aquatic vegetation proposed to be removed: \_\_\_\_\_
- expected acreage of aquatic vegetation remaining after project completion: \_\_\_\_\_
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): \_\_\_\_\_
- proposed method of plant removal: \_\_\_\_\_
- if chemical/herbicide treatment will be used, specify product(s): \_\_\_\_\_

v. Describe any proposed reclamation/mitigation following disturbance: \_\_\_\_\_

c. Will the proposed action use, or create a new demand for water?

☒ Yes ☐ No

If Yes:

i. Total anticipated water usage/demand per day: \_\_\_\_\_ 500+/- gallons/day

ii. Will the proposed action obtain water from an existing public water supply?

☒ Yes ☐ No

If Yes:

- Name of district or service area: Town of Bethlehem Water District
- Does the existing public water supply have capacity to serve the proposal? ☒ Yes ☐ No
- Is the project site in the existing district? ☒ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☒ No
- Do existing lines serve the project site? ☒ Yes ☐ No

iii. Will line extension within an existing district be necessary to supply the project?

☐ Yes ☒ No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_
- Source(s) of supply for the district: \_\_\_\_\_

iv. Is a new water supply district or service area proposed to be formed to serve the project site?

☐ Yes ☒ No

If Yes:

- Applicant/sponsor for new district: \_\_\_\_\_
- Date application submitted or anticipated: \_\_\_\_\_
- Proposed source(s) of supply for new district: \_\_\_\_\_

v. If a public water supply will not be used, describe plans to provide water supply for the project: \_\_\_\_\_

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: \_\_\_\_\_ gallons/minute.

d. Will the proposed action generate liquid wastes?

☒ Yes ☐ No

If Yes:

i. Total anticipated liquid waste generation per day: \_\_\_\_\_ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): \_\_\_\_\_

Sanitary wastewater from toilets and fixtures

iii. Will the proposed action use any existing public wastewater treatment facilities?

☒ Yes ☐ No

If Yes:

- Name of wastewater treatment plant to be used: Albany County Wastewater Purification Plant - South
- Name of district: Bethlehem Sewer District
- Does the existing wastewater treatment plant have capacity to serve the project? ☒ Yes ☐ No
- Is the project site in the existing district? ☒ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☒ No



<ul style="list-style-type: none"> <li>• Do existing sewer lines serve the project site?</li> <li>• Will a line extension within an existing district be necessary to serve the project?</li> </ul> <p>If Yes:</p> <ul style="list-style-type: none"> <li>• Describe extensions or capacity expansions proposed to serve this project: _____</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>iv. Will a new wastewater (sewage) treatment district be formed to serve the project site?</p> <p>If Yes:</p> <ul style="list-style-type: none"> <li>• Applicant/sponsor for new district: _____</li> <li>• Date application submitted or anticipated: _____</li> <li>• What is the receiving water for the wastewater discharge? _____</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):</p> <p>_____</p> <p>_____</p>	
<p>vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____</p> <p>_____</p> <p>_____</p>	
<p>e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction?</p> <p>If Yes:</p> <p>i. How much impervious surface will the project create in relation to total size of project parcel?</p> <p style="margin-left: 40px;">_____ Square feet or <u>2.0</u> acres (impervious surface)</p> <p style="margin-left: 40px;">_____ Square feet or <u>3.88</u> acres (parcel size)</p> <p>ii. Describe types of new point sources. <u>Building addition roofs and parking/paving expansion</u></p> <p>iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?</p> <p><u>Stormwater runoff collected from building roofs and paved surfaces will be directed to existing and proposed on-site stormwater management areas for water quality and quantity treatment prior to discharge to stormwater management facilities located in Delaware Avenue.</u></p> <ul style="list-style-type: none"> <li>• If to surface waters, identify receiving water bodies or wetlands: _____</li> <li>• Will stormwater runoff flow to adjacent properties? _____</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations?</p> <p>If Yes, identify:</p> <p>i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)</p> <p>_____</p> <p>ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)</p> <p>_____</p> <p>iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)</p> <p>_____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit?</p> <p>If Yes:</p> <p>i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year)</p> <p>ii. In addition to emissions as calculated in the application, the project will generate:</p> <ul style="list-style-type: none"> <li>• _____ Tons/year (short tons) of Carbon Dioxide (CO<sub>2</sub>)</li> <li>• _____ Tons/year (short tons) of Nitrous Oxide (N<sub>2</sub>O)</li> <li>• _____ Tons/year (short tons) of Perfluorocarbons (PFCs)</li> <li>• _____ Tons/year (short tons) of Sulfur Hexafluoride (SF<sub>6</sub>)</li> <li>• _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)</li> <li>• _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? ☐ Yes ☒ No

If Yes:

i. Estimate methane generation in tons/year (metric): \_\_\_\_\_

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): \_\_\_\_\_

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i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? ☐ Yes ☒ No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): \_\_\_\_\_

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j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? ☐ Yes ☒ No

If Yes:

i. When is the peak traffic expected (Check all that apply): ☐ Morning ☐ Evening ☐ Weekend  
☐ Randomly between hours of \_\_\_\_\_ to \_\_\_\_\_.

ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): \_\_\_\_\_

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iii. Parking spaces: Existing 117 Proposed 136 Net increase/decrease +19

iv. Does the proposed action include any shared use parking? ☒ Yes ☐ No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: \_\_\_\_\_

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vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? ☒ Yes ☐ No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? ☒ Yes ☐ No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? ☒ Yes ☐ No

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k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? ☒ Yes ☐ No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: \_\_\_\_\_

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): \_\_\_\_\_

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iii. Will the proposed action require a new, or an upgrade, to an existing substation? ☐ Yes ☐ No

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l. Hours of operation. Answer all items which apply.

i. During Construction:

- Monday - Friday: 7am to 9 pm
- Saturday: 7am to 6 pm
- Sunday: 1-4:30
- Holidays: Closed

ii. During Operations:

- Monday - Friday: 9 am to 9 pm
- Saturday: 10 am to 5 pm
- Sunday: 12 pm to 5 pm
- Holidays: Closed



<p>m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If yes:</p> <p>i. Provide details including sources, time of day and duration: _____</p>	
<p>ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Describe: _____</p>	
<p>n. Will the proposed action have outdoor lighting? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If yes:</p> <p>i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures: _____</p> <p>New site lighting poles will be installed that will be night sky compliant.</p>	
<p>ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Describe: <u>Some trees and vegetation along the site perimeter may be lost as part of the project.</u></p>	
<p>o. Does the proposed action have the potential to produce odors for more than one hour per day? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____</p>	
<p>p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Product(s) to be stored _____</p> <p>ii. Volume(s) _____ per unit time _____ (e.g., month, year)</p> <p>iii. Generally, describe the proposed storage facilities: _____</p>	
<p>q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Describe proposed treatment(s): _____</p>	
<p>ii. Will the proposed action use Integrated Pest Management Practices? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>	
<p>r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Describe any solid waste(s) to be generated during construction or operation of the facility:</p> <ul style="list-style-type: none"> <li>• Construction: _____ tons per _____ (unit of time)</li> <li>• Operation : _____ tons per _____ (unit of time)</li> </ul> <p>ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:</p> <ul style="list-style-type: none"> <li>• Construction: _____</li> <li>• Operation: _____</li> </ul> <p>iii. Proposed disposal methods/facilities for solid waste generated on-site:</p> <ul style="list-style-type: none"> <li>• Construction: _____</li> <li>• Operation: _____</li> </ul>	

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☒ No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): \_\_\_\_\_

ii. Anticipated rate of disposal/processing: \_\_\_\_\_

- \_\_\_\_\_ Tons/month, if transfer or other non-combustion/thermal treatment, or
- \_\_\_\_\_ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: \_\_\_\_\_ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☒ No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: \_\_\_\_\_

ii. Generally describe processes or activities involving hazardous wastes or constituents: \_\_\_\_\_

iii. Specify amount to be handled or generated \_\_\_\_\_ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: \_\_\_\_\_

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No

If Yes: provide name and location of facility: \_\_\_\_\_

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: \_\_\_\_\_

#### E. Site and Setting of Proposed Action

**E.1. Land uses on and surrounding the project site**

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

☐ Urban ☐ Industrial ☒ Commercial ☒ Residential (suburban) ☐ Rural (non-farm)

☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): \_\_\_\_\_

ii. If mix of uses, generally describe: \_\_\_\_\_

The existing land uses are mainly residential. \_\_\_\_\_

b. Land uses and covertypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces	2.2	3.0	+0.80
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: <u>Landscape/Lawn Areas</u>	1.67	0.88	0.79

<p>c. Is the project site presently used by members of the community for public recreation?  i. If Yes: explain: <u>Passive recreation such as music and arts events and outdoor reading.</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>d. Are there any facilities serving children; the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site?  If Yes,  i. Identify Facilities:  <u>Peregrine Senior Living at Delmar Place Apartments,</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>e. Does the project site contain an existing dam?  If Yes:  i. Dimensions of the dam and impoundment:  • Dam height: _____ feet  • Dam length: _____ feet  • Surface area: _____ acres  • Volume impounded: _____ gallons OR acre-feet  ii. Dam's existing hazard classification: _____  iii. Provide date and summarize results of last inspection: _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility?  If Yes:  i. Has the facility been formally closed?  • If yes, cite sources/documentation: _____  ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____  iii. Describe any development constraints due to the prior solid waste activities: _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste?  If Yes:  i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site?  If Yes:  i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply:  <input type="checkbox"/> Yes – Spills Incidents database      Provide DEC ID number(s): _____  <input type="checkbox"/> Yes – Environmental Site Remediation database      Provide DEC ID number(s): _____  <input type="checkbox"/> Neither database  ii. If site has been subject of RCRA corrective activities, describe control measures: _____  iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database?  If yes, provide DEC ID number(s): _____  iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



v. Is the project site subject to an institutional control limiting property uses? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>																															
<ul style="list-style-type: none"> <li>• If yes, DEC site ID number: _____</li> <li>• Describe the type of institutional control (e.g., deed restriction or easement): _____</li> <li>• Describe any use limitations: _____</li> <li>• Describe any engineering controls: _____</li> <li>• Will the project affect the institutional or engineering controls in place? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> <li>• Explain: _____</li> </ul>																															
<b>E.2. Natural Resources On or Near Project Site</b>																															
a. What is the average depth to bedrock on the project site? _____ >10 feet																															
b. Are there bedrock outcroppings on the project site? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %																															
c. Predominant soil type(s) present on project site: <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Udinsamments - sand</td> <td style="width: 40%; text-align: right;">100 %</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">%</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">%</td> </tr> </table>		Udinsamments - sand	100 %		%		%																								
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	%																														
d. What is the average depth to the water table on the project site? Average: _____ 6 feet																															
e. Drainage status of project site soils: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><input checked="" type="checkbox"/> Well Drained:</td> <td style="width: 70%; text-align: right;">_____ % of site</td> </tr> <tr> <td><input checked="" type="checkbox"/> Moderately Well Drained:</td> <td style="text-align: right;">100 % of site</td> </tr> <tr> <td><input type="checkbox"/> Poorly Drained</td> <td style="text-align: right;">_____ % of site</td> </tr> </table>		<input checked="" type="checkbox"/> Well Drained:	_____ % of site	<input checked="" type="checkbox"/> Moderately Well Drained:	100 % of site	<input type="checkbox"/> Poorly Drained	_____ % of site																								
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f. Approximate proportion of proposed action site with slopes: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><input checked="" type="checkbox"/> 0-10%:</td> <td style="width: 70%; text-align: right;">100 % of site</td> </tr> <tr> <td><input type="checkbox"/> 10-15%:</td> <td style="text-align: right;">_____ % of site</td> </tr> <tr> <td><input type="checkbox"/> 15% or greater:</td> <td style="text-align: right;">_____ % of site</td> </tr> </table>		<input checked="" type="checkbox"/> 0-10%:	100 % of site	<input type="checkbox"/> 10-15%:	_____ % of site	<input type="checkbox"/> 15% or greater:	_____ % of site																								
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g. Are there any unique geologic features on the project site? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> If Yes, describe: _____																															
h. Surface water features. <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)?</td> <td style="width: 20%; text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> </tr> <tr> <td>ii. Do any wetlands or other waterbodies adjoin the project site?</td> <td style="text-align: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="2">If Yes to either i or ii, continue. If No, skip to E.2.i.</td> </tr> <tr> <td>iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency?</td> <td style="text-align: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="2">iv. For each identified regulated wetland and waterbody on the project site, provide the following information:</td> </tr> <tr> <td>• Streams: Name <u>Vloman Kill</u></td> <td>Classification <u>1301-0239</u></td> </tr> <tr> <td>• Lakes or Ponds: Name _____</td> <td>Classification _____</td> </tr> <tr> <td>• Wetlands: Name _____</td> <td>Approximate Size _____</td> </tr> <tr> <td colspan="2">• Wetland No. (if regulated by DEC) <u>R3UBH - 167.66 Acres</u></td> </tr> <tr> <td colspan="2">           v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>            If yes, name of impaired water body/bodies and basis for listing as impaired: _____         </td> </tr> <tr> <td colspan="2">           i. Is the project site in a designated Floodway? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> </td> </tr> <tr> <td colspan="2">           j. Is the project site in the 100-year Floodplain? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> </td> </tr> <tr> <td colspan="2">           k. Is the project site in the 500-year Floodplain? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> </td> </tr> <tr> <td colspan="2">           l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span>            If Yes:           <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">i. Name of aquifer: <u>Principal Aquifer</u></td> <td style="width: 20%;"></td> </tr> </table> </td> </tr> </table>		i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	ii. Do any wetlands or other waterbodies adjoin the project site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes to either i or ii, continue. If No, skip to E.2.i.		iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	iv. For each identified regulated wetland and waterbody on the project site, provide the following information:		• Streams: Name <u>Vloman Kill</u>	Classification <u>1301-0239</u>	• Lakes or Ponds: Name _____	Classification _____	• Wetlands: Name _____	Approximate Size _____	• Wetland No. (if regulated by DEC) <u>R3UBH - 167.66 Acres</u>		v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> If yes, name of impaired water body/bodies and basis for listing as impaired: _____		i. Is the project site in a designated Floodway? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>		j. Is the project site in the 100-year Floodplain? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>		k. Is the project site in the 500-year Floodplain? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>		l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">i. Name of aquifer: <u>Principal Aquifer</u></td> <td style="width: 20%;"></td> </tr> </table>		i. Name of aquifer: <u>Principal Aquifer</u>	
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<p>m. Identify the predominant wildlife species that occupy or use the project site: _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Deer</td> <td style="width: 33%; border-bottom: 1px solid black;">birds</td> <td style="width: 33%; border-bottom: 1px solid black;">Rabbits</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Squirrel</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>			Deer	birds	Rabbits	Squirrel		
Deer	birds	Rabbits						
Squirrel								
<p>n. Does the project site contain a designated significant natural community? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe the habitat/community (composition, function, and basis for designation): _____</p> <p style="margin-left: 20px;">ii. Source(s) of description or evaluation: _____</p> <p style="margin-left: 20px;">iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> <li>• Currently: _____ acres</li> <li>• Following completion of project as proposed: _____ acres</li> <li>• Gain or loss (indicate + or -): _____ acres</li> </ul>								
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing (endangered or threatened): _____</p> <p>_____</p> <p>_____</p>								
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing: _____</p> <p>_____</p> <p>_____</p>								
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If yes, give a brief description of how the proposed action may affect that use: _____</p> <p>_____</p> <p>_____</p>								
<p><b>E.3. Designated Public Resources On or Near Project Site</b></p>								
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes, provide county plus district name/number: _____</p>								
<p>b. Are agricultural lands consisting of highly productive soils present? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p style="margin-left: 20px;">i. If Yes: acreage(s) on project site? _____</p> <p style="margin-left: 20px;">ii. Source(s) of soil rating(s): _____</p>								
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature</p> <p style="margin-left: 20px;">ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____</p> <p>_____</p> <p>_____</p>								
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. CEA name: _____</p> <p style="margin-left: 20px;">ii. Basis for designation: _____</p> <p style="margin-left: 20px;">iii. Designating agency and date: _____</p>								

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>	
If Yes: <ul style="list-style-type: none"> <li>i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District</li> <li>ii. Name: _____</li> <li>iii. Brief description of attributes on which listing is based: _____</li> </ul>	
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span>	
g. Have additional archaeological or historic site(s) or resources been identified on the project site? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>	
If Yes: <ul style="list-style-type: none"> <li>i. Describe possible resource(s): _____</li> <li>ii. Basis for identification: _____</li> </ul>	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span>	
If Yes: <ul style="list-style-type: none"> <li>i. Identify resource: <u>Mohawk Towpath Byway</u></li> <li>ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): <u>Scenic byway</u></li> <li>iii. Distance between project and resource: _____ <u>&gt;5</u> miles.</li> </ul>	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>	
If Yes: <ul style="list-style-type: none"> <li>i. Identify the name of the river and its designation: _____</li> <li>ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> </ul>	

#### F. Additional Information

Attach any additional information which may be needed to clarify your project.

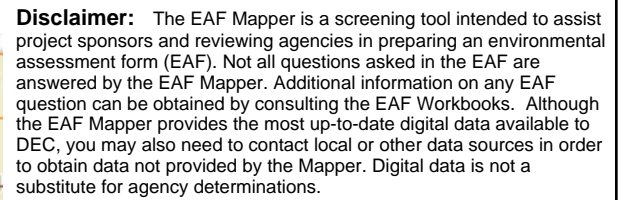
If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

#### G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name Bethlehem Public Library Date 6/13/24

Signature Geoffrey S. Kirkpatrick Title Director



B.i.i [Coastal or Waterfront Area]	No
B.i.ii [Local Waterfront Revitalization Area]	No
C.2.b. [Special Planning District]	Yes - Digital mapping data are not available for all Special Planning Districts. Refer to EAF Workbook.
C.2.b. [Special Planning District - Name]	NYS Heritage Areas:Mohawk Valley Heritage Corridor
E.1.h [DEC Spills or Remediation Site - Potential Contamination History]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Listed]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Environmental Site Remediation Database]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.iii [Within 2,000' of DEC Remediation Site]	No
E.2.g [Unique Geologic Features]	No
E.2.h.i [Surface Water Features]	No
E.2.h.ii [Surface Water Features]	Yes
E.2.h.iii [Surface Water Features]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
E.2.h.v [Impaired Water Bodies]	No
E.2.i. [Floodway]	No
E.2.j. [100 Year Floodplain]	No
E.2.k. [500 Year Floodplain]	No
E.2.l. [Aquifers]	Yes
E.2.l. [Aquifer Names]	Principal Aquifer
E.2.n. [Natural Communities]	No

E.2.o. [Endangered or Threatened Species]	No
E.2.p. [Rare Plants or Animals]	No
E.3.a. [Agricultural District]	No
E.3.c. [National Natural Landmark]	No
E.3.d [Critical Environmental Area]	No
E.3.e. [National or State Register of Historic Places or State Eligible Sites]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.3.f. [Archeological Sites]	Yes
E.3.i. [Designated River Corridor]	No



**Full Environmental Assessment Form**  
**Part 2 - Identification of Potential Project Impacts**

Agency Use Only [If applicable]  
 Project : Bethlehem Public Library  
 Date : 10/15/2024

**Part 2 is to be completed by the lead agency.** Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

**Tips for completing Part 2:**

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “Yes” to a numbered question, please complete all the questions that follow in that section.
- If you answer “No” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the “whole action”.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

<b>1. Impact on Land</b> Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i>				<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>		

**2. Impact on Geological Features**

The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g)

☒ NO☐ YES

*If "Yes", answer questions a - c. If "No", move on to Section 3.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

**3. Impacts on Surface Water**

The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h)

☒ NO☐ YES

*If "Yes", answer questions a - l. If "No", move on to Section 4.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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<b>4. Impact on groundwater</b> The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t) <i>If "Yes", answer questions a - h. If "No", move on to Section 5.</i>			
		<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>5. Impact on Flooding</b> The proposed action may result in development on lands subject to flooding. (See Part 1. E.2) <i>If "Yes", answer questions a - g. If "No", move on to Section 6.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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<b>6. Impacts on Air</b> The proposed action may include a state regulated air emission source. <span style="float: right;"><input checked="" type="checkbox"/> NO <input type="checkbox"/> YES</span> (See Part 1. D.2.f., D.2.h, D.2.g) <i>If "Yes", answer questions a - f. If "No", move on to Section 7.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO <sub>2</sub> ) ii. More than 3.5 tons/year of nitrous oxide (N <sub>2</sub> O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF <sub>6</sub> ) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g  D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>7. Impact on Plants and Animals</b> The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <span style="float: right;"><input checked="" type="checkbox"/> NO <input type="checkbox"/> YES</span> <i>If "Yes", answer questions a - j. If "No", move on to Section 8.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>



e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

### 8. Impact on Agricultural Resources

The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.)

☒ NO

☐ YES

*If "Yes", answer questions a - h. If "No", move on to Section 9.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>9. Impact on Aesthetic Resources</b> The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>		<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>10. Impact on Historic and Archeological Resources</b> The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>		<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered "Moderate to large impact may occur", continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property's setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

<b>11. Impact on Open Space and Recreation</b> The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If "Yes", answer questions a - e. If "No", go to Section 12.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>12. Impact on Critical Environmental Areas</b> The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If "Yes", answer questions a - c. If "No", go to Section 13.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>



**13. Impact on Transportation**

The proposed action may result in a change to existing transportation systems.

☒ NO☐ YES

(See Part 1. D.2.j)

*If "Yes", answer questions a - f. If "No", go to Section 14.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**14. Impact on Energy**

The proposed action may cause an increase in the use of any form of energy.

☒ NO☐ YES

(See Part 1. D.2.k)

*If "Yes", answer questions a - e. If "No", go to Section 15.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

**15. Impact on Noise, Odor, and Light**

The proposed action may result in an increase in noise, odors, or outdoor lighting.

☒ NO☐ YES

(See Part 1. D.2.m., n., and o.)

*If "Yes", answer questions a - f. If "No", go to Section 16.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

#### 16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)

☒ NO

☐ YES

*If "Yes", answer questions a - m. If "No", go to Section 17.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

**17. Consistency with Community Plans**

The proposed action is not consistent with adopted land use plans.

(See Part 1. C.1, C.2. and C.3.)

*If "Yes", answer questions a - h. If "No", go to Section 18.*☒ NO☐ YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action's land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**18. Consistency with Community Character**

The proposed project is inconsistent with the existing community character.

(See Part 1. C.2, C.3, D.2, E.3)

*If "Yes", answer questions a - g. If "No", proceed to Part 3.*☒ NO☐ YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>



***Full Environmental Assessment Form***  
***Part 3 - Evaluation of the Magnitude and Importance of Project Impacts***  
***and***  
***Determination of Significance***

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

**Reasons Supporting This Determination:**

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

**Determination of Significance - Type 1 and Unlisted Actions**

SEQR Status: ☐ Type 1 ☒ Unlisted

Identify portions of EAF completed for this Project: ☒ Part 1 ☒ Part 2 ☒ Part 3

Upon review of the information recorded on this EAF, as noted, plus this additional support information  
See Negative Declaration

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the  
Bethlehem Public Library \_\_\_\_\_ as lead agency that:

☒ A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

☐ B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

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There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

☐ C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action: Bethlehem Public Library Addition and Renovations

Name of Lead Agency: Bethlehem Public Library Board of Trustees

Name of Responsible Officer in Lead Agency: Mark Kissinger

Title of Responsible Officer: Board of Trustees President

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

Date:

**For Further Information:**

Contact Person: Geoffrey Kirkpatrick

Address: 451 Delaware Avenue, Delmar, NY 12054

Telephone Number: 518-439-9314

E-mail: [director@bethpl.org](mailto:director@bethpl.org)

**For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:**

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>

**BETHLEHEM PUBLIC LIBRARY**

State Environmental Quality Review Act

**NEGATIVE DECLARATION**

Notice of Determination of Non-Significance

October 15, 2024

This notice is issued pursuant to the State Environmental Quality Review Act, Article 8 of the NYS Environmental Conservation Law and its implementing regulations at Part 617 of the New York State Code of Rules and Regulations (collectively referred to as “SEQRA”).

The Board of Trustees of the Bethlehem Public Library (“Library Board”), as the lead agency under SEQRA, has determined that the proposed action described below will not have a significant adverse environmental impact and a draft environmental impact statement will not be prepared.

**Name of Action:** Library Expansion Project

**SEQR Status:** Unlisted

**Description of Action:**

The Bethlehem Public Library (the “Library”) plans to renovate and expand the existing library building located on Route 443 in Bethlehem, New York (the “Project”). The Library will undertake the Project on its property comprised of SBL ##85.15-4-44, 85.15-4-45, 85.15-4-46, 85.15-4-48 (the “Project Site”). The approximately 19,250 square foot expansion will consist of site renovations that include the following: parking reconfiguration and expansion (19 additional spaces); sidewalk improvements to coordinate with proposed building entryways and to facilitate the movement of pedestrian traffic throughout the Project Site; a book drop loop for pick up or drop off of books/materials; relocation of maintenance area from the front face of the building to the rear; relocation and addition of a maintenance shed, transformer, and backup generator; addition of a pavilion area and associated amenities (drinking fountain, ADA accessibility, and seating areas); relocation of the dumpster/recycling area to behind the building and near to the maintenance area; stormwater, sanitary, and water improvements; landscaping improvements; and the addition of a dedicated employee patio area. Sitework will include the demolition of an existing storage building and house to create enough room for the additional parking required for the building’s expansion.

**Location:** 451 Delaware Avenue  
Delmar, New York 12054



## Reasons Supporting This Determination:

The Library Board has carefully considered whether the Project would potentially have a significant adverse impact on the environment. For the reasons set forth below, the adoption of a SEQRA Negative Declaration by the Library Board is appropriate and a draft environmental impact statement (“DEIS”) will not be prepared.

1. The Library Board has given due consideration to the action as defined by the SEQRA regulations in 6 NYCRR §§ 617.2(b)(1)(i) and 617.3(g).

2. The Library Board has given due consideration to the public and agency comments on the Project.

3. The Library Board has completed Part 1 of the SEQRA Full Environmental Assessment Form (“FEAF”), reviewed the Part 1 information and other supporting information developed through its SEQRA review process including but not limited to: (1) site development and architectural plans; (2) various technical and environmental studies and reports (including a Trip Generation Review, Phase I Environmental Site Assessment, and Pre-Demolition Asbestos Survey Report) and input from its professional consultants; (3) correspondence from the Town of Bethlehem, the New York State Historic Preservation Office (“SHPO”) and the New York State Department of Transportation (“NYSDOT”); (4) design guidelines and requirements of the New York State Department of Environmental Conservation (“NYSDEC”) and New York State Department of Health (“NYSDOH”); and (5) the Town’s Zoning Law and the Town’s 2022 Comprehensive Plan Update. Based on this review the Library Board has completed FEAF Parts 2 and 3 and concluded that the environmental effects of the Project will not exceed any of the criteria requiring the preparation of a DEIS found in 6 NYCRR § 617.7(c), as more fully described below:

a. No substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels; no substantial increase in solid waste production; and no substantial increase in potential for erosion, flooding, leaching or drainage problems will result from the Project. The Project will not generate off-premises noise, waste, lights, glare, or any other intrusive condition.

### Air Quality

The Project entails the demolition of an existing storage building and the adjacent vacant residence at 59 Borthwick Avenue. As discussed below and required by New York State Department of Labor (“NYSDOL”) regulations, a pre-demolition asbestos survey of the residence was prepared to identify any asbestos containing material (“ACM”) that would require removal and disposal by a licensed asbestos abatement contractor. The survey identified the following four sources of ACM, all of which will be removed in accordance with applicable laws: Aircell Pipe Insulation (140 LF), Transite Exterior Siding (3,650 SF), Siding Caulk (4 SF), and Exhaust flue Parging (2 SF).

During construction, construction vehicles will be equipped with factory installed mufflers and emission control devices. Because the Project Site is mostly developed, little to no dust emissions are expected during construction. If necessary, dust suppression measures will be implemented through the use of water trucks during construction. When operational, the new library will not

emit smoke fumes, odors or dust or atmospheric pollutants. There will be no incineration on the Project Site.

*Based on the foregoing, the Project will not result in any significant adverse alteration or impairment to air quality.*

#### Surface Water Quality

Project construction will not have a direct or indirect impact on surface water or wetlands.

There are no wetlands or waterbodies on the Project Site. Vloman Kill, a New York State Class C(T) river/stream is located adjacent to the Project Site; however, it will not be affected by the Project.

Overall, the Project is expected to have a positive impact on the environment by improving the quality of any stormwater run-off from the Project Site. Post-construction, stormwater discharges from the Project Site will be managed and treated prior to discharge to stormwater management facilities located on Delaware Avenue. These improvements will benefit the environment.

#### *Stormwater Control Plan*

The Project Site contains 3.88± acres. All stormwater runoff generated from building roofs, pavements and landscape areas will be directed to existing and proposed subsurface stormwater management facilities where it will be treated for water quality and quantity per NYSDEC standards prior to discharge from the project site. The Project will disturb more than one acre and will be required to prepare a Stormwater Pollution Prevention Plan (SWPPP) and obtain and comply with an NYSDEC Stormwater State Pollutant Discharge Elimination System (SPDES) permit.

*Based on the foregoing, no significant adverse environmental impacts to surface water quality will occur from the Project.*

#### Groundwater quality or quantity

The Library receives potable water supply and sanitary wastewater treatment service from the Town of Bethlehem and these service lines will be reused or upgraded as part of the Project. See, FEAF Part 1. The Project Site is located in the Town of Bethlehem Water District and will cause an increase in water demand to approximately 500<sup>+</sup>/- gallons/day. The district currently has capacity to serve the increase in demand associated with the Project and no expansion of the district is necessary to accommodate the Project.

The Project will not use groundwater wells, nor will it have the potential to introduce contaminants to groundwater or an aquifer. Accordingly, no groundwater wells will be affected by the Project.

*Based on the foregoing, no significant adverse environmental impacts to groundwater resources will occur from the Project.*

## Traffic

The Project is located on the north side of Delaware Avenue. The Project Site will continue to be used for a library and it is not anticipated that the Project will generate substantially more vehicle trips as compared to existing conditions. The Library will continue to be open Monday-Friday from 7:00am-9:00pm; Saturday from 7:00am-6:00pm; and Sunday from 1:00pm-4:30pm.

The existing library has one entrance-only driveway and one exit-only driveway to/from Borthwick Avenue. With the proposed addition, the library will have two full access driveways to Borthwick Avenue with one full access driveway to the main parking lot and one full access driveway to the proposed curbside book-drop window for pick up or drop off of books/materials with interconnection to the parking lot.

To assess the potential transportation impacts of the Project, a trip generation review was completed by the Library's traffic consultant. Trips generated by the existing library and proposed expansion were estimated using the Institute of Transportation Engineers Trip Generation, 11th Edition, which is the industry accepted standard for estimating traffic generated. The estimate was prepared using Land Use 590—Library. The estimates were prepared for a typical overall weekday, the weekday morning peak hour, and the weekday evening peak hour.

The trip generation review concluded as follows:

- *The Project is anticipated to generate an additional 5-13 vehicles entering and exiting during the weekday morning peak hour and an additional 71-76 vehicles entering and exiting during the evening peak hour.*
- *The minimal increase in traffic generated during the morning peak hour will generally not even be noticeable to existing motorists in the area.*
- *The increase in traffic generated during the evening peak hour equates approximately to one additional vehicle entering and exiting the site per minute.*
- *This minor increase in traffic generation would not be anticipated to have any notable impact on traffic operations in the area.*

Given the minor increase in trip generation associated with the Project, no material change in vehicle queuing of left turning vehicles on Borthwick Avenue entering the Project Site during the PM peak hour is anticipated.

To further improve pedestrian safety, the Library District will install sidewalk improvements to coordinate with proposed building entryways and to facilitate the movement of pedestrian traffic throughout the Project Site. The Borthwick Avenue sidewalk will carry through the site access driveways to maintain the pedestrian route into the Project Site. In addition, bicycle racks will be installed at two locations near each of the building entrances.

The Library Board has also considered the potential for impacts from parking associated with the Project. Overall, the Project will reconfigure and expand parking from 117 to 136 spaces. As noted above, the Project is not anticipated to generate much additional traffic, so parking needs are expected to remain the same or to be only slightly greater during normal library hours.



Presently, there is enough on-site parking for existing library customers, and this is expected to continue to be the case after the Project is constructed. There will be no increase in special library events (e.g., summer concert series, outdoor storytimes, or other children's programs), which are typically held during normal library hours. Currently, the Town Hall parking areas are used for overflow parking approximately once monthly for large Library events; similarly, the Library's parking areas are used once weekly for Town Court overflow. No changes to these typical uses is expected. Accordingly, no need for additional overflow parking is anticipated.

Finally, during construction, all construction vehicles and contractor trucks will be parked on the Project Site or the general contractor will make arrangements for alternative locations for parking. The Project's general contractor will manage the number of vehicles on the Project Site at any one time to ensure that both access driveways to Borthwick Avenue are accessible to the community and emergency vehicles. Traffic control measures including signs, barricades, and flagmen will be employed as necessary to minimize traffic impacts during construction. Delivery of construction materials will be timed to avoid morning and afternoon peak traffic hours.

*Based on the foregoing, the Project will not have any significant adverse impacts on traffic or transportation during or after construction of the Project.*

#### Solid Waste Production

Solid waste generated by the Project during ordinary operations will be temporarily stored in an appropriate dumpster or compactor, adjacent to the existing dumpster at Peregrine Senior Living. Screening and dumpster enclosure will be placed around the relocated dumpster to minimize disturbance to adjacent properties at 457 and 459 Delaware Avenue. On a regular basis, a private carter will collect the solid waste for removal and disposal at an approved facility.

During demolition and construction, all generated waste will be managed in accordance with applicable federal, state and local requirements. All construction and demolition ("C&D") debris will be stored temporarily in a dumpster or trucks on the Project Site and removed on a regular basis by a private carting company for disposal off-site at a solid waste management facility approved by NYSDEC for C&D debris. No construction waste will be buried or left on-site. The demolition contractor will conduct demolition operations and the removal of debris to ensure minimum interference with roads, streets, walks, and other adjacent properties, and will provide traffic control measures including signs, barricades, and flagmen.

Prior to beginning demolition work, a certified asbestos removal contractor will be engaged to remove and dispose of ACM in accordance with EPA, OSHA, and NYSDOH regulations and standards. Workers involved in asbestos abatement will have received appropriate training from a NYSDOH accredited asbestos safety training provider and certified through the NYSDOL Asbestos Licensing and Certification Unit. Removed ACM will be transported in accordance with NYSDOH regulations and brought to a landfill approved by NYSDEC and Albany County for the disposal of solid waste containing asbestos materials.

*Based on the foregoing, the Project will not create any significant adverse impacts on solid waste production.*

### Erosion and Flooding

Compared to existing conditions the Project will result in little to no erosion, whether during construction or post-construction. The installation of stormwater management facilities will mitigate any increase in stormwater runoff generated by roofs, pavement and landscape areas by the Project. All erosion and sediment control practices will be installed prior to site disturbance activities, and all areas disturbed during construction will be stabilized by the new construction.

The Project will not have any significant adverse impacts on flooding as it is designed and will be constructed in accordance with the Town's flood damage prevention regulations and will be constructed entirely outside the one-hundred-year floodplain.

*Based on the foregoing, the Project will not create any significant adverse impacts on erosion or flooding in the area.*

### Noise, Odor and Lighting

Noise and odor impacts during construction will be temporary and of short duration. The Library's construction manager, Schoolhouse Construction Services LLC, will work with contractors to ensure that they do not violate the Town of Bethlehem's Noise Abatement and Containment ordinance. Public construction is listed in the ordinance as an exempted activity; however, the library will work with the construction manager to ensure voluntary adherence to the 10:00 pm to 6:00 am hours during which construction noise on residential property is prohibited. If an unanticipated need for construction noise outside these hours, close neighbors will be informed ahead of time.

After construction is complete, the Library's hours of operation will continue to be Monday-Friday from 7:00am-9:00pm; Saturday from 7:00am-6:00pm; and Sunday from 1:00pm-4:30pm. During operations, no odor impacts are expected and noise levels will be the same as under existing conditions. Deliveries of library materials will be relocated to the backside of the building and will continue to occur once per week after 6:00 am. Emptying services associated with the Better World Books bin will also be relocated to the backside of the building continue to occur between 9:00am and 7:00pm. The use of maintenance equipment (e.g., lawnmowers, snowblowers, etc.) and snow plowing will be relocated to the backside of the building and these services will also remain the same. Garbage collection will be relocated adjacent to existing dumpsters at Peregrine Senior Living and collection will occur by the same refuse contractor at the same time (once per week after 6:00 am). Events such as concerts and other outdoor programs will remain the same and are not expected to occur outside of normal library operating hours. Finally, the existing rooftop HVAC units will be eliminated, which may cause noise levels to decrease from current conditions.

New site lighting poles will be installed throughout the site. All lighting will be dark sky compliant and directed downward to prevent stray horizontal spillage onto neighboring properties and comply with Town of Bethlehem Zoning Law 128-52 – Lighting relative to pole location, luminaire mounting height, use of luminaire cut-offs, maximum footcandles at the property line and other appropriate code requirements when installing site lighting within a residential area.

*Thus, the Project will not result in any significant adverse noise levels, or odor or lighting impacts.*

b. No removal or destruction of large quantities of vegetation or fauna; no substantial interference with the movement of any resident or migratory fish or wildlife species; no impacts on a significant habitat area; no substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species; and no other significant adverse impacts to natural resources will result from the Project.

The Project involves the redevelopment of an existing Project Site that contains no suitable habitat for wildlife or any protected plants, animals or any fish. The Project's stormwater management system will benefit wildlife by treating and improving stormwater run-off from the Project Site. The Project Site is not a critical wildlife area or wildlife refuge, little to no wildlife is present on the portion of the property where the Project will be built, and there are no known rare, threatened or endangered plants or animals present on the Project Site. See, FEAF, Part 1. Some trees and vegetation along the perimeter of the Project will be lost to accommodate the expansion; however, landscaping improvements will also be made and may serve as potential habitat birds, squirrels, etc.).

*Accordingly, no significant adverse impacts to plants or wildlife will occur from the Project.*

c. The Project will not create the impairment of the environmental characteristics of a Critical Environmental Area (CEA) as designated pursuant to subdivision 6 NYCRR § 617.14(g).

Redevelopment of the Site will not have any impacts on any critical environmental areas (CEAs) designated by NYSDEC because the Project Site does not contain any CEAs. No CEAs are located near the Project Site.

d. The Project will not create a material conflict with the community's current plans or goals as officially approved or adopted.

The Project furthers Bethlehem's community vision and goals as reflected in the Town of Bethlehem 2022 Comprehensive Plan Update (the "Plan"). Conserving and reusing the community's cultural institutions is a key part of the vision articulated in the Plan (Plan, P.23). The Project will support this vision with a new library that provides better and more modern space and services for the community. Expansion of the library with ADA-compliant improvements will ensure equitable access to town cultural facilities and further the Town's goal of ensuring that town services, events and facilities are disability inclusive and reachable by all persons regardless of social or economic background (Plan, P.102).

The Project is located in the CR-Core Residential zoning district and is designed to comply overall with the Town's Zoning Law.

*For the foregoing reasons, the Project will not cause any significant adverse impact to Bethlehem's community goals as adopted in its Comprehensive Plan and Zoning Law.*

e. The Project will not adversely impair the character or quality of important historical, archeological, architectural, or aesthetic resources or existing community or neighborhood character.

#### *Historic, Archeological or Architectural Resources*

The Project will not impair the character or quality of important historic and/or archaeological resources given the extensive prior disturbance and development of the Project Site. The residence at 59 Borthwick Avenue is not State/National Register eligible, and thus its demolition will have no impact on historic, archaeological, or architectural resources. The Town Historian will be given an opportunity to photograph the residence prior to demolition. The redevelopment and expansion of the Library will improve the existing facility with a new, state-of-the-art facility which will expand Library access and services for the public. By letter dated July 30, 2024, the State Historic Preservation Office concluded that “the proposed new addition, parking, and landscaping will be appropriate to the historic library building” and the original library structure, which will not change, will continue to be eligible for listing in the State and National Registers of Historic Places. By letter dated August 6, 2024, SHPO determined that the Project would not have any adverse effect on cultural resources including archaeological and/or historic places, listed in or eligible for the New York State and National Registers of Historic Place.

*Based on the foregoing, the Project will not have any significant adverse impacts on historic, archeological, or architectural resources.*

#### *Aesthetic Resources*

The Project will not have a significant adverse impact on aesthetic resources. A site landscape plan has been developed to enhance views of the Project Site from neighboring properties. Existing vegetation and trees which screen the Project Site from Borthwick and Delaware Avenues will be preserved where possible. Additional landscaping will be placed to screen the 12 parking spaces along Borthwick Avenue. Screening and dumpster enclosure will be placed around the relocated dumpster to minimize disturbance to adjacent properties at 457 and 459 Delaware Avenue.

The existing character and appearance of the building will be preserved and exterior alterations will be limited to the following:

- Exterior masonry "brick" re-pointing, sealing, flashing modifications and cleaning;
- Removal of existing exterior masonry “brick” at two (2) structural bays where additional steel bracing is required to meet code. Curtain wall glazing/aluminum systems to be infilled at masonry removal after steel reinforcements are complete;
- Re-sealing of existing skylights;
- Re-painting of existing textured fascia areas;
- Removal of existing EPDM roof system in lieu of a new EPDM roof system that includes a higher R-value than what currently exists;
- Removal of existing rooftop mechanical equipment; and
- Demolition at existing north facade to accommodate connection/integration of the proposed addition.



*Based on the foregoing, the Project will not have any significant adverse impacts on aesthetic resources.*

#### *Existing Community or Neighborhood Character*

The Project is designed to support community goals as reflected in Bethlehem's Comprehensive Plan. The Project, consistent with the Comprehensive Plan, will provide more functional and inclusive community space and services that will address the needs of all residents, including providing for ADA-compliance.

#### *Community Services*

The Project will not create any additional demand for community services. The Library will continue to be served by public sewer and water, which have adequate capacity to serve the Project. The Project will also continue to be served by the Delmar Fire Department. The Project will not generate any school-aged children and will not create any significant adverse impacts on the local school district. The Library will not conduct any activities that will increase the demand for police services at the Project Site and will continue to be served by the Bethlehem Police Department.

*Based on the foregoing, the Project will not have any significant adverse impacts on community character.*

#### f. The Project will not create a major change in the use of either the quantity or type of energy.

The Project Site is presently served by existing public utilities including electric, cable and telephone services via overhead transmission lines. The site lighting plan will utilize energy efficient LED site light fixtures and utilize timers, dimmers, sensors and/or other photocell controllers to limit facilities lighting when it is not needed and to reduce overall energy consumption.

*Based on the foregoing, no significant adverse environmental impacts associated with energy usage are anticipated.*

#### g. The Project will not create any significant hazards to human health.

No impacts to human health are anticipated by the redevelopment of the Project Site because the construction and library operations will be undertaken in accordance with and in compliance with all pertinent environmental and land development regulations and related permit and approval procedures and requirements. In addition, a Phase I environmental assessment was completed for the Project Site and no significant environmental issues were identified.

#### h. The Project will not create a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses for the reasons set forth herein.

The Project consists of the redevelopment of an existing library to improve space and services for the public. No substantial increase in the intensity of the library use is anticipated.

Construction of Phase 1 of the Project is proposed to begin in late spring or early summer of 2025. Phase I will include sitework and new construction and is expected to take +/-12 months. Phase II is proposed to begin late spring or early summer of 2026. Phase II will include renovation and construction of the existing building and the remaining sitework, and is expected to take +/-12 months.

Natural materials on the Site will be utilized to achieve planned grades. Erosion and sediment control measures will be implemented prior to any construction and will be inspected during construction until the Project Site is stabilized. Post-construction, stormwater from the Project Site will be managed and treated through an upgraded system to further reduce the potential for erosion.

*Based on the foregoing, Project is not anticipated to have any significant adverse impact on land resources.*

i. The Project will not encourage or attract a large number of people to the Town of Bethlehem, compared to the number of people who would come to such place absent its occurrence.

The Project will not attract a large number of people to the Town of Bethlehem as it will still be operated as a local library that is primarily designed to serve the local public. The primary goals of the Project are to provide better space and service to the Library's existing constituency while providing some room for growth in the use of the library in the future.

j. The Project will not create a material demand for other actions that would result in one of the above consequences.

Redevelopment of the Project Site by the Project will not create any new material demands.

k. No cumulative adverse impacts on the environment will result from the Project.

Redevelopment of the Project Site for the Project will not have any cumulative impacts on the environment.

**For further information:**

Contact Person: Geoff Kirkpatrick, Director  
Bethlehem Public Library

Address: 451 Delaware Avenue  
Delmar, NY 12054

Telephone: 518-439-9314

**A copy of this Notice of Negative Declaration will be distributed to:**

Town of Bethlehem  
Bethlehem Central School District  
Albany County Department of Public Works  
New York State Department of Education  
New York State Department of Environmental Conservation  
New York State Department of Transportation  
New York State Historic Preservation Office

## **BETHLEHEM PUBLIC LIBRARY**

### **RESOLUTION ADOPTING A NEGATIVE DECLARATION UNDER THE STATE ENVIRONMENTAL QUALITY REVIEW ACT (“SEQRA”) FOR THE RENOVATION AND EXPANSION OF THE BETHLEHEM PUBLIC LIBRARY IN BETHLEHEM, NEW YORK**

At a special meeting of the Board of Trustees of the Bethlehem Public Library, located in Bethlehem, Albany County, New York, held, in said Town, on the 15<sup>th</sup> day of October, 2024, at 6:00 o'clock P.M., Prevailing Time.

The following resolution was offered by M. Walsh, seconded by S. Patterson, to wit;

**WHEREAS**, the Bethlehem Public Library (the “Library”) plans to reconstruction and expansion of its existing library building (the “Project”) located at 451 Delaware Avenue (Route 443), in Bethlehem, Albany County, New York that is designated as Town of Bethlehem tax parcel(s) SBL ##85.15-4-44, 85.15-4-45, 85.15-4-46, 85.15-4-48 (the “Project Site”); and

**WHEREAS**, the Project involves the expansion (by approximately 19,250sqf) and reconstruction of the existing library building, including new and expanded meeting areas, children and teens spaces, and staff areas, parking reconfiguration and expansion, sidewalk improvements, a book drop loop and relocation of maintenance area and shed, electrical upgrades and a installation of a generator; an outdoor pavilion area and associated amenities, HVAC improvements, and site work on the Project Site. The Library is designing the new library building to meet the present and future needs of the community by expanding meeting facilities and study rooms, children’s area, teen spaces, and parking, and enhancing accessibility and sustainability; and

**WHEREAS**, the Project’s scope has been presented to the Library Board of Trustees as generally described in the drawings constituting the presentation by Ashley McGraw Architects, dated October 15, 2024, and the Budget Estimate for the Project prepared by Ashley McGraw Architects and Schoolhouse Construction Services LLC, revised October 14, 2024; and

**WHEREAS**, pursuant to Education Law §260(10), the Library Board of Trustees is authorized to require the Board of Education to call, give notice of and conduct a special district meeting for the purpose of authorizing the issuance of obligations of the school district for construction of library facilities and the levying of a tax therefor; and

**WHEREAS**, the Library seeks to place the financing of the Project before the school district voters of the Bethlehem Central School District for their consideration at a special district meeting to be held on December 12, 2024; and

**WHEREAS**, the State Environmental Quality Review Act and its implementing regulations in 6 NYCRR Part 617 (collectively, “SEQRA”) require the Library to conduct a

thorough review of the Project's potentially significant adverse environmental impacts prior to undertaking the Project; and

**WHEREAS**, the Library has prepared a Full Environmental Assessment Form ("FEAF") Part 1, classified the Project as an Unlisted action pursuant to SEQRA; and

**WHEREAS**, the other involved agencies for the Project are: Town of Bethlehem, Bethlehem Central School District, Albany County Department of Public Works, NYS Education Department, NYS Department of Environmental Conservation, NYS Department of Transportation, and NYS Historic Preservation Office; and

**WHEREAS**, by resolution dated June 10, 2024, the Library Board of Trustees stated its intention to act as lead agency and no involved agency has objected to the Library Board of Trustees acting in that capacity; and

**WHEREAS**, the SEQRA regulations provide that for an Unlisted action the agency making a determination of significance must: (1) consider the action as defined in sections 617.2(b) and 617.3(g) of SEQRA; (2) review the FEAF Part 1, the criteria for determining significance contained in SEQRA and any other supporting information to identify the relevant areas of environmental concern; (3) thoroughly analyze the identified relevant areas of environmental concern to determine if the action may have a significant adverse impact on the environment; and (4) set forth its determination of significance in a written form containing a reasoned elaboration and providing reference to any supporting documentation; and

**WHEREAS**, the SEQRA regulations also provide that to determine whether a proposed Unlisted action "may have a significant adverse impact on the environment, the impacts that may be reasonably expected to result from the proposed action must be compared against the criteria in [section 617.7(c)(1) of the SEQRA regulations]"; and

**WHEREAS**, the Library has reviewed and considered the following supporting information, among other things, as part of its environmental review of the Project under SEQRA: (1) FEAF Parts 1, 2 and 3; (2) site development plans, floor plans and architectural renderings; and (3) correspondence from the New York State Office of Park, Recreation and Historic Preservation confirming that the Project will have no adverse effect on historic or architectural resources; and

**WHEREAS**, after reviewing and completing FEAF Parts 1, 2 and 3; after reviewing all other supporting information developed for the Project, and public comment; and after reviewing the criteria for determining significance set forth under Section 617.7(c)(1) of the SEQRA regulations and analyzing the relevant areas of environmental concern, the Library has determined that the Project will not create any significant adverse environmental impacts.

**NOW, THEREFORE, BE IT RESOLVED**, that the Library approves the FEAF (Parts 1, 2 and 3) and the Library's Board of Trustees President is authorized to sign Part 3 of the FEAF on behalf of the Library; and



**BE IT FURTHER RESOLVED**, that the Library issues the Negative Declaration for the Project, attached hereto as Exhibit A, concluding that the Project will not create any significant adverse environmental impacts and that a draft environmental impact statement will not be prepared; and

**BE IT FURTHER RESOLVED**, that the Library adopts and incorporates herein by reference the attached written Negative Declaration for the Project; and

**BE IT FURTHER RESOLVED**, that the Library directs its clerk to file the attached Negative Declaration as required by the SEQRA regulations set forth in 6 NYCRR § 617.12; and

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately.

This question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Mark Kissinger, President	VOTING <u>YES</u>
Caroline Brancatella	VOTING <u>YES</u>
Laura DiBetta	VOTING <u>Abstain</u>
Sarah Patterson	VOTING <u>YES</u>
Gail Sacco	VOTING <u>YES</u>
Lisa Scoons	VOTING <u>Absent</u>
Michelle Walsh	VOTING <u>YES</u>

STATE OF NEW YORK                    )  
  )       ss:  
COUNTY OF ALBANY                 )

I, the Secretary of the Board of Trustees of the Bethlehem Public Library, located in the Town of Bethlehem and County of Albany, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a special meeting of the Board of Trustees of the Bethlehem Public Library held on October 15, 2024, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees of the Library had due notice of said meeting, (ii) said meeting was in all respects duly held and (iii) pursuant to Article 7 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Article.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this \_\_\_\_ day of October, 2024.

\_\_\_\_\_  
Sarah Patterson  
Secretary

(SEAL)

Attachment A

**BETHLEHEM PUBLIC LIBRARY**

State Environmental Quality Review Act

**NEGATIVE DECLARATION**

Notice of Determination of Non-Significance

October 15, 2024

This notice is issued pursuant to the State Environmental Quality Review Act, Article 8 of the NYS Environmental Conservation Law and its implementing regulations at Part 617 of the New York State Code of Rules and Regulations (collectively referred to as “SEQRA”).

The Board of Trustees of the Bethlehem Public Library (“Library Board”), as the lead agency under SEQRA, has determined that the proposed action described below will not have a significant adverse environmental impact and a draft environmental impact statement will not be prepared.

**Name of Action:** Library Expansion Project

**SEQR Status:** Unlisted

**Description of Action:**

The Bethlehem Public Library (the “Library”) plans to renovate and expand the existing library building located on Route 443 in Bethlehem, New York (the “Project”). The Library will undertake the Project on its property comprised of SBL ##85.15-4-44, 85.15-4-45, 85.15-4-46, 85.15-4-48 (the “Project Site”). The approximately 19,250 square foot expansion will consist of site renovations that include the following: parking reconfiguration and expansion (19 additional spaces); sidewalk improvements to coordinate with proposed building entryways and to facilitate the movement of pedestrian traffic throughout the Project Site; a book drop loop for pick up or drop off of books/materials; relocation of maintenance area from the front face of the building to the rear; relocation and addition of a maintenance shed, transformer, and backup generator; addition of a pavilion area and associated amenities (drinking fountain, ADA accessibility, and seating areas); relocation of the dumpster/recycling area to behind the building and near to the maintenance area; stormwater, sanitary, and water improvements; landscaping improvements; and the addition of a dedicated employee patio area. Sitework will include the demolition of an existing storage building and house to create enough room for the additional parking required for the building’s expansion.

**Location:** 451 Delaware Avenue  
Delmar, New York 12054

## Reasons Supporting This Determination:

The Library Board has carefully considered whether the Project would potentially have a significant adverse impact on the environment. For the reasons set forth below, the adoption of a SEQRA Negative Declaration by the Library Board is appropriate and a draft environmental impact statement (“DEIS”) will not be prepared.

1. The Library Board has given due consideration to the action as defined by the SEQRA regulations in 6 NYCRR §§ 617.2(b)(1)(i) and 617.3(g).

2. The Library Board has given due consideration to the public and agency comments on the Project.

3. The Library Board has completed Part 1 of the SEQRA Full Environmental Assessment Form (“FEAF”), reviewed the Part 1 information and other supporting information developed through its SEQRA review process including but not limited to: (1) site development and architectural plans; (2) various technical and environmental studies and reports (including a Trip Generation Review, Phase I Environmental Site Assessment, and Pre-Demolition Asbestos Survey Report) and input from its professional consultants; (3) correspondence from the Town of Bethlehem, the New York State Historic Preservation Office (“SHPO”) and the New York State Department of Transportation (“NYSDOT”); (4) design guidelines and requirements of the New York State Department of Environmental Conservation (“NYSDEC”) and New York State Department of Health (“NYSDOH”); and (5) the Town’s Zoning Law and the Town’s 2022 Comprehensive Plan Update. Based on this review the Library Board has completed FEAF Parts 2 and 3 and concluded that the environmental effects of the Project will not exceed any of the criteria requiring the preparation of a DEIS found in 6 NYCRR § 617.7(c), as more fully described below:

a. No substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels; no substantial increase in solid waste production; and no substantial increase in potential for erosion, flooding, leaching or drainage problems will result from the Project. The Project will not generate off-premises noise, waste, lights, glare, or any other intrusive condition.

### Air Quality

The Project entails the demolition of an existing storage building and the adjacent vacant residence at 59 Borthwick Avenue. As discussed below and required by New York State Department of Labor (“NYSDOL”) regulations, a pre-demolition asbestos survey of the residence was prepared to identify any asbestos containing material (“ACM”) that would require removal and disposal by a licensed asbestos abatement contractor. The survey identified the following four sources of ACM, all of which will be removed in accordance with applicable laws: Aircell Pipe Insulation (140 LF), Transite Exterior Siding (3,650 SF), Siding Caulk (4 SF), and Exhaust flue Parging (2 SF).

During construction, construction vehicles will be equipped with factory installed mufflers and emission control devices. Because the Project Site is mostly developed, little to no dust emissions are expected during construction. If necessary, dust suppression measures will be implemented through the use of water trucks during construction. When operational, the new library will not

emit smoke fumes, odors or dust or atmospheric pollutants. There will be no incineration on the Project Site.

*Based on the foregoing, the Project will not result in any significant adverse alteration or impairment to air quality.*

#### Surface Water Quality

Project construction will not have a direct or indirect impact on surface water or wetlands.

There are no wetlands or waterbodies on the Project Site. Vloman Kill, a New York State Class C(T) river/stream is located adjacent to the Project Site; however, it will not be affected by the Project.

Overall, the Project is expected to have a positive impact on the environment by improving the quality of any stormwater run-off from the Project Site. Post-construction, stormwater discharges from the Project Site will be managed and treated prior to discharge to stormwater management facilities located on Delaware Avenue. These improvements will benefit the environment.

#### *Stormwater Control Plan*

The Project Site contains 3.88± acres. All stormwater runoff generated from building roofs, pavements and landscape areas will be directed to existing and proposed subsurface stormwater management facilities where it will be treated for water quality and quantity per NYSDEC standards prior to discharge from the project site. The Project will disturb more than one acre and will be required to prepare a Stormwater Pollution Prevention Plan (SWPPP) and obtain and comply with an NYSDEC Stormwater State Pollutant Discharge Elimination System (SPDES) permit.

*Based on the foregoing, no significant adverse environmental impacts to surface water quality will occur from the Project.*

#### Groundwater quality or quantity

The Library receives potable water supply and sanitary wastewater treatment service from the Town of Bethlehem and these service lines will be reused or upgraded as part of the Project. See, FEAF Part 1. The Project Site is located in the Town of Bethlehem Water District and will cause an increase in water demand to approximately 500<sup>+</sup>/- gallons/day. The district currently has capacity to serve the increase in demand associated with the Project and no expansion of the district is necessary to accommodate the Project.

The Project will not use groundwater wells, nor will it have the potential to introduce contaminants to groundwater or an aquifer. Accordingly, no groundwater wells will be affected by the Project.

*Based on the foregoing, no significant adverse environmental impacts to groundwater resources will occur from the Project.*



## Traffic

The Project is located on the north side of Delaware Avenue. The Project Site will continue to be used for a library and it is not anticipated that the Project will generate substantially more vehicle trips as compared to existing conditions. The Library will continue to be open Monday-Friday from 7:00am-9:00pm; Saturday from 7:00am-6:00pm; and Sunday from 1:00pm-4:30pm.

The existing library has one entrance-only driveway and one exit-only driveway to/from Borthwick Avenue. With the proposed addition, the library will have two full access driveways to Borthwick Avenue with one full access driveway to the main parking lot and one full access driveway to the proposed curbside book-drop window for pick up or drop off of books/materials with interconnection to the parking lot.

To assess the potential transportation impacts of the Project, a trip generation review was completed by the Library's traffic consultant. Trips generated by the existing library and proposed expansion were estimated using the Institute of Transportation Engineers Trip Generation, 11th Edition, which is the industry accepted standard for estimating traffic generated. The estimate was prepared using Land Use 590—Library. The estimates were prepared for a typical overall weekday, the weekday morning peak hour, and the weekday evening peak hour.

The trip generation review concluded as follows:

- *The Project is anticipated to generate an additional 5-13 vehicles entering and exiting during the weekday morning peak hour and an additional 71-76 vehicles entering and exiting during the evening peak hour.*
- *The minimal increase in traffic generated during the morning peak hour will generally not even be noticeable to existing motorists in the area.*
- *The increase in traffic generated during the evening peak hour equates approximately to one additional vehicle entering and exiting the site per minute.*
- *This minor increase in traffic generation would not be anticipated to have any notable impact on traffic operations in the area.*

Given the minor increase in trip generation associated with the Project, no material change in vehicle queuing of left turning vehicles on Borthwick Avenue entering the Project Site during the PM peak hour is anticipated.

To further improve pedestrian safety, the Library District will install sidewalk improvements to coordinate with proposed building entryways and to facilitate the movement of pedestrian traffic throughout the Project Site. The Borthwick Avenue sidewalk will carry through the site access driveways to maintain the pedestrian route into the Project Site. In addition, bicycle racks will be installed at two locations near each of the building entrances.

The Library Board has also considered the potential for impacts from parking associated with the Project. Overall, the Project will reconfigure and expand parking from 117 to 136 spaces. As noted above, the Project is not anticipated to generate much additional traffic, so parking needs are expected to remain the same or to be only slightly greater during normal library hours.

Presently, there is enough on-site parking for existing library customers, and this is expected to continue to be the case after the Project is constructed. There will be no increase in special library events (e.g., summer concert series, outdoor storytimes, or other children's programs), which are typically held during normal library hours. Currently, the Town Hall parking areas are used for overflow parking approximately once monthly for large Library events; similarly, the Library's parking areas are used once weekly for Town Court overflow. No changes to these typical uses is expected. Accordingly, no need for additional overflow parking is anticipated.

Finally, during construction, all construction vehicles and contractor trucks will be parked on the Project Site or the general contractor will make arrangements for alternative locations for parking. The Project's general contractor will manage the number of vehicles on the Project Site at any one time to ensure that both access driveways to Borthwick Avenue are accessible to the community and emergency vehicles. Traffic control measures including signs, barricades, and flagmen will be employed as necessary to minimize traffic impacts during construction. Delivery of construction materials will be timed to avoid morning and afternoon peak traffic hours.

*Based on the foregoing, the Project will not have any significant adverse impacts on traffic or transportation during or after construction of the Project.*

#### Solid Waste Production

Solid waste generated by the Project during ordinary operations will be temporarily stored in an appropriate dumpster or compactor, adjacent to the existing dumpster at Peregrine Senior Living. Screening and dumpster enclosure will be placed around the relocated dumpster to minimize disturbance to adjacent properties at 457 and 459 Delaware Avenue. On a regular basis, a private carter will collect the solid waste for removal and disposal at an approved facility.

During demolition and construction, all generated waste will be managed in accordance with applicable federal, state and local requirements. All construction and demolition ("C&D") debris will be stored temporarily in a dumpster or trucks on the Project Site and removed on a regular basis by a private carting company for disposal off-site at a solid waste management facility approved by NYSDEC for C&D debris. No construction waste will be buried or left on-site. The demolition contractor will conduct demolition operations and the removal of debris to ensure minimum interference with roads, streets, walks, and other adjacent properties, and will provide traffic control measures including signs, barricades, and flagmen.

Prior to beginning demolition work, a certified asbestos removal contractor will be engaged to remove and dispose of ACM in accordance with EPA, OSHA, and NYSDOH regulations and standards. Workers involved in asbestos abatement will have received appropriate training from a NYSDOH accredited asbestos safety training provider and certified through the NYSDOL Asbestos Licensing and Certification Unit. Removed ACM will be transported in accordance with NYSDOH regulations and brought to a landfill approved by NYSDEC and Albany County for the disposal of solid waste containing asbestos materials.

*Based on the foregoing, the Project will not create any significant adverse impacts on solid waste production.*

### Erosion and Flooding

Compared to existing conditions the Project will result in little to no erosion, whether during construction or post-construction. The installation of stormwater management facilities will mitigate any increase in stormwater runoff generated by roofs, pavement and landscape areas by the Project. All erosion and sediment control practices will be installed prior to site disturbance activities, and all areas disturbed during construction will be stabilized by the new construction.

The Project will not have any significant adverse impacts on flooding as it is designed and will be constructed in accordance with the Town's flood damage prevention regulations and will be constructed entirely outside the one-hundred-year floodplain.

*Based on the foregoing, the Project will not create any significant adverse impacts on erosion or flooding in the area.*

### Noise, Odor and Lighting

Noise and odor impacts during construction will be temporary and of short duration. The Library's construction manager, Schoolhouse Construction Services LLC, will work with contractors to ensure that they do not violate the Town of Bethlehem's Noise Abatement and Containment ordinance. Public construction is listed in the ordinance as an exempted activity; however, the library will work with the construction manager to ensure voluntary adherence to the 10:00 pm to 6:00 am hours during which construction noise on residential property is prohibited. If an unanticipated need for construction noise outside these hours, close neighbors will be informed ahead of time.

After construction is complete, the Library's hours of operation will continue to be Monday-Friday from 7:00am-9:00pm; Saturday from 7:00am-6:00pm; and Sunday from 1:00pm-4:30pm. During operations, no odor impacts are expected and noise levels will be the same as under existing conditions. Deliveries of library materials will be relocated to the backside of the building and will continue to occur once per week after 6:00 am. Emptying services associated with the Better World Books bin will also be relocated to the backside of the building continue to occur between 9:00am and 7:00pm. The use of maintenance equipment (e.g., lawnmowers, snowblowers, etc.) and snow plowing will be relocated to the backside of the building and these services will also remain the same. Garbage collection will be relocated adjacent to existing dumpsters at Peregrine Senior Living and collection will occur by the same refuse contractor at the same time (once per week after 6:00 am). Events such as concerts and other outdoor programs will remain the same and are not expected to occur outside of normal library operating hours. Finally, the existing rooftop HVAC units will be eliminated, which may cause noise levels to decrease from current conditions.

New site lighting poles will be installed throughout the site. All lighting will be dark sky compliant and directed downward to prevent stray horizontal spillage onto neighboring properties and comply with Town of Bethlehem Zoning Law 128-52 – Lighting relative to pole location, luminaire mounting height, use of luminaire cut-offs, maximum footcandles at the property line and other appropriate code requirements when installing site lighting within a residential area.

*Thus, the Project will not result in any significant adverse noise levels, or odor or lighting impacts.*

b. No removal or destruction of large quantities of vegetation or fauna; no substantial interference with the movement of any resident or migratory fish or wildlife species; no impacts on a significant habitat area; no substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species; and no other significant adverse impacts to natural resources will result from the Project.

The Project involves the redevelopment of an existing Project Site that contains no suitable habitat for wildlife or any protected plants, animals or any fish. The Project's stormwater management system will benefit wildlife by treating and improving stormwater run-off from the Project Site. The Project Site is not a critical wildlife area or wildlife refuge, little to no wildlife is present on the portion of the property where the Project will be built, and there are no known rare, threatened or endangered plants or animals present on the Project Site. See, FEAF, Part 1. Some trees and vegetation along the perimeter of the Project will be lost to accommodate the expansion; however, landscaping improvements will also be made and may serve as potential habitat birds, squirrels, etc.).

*Accordingly, no significant adverse impacts to plants or wildlife will occur from the Project.*

c. The Project will not create the impairment of the environmental characteristics of a Critical Environmental Area (CEA) as designated pursuant to subdivision 6 NYCRR § 617.14(g).

Redevelopment of the Site will not have any impacts on any critical environmental areas (CEAs) designated by NYSDEC because the Project Site does not contain any CEAs. No CEAs are located near the Project Site.

d. The Project will not create a material conflict with the community's current plans or goals as officially approved or adopted.

The Project furthers Bethlehem's community vision and goals as reflected in the Town of Bethlehem 2022 Comprehensive Plan Update (the "Plan"). Conserving and reusing the community's cultural institutions is a key part of the vision articulated in the Plan (Plan, P.23). The Project will support this vision with a new library that provides better and more modern space and services for the community. Expansion of the library with ADA-compliant improvements will ensure equitable access to town cultural facilities and further the Town's goal of ensuring that town services, events and facilities are disability inclusive and reachable by all persons regardless of social or economic background (Plan, P.102).

The Project is located in the CR-Core Residential zoning district and is designed to comply overall with the Town's Zoning Law.

*For the foregoing reasons, the Project will not cause any significant adverse impact to Bethlehem's community goals as adopted in its Comprehensive Plan and Zoning Law.*

e. The Project will not adversely impair the character or quality of important historical, archeological, architectural, or aesthetic resources or existing community or neighborhood character.

#### *Historic, Archeological or Architectural Resources*

The Project will not impair the character or quality of important historic and/or archaeological resources given the extensive prior disturbance and development of the Project Site. The residence at 59 Borthwick Avenue is not State/National Register eligible, and thus its demolition will have no impact on historic, archaeological, or architectural resources. The Town Historian will be given an opportunity to photograph the residence prior to demolition. The redevelopment and expansion of the Library will improve the existing facility with a new, state-of-the-art facility which will expand Library access and services for the public. By letter dated July 30, 2024, the State Historic Preservation Office concluded that “the proposed new addition, parking, and landscaping will be appropriate to the historic library building” and the original library structure, which will not change, will continue to be eligible for listing in the State and National Registers of Historic Places. By letter dated August 6, 2024, SHPO determined that the Project would not have any adverse effect on cultural resources including archaeological and/or historic places, listed in or eligible for the New York State and National Registers of Historic Place.

*Based on the foregoing, the Project will not have any significant adverse impacts on historic, archeological, or architectural resources.*

#### *Aesthetic Resources*

The Project will not have a significant adverse impact on aesthetic resources. A site landscape plan has been developed to enhance views of the Project Site from neighboring properties. Existing vegetation and trees which screen the Project Site from Borthwick and Delaware Avenues will be preserved where possible. Additional landscaping will be placed to screen the 12 parking spaces along Borthwick Avenue. Screening and dumpster enclosure will be placed around the relocated dumpster to minimize disturbance to adjacent properties at 457 and 459 Delaware Avenue.

The existing character and appearance of the building will be preserved and exterior alterations will be limited to the following:

- Exterior masonry "brick" re-pointing, sealing, flashing modifications and cleaning;
- Removal of existing exterior masonry “brick” at two (2) structural bays where additional steel bracing is required to meet code. Curtain wall glazing/aluminum systems to be infilled at masonry removal after steel reinforcements are complete;
- Re-sealing of existing skylights;
- Re-painting of existing textured fascia areas;
- Removal of existing EPDM roof system in lieu of a new EPDM roof system that includes a higher R-value than what currently exists;
- Removal of existing rooftop mechanical equipment; and
- Demolition at existing north facade to accommodate connection/integration of the proposed addition.



*Based on the foregoing, the Project will not have any significant adverse impacts on aesthetic resources.*

#### *Existing Community or Neighborhood Character*

The Project is designed to support community goals as reflected in Bethlehem's Comprehensive Plan. The Project, consistent with the Comprehensive Plan, will provide more functional and inclusive community space and services that will address the needs of all residents, including providing for ADA-compliance.

#### *Community Services*

The Project will not create any additional demand for community services. The Library will continue to be served by public sewer and water, which have adequate capacity to serve the Project. The Project will also continue to be served by the Delmar Fire Department. The Project will not generate any school-aged children and will not create any significant adverse impacts on the local school district. The Library will not conduct any activities that will increase the demand for police services at the Project Site and will continue to be served by the Bethlehem Police Department.

*Based on the foregoing, the Project will not have any significant adverse impacts on community character.*

#### f. The Project will not create a major change in the use of either the quantity or type of energy.

The Project Site is presently served by existing public utilities including electric, cable and telephone services via overhead transmission lines. The site lighting plan will utilize energy efficient LED site light fixtures and utilize timers, dimmers, sensors and/or other photocell controllers to limit facilities lighting when it is not needed and to reduce overall energy consumption.

*Based on the foregoing, no significant adverse environmental impacts associated with energy usage are anticipated.*

#### g. The Project will not create any significant hazards to human health.

No impacts to human health are anticipated by the redevelopment of the Project Site because the construction and library operations will be undertaken in accordance with and in compliance with all pertinent environmental and land development regulations and related permit and approval procedures and requirements. In addition, a Phase I environmental assessment was completed for the Project Site and no significant environmental issues were identified.

#### h. The Project will not create a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses for the reasons set forth herein.

The Project consists of the redevelopment of an existing library to improve space and services for the public. No substantial increase in the intensity of the library use is anticipated.

Construction of Phase 1 of the Project is proposed to begin in late spring or early summer of 2025. Phase I will include sitework and new construction and is expected to take +/-12 months. Phase II is proposed to begin late spring or early summer of 2026. Phase II will include renovation and construction of the existing building and the remaining sitework, and is expected to take +/-12 months.

Natural materials on the Site will be utilized to achieve planned grades. Erosion and sediment control measures will be implemented prior to any construction and will be inspected during construction until the Project Site is stabilized. Post-construction, stormwater from the Project Site will be managed and treated through an upgraded system to further reduce the potential for erosion.

*Based on the foregoing, Project is not anticipated to have any significant adverse impact on land resources.*

i. The Project will not encourage or attract a large number of people to the Town of Bethlehem, compared to the number of people who would come to such place absent its occurrence.

The Project will not attract a large number of people to the Town of Bethlehem as it will still be operated as a local library that is primarily designed to serve the local public. The primary goals of the Project are to provide better space and service to the Library's existing constituency while providing some room for growth in the use of the library in the future.

j. The Project will not create a material demand for other actions that would result in one of the above consequences.

Redevelopment of the Project Site by the Project will not create any new material demands.

k. No cumulative adverse impacts on the environment will result from the Project.

Redevelopment of the Project Site for the Project will not have any cumulative impacts on the environment.

**For further information:**

Contact Person: Geoff Kirkpatrick, Director  
Bethlehem Public Library

Address: 451 Delaware Avenue  
Delmar, NY 12054

Telephone: 518-439-9314

**A copy of this Notice of Negative Declaration will be distributed to:**

Town of Bethlehem  
Bethlehem Central School District  
Albany County Department of Public Works  
New York State Department of Education  
New York State Department of Environmental Conservation  
New York State Department of Transportation  
New York State Historic Preservation Office

## **BETHLEHEM PUBLIC LIBRARY**

### **RESOLUTION APPROVING THE SCOPE OF THE BETHLEHEM PUBLIC LIBRARY CAPITAL PROJECT**

At a special meeting of the Board of Trustees of the Bethlehem Public Library, located in Bethlehem, Albany County, New York, held, in said Town, on the 15<sup>th</sup> day of October, 2024, at 6:00 o'clock P.M., Prevailing Time.

The following resolution was offered by M. Walsh, seconded by S. Patterson, to wit;

**WHEREAS**, the Bethlehem Public Library (the “Library”) plans to reconstruction and expansion of its existing library building (the “Project”) located at 451 Delaware Avenue (Route 443), in Bethlehem, Albany County, New York that is designated as Town of Bethlehem tax parcel(s) SBL ##85.15-4-44, 85.15-4-45, 85.15-4-46, 85.15-4-48 (the “Project Site”); and

**WHEREAS**, the Project involves the expansion (by approximately 19,250sqf) and reconstruction of the existing library building, including new and expanded meeting areas, children and teens spaces, and staff areas, parking reconfiguration and expansion, sidewalk improvements, a book drop loop and relocation of maintenance area and shed, electrical upgrades and a installation of a generator; an outdoor pavilion area and associated amenities, HVAC improvements, and site work on the Project Site. The Library is designing the new library building to meet the present and future needs of the community by expanding meeting facilities and study rooms, children’s area, teen spaces, and parking, and enhancing accessibility and sustainability; and

**WHEREAS**, the Project’s scope has been presented to the Library Board of Trustees as generally described in the drawings constituting the presentation by Ashley McGraw Architects, dated October 15, 2024, and the Budget Estimate for the Project prepared by Ashley McGraw Architects and Schoolhouse Construction Services LLC, revised October 14, 2024; and

**WHEREAS**, the Library has deemed the proposed Project to be an unlisted action, pursuant to 6 NYCRR Part 617, the New York State Environmental Quality Review Act (hereinafter “SEQRA”); and

**WHEREAS**, the Library prepared a Full Environmental Assessment Form in accordance with SEQRA; and

**WHEREAS**, the Library conducted an coordinated review, designated itself lead agency without any objection from an involved agency, concluded that the Project will not result in any significant adverse environmental impacts, and issued a negative declaration of significance; and

**WHEREAS**, pursuant to Education Law §260(10), the Library Board of Trustees is authorized to require the Board of Education to call, give notice of and conduct a special district meeting for the purpose of authorizing the issuance of obligations of the school district for construction of library facilities and the levying of a tax therefor; and

**WHEREAS** the Library seeks to place the financing of the Project before the school district voters of the Bethlehem Central School District for their consideration at a special district meeting to be held on December 12, 2024.

**NOW, THEREFORE, BE IT RESOLVED**, that the Library Board of Trustees approves the scope of the Project as described in the drawings constituting the presentation by Ashley McGraw Architects, dated October 15, 2024 and the Budget Estimate for the Project prepared by Ashley McGraw Architects and Schoolhouse Construction Services LLC, revised October 14, 2024, and authorizes and directs the Library Director to take such necessary and desirable steps to proceed with the project.

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately.

This question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Mark Kissinger, President	VOTING <u>YES</u>
Caroline Brancatella	VOTING <u>YES</u>
Laura DiBetta	VOTING <u>YES</u>
Sarah Patterson	VOTING <u>YES</u>
Gail Sacco	VOTING <u>YES</u>
Lisa Scoons	VOTING <u>Absent</u>
Michelle Walsh	VOTING <u>YES</u>

STATE OF NEW YORK                    )  
  )       ss:  
COUNTY OF ALBANY                    )

I, the Secretary of the Board of Trustees of the Bethlehem Public Library, located in the Town of Bethlehem and County of Albany, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a special meeting of the Board of Trustees of the Bethlehem Public Library held on October 15, 2024, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees of the Library had due notice of said meeting, (ii) said meeting was in all respects duly held and (iii) pursuant to Article 7 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Article.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this \_\_\_\_ day of October, 2024.

\_\_\_\_\_  
Sarah Patterson  
Secretary

(SEAL)

## **BETHLEHEM PUBLIC LIBRARY**

### **RESOLUTION OVERRIDING THE TAX CAP LEVY LIMIT WITH RESPECT TO THE BETHLEHEM PUBLIC LIBRARY CAPITAL PROJECT**

At a special meeting of the Board of Trustees of the Bethlehem Public Library, located in Bethlehem, Albany County, New York, held, in said Town, on the 15<sup>th</sup> day of October, 2024, at 6:00 o'clock P.M., Prevailing Time.

The following resolution was offered by G. Sacco, seconded by L. DiBetta, to wit;

**WHEREAS**, the Bethlehem Public Library (the “Library”) plans to reconstruction and expansion of its existing library building (the “Project”) located at 451 Delaware Avenue (Route 443), in Bethlehem, Albany County, New York that is designated as Town of Bethlehem tax parcel(s) SBL ##85.15-4-44, 85.15-4-45, 85.15-4-46, 85.15-4-48 (the “Project Site”); and

**WHEREAS**, the Project involves the expansion (by approximately 19,250sqf) and reconstruction of the existing library building, including new and expanded meeting areas, children and teens spaces, and staff areas, parking reconfiguration and expansion, sidewalk improvements, a book drop loop and relocation of maintenance area and shed, electrical upgrades and a installation of a generator; an outdoor pavilion area and associated amenities, HVAC improvements, and site work on the Project Site. The Library is designing the new library building to meet the present and future needs of the community by expanding meeting facilities and study rooms, children’s area, teen spaces, and parking, and enhancing accessibility and sustainability; and

**WHEREAS**, the Project’s scope has been presented to the Library Board of Trustees as generally described in the drawings constituting the presentation by Ashley McGraw Architects, dated October 15, 2024, and the Budget Estimate for the Project prepared by Ashley McGraw Architects and Schoolhouse Construction Services LLC, revised October 14, 2024; and

**WHEREAS**, pursuant to Education Law §260(10), the Library Board of Trustees is authorized to require the Board of Education to call, give notice of and conduct a special district meeting for the purpose of authorizing the issuance of obligations of the school district for construction of library facilities and the levying of a tax therefor; and

**WHEREAS** the Library seeks to place the financing of the Project before the school district voters of the Bethlehem Central School District for their consideration at a special district meeting to be held on December 12, 2024.

**NOW, THEREFORE, BE IT RESOLVED**, that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Bethlehem Public Library overrides, for the purpose of the Bethlehem Public Library 2025-2026 Fiscal Year, the tax levy limit imposed by Municipal Law §3-c(3); and

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately.



This question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Mark Kissinger, President	VOTING <u>YES</u>
Caroline Brancatella	VOTING <u>YES</u>
Laura DiBetta	VOTING <u>YES</u>
Sarah Patterson	VOTING <u>YES</u>
Gail Sacco	VOTING <u>YES</u>
Lisa Scoons	VOTING <u>Absent</u>
Michelle Walsh	VOTING <u>YES</u>

STATE OF NEW YORK                    )  
  )       ss:  
COUNTY OF ALBANY                 )

I, the Secretary of the Board of Trustees of the Bethlehem Public Library, located in the Town of Bethlehem and County of Albany, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a special meeting of the Board of Trustees of the Bethlehem Public Library held on October 15, 2024, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees of the Library had due notice of said meeting, (ii) said meeting was in all respects duly held and (iii) pursuant to Article 7 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Article.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this \_\_\_\_ day of October, 2024.

\_\_\_\_\_  
Sarah Patterson  
Secretary

(SEAL)

## **BETHLEHEM PUBLIC LIBRARY**

### **RESOLUTION TO DIRECT THE BETHLEHEM CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION TO CALL A SPECIAL DISTRICT MEETING OF THE SCHOOL DISTRICT VOTERS TO VOTE UPON A PROPOSITION AUTHORIZING THE FINANCING AND CONSTRUCTION OF THE BETHLEHEM PUBLIC LIBRARY BUILDING PROJECT**

At a special meeting of the Board of Trustees of the Bethlehem Public Library, located in Bethlehem, Albany County, New York, held, in said Town, on the 15<sup>th</sup> day of October, 2024, at 6:00 o'clock P.M., Prevailing Time.

The following resolution was offered by M. Walsh, seconded by L. DiBetta, to wit;

**WHEREAS**, the Bethlehem Public Library (the “Library”) plans to reconstruction and expansion of its existing library building (the “Project”) located at 451 Delaware Avenue (Route 443), in Bethlehem, Albany County, New York that is designated as Town of Bethlehem tax parcel(s) SBL ##85.15-4-44, 85.15-4-45, 85.15-4-46, 85.15-4-48 (the “Project Site”); and

**WHEREAS**, the Project involves the expansion (by approximately 19,250sqf) and reconstruction of the existing library building, including new and expanded meeting areas, children and teens spaces, and staff areas, parking reconfiguration and expansion, sidewalk improvements, a book drop loop and relocation of maintenance area and shed, electrical upgrades and installation of a generator; an outdoor pavilion area and associated amenities, HVAC improvements, and site work on the Project Site. The Library is designing the new library building to meet the present and future needs of the community by expanding meeting facilities and study rooms, children’s area, teen spaces, and parking, and enhancing accessibility and sustainability; and

**WHEREAS**, the Project’s scope has been presented to the Library Board of Trustees as generally described in the drawings constituting the presentation by Ashley McGraw Architects, dated October 15, 2024, and the Budget Estimate for the Project prepared by Ashley McGraw Architects and Schoolhouse Construction Services LLC, revised October 14, 2024; and

**WHEREAS**, the Library has deemed the proposed Project to be an unlisted action, pursuant to 6 NYCRR Part 617, the New York State Environmental Quality Review Act (hereinafter “SEQRA”); and

**WHEREAS**, the Library prepared a Full Environmental Assessment Form in accordance with SEQRA; and

**WHEREAS**, the Library conducted an coordinated review, designated itself lead agency without any objection from an involved agency, concluded that the Project will not result in any significant adverse environmental impacts, and issued a negative declaration of significance; and

**WHEREAS,** pursuant to Education Law §260(10), the Library Board of Trustees is authorized to require the Board of Education to call, give notice of and conduct a special district meeting for the purpose of authorizing the issuance of obligations of the school district for construction of library facilities and the levying of a tax therefor; and

**WHEREAS** the Library seeks to place the financing of the Project before the school district voters of the Bethlehem Central School District for their consideration at a special district meeting to be held on December 12, 2024.

**NOW, THEREFORE, BE IT RESOLVED,** pursuant to Education Law §260(10), the Library Board of Trustees hereby directs the Board of Education of the Bethlehem Central School District to call, give notice of and conduct a special district meeting for the purpose of authorizing the issuance of obligations of the school district for construction of library facilities and the levying of a tax therefor, on December 12, 2024 from the hours of 9:00 a.m. to 9:00 p.m. at the Bethlehem Public Library located at 451 Delaware Avenue, Bethlehem, Albany County, New York; and

**BE IT FURTHER RESOLVED,** that a Proposition be placed before the voters at said Special District Meeting in substantially the following form:

**LIBRARY BOND PROPOSITION**

YES

NO

**RESOLVED:**

(a) That the Board of Trustees of the Bethlehem Public Library, Town of Bethlehem, Albany County, New York (the "Library"), is hereby authorized to construct additions to and to reconstruct the existing library building located at 451 Delaware Avenue, Bethlehem, including original furnishings, equipment, machinery, apparatus, appurtenances and incidental site and other improvements and expenses in connection therewith, (collectively, the "Project") as substantially described in a plan prepared for the Library by Ashley McGraw Architects, Syracuse, New York, which is on file in the office of the Library Director and in the office of the District Clerk of the Bethlehem Central School District, New York (the "School District"), to transfer title to parcels of land owned by the Library to the School District to facilitate the financing of the Project, and to expend therefor, an amount not to exceed the maximum estimated cost of \$36,963,180;

(b) that the School District is hereby authorized to borrow or issue obligations of the School District (together with renewals thereof) in an amount not to exceed \$36,963,180 less any monies contributed by the Library from funds currently on hand, not to exceed \$2,963,180, which are hereby authorized to be expended to pay a portion of the cost of the Project and such expenditure is hereby approved;

(c) that a tax is hereby authorized upon the taxable real property within the School District in an amount necessary to annually pay principal, interest and premium, if any, on such borrowing or obligations, but in no event shall such annual amount be greater than \$[TBD].

; and

**BE IT FURTHER RESOLVED,** that this resolution shall take effect immediately.

This question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Mark Kissinger, President	VOTING <u>YES</u>
Caroline Brancatella	VOTING <u>YES</u>
Laura DiBetta	VOTING <u>YES</u>
Sarah Patterson	VOTING <u>YES</u>
Gail Sacco	VOTING <u>NO</u>
Lisa Scoons	VOTING <u>Absent</u>
Michelle Walsh	VOTING <u>YES</u>

STATE OF NEW YORK                    )  
  )       ss:  
COUNTY OF ALBANY                 )

I, the Secretary of the Board of Trustees of the Bethlehem Public Library, located in the Town of Bethlehem and County of Albany, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a special meeting of the Board of Trustees of the Bethlehem Public Library held on October 15, 2024, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees of the Library had due notice of said meeting, (ii) said meeting was in all respects duly held and (iii) pursuant to Article 7 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Article.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this \_\_\_\_ day of October, 2024.

\_\_\_\_\_  
Sarah Patterson  
Secretary

(SEAL)

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**  
Monday September 9, 2024

PRESENT: Caroline Brancatella  
Laura DiBetta  
Mark Kissinger (virtual)  
Sarah Patterson  
Gail Sacco  
Lisa Scoons  
Michelle Walsh  
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services  
Tanya Choppy, accounts clerk  
Jennifer Crawford, confidential secretary  
Tracey McShane, personnel administrator  
Chris McGinty, assistant director  
Chris Obrien, CSEA Local 6015 president

Vice President M. Walsh called the meeting to order at 6pm.

PUBLIC PARTICIPATION

There was no public participation at this time.

REVIEW OF PREVIOUS MEETING MINUTES

M. Walsh had a question about the protocol for signing off on the minutes. K. Roberts said it was her understanding that the board president officially signed off on the document whether he or she was present at the meeting or not.

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously approved the minutes from the Monday August 12 regular board meeting.

FINANCIAL REPORT

*Treasurer's update*

S. Whiting said that with the library already 2 months into the fiscal year, expenses are tracking similar to the previous year. The auditors are finishing up their field work and she expects to have a report to review prior to the November meeting, when it will be presented. She said she doesn't expect anything unusual.



On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously approved the Financial Statement dated 31 August 2024 (Checks disbursed in August 2024 based on pre-approval \$86,666.08; Checks disbursed in August 2024 relating to payroll \$203,846.78; Checks being submitted for approval \$55,337.44; CapProject Fund Checks \$38,275.11; Total: \$384,125.41).

## PERSONNEL REPORT

S. Patterson said the personnel committee had heard feedback from supervisors and librarians about the 16-hour Library Assistant position that G. Kirkpatrick had recommended eliminating in order to make the hiring of a Librarian III more budget neutral. She said the committee reviewed the library budget and feels confident that it could absorb those additional staff hours.

M. Walsh said that one of the arguments she had heard in favor of retaining the position is that it would increase the flexibility of staff. She said that continues to be an issue, one option would be to decrease outreach in schools or around town.

## PERSONNEL ACTIONS

On a MOTION by S. Patterson with a SECOND by G. Sacco, the board unanimously voted to approve the following positions:

- Library Assistant, part-time, permanent, 16 hours/week, \$23.65/hour or per contract

## DIRECTOR'S REPORT

The board noted the director's report. Additional items:

- The vision boards that had been located in the lobby received a lot of feedback about the building project from teens and others. G. Kirkpatrick said the idea was proposed by a Public Services librarian.
- G. Kirkpatrick said librarians were trying to encourage caretakers and children to neaten up the play areas when they were done. G. Sacco asked how often the toys were cleaned. She said she didn't understand why this would be a concern as staff should be picking up what's left out. She said she doesn't believe staff should be approaching library visitors, who may have a fussy child in tow, and directing them to clean up. L. DiBetta asked if there could be signage or something in the e-news to encourage leaving the library better than they found it. K. Roberts said there was a large poster near the fish tank and a smaller one on the stacks.
- When discussing the library's outreach efforts, G. Kirkpatrick noted that it was an expensive service in terms of staff time, but generally results in hundreds of interactions with people in the community.
- G. Kirkpatrick invited board member to participate in upcoming Halloween events, including Trunk or Treat at Elm Avenue Park, a Halloween Story Walk, and trick or treat at the library.
- M. Walsh asked if there was a contact she should get in touch with if she wanted to volunteer for the Friends book sale. G. Kirkpatrick directed her to their website.
- M. Kissinger asked if the library was still in discussion with HILL to co-sponsor their programs. G. Kirkpatrick said the Friends and HILL representative have had ongoing conversations.

## UHLS REPORT

L. Scoons said the UHLS service committee has met and reviewed construction grants. There were 10 awards, and half of those were for roof projects. She said \$1.3 million in grants were awarded.

## NEW BUSINESS

### *Purchasing policy*

G. Kirkpatrick and S. Whiting had requested a change to purchasing limits to the purchasing limits. The library's attorney has reviewed the policy and found it in order. M. Walsh said the purchase amount had not been updated for many year and the Finance Committee was recommending this update to better reflect current prices. G. Sacco noted a grammatical issue in the policy. L. DiBetta noted that the ranges should be adjusted so there wouldn't be overlap.

On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board voted unanimously to accept the updated Purchasing Policy allowing purchases up to \$14,999 to be made at the discretion of the director.

### *BCSD property MOU*

G. Kirkpatrick brought the MOU related to the property transfer with the school district back before the board for consideration. He said it had been reviewed by the board and the attorney. G. Sacco said she still had some questions and believed it needed further discussion at the board level. M. Kissinger agreed. G. Kissinger said he would set up a meeting with the attorney to discuss it further. G. Sacco said the library is an independent local municipal government entity and the school district does not have authority over it. The board agreed to continue the discussion before a vote.

### *Other new business*

There was no other new business at this time.

## OLD BUSINESS

### *Building project update/Project timeline*

G. Kirkpatrick said that since the building project estimate came in higher than the board's desired price, it was sent back to architects for a change in design that would bring it within the budget the board had set. He said the architects are working with the construction manager, and the Building Committee will meet next week to discuss their options. He said a redesigned project to meet the desired budget will include substantial changes, such as shrinking front-of-house areas.

G. Kirkpatrick said that the construction manager has said that just tackling the essential updates, like asbestos removal, boiler room updates, parking lot improvements and other code necessities would likely come in at around \$20-\$25 million because of the age of the building.

M. Walsh asked about the project discussion timeline. G. Kirkpatrick said that if the goal was to move forward with the vote in December, then the board would have to move quickly.

C. Brancatella said that if the library were to just do what is structurally necessary, it would come to about two-thirds of the full project amount. L. DiBetta said it was a health and safety issue. G. Kirkpatrick said that while the asbestos is not an imminent danger, it is preventing the library from doing any projects that would disturb the area. He said the roof is aging, the parking lot needs to be milled and resurfaced, and the boiler has to be replaced and the room moved up to code. M. Walsh said they will continue the discussion at the Building Committee meeting on Sept. 16.

#### *Meeting room policy*

C. Brancatella thanked staff for helping to implement the new policy and thanked the public for getting to know it. She said it was a big change and the board is committed to reviewing its effectiveness every quarter. She said the board had received some comments about it from the staff about the technical challenges. She asked the board whether they wanted to pursue any structural changes to the policy such as collapsing the types of users into a single cardholder checkout or technical changes such as wording changes or tweaks to the calendar software.

M. Kissinger said he was in favor of any needed technical changes to the process but nothing structural at this time. S. Patterson said the board should wait before making any big changes as it has been only three months. She said she is hearing that one big challenge is the acknowledgement form that indicates a person has read the policy and watched the training video. G. Kirkpatrick said that other challenges include groups not knowing how to find their non-profit number or simply not existing as a non-profit. He noted that some groups, including local Girl Scouts troops, share a non-profit number so they run into an issue with the one booking a month provision. S. Patterson said it doesn't appear the finding the forms online is a problem.

The board wanted to reiterate to staff that they have read and consider their comments. G. Kirkpatrick said that staff has been doing a lot to make sure the needs of patrons are being met. L. DiBetta agreed to wait another three months before considering any major changes but noted the board would need to revisit those concerns eventually.

G. Kirkpatrick said prior to the policy revision, the library did not define what a non-profit group was, so figuring out the non-profit status has been additional work. The purpose of the revision was to remove the discretion and provide a clear definition of whether a group is or isn't a non-profit.

G. Sacco asked about the library's liability if a group hold an event where someone is injured.

L. Scoons said she agreed that she would like to have more experience under the belt before making significant changes in any direction. G. Kirkpatrick said there are some things current software can't accommodate and has to be done manually. S. Patterson said a lot of groups are repeats, so hopefully subsequent reservations will be easier. C. Brancatella said that letting the play out will identify more things that can be improved. The board agreed to leave the policy as it stands and revisit in the next quarter.

#### *Other old business*

There was no other old business at this time.

## FUTURE BUSINESS

L. DiBetta gave a brief update on what the ad hoc Building Education Committee has been working on.

## PUBLIC PARTICIPATION

There was no public participation at this time.

## ADJOURNMENT

On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board voted unanimously to adjourn the regular meeting at 6:58pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES BUILDING COMMITTEE MEETING  
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**  
Monday September 16, 2024

PRESENT: Caroline Brancatella  
Laura DiBetta  
Mark Kissinger  
Sarah Patterson  
Gail Sacco  
Lisa Scoons  
  
Geoffrey Kirkpatrick, director

EXCUSED: Michelle Walsh

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services  
Chris McGinty, assistant director  
Roberts Scofield, attorney  
Susanne Angarano, architect from Ashley McGraw  
Elbert Eller, architect from Ashley McGraw  
CJ Goodwin, Schoolhouse construction management team  
Chris, Schoolhouse construction management team  
Robert McDonnell

President M. Kissinger called the meeting to order at 6pm.

DISCUSSION OF BUILDING PROJECT WITH ARCHITECTS AND PROJECT MANAGER

The architects and construction managers reviewed presentation about proposed changes and options to reduce the overall cost of the building project.

A project timeline was presented, along with a review of financial assumptions and estimates. Significant modifications were proposed to the meeting room and hallway/gallery spaces with a goal of reducing costs.

The committee asked Ashley McGraw to focus on reducing the overall size of the meeting rooms and reduce the number of spaces from five to three. A redesign of the hallway and gallery spaces was suggested. Compact seating was removed from consideration, but electrical work to allow it in the future was requested.

Ashley McGraw will design changes and work with estimators at Schoolhouse to produce a new project budget.

ADJOURNMENT

The committee adjourned the regular meeting at 8:34pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

## **Treasurer's Report**

**October 2024**

### Revenue and Expense Report

Revenue has remained pretty static for the first quarter of the year. We received \$4,407,316 in tax revenue from the school district on October 8, which will appear in the October report. We are currently looking into investment options, taking into consideration what potential expenditures we may have for the building project for the remainder of FY25. Expenses are tracking very similarly to last year at this time.

The auditors have wrapped up field work. We expect to have draft financial statements ready for review by the finance committee by the end of the month, with final statements ready for approval at the November board meeting.

Sharon Whiting CPA  
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 9/30/24

	BALANCE					BALANCE
	8/31/204	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	9/30/2024
TD Bank General Fund	662,993.70	2,437.31	(164,555.10)	(52.02)	(173,850.38)	326,973.51
TD Bank Payroll	0.00		(135,850.38)	-	135,850.38	0.00
TD Bank Money Market	663,536.00	-		1,724.11	-	665,260.11
TD Bank Treasury Bill	1,098,768.75		-	4,837.29	-	1,103,606.04
TD Bank Capital Project Fund	809.28	-	(38,275.11)		38,000.00	534.17
TD Bank 6 mo. CD Opened 5/7/24	1,016,426.09			4,218.86	-	1,020,644.95
TD Bank 3 mo. CD Closed 8/5/27	-			-	-	0.00
Key Bank Checking	9,996.96	1,848.80	(180.13)		-	11,665.63
TOTAL:	3,452,530.78	4,286.11	(338,860.72)	10,728.24	-	3,128,684.41

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$18,632\* of Storch Fund money

\*Includes Friends match for 2023



BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

3 MONTH ENDED 9/30/24

FISCAL YEAR 2024-2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 3 MO. ENDED 9/30/2024	Percent YTD 9/30/2024	ANNUAL BUDGET 2023-2024	YTD PRIOR 3 MO. ENDED 9/30/2023	Percent YTD 9/30/2023
Real Property Taxes	4,592,100	-	0.0%	4,401,969	-	0.0%
PILOT	239,000	-	0.0%	241,523	-	0.0%
Fines	3,000	648	21.6%	3,000	726	24.2%
Interest on Deposits	90,000	21,941	24.4%	35,000	1,850	5.3%
Lost Book Payments	8,500	3,574	42.0%	7,500	2,633	35.1%
Friends of BPL Contributions	7,000	4,158	59.4%	-	(839)	0.0%
Gifts and Donations, Misc	8,000	921	11.5%	4,000	1,130	28.2%
Photocopier	8,000	3,169	39.6%	7,000	2,778	39.7%
State Aid	26,000	23,726	91.3%	26,000	22,830	87.8%
Grants	-	240	0.0%	-	-	0.0%
Miscellaneous Income	500	97	19.5%	-	300	0.0%
Total Revenue	4,982,100	58,475	1.2%	4,725,992	31,407	0.7%
EXPENSES						
Salaries	2,666,993	591,264	22.2%	2,547,087	537,455	21.1%
Retirement	324,242	-	0.0%	280,440	-	0.0%
Health Insurance	398,000	93,616	23.5%	372,300	81,464	21.9%
Other Benefits	238,965	60,958	25.5%	227,365	55,013	24.2%
Subtotal Salaries & Benefits	3,628,200	745,838	20.6%	3,427,192	673,932	19.7%
Library Materials - Print	294,000	50,341	17.1%	292,000	73,006	25.0%
Library Materials - Electronic & Audio	281,000	36,205	12.9%	283,000	39,266	13.9%
Subtotal Library Material	575,000	86,546	15.1%	575,000	112,272	19.5%
Operations	643,900	135,348	21.0%	605,800	136,612	22.6%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-		35,000	-	
Total Expenses	4,982,100	967,732	19.4%	4,742,992	922,815	19.5%

# BETHLEHEM PUBLIC LIBRARY

## EXPENSES REPORT - DETAIL

3 MONTH ENDED 9/30/24

FISCAL YEAR 2024 - 2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 3 MO. ENDED 9/30/2024	Percent YTD 9/30/2024	ANNUAL BUDGET 2023-2024	YTD PRIOR 3 MO. ENDED 9/30/2023	Percent YTD 9/30/2023
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,252,089	293,190	23.4%	1,178,184	277,711	23.6%
Salaries-Support Staff	1,226,399	254,735	20.8%	1,190,063	220,662	18.5%
Salaries-Custodians	188,505	43,340	23.0%	178,840	39,082	21.9%
<b>Subtotal Salaries</b>	<b>2,666,993</b>	<b>591,264</b>	<b>22.2%</b>	<b>2,547,087</b>	<b>537,455</b>	<b>21.1%</b>
Retirement	324,242	-	0.0%	280,440	-	0.0%
Health Ins.	398,000	93,616	23.5%	372,300	81,464	21.9%
SocSec/Medicare	206,465	43,463	21.1%	194,865	40,378	20.7%
Worker's Comp.	20,000	16,002	80.0%	20,000	13,452	67.3%
Unemployment	10,000	-	0.0%	10,000	504	5.0%
Disability Ins.	2,500	1,493	59.7%	2,500	679	27.1%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,628,200</b>	<b>745,838</b>	<b>20.6%</b>	<b>3,427,192</b>	<b>673,932</b>	<b>19.7%</b>
<b>Library Materials</b>						
Adult books	171,000	36,311	21.2%	171,000	49,847	29.2%
Periodicals	18,000	-	0.0%	21,000	-	0.0%
YS Books	85,000	11,766	13.8%	85,000	18,964	22.3%
Special Collections	20,000	2,264	11.3%	15,000	4,194	28.0%
<b>Subtotal Print Materials</b>	<b>294,000</b>	<b>50,341</b>	<b>17.1%</b>	<b>292,000</b>	<b>73,006</b>	<b>25.0%</b>
Audiobooks	20,000	5,059	25.3%	20,000	5,205	26.0%
E-Collections	201,000	25,820	12.8%	196,000	20,373	10.4%
Electronic Resources	31,000	-	0.0%	31,000	6,500	21.0%
YS Audiobooks	4,500	1,098	24.4%	4,000	1,192	29.8%
YS Media	2,500	322	12.9%	2,000	84	4.2%
AS Media	22,000	3,906	17.8%	30,000	5,912	19.7%
<b>Subtotal Electronic &amp; Audio</b>	<b>281,000</b>	<b>36,205</b>	<b>12.9%</b>	<b>283,000</b>	<b>39,266</b>	<b>13.9%</b>
<b>Subtotal Library Materials</b>	<b>575,000</b>	<b>86,546</b>	<b>15.1%</b>	<b>575,000</b>	<b>112,272</b>	<b>19.5%</b>
<b>Operations</b>						
Copiers and supplies	15,000	2,244	15.0%	15,000	1,797	12.0%
Office supplies	20,000	1,554	7.8%	20,000	2,587	12.9%
Custodial supplies	20,000	4,374	21.9%	20,000	3,731	18.7%
Postage	22,000	2,227	10.1%	22,000	3,585	16.3%
Printing & Marketing	43,200	6,898	16.0%	35,000	7,364	21.0%
Van lease & oper.	4,000	63	1.6%	4,000	145	3.6%
Gas and Electric	75,000	16,286	21.7%	75,000	15,655	20.9%
Telecom & Cloud Svcs	24,000	5,085	21.2%	24,000	4,266	17.8%
Water	3,000	811	27.0%	3,000	934	31.1%
Taxes-sewer & water	3,500	-	0.0%	3,400	-	0.0%
Refund property taxes	5,000	2,819	56.4%	5,000	-	0.0%
Prof. Services	40,000	1,309	3.3%	30,000	4,469	14.9%
Contract Services	50,000	1,800	3.6%	50,000	1,258	2.5%
Insurance	35,000	33,451	95.6%	30,000	33,250	110.8%
Bank Fees	1,700	1,335	78.5%	1,400	359	25.7%
Travel/Conference	3,500	1,520	43.4%	3,500	225	6.4%
Memberships	3,000	50	1.7%	3,000	-	0.0%
Special Programs	42,000	6,408	15.3%	35,000	14,828	42.4%
Furniture & Equipment	30,000	3,726	12.4%	30,000	2,205	7.3%
IT Hardware & Software	50,000	2,345	4.7%	50,000	3,293	6.6%
Bld & Grnd. Repair	40,000	1,354	3.4%	40,000	589	1.5%
Furn/Equip Repair	3,000	1,369	45.6%	2,000	2,870	143.5%
Miscellaneous	6,500	1,093	16.8%	6,500	447	6.9%
Audit Service	25,000	3,500	14.0%	24,000	-	0.0%
Accounting Service	22,000	19,723	89.7%	20,000	19,419	97.1%
UHLAN fees	57,500	14,003	24.4%	54,000	13,336	24.7%
<b>Subtotal Operations</b>	<b>643,900</b>	<b>135,348</b>	<b>21.0%</b>	<b>605,800</b>	<b>136,612</b>	<b>22.6%</b>
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
<b>TOTAL</b>	<b>4,982,100</b>	<b>967,732</b>	<b>19.4%</b>	<b>4,742,992</b>	<b>922,815</b>	<b>19.5%</b>

**BETHLEHEM PUBLIC LIBRARY**

**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN SEPTEMBER 2024 BASED ON PRE-APPROVAL	\$	45,628.76
CHECKS DISBURSED IN SEPTEMBER 2024 RELATING TO PAYROLL	\$	199,439.28
CHECKS BEING SUBMITTED FOR APPROVAL	\$	98,118.24
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	20,821.12

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 8: PREAPPROVED DISB (SEPT 24) For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42258	09/01/2024	1424	AFLAC NEW YORK		220.04
42259	09/01/2024	1831	CDPHP UNIVERSAL BENEFITS, INC.		33,559.93
42260	09/01/2024	2395	CSEA EMPLOYEE BENEFIT FUND		193.74
42261	09/01/2024	720	MVP HEALTH PLAN, INC.		3,033.42
42262	09/01/2024	1570	NATIONAL GRID		5,937.83
42263	09/01/2024	2061	UNITED HEALTHCARE INSURANCE CO		158.06
42264	09/01/2024	1607	VERIZON BUSINESS FIOS	250018	165.79
42265	09/01/2024	1607	VERIZON BUSINESS FIOS	250018	124.99
42267	09/01/2024	2502	ERIN MEYER	250134	295.00
42268	09/01/2024	2501	MARY DUGAN	250133	295.00
42269	09/01/2024	1607	VERIZON BUSINESS FIOS	250018	89.00
42313	09/11/2024	1161	TOWN OF BETHLEHEM	250153	810.84
42314	09/11/2024	2137	WEX BANK	250012	1.38
42316	09/17/2024	1040	ALBANY COUNTY CLERK	250177	5.00
42317	09/17/2024	1607	VERIZON BUSINESS FIOS	250018	199.99
42318	09/18/2024	2426	JPMORGAN CHASE BANK NA	*See Detail Report	538.75

Number of Transactions: 16

**Warrant Total:** 45,628.76

**Vendor Portion:** 45,628.76

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____	_____	_____
Date	Signature	Title

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 10: TRUST & AGENCY (SEPT 24) For Dates 9/1/2024 - 9/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42266	09/06/2024	712	CIVIL SERVICE EMPL ASSOC INC.		955.97
42315	09/20/2024	712	CIVIL SERVICE EMPL ASSOC INC.		955.97
100921	09/06/2024	709	BPL SPECIAL PAYROLL ACCOUNT		68,689.60
100922	09/06/2024	710	NYS INCOME TAX BUREAU		3,972.63
100923	09/06/2024	1946	IRS - PAYROLL TAX PMT		22,233.02
100924	09/06/2024	2003	NEW YORK STATE DEFERRED		2,921.50
100925	09/20/2024	709	BPL SPECIAL PAYROLL ACCOUNT		67,160.78
100926	09/20/2024	710	NYS INCOME TAX BUREAU		3,912.69
100927	09/20/2024	730	NYS EMPLOYEES RETIREMENT SYSTE		3,652.15
100928	09/20/2024	1946	IRS - PAYROLL TAX PMT		21,963.47
100929	09/20/2024	2003	NEW YORK STATE DEFERRED		3,021.50
Number of Transactions: 11				Warrant Total:	199,439.28
				Vendor Portion:	199,439.28

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____	_____	_____
Date	Signature	Title

**BETHLEHEM PUBLIC LIBRARY****Check Warrant Report For A - 15: BILL SCHEDULE (OCT 24) For Dates 10/16/2024 - 10/16/2024**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42330	10/16/2024	2420	AMAZON CAPITAL SERVICES INC	250175	695.05
42331	10/16/2024	2457	AQUATIC ALLIES	250001	279.94
42332	10/16/2024	2264	B&H FOTO & ELECTRONICS CORP	250178	302.40
42333	10/16/2024	77	BAKER & TAYLOR , INC.	*See Detail Report	23,950.84
42334	10/16/2024	1186	BAKER AND TAYLOR ENTERTAINMENT	240694	118.84
42335	10/16/2024	2223	BAYSCAN TECHNOLOGIES LLC	250184	507.31
42336	10/16/2024	2342	BOOK DEPOT	250115	253.06
42337	10/16/2024	103	BRODART INC	250130	208.95
42338	10/16/2024	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	250163	553.13
42339	10/16/2024	2497	CATHERINE BRUNS	250107	100.00
42340	10/16/2024	827	PHYLLIS CHAMBERS		524.10
42341	10/16/2024	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	250003	316.17
42342	10/16/2024	634	CSLP	250169	61.00
42343	10/16/2024	2428	DANIEL MAY	250141	40.00
42344	10/16/2024	2428	DANIEL MAY	250141	40.00
42345	10/16/2024	1434	DELL MARKETING L.P.	250160	4,946.84
42346	10/16/2024	1220	DEMCO, INC	*See Detail Report	1,070.12
42347	10/16/2024	1463	EAST GREENBUSH COMM LIBRARY	*See Detail Report	52.98
42348	10/16/2024	1991	EASTERN MANAGED PRINT NETWORK LLC	250005	698.98
42349	10/16/2024	1986	FIRSTLIGHT FIBER	250006	193.16
42350	10/16/2024	2361	FUN EXPRESS, LLC	250098	367.98
42351	10/16/2024	1965	PATRICIA GEROU		524.10
42352	10/16/2024	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	50.97
42353	10/16/2024	745	MARY HARTMAN		524.10
42354	10/16/2024	2322	KANOPY INC.	250014	2,654.00
42355	10/16/2024	1155	LAKESHORE LEARNING MATERIALS	250096	573.85
42356	10/16/2024	2352	MALWAREBYTES INC.	250161	2,893.50
42357	10/16/2024	1024	MIDWEST TAPE LLC	*See Detail Report	1,887.50
42358	10/16/2024	1172	ANNE B MOSHER		524.10
42359	10/16/2024	1328	MOVIE LICENSING USA	250165	228.00
42360	10/16/2024	387	MURPHY OVERHEAD DOORS	250183	625.80
42361	10/16/2024	1088	NASSAU FREE LIBRARY	250180	18.24
42362	10/16/2024	2131	NYS DEPT OF CORRECTIONS & COMM SUPERVISION	240699	490.00
42363	10/16/2024	2088	NYSID	*See Detail Report	135.63
42364	10/16/2024	2498	OMIKRONICLES, LLC	250126	200.00
42365	10/16/2024	2094	OTC BRANDS, INC.	250097	935.60
42366	10/16/2024	2356	OTIS ELEVATOR COMPANY	250174	190.00
42367	10/16/2024	1823	OVER DRIVE INC.	*See Detail Report	13,706.25
42368	10/16/2024	450	PHILLIPS HARDWARE INC	250011	12.99
42369	10/16/2024	458	PITNEY BOWES INC	*See Detail Report	249.28

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 15: BILL SCHEDULE (OCT 24) For Dates 10/16/2024 - 10/16/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42370	10/16/2024	2430	PLAYAWAY PRODUCTS LLC	*See Detail Report	1,426.30
42371	10/16/2024	2058	RENSSELAER PUBLIC LIBRARY	250156	25.00
42372	10/16/2024	1490	REPEAT BUSINESS	250150	91.01
42373	10/16/2024	984	RESERVE ACCOUNT-PITNEY BOWES	250168	1,500.00
42374	10/16/2024	505	ROEMER WALLENS GOLD & MINEAUX	250185	243.00
42375	10/16/2024	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	1,170.42
42376	10/16/2024	2154	STERICYCLE, INC.	250008	21.99
42377	10/16/2024	2340	T-MOBILE	250017	998.26
42378	10/16/2024	2436	THE LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	250166	1,025.00
42379	10/16/2024	2173	THE OLANA PARTNERSHIP	250201	150.00
42380	10/16/2024	2307	TRANE U.S. INC.	250173	1,316.77
42381	10/16/2024	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	250164	35.99
42382	10/16/2024	2328	UNIFIRST CORPORATION	250009	205.70
42383	10/16/2024	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	26,724.79
42384	10/16/2024	1607	VERIZON BUSINESS FIOS	250018	89.00
42385	10/16/2024	1968	VERIZON WIRELESS	250002	100.47
42386	10/16/2024	746	VOORHEESVILLE PUBLIC LIBRARY	250196	5.99
42387	10/16/2024	645	W W GRAINGER INC	250010	625.49
42388	10/16/2024	1884	W.B. MASON CO., INC.	250122	458.30
42389	10/16/2024	2504	WILLIAM SIMCOE	250207	200.00
<b>Number of Transactions: 60</b>				<b>Warrant Total:</b>	<b>98,118.24</b>
				<b>Vendor Portion:</b>	<b>98,118.24</b>

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____	_____	_____
Date	Signature	Title



# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 4: BILL SCHED H FUND (OCT 24) For Dates 10/16/2024 - 10/16/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1228	10/16/2024	2499	SCHOOLHOUSE CONSTRUCTION SERVICES LLC	250176	20,195.09
1229	10/16/2024	2424	ASHLEY MCGRAW ARCHITECTS	240408	626.03
Number of Transactions: 2				Warrant Total:	20,821.12
				Vendor Portion:	20,821.12

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____	_____	_____
Date	Signature	Title

[illegible]

## **Director's Report October 2024**

### **Building Project**

Ashley McGraw architects will present an update to the board at the regularly scheduled board meeting on Tuesday, Oct. 15. The reduced-size program rooms and redesigned children's area will be available for review.

We continue to prepare for the referendum vote by working to clarify the responsibilities of the school district and library. The library bond attorney has been working with us and the architects to prepare the necessary resolutions for the library board.

The agenda for the Tuesday, Oct. 15, board meeting will include the necessary resolutions and actions for the board to consider about the building project. These are actions related to the NYS environmental quality review, as well as resolutions about referendum language and calling for the BCSD Board of Education to call a special meeting to consider the proposal.

### **Circulation and Technical Services**

TixKeeper the library's online platform for museum passes has experienced some transition issues while switching to a cloud-based server. At this time, library staff can manually create reservations but patron self-initiated passes are offline.

We launched Patron Point onboarding for library cards during library card sign-up month. New patrons are now able to register for Bethlehem Public Library cards from home with an option for library pick-up or mail. People in the building have the option to skip the line by using their personal device to register for a card. Onboarding forms are being translated into Mandarin and Spanish with follow up emails in those languages as well.

So far we have had 44 applications, most reside within our district but a few have come from areas of the Town of Bethlehem outside the school district, Bethlehem Pennsylvania, and one from Bethlehem, South Africa. Applications from residents outside our district but within the UHLS service area receive a friendly email asking them to visit the library for assistance.

Another feature of Patron Point is for patrons to have their barcode formatted properly so it can be included in an Apple or Google wallet. This feature was launched in our weekly newsletter and was the most popular item.

We included seven of the most common languages spoken in local homes to our self-check machines in an effort to make the library a more inclusive and welcoming space.

## **Public Services**

Daniel B. will join our team as Youth Services Department Head. We are excited to have him with us. Chris, Frank, and Geoff continue to work toward separating the Youth Services and Adult Services teams.

## **Programs**

A.I. Challenge (9/1-9/30) – A month long program inviting the community to pick up an AI Challenge Card and Program Guide at the library and explore the possibilities of generative AI. Participants were encouraged to try 10 different AI tools at their own pace during the month of September. The AI Challenge card was adapted with permission from the "Adventures in AI" program developed by CDLC. Responsible staff: Luke B. Attendance: 138.



BHA Speaker Series: The Hudson Valley: The First 250 Million Years (9/24) – The BHA Speaker Series returned for the 2024-25 season with a lively presentation from David Levine, the author of "The Hudson Valley: The First 250

Million Years: A Mostly Chronological and Occasionally Personal History." The presentation was recorded and published to the library's YouTube channel on 9/25. Responsible staff: Luke B. Attendance: 97.

Big Play Day (9/19) – With the Community Room occupied for the Friends Book Sale, we elected to provide an opportunity for children to play and socialize outside on the Library Green in lieu of our regular music and movement/story time programs today. We set up lawn bowling, ring toss, big plastic trucks, beach ball toss, and the big Connect 4 on the lawn and put out cardboard bricks, Duplo, the magnet board and little plastic zoo on the stage, with music playing on the boombox. Attendance was great and, overall, the kids and caregivers all seemed to really enjoy the event. Responsible staff: Alex D. Attendance: Attendance: 74.

#### Book Discussions

Dark Corners (9/18) – "You Know Her" by Meagan Jennett was discussed. Responsible staff: Sarah R. Attendance: 4.

Day Books (9/9) – "Remarkably Bright Creatures" by Shelby Van Pelt was discussed. Responsible staff: Beth P. Attendance: 19.

Competitive Puzzling (9/28) – Puzzle solvers were invited to work solo or in a group to see who can solve their puzzle fastest to win a prize. A few teams joined us for a fun evening. We have a strong group of regulars who attend. Responsible staff: Erin M. Attendance: 18.

Early Literacy Programs (Responsible staff: Beth P., Mary D., Alex D. and Shannon M.)

#### Weekly Series

Tiny Tots (3 sessions) – Attendance: 44, 52, 58

Music & Movement (6 sessions) – Attendance: 66, 56, 59, 64, 70, 71

Family Playtime (2 sessions) – Attendance: 19, 31

Family Story Time (2 sessions) – Attendance: 17, 35

Afternoon Family Story Time (1 session) – Attendance: 0

Pre-K Storytime (3 sessions) – Attendance: 21, 24, 14

#### Saturday Story time Series

Saturday Story Time (1 session) – Attendance: 22

Craft A Snack & Story (1 session) – Attendance: 16

#### Sensory Story time Series

Sensory Story Time and Play (1 session) – Attendance: 22



Hot-Air Balloon Craftapalooza (9/16) – To celebrate the Adirondack Balloon Festival, children were invited to create hot-air balloon inspired art. We provided several crafts for participants to work on. Responsible staff: Shannon M.  
Attendance: 20



Listen and Learn: Exploring American Folk Songs (9/13) – The latest installment of our Listen and Learn Friday morning program series highlighted American Folk music and instruments. Deb Cavanaugh performed a selection of traditional American folk songs, demonstrated folk instruments, even allowing participants the opportunity to try their hand at playing a few. Responsible staff: Robert W.  
Attendance: 29.

Monday Night Social Hour (9/16) – A new low-key social event for adults. We had board games and ice breakers to help make it easier for folks who are a little out of practice when it comes to socializing. The event was for adults 18 and up. We had a decent crowd, primarily 50+. Most of the attendees requested refreshments like donuts and tea or coffee. They were all excited to hear that we are trying this as a monthly program. Responsible staff: Rachael C. Attendance: 6.

Summer Reading Challenge (2024) – Although participation continues to slowly increase, it seems like we will never return to pre-pandemic levels. We'll need to work creatively to market the program in new ways to engage the public and

attract new participants in the future. We did “adopt” and introduce a giant stuffed animal, Gerald the Giraffe, this year to serve as the Library's Summer Reading mascot. Gerald participated in outreaches to schools and community events and, when not at an outreach, promoted Summer Reading in the Children's Place. Gerald became a local celebrity through his outreach in the community and was instantly recognized by young visitors to the library.

PreK Challenge - Managed Beth P. Participants: 104

Grades K-5 - Managed by Rachael C. Participants: 285

Grades 6-12 (teen) - Managed by Mary D. Participants: 90

Adults Challenge - Managed by Sarah R. Participants: 193

Tech Tuesday: Consumer Reports (9/24) – An overview of Consumer Reports is always popular. Patrons seem excited to learn how to use our online database from home and we had a relatively large group for this online webinar. Responsible staff: Sarah R. Attendance: 10.

## Outreach

Five Rivers Fall Festival (9/14) – Erin M. and Sarah R. represented the library at this annual event hosted by Five Rivers Environmental Education Center. We handed out Footnotes newsletters, fliers, and lots of prizes and Free Book coupons. Erin and Sarah were consistently busy for the whole event, and had a volunteer join them for the last couple hours, which was very helpful. Kids really seem to have a lot of fun with the Plinko Board and Connect 4 game. Interactions: 525.



Fall Festival for All (9/28) – Beth P. represented the library at this annual event hosted by the Tri-Village Nursery School at Elm Avenue. We contributed a well-stocked table with assorted library swag and informational materials, as well as our

giant-sized version of the Connect 4 game. A fun event with many local families in attendance. Interactions: 250

### **Upcoming Programs**

We'll be attending quite a few local Halloween-themed outreach events in October. Look for us at the Elm Avenue Town Park for the Trick or Treat Story Walk on Oct. 16; the Elm Avenue Town Park for Halloween Hay Day on Oct. 20; the Elm Avenue Town Park for Trunk or Treat on Oct. 23; at Elsmere Elementary for the Trunk or Treat on Oct. 25; and the Slingerlands Trunk or Treat on Oct. 29.

### **Meetings and Miscellany**

We continue to work with patrons to implement the Public Meeting Policy. One continuing issue is with large groups that are not officially designated as not profits in one of the three ways allowable under the policy.

Geoffrey Kirkpatrick, Library Director



Library Collection				2023-24	Current Total
Adult fiction				28,367	28,339
Adult non-fiction				29,529	29,488
Adult audio				5,001	5,062
Adult video				7,892	7,847
Young adult fiction				4,653	4,819
Young adult nonfiction				611	629
Young adult audiobooks				290	293
Children's fiction				29,846	30,246
Children's non-fiction				15,642	15,142
Children's audiobooks				1,652	1,703
Children's video				1,164	1,144
OverDrive - UHLS Shared				136,558	142,795
e-magazines				5,439	5,563
Electronic (games, ereaders)				385	397
Total				267,029	273,467
Library Programs	Sep-24	Sep-23	% change	2023-24	F-Y-T-D
Programs	66	67	-1.5%	915	195
Program attendance	2,317	1,757	31.9%	26,209	5,311
Outreach Programs	4	3	33.3%	104	20
Outreach Attendance	796	989	-19.5%	17,204	2,591
Circulation	Sep-24	Sep-23	% change	2023-24	F-Y-T-D
Adult fiction	14,090	13,465	4.6%	164,971	44,933
Adult non-fiction	6,577	6,749	-2.5%	85,990	20,791
Adult audio	6,127	5,503	11.3%	69,337	18,597
Adult video	4,907	5,424	-9.5%	67,542	15,837
Magazines	2,471	1,880	31.4%	30,266	6,448
Young adult fiction	1,531	1,405	9.0%	17,921	5,667
Young adult nonfiction	91	129	-29.5%	1,484	321
Young adult audiobooks	275	268	2.6%	3,384	950
Children's fiction	12,590	11,573	8.8%	147,338	39,006
Children's non-fiction	3,028	3,051	-0.8%	37,789	9,193
Children's audiobooks	1,257	1,161	8.3%	16,153	4,392
Children's video	428	445	-3.8%	6,059	1,317
Electronic (games, ereaders)	586	636	-7.9%	8,428	2,000
Total	53,958	51,689	4.4%	656,662	169,452
Interlibrary Loan	Sep-24	Sep-23	% change	2023-24	F-Y-T-D
Borrowed from others	5,512	5,922	-6.9%	72,475	17,572
Loaned to others	4,698	4,467	5.2%	55,610	14,315
Miscellaneous	Sep-24	Sep-23	% change	2023-24	F-Y-T-D
Visits to our home page	29,295	33,319	-12.1%	454,330	88,261
Public use of meeting rooms	37	30	23.3%	395	86
Public meeting attendance	365	294	24.1%	4,901	755
Staff use & library programs	62	64	-3.1%	861	198
Study room sessions	356	302	17.9%	4,846	1,188
Tech room/ Studio use	14	7	100.0%	97	38
Door count	16,832	16,698	0.8%	221,744	55,514
Registered BPL borrowers	86	92	-6.5%	1,095	318
Computer signups	1,480	1,273	16.3%	14,751	4,342
Museum Pass use	132	116	13.8%	1,359	508
E-book use	6,205	5,841	6.2%	75,317	19,312
E-audiobook use	5,744	4,772	20.4%	62,498	17,486
E-magazine use	2,243	1,609	39.4%	27,587	5,809
Streaming video use	1,619	1,363	18.8%	17,158	5,075
BCSD use via Overdrive	188	129	45.7%	2,197	338
Equipment	356	347	2.6%	4,625	1,254
Wireless Use	9,240	11,501	-19.7%	112,669	28,935

**AIA**<sup>®</sup>

# Document G802<sup>®</sup> – 2017

## ***Amendment to the Professional Services Agreement***

**PROJECT:** *(name and address)*Bethlehem Public Library Feasibility  
Study and Renovations  
451 Delaware Ave  
Delmar, New York 12054**AGREEMENT INFORMATION:**

Date: July 18, 2022

AIA Document B101-2017 Standard  
Form of Agreement Between Owner and  
Architect as modified by Addenda dated  
July 18, 2022**AMENDMENT INFORMATION:**Amendment Number: #05  
Architect's Project Number: 22046

Date: October 7, 2024

**OWNER:** *(name and address)*Bethlehem Public Library  
451 Delaware Ave  
Delmar, New York 12054**ARCHITECT:** *(name and address)*Ashley McGraw Architects, D.P.C.  
125 East Jefferson Street, 15<sup>th</sup> Floor  
Syracuse, New York 13202

The Owner and Architect amend the Agreement as follows:

To provide Additional Professional Services necessary for the Construction Documents Phase, Bid/Procurement Phase, and Construction Administration Phase of the Bethlehem Public Library Renovations Project.

The final Project scope shall be subject to approval through a public referendum, scheduled for December 12, 2024. The Bid/Procurement Phase and Construction Administration Phase Services and associated fees outlined below are contingent upon favorable voter approval and ultimate passage of the Project.

The Architect's compensation and schedule shall be adjusted as follows:

**Compensation Adjustment:**

Increase Architect's compensation by Six Hundred Eight Thousand Two Hundred Sixty and 00/00 Dollars (\$608,260.00) for the Construction Documents Phase, One Hundred Twenty-one Thousand Six Hundred Fifty-two and 00/00 Dollars (\$121,652.00) for the Bid/Procurement Phase, and Four Hundred Eighty-six Thousand Six Hundred Eight and 00/00 Dollars (\$486,608.00) for the Construction Administration Phase pursuant to Article 11 of the AIA Document B101-2017 Standard Form of Agreement Between Owner and Architect as modified by Addenda dated July 18, 2022.

Original Contract Amount - Feasibility Study:	\$48,990.00
Amendment #1 - Schematic Design Phase:	\$283,638.00
Amendment #2 - Additional Services (HVAC Options Evaluation):	\$14,375.00
Amendment #3 - Design Development:	\$740,374.00
Amendment #4 - Test Bore and Thermal Conductivity Test & Report:	\$36,225.00
Amendment #5 - Remaining Project Phases	
Construction Documents:	\$608,260.00
Bid:	\$121,652.00
Construction Administration:	\$486,608.00

Adjusted Contract Amount: \$2,340,122.00

**Schedule Adjustment:**

All other terms and conditions remain as outlined in the Agreement.

Remainder of page left intentionally blank. Signatures on page 2.

**SIGNATURES:**

Ashley McGraw Architects, D.P.C.

**ARCHITECT** *(Firm name)*

*Susanne Angarano*

**SIGNATURE**

Susanne Angarano, Principal

**PRINTED NAME AND TITLE**

October 7, 2024

**DATE**

**OWNER** *(Firm name)*

**SIGNATURE**

**PRINTED NAME AND TITLE**

**DATE**