

**MICHAEL S. CAZZARI**  
Town Supervisor

**ROBERT F. SCHANIL, JR.**  
Town Councilman  
Deputy Supervisor

**STEPHEN J. BARANOWSKI**  
Town Councilman  
**FRANK D. LOMBARDI**  
Town Councilman  
**SUZANNE MC DONOUGH**  
Town Councilwoman

**TOWN OF CARMEL**  
TOWN HALL



60 McAlpin Avenue  
Mahopac, New York 10541  
Tel. (845) 628-1500 • Fax (845) 628-6836  
www.ci.carmel.ny.us

**ANN SPOFFORD**  
Town Clerk

**KATHLEEN KRAUS**  
Receiver of Taxes

**MICHAEL SIMONE**  
Superintendent of Highways  
Tel. (845) 628-7474

**TOWN BOARD SPECIAL VOTING MEETING/WORK SESSION**  
**Wednesday, February 8, 2023 7:00pm**

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**PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE**

- **Roll Call Attendance**
- **Public Comments on Town Related Business (Five (5) Minutes Maximum for Town Residents, Property Owners & Business Owners Only)**

**Town Board Special Voting Meeting:**

1. Res: Making Appointment to the Town of Carmel Planning Board
2. Res: Scheduling Public Hearing on a Proposed Local Law Amending Article VI of Chapter 137 of the Town Code of the Town of Carmel entitled, "Volunteer Fire Fighters and Ambulance Workers Exemptions" (March 1, 2023)
3. Res: Scheduling Public Hearing on a Proposed Local Law Establishing a Moratorium in Regard to the Issuance of Permits for "Smoke Shops" and "Vape Shops" within the Town of Carmel. (March 1, 2023)

- **Motion to Adjourn Special Voting Meeting**
- **Motion to Open Town Board Work Session**

**Town Board Work Session:**

- **Review of Town Board Minutes January 11, 2023, January 18, 2023**

1. Anne Pasquerello, Chief of Staff – Consider Request to Authorize Amendments and Adopt Town of Carmel Information Systems Usage Policy
2. Richard Franzetti, PE, Town Engineer – Consider Request to Acknowledge Emergency Repairs/Services Carmel Sewer District #2
3. Richard Franzetti, PE, Town Engineer – Consider Request to Advertise for Bids for C 263 Sewer Jetting for Town of Carmel Sewer Districts #s 1,2,3,4,5,6,7 and 8
4. Richard Franzetti, PE, Town Engineer – Consider Request to Advertise for Bids C 285 for the Purchase of Chemical Supplies for the Various Town of Carmel Water and Sewer Districts

- **Town Board Comments**
- **Motion to Move into Executive Session**

**Executive Session:**

1. Downtown Revitalization Project Contractual (Swan Cove Project)
- **Motion to Adjourn Meeting**

# RESOLUTON #1

## RESOLUTION MAKING APPOINTMENT TO TOWN OF CARMEL PLANNING BOARD

RESOLVED that the Town Board of the Town of Carmel hereby reappoints Raymond Cote' to the Town of Carmel Planning Board for a term retroactive to January 1, 2023 and expiring December 31, 2029.

### Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

## **RESOLUTON #2**

### **RESOLUTION AUTHORIZING SCHEDULING OF PUBLIC HEARING**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the scheduling of a Public Hearing at Town Hall, 60 Mc Alpin Avenue, Mahopac, New York 10541 on Wednesday March 1, 2023 at 7:00 p.m. or as soon thereafter that evening as possible, on a proposed Local Law amending Article VI of Chapter 137 of the Town Code of the Town of Carmel entitled, "Volunteer Fire Fighters and Ambulance Workers Exemptions" and

BE IT FURTHER RESOLVED that Town Clerk Ann Spofford is hereby authorized and instructed to publish and post the necessary notices in the official newspapers of the Town and on the Town bulletin board regarding this Public Hearing.

Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

# RESOLUTON #3

## RESOLUTION AUTHORIZING SCHEDULING OF PUBLIC HEARING

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the scheduling of a Public Hearing at Town Hall, 60 Mc Alpin Avenue, Mahopac, New York 10541 on Wednesday March 1, 2023 at 7:00 p.m. or as soon thereafter that evening as possible, on a proposed Local Law establishing a moratorium in regard to the issuance of permits for “Smoke Shops” and “Vape Shops” within the Town of Carmel and

BE IT FURTHER RESOLVED that Town Clerk Ann Spofford is hereby authorized and instructed to publish and post the necessary notices in the official newspapers of the Town and on the Town bulletin board regarding this Public Hearing.

### Resolution

Offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	_____	_____
Frank Lombardi	_____	_____
Suzanne McDonough	_____	_____
Robert Schanil	_____	_____
Michael Cazzari	_____	_____

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Tel. (845) 628-7474

## **MEMORANDUM**

**Date:** February 8, 2023  
**To:** Supervisor Cazzari and Town Board Members  
**From:** Anne Pasquerello, Chief of Staff  
**RE:** Amending and Adopting Town of Carmel IT Policy

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The Town of Carmel Adopted a IT Policy on June 15, 2015. With the assistance of James Canepa of Logically, our IT providers, attached for your review the revised policy for consideration. (changes are hi-lited)

I am requesting that the Town Board authorize amendments and adopt the attached IT Policy at the next voting meeting.

**RESOLUTION ADOPTING TOWN OF CARMEL  
2015 INFORMATION SYSTEMS USAGE POLICY**

RESOLVED that the Town Board of the Town of Carmel hereby adopts, effective immediately, the Town of Carmel Information Systems Usage Policy dated June 15, 2015, as attached hereto and made a part hereof.

Resolution

Offered by: Councilman Lombardi

Seconded by: Councilman Lupinacci

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Jonathan Schneider	<u>X</u>	<u>      </u>
John Lupinacci	<u>X</u>	<u>      </u>
Suzanne McDonough	<u>X</u>	<u>      </u>
Frank Lombardi	<u>X</u>	<u>      </u>
Kenneth Schmitt	<u>X</u>	<u>      </u>

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I, Ann Spofford, Town Clerk of the Town of Carmel, Putnam County, New York, do hereby certify that the foregoing resolution is a true and exact copy of the original on file in my office which was adopted by the Town Board of said Town at a duly called and held meeting on the 17<sup>th</sup> day of **June, 2015**; and of the whole thereof.

June 18, 2015  
Dated

Ann Spofford  
Ann Spofford, Town Clerk

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**Town Of Carmel**

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**Information Systems  
Usage Policy**

**June 15, 2015**

Revision 1.0  
Adopted: June 17, 2015

**February 8, 2023**

Revision 2.0  
Adopted

## **Introduction**

This document outlines the policies and regulations associated with use of the Information Technology Systems of the Town of Carmel, NY.

This document has been authorized and approved by the Administration and Town Board and is to be adhered to by all employees, vendors, consultants, service providers and temporary workers (collectively referred to as Users) while accessing the Town's Information Systems from either Town premises or Remote systems.

This document and the Town's Information Systems policy is managed by Supervisor Michael Cazzari, whose contact information is provided below. Please contact him for all questions regarding this policy or its content.

This document will be revised from time to time as technology and / or the laws and labor agreements of the Town of Carmel change. It will be the responsibility of **Supervisor Michael Cazzari**, working with the Town's IT Manager to revise the document and ensure all Users have the most current revision.

### **Information Systems Policy**

#### **Contact:**

Supervisor Michael Cazzari  
Town of Carmel  
60 McAlpin Avenue  
Mahopac, NY 10541

Telephone – 845-628-1470  
E-Mail - [mcs1s@ci.carmel.ny.us](mailto:mcs1s@ci.carmel.ny.us)

## **Operation, Maintenance and Management**

Operation, maintenance and management of the Town's Information Technology Systems are outsourced to an IT Services vendor (referred to as IT Manager in this document) specializing in the operation and maintenance of Municipal Information Systems. This vendor may change from time to time and if and when that occurs, the contact information provided on this page will be updated and a copy provided to all users.

The Town's IT Manager is currently Logically, based in Yorktown. Contact information for Logically is provided below. The Town's contract with Logically provides for all necessary services to support, manage and maintain the Town's Information Systems and provide help desk services to all users. This contract does not include services to expand or upgrade the system, which will be quoted by the IT Manager on an as requested basis.

Requests for expansion and /or upgrade work should be made only by department heads to the Install / Upgrade Contact provided below. All IT expenditures will require the approval of the Supervisor. Turnaround time for this work is typically 30 days after all information is provided and approvals are in place.

Requests for support and assistance should be made directly to Logically's Support Department using the contact information provided below. Support is available to all departments Monday – Friday 8:00AM – 5:00PM with optional after hours support all other times.

### **Help Desk / Support Contact Information**

Logically  
Telephone 914-962-1573  
[E-Mail help@Logically.com](mailto:help@Logically.com)

### **Install / Upgrade Contact Information**

Logically  
John Allen  
Telephone 914-962-1573  
[E-Mail: John.Allen@Logically.com](mailto:John.Allen@Logically.com)

## **General System Usage**

All users with a demonstrated need to access the Town's Information Systems in the regular performance of their job function will be granted access to the areas of the system required for their particular duties. All users provided with computer access are also provided with Internet access and a Town based e-mail account.

Users are authorized to use department specific software applications, MS Office applications, generic applications, e-mail and Internet access as related to and associated with their job function at the Town.

The Town understands that users may, from time to time, wish to use the Town's IT systems for personal matters. While such use is not strictly prohibited, it must be reasonable, very limited in nature, and consistent with Town policies. Such use may take place during employee's breaks or lunch periods and should not interfere with the Town's business operations or with the user's ability to perform his or her job, interfere with the ability of other users to perform their jobs, expose the Town to liability or embarrassment, be for external political purpose or financial gain, or violate any Federal, State or Local laws or regulations.

Users may never use the Town's IT systems for soliciting other employees for any reason, including but not limited to, soliciting funds for school fundraising drives or selling products or merchandise. Users may never sign up to and / or post on non-work-related sites on the Internet using the Town's systems and e-mail address. Users may use the system for such limited personal use with the understanding that the Town reserves the right to access, review or otherwise monitor all such use. The Town monitors all web sites that are visited. It is specifically prohibited for employees to knowingly visit sites that feature pornography, terrorism, espionage, theft, drugs, or any other illegal activity.

Users shall never harass, intimidate, or threaten others or engage in other illegal activity (including pornography, terrorism, espionage, theft or drugs) by e-mail or other postings. Any user who is subject to or observes such actions, should immediately report said actions to their immediate supervisor or department head for appropriate action. In addition to violating this policy, such behavior also may violate other Town policies, and / or civil or criminal laws.

Users are to understand that they should have no expectation of privacy in conjunction with the use of the Town's Information Systems, or with use, transmission, or storage of any information via these systems, especially with regard to Internet and E-Mail activities.

The Town may, at its discretion, access, review, read or monitor any use of the Town's IT Systems including but not limited to activity on the Internet and E-Mail.

Users should be aware that their activity on the Internet and E-Mail may become the subject of FOIL requests or legal subpoena and as such, any and all of these activities may be made public.

## **System Security**

The Town's IT Manager is charged with maintaining security of the Town's Information Technology Systems. This includes user accounts, access to system resources and software applications, system backups, anti-virus updates and firewall control. They are authorized to take whatever steps deemed necessary to protect the Town's systems and data from damage or loss.

## **System Access**

In order for a user or new user to gain access to the Town's Information Systems, the department head must submit a written request to the Town Supervisor for approval prior to a user gaining access. ~~a user must first be authorized by either the person's immediate supervisor or department head.~~

Login names on the system are standardized as first letter of first name and first letter of last name. Users may select their own password; passwords must contain a minimum of 9 characters including letters and numbers.

Once assigned a login and password, users are responsible for protecting this information and may not reveal their login and password to anyone, (unless within their own department) including other Town employees and family members. Users may not allow any other person to access the Town's systems and / or data using their login and password and should not leave their computers on and open for non-authorized users to access.

Department heads are responsible for notifying the Town's IT Manager of impending terminations. This notification should take place as soon as possible, but in no case not less than 24 hours in advance of employee notification.

## **Remote Access**

Remote access allows Users to access the Town's Information systems from external locations. By default, each user is provided with remote access to their Town based e-mail account, which includes e-mail, address book and calendar information. Additionally, and in cases of emergencies, users may request - through their department heads - remote access to their Town computer system, which will provide access to MS-Office documents and department specific software applications. **The department head must submit a written request to the Town Supervisor for approval, prior to access.**

Users who are granted Remote Access to desktop\applications may be using Town or non-Town owned equipment and are advised that they are solely responsible for the operation and maintenance of their Internet connection and Computer equipment. The Town's IT Manager will assist in the initial setup of the connection but will not be responsible for troubleshooting or repairing of remote equipment unless owned by the Town.

## **Vendor Access**

The Town's IT Manager is tasked with protecting its IT systems from damage and data loss. To this end, vendors and other organizations with a demonstrated need to access the Town's Information Systems will be granted access coinciding with their specific need. Under no circumstances will vendors be granted open or unrestricted access to Town servers as this could result in substantial loss of Town data.

Vendors of department specific software will be granted remote access to at least 1 workstation within each department their software application is installed for purposes of supporting their applications. Vendors requiring server console access to troubleshoot and resolve problems should be instructed to contact the Town's IT Manager for access.

Department specific software vendors should be made aware that upgrades to their software which are expected to require extended access to a server console and / or extensive loading of software to any of the servers will require advance notice and scheduling with the Town's IT Manager and the work will need to be performed during slow system load periods, which are typically at the end of the day.

## **Local Network and Computers**

The Town's Information Systems are comprised of approximately 100 computers attached to Local Area Networks (LANs) in each building. These LANs connect the computers to the Town's servers, network printers and the Internet.

The Town's servers are the depositories for all of the Town's data. Each server has been equipped with redundant power supplies, redundant drives and tape backup systems to minimize the possibility of data loss.

No personal information may be stored, printed or distributed using the Town's IT systems. This includes but is not limited to; documents, graphic files or e-mails.

Each system User is responsible for ensuring the data and documents they create and manage on behalf of the Town are properly saved to one of the Town's servers, where it will be redundantly stored and backed up. Saving documents and data on computers local (C:) drive will subject the data to loss without the possibility of recovery. If any user is unsure of where particular documents or data should be saved, they should contact the Town's IT Manager for assistance before attempting to do so.

Users are not permitted to install any software applications or hardware devices on any Town owned computer system unless specifically directed to do so by the Town's IT Manager or one of the Town's department specific software vendors. Requests for hardware or software additions, modification and upgrades should be directed to the Town's IT Manager by a department head using the contact information provided on page 2 of this document. Depending on the nature and size of the request, typical turnaround time for installation / upgrade work is approximately 30 days. Requests for installation / upgrade work allowing for less time should not be made.

### **Local Network and Computers (cont.)**

Users may not export, copy, or otherwise remove from the Town's computer systems and / or facilities any software applications licensed or owned by the Town for any purpose, without specific written authorization by the Town's IT Manager.

Users may not allow any unauthorized person access to their Town owned computer system, this specifically includes notebook and portable computers which are frequently taken and used off Town premises. Users should immediately notify the Town's IT Manager if they suspect another party is attempting to or has gained access to any Town owned computer, or if they suspect their computer may be infected with a virus or spyware.

Users provided with Town owned portable computers are responsible for safeguarding these systems from physical damage and /or theft. These units should be transported in a protective case and never left unattended in areas others have access to. If a portable computer is lost or stolen, the user assigned to the unit must immediately notify the Town's IT Manager so that the remote access to Town's IT systems from this unit can be disabled.

Users should avoid exposing their Town owned computer system to environments that are hazardous to the operation of the system. These environments include, but are not limited to, all liquids, all food items, extreme heat or cold and high humidity.

### **E-Mail System**

The Town maintains an e-mail system to provide all computer users with Internal and Internet e-mail. As stated previously, each User with access to the Town's Information Systems is provided with a Town based E-mail account.

Users e-mail accounts for standard Users will be configured for a storage limit of 1GB, while the storage limit for department heads will be configured for 2GB. When an e-mail account is within 10% of its configured storage limit, users will receive a warning message to "clean up". If an e-mail account reaches the storage limit, the sending of new e-mail messages is disabled.

Users with a demonstrated need for a higher capacity storage limit should make the need known in the form of a request to both their department head and the Town's IT manager. Requests showing a demonstrated work-related need will generally be granted.

All users of the Town's E-mail system should be keenly aware that they are, at all times, acting on behalf of the Town. All actions and communications should be conducted in the most professional manner possible. Users should also be mindful that e-mail statements made to others, may become binding commitments upon the Town.

Users may not create or forward nuisance e-mail, including jokes and chain letters. If users receive nuisance e-mail, including jokes, they should send a professionally worded response requesting they be removed from the mailing list. If this is not effective, please notify the Town's IT Manager so that additional steps can be taken.

**E-Mail System (cont.)**

Users shall not send unsolicited e-mail to any person. This action specifically violates the “spam” laws of several states.

No e-mail attachments received from unknown persons shall be opened. Doing so leaves the Town vulnerable to viruses, and also may violate application licensing agreements or copyright laws.

**Internet Access**

We’d like to start by describing the Town’s Internet usage philosophy. First and foremost, the Internet for this organization is a business tool, provided to you at significant cost. That means we expect you to use your Internet access [primarily] for work-related purposes, i.e., to communicate with constituents, vendors and other government agencies, to research relevant topics and obtain useful work-related information [except as outlined below]. We insist that you conduct yourself honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other work-related dealings on behalf of the Town. To be absolutely clear on this point, all existing Town policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of Town resources, sexual harassment, information and data security, and confidentiality.

Users are advised that there is material on the internet and world wide web that is offensive to most people. The Town does not currently have the ability to restrict access to this information, and consequently does not screen it out. Users must use their good judgment and common sense to stay away from these sites. The Town disavows any liability for harassment by any person who uses the Town’s system and is offended upon discovering such sites.

Users may not import, download, copy or store copyrighted material without permission from the author. Doing so may violate application licensing agreements or copyright law. No software, games or other applications may be downloaded and / or installed on the Town’s system without specific written authorization from the Town’s IT Manager.

Video and audio streaming and downloading can consume substantial amounts of Internet bandwidth and impede the normal operation of the Town’s Information Systems. Users may only use these technologies for specific work-related training functions.

Users may never subscribe or post to non-work-related Internet sites using the Town’s system or sign up for said sites using Town information and / or e-mail addresses. Users may not create personal accounts of any nature using Town e-mail or contact information. This includes, but is not limited to sites, related to social networking, shopping, travel, sports, dating or any other non-work-related subjects. Users may not order any non-work-related item using Town e-mail or shipping address information.

## **Social Media**

The purpose of the policy is to provide the framework for employee usage of Social Media, both inside and outside of the workplace. Social Media in general refers to internet-based applications that allow for the creation and exchange of user generated content. Examples of Social Media include, but are not limited to: Facebook, Twitter, Myspace, LinkedIn, Instagram, Flickr, Imgur, YouTube, web blogs and web-based wikis whereby users can add, modify or delete its content via a web browser.

### **Usage of Social Media During Working Hours**

Unless the use of Social Media is pertinent to Town business, a department head must submit a written request to the Town Supervisor prior to approval, employees are prohibited from using Social Media during working hours. This applies regardless of whether or not such usage occurs on Town-owned communication equipment or a device personally owned by the employee.

### **Posting Content on Social Media (regardless of point of access)**

The following uses of Social Media are prohibited. These terms pertain to content posted from computers or communication systems that are not Town owned, as well a those that are Town property.

This list is meant to be illustrative, and not exhaustive.

- Disclosing confidential or proprietary information pertaining to matters of the Town that is not otherwise deemed accessible to the general public under the Freedom of Information Law (Public Officers Law Article 6, §§84-90).
- Matters which will imperil the public safety if disclosed.
- Promoting or endorsing any illegal activities.
- Threatening, promoting, or endorsing violence.
- Directing comments, or sharing images that are discriminatory or insensitive to any individual or group based on race, religion, gender, disability, sexual orientation, national origin, or any other characteristic protected by law.
- Knowingly making false or misleading statements about the Town, or its employees, services, or elected officials.
- Posting, uploading, or sharing images that have been taken while performing duties as an agent of the Town, or while wearing Town uniforms – the only exception to this rule is when it is directly pertinent to Town business and such posting, uploading, or sharing of images is authorized in advance by the appropriate Department Head.
- Representing that an opinion or statement is the policy or view of the Town or of any individual acting in their capacity as a Town employee or official or otherwise on behalf of the Town, when that is not the case.

**Social Media (cont.)**

- Posting anything in the name of the Town or in a manner that could reasonably be attributed to the Town without prior written authorization from the applicable Department Head.
- Using the name of the Town or a Town e-mail address in conjunction with a personal blog or Social Media account.

An employee's Social Media usage must comply with Town policies pertaining to but not limited to Non-Discrimination and Harassment, Confidentiality, Violence in the Workplace, and Substance Abuse. Any harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.

Notwithstanding the above, nothing in this policy is meant to imply any restriction or diminishment of an employee's right to appropriately engage in protected concerted activity under law.

**Reporting of Violations**

Anyone with information as to a violation of this policy is to report said information to the appropriate Department Head, who in turn will report the violation to the Supervisor. Once the Department Head is informed of the violation, a formal process, consistent with this Information Systems Usage Policy, Employee Handbook and/or applicable law, will begin.

**Disciplinary Action**

Any employee who violates this policy will be subject to disciplinary action up to and including termination of employment.

**ACKNOWLEDGMENT OF RECEIPT**

I, (print name) \_\_\_\_\_ hereby acknowledge that on this date I have received a copy of the Town’s Information Systems usage policy adopted by the Carmel Town Board. I hereby acknowledge that I have read and understood the policy and procedure. I understand that if now or any time in the future I do not understand this policy or procedure, or I have a question about it, or I believe there has been a violation of the policy, that I must contact my immediate supervisor or department head to resolve the situation. I agree to abide by this policy and specifically understand that violation of this policy may lead to discipline, up to and including termination.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## WS2-8-2023 Agenda Item #2

Richard J. Franzetti, P.E.  
Town Engineer



(845) 628-1500  
(845) 628-2087  
Fax (845) 628-7085

**Office of the Town Engineer**  
60 McAlpin Avenue  
Mahopac, New York 10541

### MEMORANDUM

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**To:** Carmel Town Board

**From:** Richard J. Franzetti P.E. Town Engineer 

**Date:** January 31, 2023

**Re:** Emergency Repairs/Services

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This memorandum is being presented to the Town Board to advise the Board of emergency invoices that were submitted for payment in excess of \$10,000.00 for services rendered. The following provides a brief a summary of the work that was performed.

- Carmel Sewer District 2

On January 25, 2023, Inframark, the operators of Carmel Sewer District 2, advised the Engineering Department the submersible station 1 trough pump used on the clarifiers had failed. This unit was ~20 years old. This work was deemed an emergency and as such the Engineering Department authorized the quote for this work. It should be further noted this particular manufacturer to be a sole source. Attached is the invoice in the amount of \$10,519.00 to purchase and install a new unit.

We request that this memorandum be put into the agenda as a matter of record.

EXHIBIT "B"

**Emergency Justification Form  
Town of Carmel Procurement Policy**

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**Procurement Policy, Section VI: Emergency Procurement**

Subdivision (4) of General Municipal Law §103 sets forth an exception to purchasing and bidding requirements for emergency situations

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Department: Engineering

Vendor names: Fleet

Nature of emergency: Submersible Pump Replacement

Estimated cost: See attached invoice

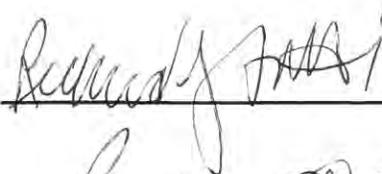
There are three basic statutory criteria to be met in order to fall within the emergency purchase exception. State the basis for identifying an emergency purchase or service, check any that apply:

- The situation arose out of an accident or unforeseen occurrence or condition.
- Public buildings, public property, or the life, health, safety or property of the political sub-division's residents were affected.
- The situation required immediate action, which could not await competitive bidding.

The emergency purchases or services exceeded **\$10,000** and will be submitted to the Town Board for presentation at a Town Board Meeting to acknowledge said emergency. A Town Board Resolution should be passed acknowledging the same.

Other (provide explanation):

Purchasing Agent's signature for approval: \_\_\_\_\_



Department Head's signature for approval: \_\_\_\_\_



**TOWN OF CARMEL**  
**ENGINEERING**  
**REQUEST FOR PURCHASE OR REPAIR**  
District: CSD 2

**Inframark, LLC**  
2 Renwick Street  
Newburgh, NY 12550  
United States

T: +1 845 228 0460  
[www.inframark.com](http://www.inframark.com)

Date of Request: 1-20-23 Request for Authorizing Resolution

Item requested: Replacement Flygt Submersible Pump for the Scum Trough Pump Station Pump #1.

Purpose of item: Pump for CSD 2 plant clarifier skimming station.

Estimated age of equipment to be replaced / repaired: 20 years

Estimated life expectancy of new equipment / repair: 20 years

Labor cost for installation and/or repair:

Vendor #1:	Fleet	Cost: \$10,519.00
Vendor #2:	Sole Supplier	Cost:
Vendor #3:		Cost:



January 13, 2023

Proposal# 230113-18-85

Town of Carmel Sewer District #2  
60 McAlpin Avenue  
Carmel, NY 10541

Attn: Gabe Dries/Inframark

Subject: Replacement Flygt Submersible Pump for the Scum Trough Pump Station Pump #1.

Dear Gabe,

As per your request, Fleet Pump & Service is pleased to submit our proposal on the repair and the replacement of the Flygt Submersible Pump Model CP3102.180 S/N 9620181 5.0HP 460/3/60 1715RPM, FLS Leakage detector, 433 impeller code that was picked up at your location.

<u>Item</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1	1	Flygt Submersible Pump Model 4"3102.060 Standard Design 5.0HP, 460 volt, three phase, 60Hz, 1715RPM, FLS Leakage detector, Hardened High Chrome Steel 463 code impeller and volute insert ring with 50ft of power cable.	\$10,519.00	\$10,519.00
2	1	Freight	\$ 175.00	\$ 175.00

Note: Price does not include applicable taxes.

Delivery: 8 to 10 weeks.

Freight: As noted.

Terms: See attached.

Validity: 30 days.

Please forward a **Purchase Order or Authorization on your Letter head**, if you wish to proceed with the above proposal.

Thank you for the opportunity to submit this proposal. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

*Serge Agudow*

Serge Agudow

914-804-5567

[sagudow@fleetpump.com](mailto:sagudow@fleetpump.com)

Sales Engineer

## Esteves, Donna

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**From:** Harris, Carrie <carrie.harris@inframark.com>  
**Sent:** Wednesday, January 25, 2023 12:17 PM  
**To:** Franzetti, Richard; Esteves, Donna  
**Cc:** Boyd, Diane; Batz, Michael; Grippo, Arthur; Dries, Gabriel  
**Subject:** Fw: 1-20-23 -- CSD 2 - Request for Authorizing Resolution - Replacement Pump

**Importance:** High

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Richard and Donna,

Please see Arthur's email below. This request has now been upgraded to an Emergency Request. Please let us know when we can order the replacement pump. Thank you very much for your assistance.

Regards,  
Carrie

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**From:** Grippo, Arthur <arthur.grippo@inframark.com>  
**Sent:** Wednesday, January 25, 2023 10:53 AM  
**To:** Harris, Carrie <carrie.harris@inframark.com>; Boyd, Diane <diane.boyd@inframark.com>  
**Subject:** Re: 1-20-23 -- CSD 2 - Request for Authorizing Resolution - Replacement Pump

Good Morning Carrie,

This replacement will need to be escalated to an emergency. This morning the operator discovered an issue with the backup pump at this pump station. Maintenance removed the pump and has determined that the pump is no longer operational due to a mechanical failure.

I've contacted Fleet to see how quickly they would be able to provide a pump or if a different model can be used in its place.

Winwater is also checking to see if they have anything that can fit in its place. This is unlikely as the Flyght pumps that we have are often not replaceable by other manufacturers.

As a temporary solution, the operator has set up a sump pump and hose to prevent any overflows.

Arthur Grippo | Plant Supervisor - Carmel, NY



2 Renwick Street | Newburgh, NY 12550

O: 845-541-3904

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**From:** Harris, Carrie <carrie.harris@inframark.com>

**Sent:** Friday, January 20, 2023 9:17 AM

**To:** Richard Franzetti <rjf@ci.carmel.ny.us>; Esteves, Donna <de@ci.carmel.ny.us>

**Cc:** Boyd, Diane <diane.boyd@inframark.com>; Batz, Michael <michael.batz@inframark.com>; Grippo, Arthur <arthur.grippo@inframark.com>; Dries, Gabriel <gabriel.dries@inframark.com>

**Subject:** 1-20-23 -- CSD 2 - Request for Authorizing Resolution - Replacement Pump

Good morning, Richard & Donna:

Please find attached a Request for Authorizing Resolution for CSD 2 for a replacement Flygt submersible pump for the scum trough pump station Pump #1, along with the quote from Fleet, for the next Board work session. Please let us know if you need any additional information.

Best Regards,  
Carrie

Carrie Harris | Administrative Assistant



2 Renwick Street | Newburgh, NY 12550

(O) 845-565-6182 | (M) 845-670-2909 | [www.inframark.com](http://www.inframark.com)

## WS2-8-2023 Agenda Item #3

Richard J. Franzetti, P.E.  
Town Engineer



(845) 628-1500  
(845) 628-2087  
Fax (845) 628-7085

*Office of the Town Engineer*  
60 McAlpin Avenue  
Mahopac, New York 10541

### MEMORANDUM

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**To:** Carmel Town Board

**From:** Richard J. Franzetti P.E. Town Engineer 

**Date:** January 31, 2022

**Re:** C 263 – Sewer Jetting CSD 1,2,3,4,5,6 7 and 8 – Request to Bid

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The current contract for sewer jetting throughout the Town's sewer collection systems, currently serviced by Tam Enterprises, is set to expire on December 31, 2023.

At this time, this Department requests permission to put Sewer Jetting back out to bid. As in the past, we would like to specify the contract as a two (2) year term with the unilateral option on the part of the Town Board to extend for two (2) additional one (2) year periods.

Based upon the past two (2) years of invoices, the pricing for this project will exceed the GML threshold of \$20,000.00. We request that this matter be placed on an upcoming Town Board work session for discussion.

## WS2-8-2023 Agenda Item #4

Richard J. Franzetti, P.E.  
Town Engineer



(845) 628-1500  
(845) 628-2087  
Fax (845) 628-7085

*Office of the Town Engineer*  
60 McAlpin Avenue  
Mahopac, New York 10541

### MEMORANDUM

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**To:** Carmel Town Board

**From:** Richard J. Franzetti P.E. Town Engineer 

**Date:** January 31, 2022

**Re:** C 285 - Chemical Supply – Request to Bid

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The current contract for chemical supplies for our various water and sewer treatment plants, currently serviced by Slack Chemical, expires on July 6, 2023.

At this time, this Department requests permission to put Chemical Supplies back out to bid. As in the past, we would like to specify the contract as a one (1) year term.

Based upon the past two (2) years of invoices, the pricing for this project will exceed the GML threshold of \$20,000.00. We request that this matter be placed on an upcoming Town Board work session for discussion.