

**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 VOTING MEETING/WORK SESSION**  
**Wednesday, March 16, 2022 7:00pm**

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**Roll Call – Attendance**

**PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE**

• **Motion to Open Town Board Voting Meeting**

**Town Board Voting Meeting:**

• **Public Comment Three (3) Minutes Agenda Items Only**

• **Accept of Town Board Minutes March 2, 2022**

1. Res: Making Probationary Promotional Appointment of Sergeant in the Town of Carmel Police Department
2. Res: Making Appointment to the Town of Carmel Planning Board
3. Res: Accepting Proposal for Professional Services – Environmental Site Assessment
4. Res: Declaring Certain Equipment Obsolete and Authorizing Disposal
5. Res: Authorizing Entry into Contract Putnam County Department of Real Property Tax Services
6. Res: Authorizing Refund of Zoning Board of Appeals Application Fee
7. Res: Authorizing Improvements at Sycamore Park
8. Res: Making Appointment to Town of Carmel Recreation and Parks Advisory Committee
9. Res: Authorizing General Fund and Highway Fund Transfers
10. Res: Authorizing Encumbrances of 2021 Funds for Expenditures in 2022
11. Res: Accepting Proposal for Insurance
12. Res: Acknowledging Emergency Repairs Carmel and Water and Sewer Districts
13. Res: Authorizing Payment to East of Hudson Watershed Corporation
14. Res: Authorizing Advertisement for Bid Contract C284 Fuel Oil#2
15. Res: Authorizing Submission of Grant Application with County of Putnam Local Government Record Management Improvement Fund
16. Res: In Support of K-9 Police Unit Town of Carmel Police Department

• **Town Board Comments**

• **Motion to Adjourn Voting Meeting**

- **Motion to Open Town Board Work Session**

**Town Board Work Session:**

- **Public Comment Three (3) Minutes Agenda Items Only**

1. Councilman Robert Schanil - Consider Proposal for Grant Consulting Services
2. Richard J. Franzetti, PE, Town Engineer – Consider Request to Renew Agreement or Advertise for Bids for the Operation and Maintenance of the Town's Various Water and Sewer Districts.

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

**Executive Session:**

1. Gregory Folchetti, Esq., Town Legal Counsel – Memorandum of Understanding

**RESOLUTION #1**

**RESOLUTION MAKING PROBATIONARY PROMOTIONAL APPOINTMENT OF SERGEANT IN THE TOWN OF CARMEL POLICE DEPARTMENT**

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the Police Department hereby appoints Officer Sandy Crecco to the position of Sergeant, effective immediately, on a promotional probationary basis subject to the provisions of Civil Service Law and the Civil Service Rules and Regulations.

Resolution

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

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

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

**RESOLUTION #2**  
**RESOLUTION MAKING APPOINTMENT**  
**TO TOWN OF CARMEL PLANNING BOARD**

RESOLVED that the Town Board of the Town of Carmel hereby appoints John Nuculovic to the Town of Carmel Planning Board for a term commencing immediately and expiring December 31, 2028.

Resolution

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

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

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

**RESOLUTION #3**  
**RESOLUTION ACCEPTING PROPOSAL**  
**FOR PROFESSIONAL SERVICES**  
**ENVIRONMENTAL SITE ASSESSMENT**

RESOLVED, that the Town Board of the Town of Carmel hereby accepts the proposal of HydroEnvironmental Solutions, Inc., Somers NY for performance of Phase II Environmental Site Assessment services at the town-owned property located at South Lake Boulevard in Mahopac, said services being at an estimated a cost of \$19,325.00 and in accordance with the proposal dated February 11, 2022; and

BE IT FURTHER RESOLVED, that upon presentation of insurance certificates in form acceptable to Town Counsel, Town Supervisor Michael Cazzari is hereby authorized to execute any and all documentation reasonably necessary to effectuate the purchase authorized hereunder; and

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget transfers or modifications required to fund the cost of this authorization.

Resolution

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

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

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

**RESOLUTION #4**  
**RESOLUTION DECLARING CERTAIN EQUIPMENT OBSOLETE**  
**AND AUTHORIZING DISPOSAL**

RESOLVED, that the Town Board of the Town of Carmel hereby declares the following equipment to be obsolete and authorizes disposal in accordance with Town Law, including but not limited to Town Law §64(2-a).

- 2011 Ford Crown Victoria VIN#2FABP7BV9BX169885;
- 1991 Chevrolet C-30 Highway Vehicle VIN#2GBGG31J7M4132138;
- 2010 New Holland LI85 Skid Steer Loader VIN#NAM48495;
- 2007 New Holland Backhoe VIN#N7GH11556;
- 2003 New Holland Backhoe VIN#31046513;
- Wacker Plate Tamper Wacker BPU3545A Serial#1365978;
- Yamaha 225TXRC outboard motor Serial#69J-X-1009510

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	_____	_____

**RESOLUTION #5**

**RESOLUTION AUTHORIZING ENTRY INTO CONTRACT  
PUTNAM COUNTY DEPARTMENT OF REAL PROPERTY TAX SERVICES**

WHEREAS appropriations have been made in the 2022 Town Budget for entry into various contracts for the provision of various services to the Town of Carmel, and

WHEREAS said contracts are on file in the office of the Town Supervisor for the inspection and review of all Town Board members,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town Supervisor Michael Cazzari to enter into and execute, on behalf of the Town, the contract with the Putnam County Department of Real Property Tax Services for preparation of the tentative assessment roll for year 2022 in form as attached hereto and made a part hereof.

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	___	___

## PUTNAM COUNTY REAL PROPERTY TAX SERVICE CONTRACT

AGREEMENT MADE THIS 1<sup>st</sup> DAY OF MARCH BETWEEN: THE TOWN OF CARMEL REFERRED TO AS THE TOWN AND THE COUNTY OF PUTNAM HAVING ITS PRINCIPAL PLACE OF BUSINESS AT 40 GLENEIDA AVENUE, CARMEL, NEW YORK 10512, HEREINAFTER REFERRED TO AS COUNTY.

THE PARTIES HEREIN AGREE AS FOLLOWS:

- 1) THE COUNTY SHALL PREPARE THE TENTATIVE ASSESSMENT ROLL, FOR THE CALENDAR YEAR OF **2022** AND HAVE IT AVAILABLE ON THE COUNTY WEBSITE TO COMPLY WITH RPTL §1591
- 2) EVERY TRANSFER OF PROPERTY, CHANGE OF ADDRESS, DESCRIPTION OR VALUATION, SPECIAL FRANCHISE, PUBLIC UTILITY, SHALL BE DATA ENTERED BY ASSESSOR OF TOWN OR DESIGNATED STAFF MEMBER. ASSESSOR AND/OR DESIGNATED STAFF MEMBER IS RESPONSIBLE FOR ALL RPS SOFTWARE UPDATES TO BE CURRENT AND UPDATING REFERENCE TABLES IN RPS.
- 3) AFTER CLOSING OF THE BOOKS ON MARCH 1<sup>st</sup>, ALL CHANGES SHALL BE ENTERED ON OR BEFORE **APRIL 15<sup>th</sup>** BY THE TOWN, THIS IS ESSENTIAL SO THAT THE TENTATIVE ASSESSMENT ROLL IS RUN FOR THE MAY 1<sup>st</sup> DEADLINE.
- 4) ALL GRIEVANCE CHANGES, CORRECTION OF CLERICAL ERRORS, & UNLAWFUL ENTRIES SHALL BE APPROVED BY THE BOARD OF ASSESSMENT REVIEW AND ENTERED BY THE TOWN INTO THE REAL PROPERTY SYSTEM, BACKED UP AND BROUGHT TO THE REAL PROPERTY TAX SERVICE AGENCY NO LATER THAN **JUNE 17<sup>th</sup>** FOR FINAL ROLL PROCESSING AND SCHOOL PROCESSING.
- 5) ALL CHANGES FOR COUNTY AND TOWN TAX ROLLS SHALL BE SUBMITTED BY THE TOWN ON OR BEFORE **NOVEMBER 18<sup>th</sup>**.
- 6) ALL UNPAIDS TO BE MANUALLY ENTERED BY THE COUNTY MUST BE SUBMITTED BY **OCTOBER 31<sup>st</sup>**. RPSV4 MERGEABLE FILES MUST BE SUBMITTED BY **NOVEMBER 18<sup>TH</sup>**.
- 7) A SEPARATE AGREEMENT SHALL BE NEGOTIATED FOR THE PROVISIONS OF RPTL §1537, OPTIONAL COUNTY SERVICES.

PRICE FOR THE PREPARATION OF THE FOLLOWING IS \$ 0.50 PER PARCEL:

- 1) TENTATIVE ASSESSMENT ROLL (2 COPIES\*) AND ASSOCIATED REPORTS, COA'S
- 2) FINAL ASSESSMENT ROLL (2 COPIES\*)
- 3) TAX ROLL (2 COPIES\*)
- 4) HARD & SOFT BINDERS FOR ROLLS
- 5) BANK CODE LISTINGS
- 6) APPORTIONMENT OF SPECIAL FRANCHISE
- 7) 1 SET OF TAX BILLS IN ENVELOPES
- 8) RPS 145D1, 155D1 & 160D1 TAX EXTRACTS
- 9) DATA ENTRY FOR PRO-RATAS
- 10) 1 SET TAX MAPS 24" x 36"

UNPAID WATER, SEWER, OR OTHER UNPAIDS WILL BE CHARGED A FEE IN THE AMOUNT OF 50.00 PER HUNDRED IF THE DATA HAS TO BE MANUALLY ENTERED, OR IF TAX MAP NUMBERS PROVIDED IN COMPUTER FORMAT ARE INVALID.

IF ANY ADDITIONAL SPECIAL DISTRICT ROLLS ARE REQUIRED THE TOWN WILL BE CHARGED A FEE OF 0.01 PER PARCEL.

IF ANY INSERTS ARE REQUESTED THE TOWN WILL BE CHARGED A FEE OF 0.01 PER ENVELOPE.

\*.02 PER PARCEL WILL BE DEDUCTED IF ONE (1) COPY OF EACH ROLL IS REQUESTED INSTEAD OF TWO (2)

THE TOWN OF CARMEL HEREBY REPRESENTS THAT THE AGREEMENT HEREIN HAS BEEN APPROVED BY RESOLUTION OF THE TOWN BOARD, A COPY OF WHICH IS ANNEXED HERETO AND MADE A PART HEREOF:

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT IN NEW YORK, ON THE DATE HEREIN ABOVE SET FORTH.

READ AND APPROVED BY:

\_\_\_\_\_  
MaryEllen Odell  
County Executive

DATE: \_\_\_\_\_

  
\_\_\_\_\_  
Lisa A. Johnson  
County Director, R.P.T.S.A.

DATE: 3/1/22

\_\_\_\_\_  
William J. Carlin  
Commissioner of Finance

DATE: \_\_\_\_\_

\_\_\_\_\_  
Jennifer S. Bumgarner  
County Attorney

DATE: \_\_\_\_\_

\_\_\_\_\_  
Mat C. Bruno, Sr  
Risk Manager

DATE: \_\_\_\_\_

\_\_\_\_\_  
Michael Cazzari  
Town Supervisor

DATE: \_\_\_\_\_

**RESOLUTION #6**

**RESOLUTION AUTHORIZING REFUND  
OF ZONING BOARD OF APPEALS APPLICATION FEE**

RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of Town of Carmel Director of Codes Enforcement, hereby authorizes refund of the fee paid for Zoning Board of Appeals application for the property known as 409 Seminary Hill Road, Town of Carmel Tax Map No. 75.12-48, 49 & 50 in the amount of \$400.00 to Keri Fredriksen.

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	___	___

# RESOLUTION #7

## RESOLUTION AUTHORIZING IMPROVEMENTS AT SYCAMORE PARK

RESOLVED that the Town Board of the Town of Carmel, in connection with the proposed Eagle Scout project of Michal Mazur of Boy Scouts of America Troop #1 Mahopac, hereby authorizes the performance of improvements at Sycamore Park in accordance with the memorandum and plans provided by Director of Recreation and Parks James R. Gilchrist as detailed in his memorandum to the Town Board dated March 4, 2022; and

BE IT FURTHER RESOLVED, that upon presentation of insurance certificates for all vendors and contractors proposed to perform improvements in connection with this authorization in form acceptable to Town Counsel, the aforesaid work may be commenced.

### 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	_____	_____

**RESOLUTION #8**

**RESOLUTION MAKING APPOINTMENT  
TO TOWN OF CARMEL RECREATION AND PARKS ADVISORY COMMITTEE**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Nicholas Mucciarone to the Town of Carmel Recreation and Parks Advisory Committee for a term commencing immediately and expiring December 31, 2023.

Resolution

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

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

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

**RESOLUTION #9**

**RESOLUTION AUTHORIZING FUND BALANCE MODIFICATIONS OFFICE OF THE TOWN COMPTROLLER**

WHEREAS the Town Comptroller has reviewed the Draft Year End Fund Balance Analysis for years 2015-2021 with the Town Board which are detailed and explained on the attached Schedule;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the increase of reserves for the Tax Certiorari Reserve Fund and Capital Purposes Fund, in the Highway Fund for the years 2015-2021, as shown on itemized on the schedule is attached hereto, incorporated herein and made a part hereof.

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	_____	_____

TOWN OF CARMEL

\*\* unaudited \*\*

GENERAL AND HIGHWAY FUND COMBINED FUND EQUITY (YEARS 2015-2021)

DESCRIPTION	2015	2016	2017	2018	2019	2020	2021
<b>GENERAL FUND</b>							
RESERVE FOR PREPAID EXPENSES	393,897	389,280	408,839	371,705	382,894	383,078	465,418
RESERVE FOR ENCUMBRANCES	118,210	152,275	378,818	500,516	547,344	825,197	977,560
RESERVE FOR COMPENSATED ABS	1,000,000	1,440,000	1,615,000	1,785,000	1,815,000	1,815,000	1,815,000
DESIGNATED FOR TAX CERTIORARI	770,000	770,000	770,000	770,000	1,070,000	1,070,000	1,170,000
DESIGNATED FOR RETIREMENT CONTRIBUTIONS	200,000	200,000	200,000	200,000	200,000	200,000	200,000
DESIGNATED FOR CAPITAL PROJECTS	500,000	750,000	1,000,000	1,500,000	2,000,000	2,000,000	3,000,000
DESIGNATED RESERVE VEHICLE PURCHASES	150,000	150,000	150,000	150,000	150,000	150,000	150,000
UNRESERVED DESIGNATED EQUITY-FY	400,000	400,000	400,000	400,000	400,000	400,000	400,000
<b>UNRESERVED DESIGNATED EQUITY - SUBSEQUENT YEARS BUDGET</b>	-	-	-	-	360,000	110,000	475,000
UNRESERVED UNDESIGNATED EQUITY**	2,172,921	2,881,689	3,487,762	3,319,837	2,949,458	3,634,305	3,775,415
<b>TOTAL GENERAL FUND EQUITY</b>	<b>\$ 5,705,028</b>	<b>\$ 7,133,244</b>	<b>\$ 8,410,419</b>	<b>\$ 8,997,058</b>	<b>\$ 9,874,696</b>	<b>\$ 10,587,580</b>	<b>\$ 12,428,393</b>
<b>HIGHWAY FUND</b>							
RESERVE FOR PREPAID EXPENSES	112,500	97,000	128,875	120,500	126,250	127,561	134,875
RESERVE FOR CAPITAL PURPOSES	150,000	150,000	100,000	250,000	190,000	850,000	850,000
RESERVE FOR COMPENSATED ABSENCES	300,000	300,000	300,000	300,000	325,000	375,000	375,000
RESERVE FOR SNOW REMOVAL/ROADS	450,000	600,000	750,000	750,000	750,000	750,000	750,000
UNRESERVED DESIGNATED EQUITY	111,856	296,914	474,431	298,687	295,526	544,957	1,203,253
UNRESERVED UNDESIGNATED EQUITY							
<b>TOTAL HIGHWAY FUND EQUITY</b>	<b>\$ 1,124,356</b>	<b>\$ 1,443,914</b>	<b>\$ 1,753,306</b>	<b>\$ 1,719,187</b>	<b>\$ 1,686,776</b>	<b>\$ 2,647,518</b>	<b>\$ 3,313,128</b>
<b>TOTAL GENERAL &amp; HIGHWAY EQUITY</b>	<b>\$ 6,829,384</b>	<b>\$ 8,577,158</b>	<b>\$ 10,163,725</b>	<b>\$ 10,716,245</b>	<b>\$ 11,561,472</b>	<b>\$ 13,235,098</b>	<b>\$ 15,741,521</b>

\* need resolut

## **RESOLUTION #10**

### **RESOLUTION AUTHORIZING ENCUMBRANCES OF 2021 FUNDS FOR EXPENDITURES IN 2022**

**WHEREAS**, it is recommended by the Town Comptroller's Office that 2021 Government Budget Funds be encumbered or reserved for the 2022 Budget Appropriations, based on recent approved Town Board Resolutions and/or specific projects in progress for various purposes;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Carmel authorizes the Town Comptroller's Office to Encumber or Reserve unexpended 2021 Government Fund monies for expenditures in fiscal year 2022 as follows:

<b>Purpose of Encumbrance General Fund</b>	<b>Accounts</b>	<b>Maximum</b>	<b>Explanation and/or Comments</b>
Building Grounds Spec Improvement	100-1620-0045	90,000.00	Bal Improvements/ Upgrades Town Hall
Data Imaging Equipment	100-1680-0021	85,000.00	Data Imaging Equipment
Technology Line	100-1680-0020	50,000.00	Bal Technology Upgrades
Contingency Line	100-1990-0040	73,376.00	Software Conversion
Contingency Line	100-1990-0040	35,000.00	Bal. left Master Plan/Tn Code
Contingency Line	100-1990-0040	250,000.00	Swan Cove Improvements
Police Motor Vehicle Line	100-3120-0021	26,907.00	Police Vehicle Encumbrance
Police Consulting Services	100-3120-0044	20,000.00	Consulting Services
Police Rentals/Leases	100-3120-0046	40,000.00	Records Management System/Radios
Police Conference/Training	100-3120-0047	25,000.00	Police State Mandated Training
Park Special Equipment	100-7110-0022	21,887.00	Remaining Parks Video Surveillance
McDonough Skate Park	100-7112-0041	8,790.00	Remaining Bal Skate Park
Swan Cove Park Improvements	100-7113-0045	100,000.00	Remaining Bal. Swan Cove Improvements

<b>Purpose of Encumbrance General Fund</b>	<b>Accounts</b>	<b>Maximum</b>	<b>Explanation and/or Comments</b>
Airport Park Equipment Expense	100-7115-0020	49,800.00	Remaining Bal. Airport Park
Baldwin Meadow Park Improvements	100-7118-0040	71,800.00	Bathroom Capital Project
Skating Rink Contractual Expense	100-7190-0040	30,000.00	Recoat Skating Rink
<b>Total General Fund Encumbrances \$ 977,560.00</b>			
Mahopac Falls Fire Dept	301-3410-0045	\$82,230	Reserve for Dry Hydrant Estimate

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	_____	_____

# RESOLUTION #11

## RESOLUTION ACCEPTING PROPOSAL FOR INSURANCE

RESOLVED that the Town Board of the Town of Carmel hereby accepts the proposal of Brown & Brown of NY, Inc. d/b/a Spain Agency, Mahopac, NY to provide liability insurance to the Town of Carmel for the period of April 1, 2022 through March 31, 2023 in form as is on file in the office of the Town Supervisor, and

BE IT FURTHER RESOLVED that Town Supervisor Michael Cazzari is hereby authorized to sign all necessary documentation required to accept such proposal.

### 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	_____	_____

## RESOLUTION #12

### RESOLUTION ACKNOWLEDGING EMERGENCY REPAIRS CARMEL WATER AND SEWER DISTRICTS

RESOLVED, the Town Board of the Town of Carmel, acting as Commissioners of the various water and sewer districts of the Town of Carmel, hereby acknowledges the emergency performance of water and sewer district collection system/distribution system and treatment facilities repairs as fully detailed in the memorandum of Town Engineer Richard J. Franzetti, P.E. to the Town Board dated March 3, 2022, as attached hereto and made a part thereof.

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	_____	_____

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:** March 3, 2022  
**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/authorization to proceed in excess of \$10,000.00 for services rendered. The following provides a brief a summary of the work that was performed.

- CWD7 - Vineland Pump Station Well Failures

On February 11, 2022, Bee and Jay, the operator for the CWD 7 alerted the Engineering Department that due a December 2021 storm event well pump #1 failed due to power surges. Attached is an invoice in the amount of \$11,107.60 to replace the well pump and motor.

This invoice has been submitted to insurance for reimbursement.

- CSD 2 – Belden Road North Generator

On February 8, 2022, Magpro, the Town's contract generator maintenance operator alerted the Engineering Department that the referenced generator had failed and could not be repaired. This unit was over 30 years old. This repair was deemed an emergency and Magpro was directed have the unit replaced. The unit was replaced on February 14, 2022. Attached is an invoice in the amount \$26,598.00 to have this unit replaced

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: Magpro

Nature of emergency: CSD2 Beldon Rd N Generator

Estimated cost: See attached

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: 

# MAGPRO Services, LLC



*Specialized Repairs, Customized Solutions*

20 Day Road Carmel, NY 10512

Ph 845-225-2304 MAGPROSERVICE@YAHOO.COM

Fax 845-225-2306 WWW.MAGPROSERVICE.COM

Date	Invoice #	Terms	P.O. Number
2/14/2022	005721		

Bill To	Job Description
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Town of Carmel Eng dept  
60 McAlpin Avenue  
Mahopac, New York 10541  
(845) 628-1500

CSD2-6 Beldon Rd North Generator

Item Code	Description	Quantity	Price Each	Amount
Complete Job	<p>Current onsite generator engine has failed, unit is nearing 30 years of age, parts no longer available.</p> <p>Remove and replace existing 20kw Olympian generator with a new 20kw Cummins commercial enclosed generator . Unit comes standard with a 24 hour full load fuel tank w rupture basin and sound level 1 aluminum enclosure. Includes engine coolant heater &amp; battery charger</p> <p>Remove old unit and dispose. Drain and dispose of fuel - will not reuse (possible contamination) Set new unit in place with boom crane Connect all as required Run and test Includes all materials for installation Includes prevailing wage for mechanic helper</p>	1	4,000.00	4,000.00T
generator sale	<p>Cummins C20D6 S/N J210993715 Diesel Engine 24hr tank 20KW configured for site 120/208 volt 3ph A045L889 generator alternator 12 lead Includes inbound freight, new battery &amp; full tank of fresh fuel</p> <p>unit is currently in stock, upon approval unit will be shop-reconfigured for use and then field installed there after</p>	1	22,598.00	22,598.00T

<b>Sales Tax (0.0%)</b>	\$0.00	<b>Subtotal</b>	\$26,598.00	<b>Total</b>	\$26,598.00
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All work done at customers request. No warranty expressed or implied. No returns on electrical parts.. ANY vehicle or equipment not claimed within 2 days will incur storage charges. > AFTER 14 days, the vehicle or equipment will be considered abandoned property. All manufactures warranties are set forth by their respective company and will be honored by the manufacture, additional charges may and will be incurred for additional work. \$35 returned check fee. \$10 service charge for late payments.

Thank you for your business.

*Thank you for choosing MAGPRO  
Services*



P.O. Box 78 - 719 Route 6 - Mahopac, NY 10541  
 p: 845.628.3924 f: 845.628.4062  
 e: service@beeandjay.com

# INVOICE

DATE	INVOICE #
2/14/2022	100748

www.BEEANDJAY.com

**BILL TO:**

Town of Carmel- CWD 7  
 Engineering Dept.  
 60 McAlpin Ave.  
 Mahopac, NY 10541

**SERVICE LOCATION:**

Town of Carmel- CWD 7  
 Vineland Road  
 Mahopac, NY

PROFESSIONAL SERVICE 58 YEARS 1964-2022

Master Plumbers Lic.#s W.C. 556 P.C. 363

CUSTOMER #	TERMS	MECHANIC	SERVICE DATE	WORK ORDER #
845 628 2087	Due Upon Receipt	EK	2/11/2022	68670
ITEM	QTY/HRS	DESCRIPTION	RATE	AMOUNT
Description		CWD# 7 Vineland Road Station Well #1 Emergency motor failure. Tested burnt out pump and motor, pulled well #1 3 hp 400 feet with Boom truck and replaced pump motor and rotted steel pipe with SCH 120 PVC and 8/4 sub cable and equipment, restored on line.		
Labor TOC Lab...	8	1-Laborer	140.00	1,120.00
Labor TOC Tech	8	1- Tech Plb	185.00	1,480.00
Boom Truck		Boom Truck	1,000.00	1,000.00
Material		1- Goulds 18GS30 Water End	1,401.00	1,401.00
Material		1- Goulds 3 hp 230v Motor	1,250.00	1,250.00
Material		400 feet 1-1/4 SCH 120 Pipe	2,532.60	2,532.60
Material		2- 1-1/4" Shur Line Checks	216.00	216.00
Material		420 feet 8/4 SubCable	1,974.00	1,974.00
Material		2- Set heat Shrinks	44.00	44.00
Material		6- Rolls Tape	30.00	30.00
Material		2- Torque Arrestor	60.00	60.00

\*\* Invoices not paid when due will be subjected to a finance charge of 1.5% per month

**Total Due \$11,107.60**

WE ACCEPT ALL MAJOR CREDIT CARDS !!

CARD TYPE: VISA    MASTERCARD    AMERICAN EXPRESS    DISCOVER    DINER'S CLUB    OTHER \_\_\_\_\_

CARDHOLDER/NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CARD# \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ CID # \_\_\_\_\_

EMAIL: \_\_\_\_\_





**RESOLUTION #13**

**RESOLUTION AUTHORIZING PAYMENT TO  
EAST OF HUDSON WATERSHED CORPORATION**

Resolved, that upon the recommendation and determination of Town Engineer Richard J. Franzetti, P.E., the Town Board of the Town of Carmel hereby authorizes payment of the sum of \$17,632.33 to the East of Hudson Watershed Corporation (EOHWC) for 2021 operation and maintenance of stormwater retrofit projects in accordance the Town of Carmel’s overall phosphorus reduction requirements, as well as in accordance with the Operations and Maintenance Policy for EOHWC previously adopted by the Carmel Town Board and the invoice from EOHWC dated February 17, 2022.

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	_____	_____

**RESOLUTION #14**

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BID  
CONTRACT C284 FUEL OIL#2**

RESOLVED that, pursuant to the request of Town Engineer Richard J. Franzetti, PE, the Town Board hereby authorizes Town Clerk Ann Spofford to advertise for bids in connection with the proposed purchase of Fuel Oil #2 Supply to supply standby generators within the Town of Carmel and within the Town of Carmel Special Improvement Districts; and

BE IT FURTHER RESOLVED that the detailed specifications are to be furnished for the above to Town Clerk Ann Spofford to be used in conjunction with the Town's general bid conditions and specifications.

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	_____	_____

**RESOLUTION #15**

**RESOLUTION AUTHORIZING SUBMISSION OF  
GRANT APPLICATION WITH COUNTY OF PUTNAM  
LOCAL GOVERNMENT RECORD MANAGEMENT IMPROVEMENT FUND**

WHEREAS Town Clerk Ann Spofford has advised the Town Board that a Local Government Record Management Improvement Fund (LGRMIF) grant will enable the Town of Carmel and the Office of the Town Clerk to acquire and employ technological resources that will enable more efficient records management and provide more effect methods of providing access to such records as well; and

WHEREAS, the County of Putnam is partnering with local municipalities within Putnam County to apply for LGRMIF grants to facilitate the above objectives;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the submission of the referenced LGRMIF grant application in conjunction with the County of Putnam; and

BE IT FURTHER RESOLVED, that Town Clerk Ann Spofford is authorized to work with County of Putnam personnel in connection with the referenced grant application and to attend any meetings, conferences or seminars held in connection with this matter.

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	___	___

**RESOLUTION #16**

**RESOLUTION IN SUPPORT OF K-9 POLICE UNIT  
TOWN OF CARMEL POLICE DEPARTMENT**

WHEREAS the Town Board of the Town of Carmel, acting as Commissioners of the Town of Carmel Police Department, has previously established a K-9 Unit within the Town of Carmel Police Department; and

WHEREAS, the referenced K-9 Unit was incorporated into the Town of Carmel Police Department by virtue of an Agreement previously executed between the Town of Carmel and the Town of Carmel Police Benevolent Association; and

WHEREAS, the Officers which were staffing the referenced K-9 Unit have subsequently retired from the Town of Carmel Police Department, leaving staffing currently vacant; and

WHEREAS it is the Town Board of the Town of Carmel’s desire to promptly re-staff the vacant Officer positions within the referenced K-9 Unit;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the Town of Carmel Police Department, hereby declares its full and complete support of promptly re-establishing the staffing of the referenced K-9 Unit, under the guidance and recommendation of Chief of Police Anthony R. Hoffmann, so that the Town of Carmel Police Department is able to provide said services to the residents of the Town of Carmel as soon as is possible.

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	___	___

# MILLENNIUM

## STRATEGIES

March 8, 2022

Hon. Michael S. Cazzari  
Town Supervisor  
Town of Carmel  
60 McAlpin Avenue  
Mahopac, New York 10541

***Re: Renewal Proposal for Grant Consulting Services***

Dear Supervisor Cazzari

Millennium Strategies LLC is pleased to submit the following renewal proposal to the Town of Carmel for the continued provision of Grant Consulting Services. Millennium has had the privilege of providing Grant Consulting Services on behalf of the Town since April 2020. During our tenure, Millennium has helped to secure \$1,508,472.00 in alternative grant funding on behalf of the Town. Moreover, Millennium understands the Town's needs and goals and looks forward to continuing to be of service in 2022-23, as we pursue funding to accomplish numerous priorities for the Town.

**COMPANY PROFILE**

Founded in 2005, Millennium Strategies is the largest full-service grants consulting firm in the region. We currently represent more than 110 municipalities, counties, school districts and non-profit entities in New York, New Jersey, and Pennsylvania. A complete listing of our clients is included with this proposal as an attachment. Since our inception, we have helped to secure over \$1 billion in both governmental and non-governmental grant funding on behalf of our clients. What sets Millennium apart is our comprehensive and aggressive approach to grant research and grant writing. We help our clients meet their complex challenges by securing funding for projects that fall within the following areas: arts, health services, human services, disaster recovery, economic development, public safety, environmental protection, historic preservation, open space preservation, recreation, sustainability, tourism, and transportation infrastructure.

**STAFF PROFILE**

As Millennium's CEO and former Chief of Staff to Congressman Bill Pascrell, Ed Farmer has shepherded critical projects to completion with federal, state, and county agencies. As Millennium's Principal, Sue Scavone has more than 25 years of experience in government and grant writing. Sue also leads the firm's Disaster Recovery Division and has considerable experience assisting Millennium's clients following Hurricane Irene and Superstorm Sandy, as well as more recently declared disasters such as the COVID 19 pandemic. Together, Ed and Sue have assembled Millennium's accomplished team which includes a full-time research department, 23 grant writers, and the support staff necessary to meet the demands of timely, professional, and competitive submissions.

If Millennium is retained, Dave Jenkins would continue to serve as Director of New York Operations for the Town's account and Michael Dziuba would continue to serve as Grant Writer. Biographies of key personnel along with a list of client references are included with our proposal as an attachment. All services will be performed directly by employees of Millennium Strategies. We will not hire subcontractors to perform any of the proposed services outlined within this proposal. All staff employed by Millennium Strategies possess post-secondary degrees related to government consulting/grant writing and are in good standing with the State of New York and other grant agencies. Neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice or from working with public entities by any federal, state, or local agency. All staff and principals that will support the delivery of service on behalf of the Town will be stationed out of our offices located at 25 Smith Street, Suite 401, Nanuet, NY 10954.

## **PROPOSED SERVICES**

Millennium Strategies proposes to continue providing our full suite of Grant Consulting Services on behalf of the Town of Carmel. These services will include those outlined and described below.

1. ***Create a Strategic Plan*** – Millennium will create a Strategic Plan for grant research and funding to be pursued in keeping with the Town's budget, capital plan and other identified objectives. This process will include coordination of necessary meetings with administrators, department heads, supervisors and key personnel to determine future funding goals and how best to achieve them.
2. ***Research Available Opportunities / Frequent Notification*** – Millennium will research all available governmental and non-governmental grant opportunities that support the Town's priorities on an ongoing basis for the duration of the contract period. Detailed grant summaries and application breakdowns will be provided to key personnel as the Town selects grants that are consistent with the Strategic Plan.
3. ***Complete Grant Writing*** – Millennium will complete all grant applications, both presented by Millennium and identified by the Town, in accordance with funding guidelines established by funding agencies, on a continuing basis for the duration of the contract period. This includes all necessary follow up with governmental, non-governmental, and legislative agencies in support of applications submitted on behalf of the Town as well as advising of technical requirements and criteria associated with grants.
4. ***Monthly Reporting*** – Millennium will submit a monthly report detailing all activities undertaken by the Millennium team on behalf of the Town as well as a monthly invoice of services rendered. The monthly report will include all grants recommended, grants awarded, grants submitted and pending approval, grant applications-in-progress, as well as grants denied providing the Town with an assessment of our efforts on a regular basis.

## **FEE SCHEDULE**

Millennium Strategies will provide Proposed Services 1-4, as outlined and described above, for a flat monthly retainer fee of \$3,000.00, payable in twelve equal monthly installments, for an amount not to exceed \$36,000.00 per annum. Our retainer fees include all travel time and expenses. There are no hidden costs associated with our fee structure and our contract provides for a mutual 14 day opt-out. Millennium Strategies will continue our contractual relationship with the Town as an independent contractor for the duration of our contract.

## **DISCLOSURES**

Millennium Strategies is a limited liability corporation. Since our inception in 2005, Ed Farmer and Sue Scavone have remained the sole principals of Millennium Strategies. During our 17 years of operation, the company has not undergone any changes to the business name. Millennium Strategies is registered as a Small Business Enterprise (SBE) and complies with all applicable EEO, and Affirmative Action Laws as evidenced by the compliance documentation included with our proposal as an attachment. No judgments, claims or suits have been filed against our company. In addition, Millennium Strategies is not now, nor has it ever been involved in any bankruptcy or reorganization proceedings. Millennium Strategies does not employ any relatives of the Town of Carmel, nor are any of our employees unionized. In addition, no principals or employees of Millennium Strategies are related to any employee or elected official of the Town of Carmel.

## **CONCLUSION**

Thank you again for considering Millennium Strategies. We look forward to continuing to be of service to the Town of Carmel. Should you require any further information, please do not hesitate to contact me at (201) 230-8545.

Sincerely,



David Jenkins  
Director of New York Operations

# FIRM PROFILE



# MILLENNIUM

## STRATEGIES

### ABOUT US

Founded in 2005, Millennium Strategies is the largest full-service grants consulting firm in the region. We currently represent over 110 municipalities, counties, school districts and non-profit entities in New Jersey, New York, and Pennsylvania. We help our clients finance their critical projects with funding through federal, state and county grants as well as private foundations and charitable organizations. Since our inception, Millennium Strategies has procured over **\$1 billion** in both public and private grant funding.

### OUR SERVICES

What sets Millennium Strategies apart is our comprehensive and aggressive approach to grant research, grant writing and grant management. We help our clients meet their complex challenges by securing funding for a wide range of projects including,

- Arts and Culture
- Economic Development
- Environmental Planning and Restoration
- Community and Human Services
- Disaster Recovery and Resiliency
- Downtown Revitalization
- Historic Preservation
- Open Space Preservation
- Parks and Recreation
- Public Safety
- Sustainable Energy
- Tourism
- Transit Oriented Development
- Transportation Infrastructure

## NOTABLE CLIENT RECENT GRANT AWARDS

Carmel	NYS DEP - East of Hudson Community Wastewater Planning Grant	\$425,000
Family Services	US DHHS - Focused, Interconnected, Resilient, and Essential Grant	\$1,500,000
Harrison	NYS DOE - State Aid for Library Construction Grant	\$32,758
Harrison	NYS DES - Water Quality Improvement Grant	\$5,000,000
Harrison	NYS DOT - Transportation Alternatives Program Grant	\$2,486,636
Mamaroneck	NYS EFC - Water Infrastructure Improvement Act Grant	\$1,082,500
Mamaroneck	County of Westchester - Community Development Block Grant	\$100,000
Monroe	NYS DEC - Zero Emission Vehicle Infrastructure Grant	\$28,704
Monroe	NYS EFC - Water Infrastructure Improvement Grant	\$897,750
Nassau County	NYS OOA- Age Friendly Planning Grant	\$100,000
Nassau County	US Census - Complete the County Grant	\$332,054
Port Chester	Stanton Foundation - First and Second Dog Program	\$25,000
Port Chester	US FWD - Boating Infrastructure Grant	\$691,250
Rockland County	US DOT - Pipeline Safety Technical Assistance Grant	\$57,410
Rockland County	NYS DOT - Bridge NY Grant	\$1,921,000
Rye City	US FEMA - Staffing for Adequate Fire and Emergency Response Grant	\$2,310,000
Rye City	NYS DEC - Urban and Community Forestry Grant	\$50,000
Rye Town	NYS - State and Municipal Facilities Grant	\$250,000
Sleepy Hollow	Gary Sinise Foundation - First Responders Grant	\$26,872
Sleepy Hollow	Empire State Development Corporation - Market New York Grant	\$160,000
Spring Valley	US DOJ - COPS Hiring Grant	\$1,020,663
Spring Valley	NYS DCJS - Gun Involved Violence Elimination Grant	\$71,146
Woodbury	US FEMA - Staffing for Adequate Fire and Emergency Response Grant	\$146,660
Woodbury	US FEMA - Assistance to Firefighters COVID Supplemental Grant	\$2,308

## ED FARMER | PRESIDENT & CEO

Ed founded Millennium Strategies in 2005 with the goal of establishing a Company that provides governments with a comprehensive and aggressive approach to grant writing, research, and administration. As President, Ed is responsible for the oversight on all **facets of Millennium's operation, with a focus on ensuring that the firm provides the best customer service in the industry.** Prior to forming Millennium, Ed served as Chief of Staff to Congressman Bill Pascrell, Jr. (NJ-8). As the highest-ranking member of the team, Ed was responsible for running the daily operations of the **Congressman's offices in Washington, D.C. and New Jersey. Congressman Pascrell's assignments on the House Transportation and Infrastructure Committee and the House Committee on Homeland Security** have allowed Ed to gain invaluable insight into two issues that are critical for the State of New Jersey. Throughout his career, Ed has volunteered his time across New Jersey, including serving as the former President of the Passaic County Community College Board of Trustees and current member of its Foundation; Member of the 2010 Congressional Redistricting Commission; and, as a 2016 NJ elector for the Democratic Party. He is routinely recognized as one the 100 most influential personalities in New Jersey politics and government by Insider NJ. Ed graduated from Bethany College in Bethany, West Virginia with a Bachelor of Arts Degree in Political Science.



## SUSAN SCAVONE | PRINCIPAL

Sue joined the firm in 2005 as a Principal and has more than 30 years of experience in public outreach, grant writing, and governmental affairs. Through her time with Millennium, she has become the firm's leader on disaster recovery projects and funding procurement, securing her position as a regional expert in FEMA Public Assistance and Hazard Mitigation Grant Programs. Susan's knowledge of the field and existing relationships enable her to communicate effectively with multiple levels of stakeholders on complex projects, ensuring that all stages of a project are followed through in the most effective and efficient way possible. Prior to joining Millennium Strategies, Sue served as President of SMS Consulting Services, Inc. for ten years, where she provided governmental relations, grant procurement, and consulting services to both private and public sector clients. In addition Sue also served in the administration of Governor James J. Florio, on the staff of several members of the New Jersey Legislature, and in Essex County government. Sue is a graduate of Montclair State University where she received a Bachelor of Arts Degree in Political Science.



## LISA MARTINEZ | DIRECTOR OF OPERATIONS

Lisa has been a member of the firm since 2006. In her role as Director of Operations, Lisa manages the day-to-day operations of Millennium. Prior to joining Millennium, she served as Field Director and Scheduler for Congressman Bill Pascrell, Jr. for nine years. In this critical position, Lisa was responsible for maintaining the Congressman's New Jersey schedule and managing all community outreach activities for the congressional office. She strategically coordinated field activities with the Congressman's legislative agenda and administered government relations issues with all state and local entities. Lisa has an extensive knowledge of the federal government and enjoys an excellent reputation and track record for her work on projects in the public and private sector. Her organizational skills have helped Millennium become a leader within the government consulting industry.



## DAVID JENKINS | DIRECTOR OF NEW YORK OPERATIONS

Dave has been a member of the firm since 2012. In his role as Director of New York Operations, Dave is responsible for overseeing all facets of the firm's New York operations and clients. His responsibilities include overseeing client management and grant writing operations, leading team members, developing and implementing policies and procedures, ensuring quality control and identifying and developing new business. Prior to this, Dave served as a Grants Manager working with cities and nonprofit organizations to secure grant funding for various projects and programs. Prior to joining the firm, Dave served as Chief of Staff to Assemblyman Joseph Cryan during his tenure as Chairman of the New Jersey Democratic State Committee, and Majority Leader of the New Jersey General Assembly. Dave graduated from Elon University where he received a Bachelor of Arts Degree in Political Science.



## CHRISTOPHER SPRAGUE | DIRECTOR OF CLIENT SERVICES

Chris has been a member of the firm since 2010. In his role as Director of Client Services, Chris co-leads the service team working with New Jersey, Pennsylvania, and Delaware clients. His responsibilities include, but are not limited to: overseeing client management and grant writing operations, leading team meetings, developing and implementing policies and procedures, ensuring quality control, and managing data. Prior, Chris was a Senior Grants Manager working with cities and nonprofit organizations to secure grant funding for various projects and programs include early childhood education, parks, transportation infrastructure, restorative justice, and health and human services. Chris is a graduate of Seton Hall University **where he received a Bachelor's Degree in History, English and Italian and a Master's Degree in Diplomacy and International Relations.**



## CATHERINE KAPURA | DIRECTOR OF CLIENT SERVICES

Catherine has been a member of the firm since 2015. In her role as Director of Client Services, Catherine co-leads the service team working with New Jersey clients. Her responsibilities include, but are not limited to: overseeing client management and grant writing operations, leading team meetings, developing and implementing policies and procedures, ensuring quality control, and managing data. Prior to this, Catherine served as a Senior Grants Manager working with municipalities and counties to secure grant funding for various projects and programs focused on education, parks, transportation infrastructure, restorative justice, and health and human services. Catherine graduated from Fairfield University where she received a Bachelor of Arts Degree in English. Additionally, Catherine holds a Masters Degree in Environmental Policy and International Development from the University of Maryland.



## LAURA WINTROUB | DIRECTOR OF CLIENT SERVICES

Laura has been a member of the firm since 2015. In her role as Director of Client Services, Laura co-leads the service team working with New Jersey clients. Her responsibilities include, but are not limited to: overseeing client management and grant writing operations, leading team meetings, developing and implementing policies and procedures, ensuring quality control, and managing data. Prior to this, Laura served as a Senior Grants Manager working with municipalities and boards of education to secure grant funding for various projects and programs. Laura currently serves on the Strategic Advisory Board of Rising Tide Capital, a nonprofit entrepreneurship training organization located in Jersey City, New Jersey. Laura is a graduate of **Haverford College where she received a Bachelor's Degree in History.**



## PETER BLANOS | DIRECTOR OF BUSINESS DEVELOPMENT

Peter has been a member of the firm since 2011. In his role as Director of Business Development, Peter **oversees all aspects of the firm's sales and marketing related efforts.** His responsibilities include, but are not limited to: **developing and overseeing the firm's annual business development strategy, managing the RFP/RFQ process for the firm's 90+ public sector clients,** and attending various conferences. Prior to this, Peter served as Director of Client Services where he was responsible for overseeing client management and grant writing operations, leading team meetings, developing and implementing policies and procedures, ensuring quality control, and managing data. Peter is a graduate of the University of Scranton where he received a Bachelor of Arts Degree in Political Science.



## KATIE KOCHER | DEPUTY DIRECTOR OF RESEARCH AND SPECIAL PROJECTS

Katie has been a member of the firm since 2019. In her role as Deputy Director of Research and Special Projects, Katie is responsible for overseeing all research conducted by the firm into governmental and non-governmental funding sources. In addition, she is also responsible for overseeing all clients **enrolled and content within Millennium's Grant Research Portal Service** as well as all special projects performed on behalf of outside agencies. Prior to this Katie served as a Senior Grant Manager, where she was responsible for working with urban municipalities and counties to secure grant funding for key projects and programs. One of Katie's biggest passions is education. Prior to joining Millennium Katie served as an assistant editor for a not-for-profit publisher, and taught English at Seton Hall University. Katie is a graduate of Seton Hall University where she earned a Bachelor and a Master of Arts degree in English.



## TONY ARDIS | CHIEF FINANCIAL OFFICER

Tony has been a member of the firm since 2017. In his role as CFO, Tony is **responsible for overseeing a number of the company's administrative and financial operations**. Prior to joining Millennium, Tony served for nine years as the District Director for Congressman Bill Pascrell Jr. In this role, he **supported the District's 21 municipalities by supervising casework, field activities and representing the Congressman**. Tony has over 30 years of experience serving in administrative positions for various local, state, and federal government agencies. Tony is a graduate of William Paterson University where he received a degree in Political Science.



## BERNADETTE McPHERSON, ESQ. | DIRECTOR OF OUTREACH

Bernadette has been a member the firm since 2012. In her role as Director of Outreach, Bernadette is responsible for marketing Millennium Strategies to municipal and county governments. Bernadette brings extensive municipal and county government experience to Millennium, having served as a member of the Bergen County Board of Chosen Freeholders from 2003 to 2011 and as Mayor of Rutherford from 2000 to 2007. Bernadette remains active in politics and currently serves as the Legislative District 36 Chairwoman for the Democratic Committee of Bergen County. Bernadette is a graduate of La Salle University where she received a Bachelor of Arts degree in Political Science and English. Additionally, Bernadette holds a Juris Doctorate from Temple University School of Law.



## JESSICA CARVAJAL | HUMAN RESOURCES GENERALIST

Jessica has been a member of the firm since 2021. In her role as Human Resource Generalist, Jessica manages the daily functions of the Human Resources Department including benefit and leave administration, recruitment, and assisting with enforcing company policies and practices. Jessica has over seven years of experience in the field of Human Resources. Prior to joining Millennium, she was the Assistant Director of Human Resources at a large non-profit organization, where she handled all aspects of human resources including benefits, payroll and employee relations. Jessica has strong working knowledge in employment compliance, HRIS, and benefit management. Jessica is a graduate of the College of Saint Elizabeth where she received a Bachelor's Degree in Business Administration and Management. Additionally, Jessica holds an MBA in Finance from the New Jersey Institute of Technology.



## CAITLIN GEORGE | SENIOR GRANT MANAGER

Caitlin has been a member of the firm since 2020. In her role as Senior Grant Manager, Caitlin is responsible for assisting her municipal clients secure funds for their key projects. Prior to joining Millennium, Caitlin worked in various nonprofits throughout Northern Jersey where she managed and administered state and federal grants. In 2019, Caitlin was elected to the Passaic County Democratic Committee representing her hometown of Hawthorne. She has also served as the Treasurer of the Hawthorne Domestic Violence Response Team since 2015. Caitlin is a graduate of William Paterson University, where she received a Bachelor of Arts Degree in Political Science.



## MELANI FILOSA | SENIOR GRANT MANAGER

Melani has been a member the firm since 2018. In her role as Senior Grant Manager, Melani is responsible for working with several municipal clients throughout New Jersey. She works alongside her clients to find and pursue grant opportunities that will make their vision a reality. Prior to joining Millennium, Melani worked with several non-profit organizations. She applies this experience and passion into her everyday work by identifying the best ways to explain project goals in an application, seeking the right grant opportunities for those projects and executing that process meticulously. Melani is a graduate of Seton Hall University where she received a Bachelor of Arts Degree in both Political Science and English, receiving the Departmental Citation in Literature & Writing.



## ALYSON TROWBRIDGE | SENIOR GRANT MANAGER

Alyson has been a member the firm since 2018. In her role as Senior Grant **Manager, Alyson is responsible for servicing Millennium’s municipal and county clients within New York state.** Prior to joining the firm, Alyson worked as a Project and Grant Coordinator for a complex municipality in Southeast Virginia. During this time, she played an integral role in designing and developing policies and procedures while leveraging sound industry and business practices to advance the City’s strategic goals. **Alyson is a graduate of the California Polytechnic State University where she received a Bachelor’s Degree.**



## KAREN SPICER | SENIOR GRANT MANAGER

Karen has been a member of the firm since 2020. In her role as Senior Grant Manager, Karen is responsible for working with several of the firms municipal clients throughout New Jersey. Prior to joining Millennium, Karen worked for museums and cultural institutions in the Philadelphia and New York City areas focusing on exhibition development, public engagement, and historic preservation. She earned a Bachelor of Arts in Anthropology from Franklin & Marshall College and a Master of Arts in Museum Professions from Seton Hall University.



## EVAN COVELLO | GRANT MANAGER

Evan has been a member the firm since 2018. In his role as Grant Manager, Evan is responsible for working with the firms municipal clients to secure public and private grant funding for their key programs and projects. Prior to joining the firm, Evan served as the Student Body President of Rutgers University New Brunswick Campus, representing over 35,000 undergraduate students. He also served as an intern for the Phil Murphy for Governor Campaign, and the Passaic County Department of Human Resources. Evan is a graduate of Rutgers University where he received Bachelor of Arts Degrees in Planning/Public Policy and Human Resource Management.



## CARLY O'CONNELL | GRANT MANAGER

Carly has been a member of the firm since 2020. In her role as Grant Manager, Carly is responsible for working with municipal clients in New Jersey and Pennsylvania to secure public and private funding for their key projects. Prior to joining Millennium, Carly taught English at multiple New Jersey public high schools and helped to manage a busy copy review process at a major medical device company. She applies her passion for writing as well as her experience managing deadline-driven projects to her everyday work at Millennium. Carly is a graduate of Rutgers University where she received a Bachelor of Arts Degree in English. Additionally, she holds a Masters Degree in Teaching from Montclair State University.



## ASHLEY TAYLOR | GRANT MANAGER

Ashley has been a member of the firm since 2020. In her role as Grant Manager, Ashley is responsible for working with several of the firm's municipal and board of education clients to help secure funding for key projects and programs. Prior to joining Millennium, Ashley worked for the US Department of Commerce as well as for the State of Delaware. Ashley is a graduate of Delaware State University where she received a Bachelor of Arts degree in Criminal Justice and a Minor in Law Studies. Ashley was led to Millennium by her passion for government policy and how it can be used to create a better quality of life for all communities.



## RYAN TALMADGE | GRANT MANAGER

Ryan has been a member of the firm since 2020. In his role as Grant Manager, Ryan is **responsible for working with several of the firm's municipal and county clients** to help secure both public and private sector grant funding on their behalf. Prior to joining Millennium, Ryan was Interim Security Lieutenant in the Department of Public Safety for Rutgers University - **Newark. He was a collaborator and guest lecturer for the Rutgers' Honors Living-Learning Community (HLLC) program.** In 2017, Ryan was a candidate for the Newark Public Schools Advisory Board and is an Alumnus of the Leadership Newark 2019 Cohort. Ryan is a graduate of Rutgers University-Newark where he received a Bachelor of Arts Degree in Political Science.



## TARYN PRONKO | GRANT MANAGER

Taryn has been a member of the firm since 2019. In her role as Grant Manager, Taryn **is responsible for working with several of the firm's municipal and county clients** to help secure both public and private sector grant funding on their behalf. Prior to joining the firm, Taryn was a Deputy Clerk Intern within the U.S. Federal Court system, where she assisted in numerous departments, including jury, pro se law offices, and the circuit library. Taryn graduated **from Penn State University with a Bachelor's Degree** in English, receiving the Academic Excellence Award for the Humanities.



## KAMARI MOORE | RESEARCH MANAGER

Kamari has been a member the firm since 2018. In her role as Research Manager, Kamari oversees all aspects of the firms grant research related activities. Her responsibilities include identifying, analyzing, and summarizing available governmental and non-governmental grant opportunities that match **the needs of Millennium's clients**; communicating with various funding agencies. In addition, Kamari is responsible for updating and posting content within **Millennium's** Grant Research Portal. Prior to joining Millennium, Kamari proudly served as a member of the service fraternity Alpha Phi Omega, where she participated in community outreach programs aimed at servicing disadvantaged populations. Kamari is a graduate of Seton Hall University where she received Bachelor of Arts Degrees in English and Philosophy.



## MICHAEL WEISS | GRANT MANAGER

Michael has been a member of the firm since 2020. In his role as Grant Michael, Michael is responsible for servicing several of the Firms municipal clients to help secure both public and private sector grant funding on their behalf. Prior to joining the firm, Michael worked as a graduate assistant for the West Chester University History Department. Michael is a graduate of West Chester University where he received a **Bachelor's Degree in History, with a minor in Political Science, and a Master's Degree in History**. During his time **as a graduate student he was inducted into the National History Honor's Society, Phi Alpha Theta, and earned the Award of Excellence for Excellence in Scholarship and/or Creative Activity** from the History Department.



## SHEILA MONDEJAR | GRANT MANAGER

Sheila has been a member of the firm since 2020. In her role as Grant Manager, Sheila **is responsible for working with several of the firm's municipal** clients to help secure both public and private sector grant funding on their behalf. Prior to joining Millennium, she served as a legislative intern for Senator Robert Menendez and a finance **intern for Rep. Josh Gottheimer's** Congressional Campaign. Sheila is a graduate of Montclair State University where she received a Bachelor of Arts Degree in Political Science and Public Administration.



## JENNIFER GALLAGHER | GRANT MANAGER

Jennifer has been a member of the firm since 2020. In her role as Grant Manager, Jennifer **is responsible for working with several of the firm's** municipal and county clients to help secure both public and private sector grant funding on their behalf. Prior to joining Millennium, Jennifer worked as an intern for The Land Conservancy of New Jersey, assisting municipalities with planning their open space and recreation projects. Jennifer is a graduate of the University of Delaware where she received a Bachelor Degree in Environmental Studies.



## HANNAH SAKHA | GRANT WRITER

Hannah has been a member of the firm since 2020. In her role as Grant Writer, Hannah **is responsible for working with some of the firm's municipal** clients to help secure public and private funding on their behalf. Some of her daily responsibilities include working closely with the Directors of Client Service on different projects, as well as drafting narratives and gathering supporting documents associated with grant applications. Prior to joining the firm, Hannah was an intern for a science and medical content publishing company, where she was able to copyedit documents and conduct manuscript analyses. Hannah is a graduate of Seton Hall University where she received a **Bachelor's** Degree in English with a minor in Public Relations.



## LOUIS MOTTA | GRANT WRITER

Louis has been a member of the firm since 2021. In his role as Grant Writer, Louis is responsible for working with municipal clients to help secure both public and private sector grant funding on their behalf. Some of his daily responsibilities include working closely with the Directors of Client Service on different projects, as well as preparing narratives, applications, and other supporting documentation associated with various grant applications. Prior to joining Millennium, Louis served as assistant news editor for a not-for-profit newspaper and tutored students in writing at Seton Hall University. Louis is a graduate of Seton Hall University where he earned a Bachelor of Arts degree in Creative Writing with a Minor in Literature and Visual Media



## MONICA LUDWINSKI | GRANT WRITER

Monica has been a member of the firm since 2021. In her role as a Grant **Writer, Monica is responsible for working with several of the firm's municipal** clients to help secure public and private sector grant funding on their behalf. Some of her daily responsibilities include collaborating with the Directors of Client Service on different projects, along with drafting narratives and gathering supporting documents associated with grant applications. Prior to joining Millennium, Monica interned for City Green, an urban farm and garden organization working to revitalize urban areas through agriculture and educational programming. Monica is a graduate of Montclair State University where she received a Master of Science Degree in Sustainability Science.



## MEGAN KLEPPER | GRANT WRITER

Megan has been a member of the firm since 2021. In her role as a Grant Writer, **Megan is responsible for working with several of the firm's municipal clients** to help secure both public and private sector grant funding on their behalf. Some of her daily responsibilities include collaborating with the Directors of Client Service on different projects, along with drafting narratives and gathering supporting documents associated with grant applications. Prior to joining Millennium, Megan interned as a journalist for multiple online publications. Megan is a graduate of James Madison University where she received a Bachelor of Arts Degree in Writing, Rhetoric, and Technical Communication.



## MICHAEL DZIUBA | GRANT WRITER

Michael has been a member of the firm since 2021. In his role as Grant Writer, **Michael is responsible for servicing several of the firm's municipal clients** throughout New York, assuring their requests for both public and private grant funding are thorough and competitive. Prior to joining the firm, Michael **worked in the City of Bethlehem's Department of Community and Economic Development**, working with community partners and not-for-profit organizations to assess and remediate urban blight. Michael graduated from **Muhlenberg College with a Bachelor's Degree** in Political Science, where he was also initiated into Pi Sigma Alpha, the National Political Science Honor **Society. Additionally, Michael holds a Master's Degree in Political Science** from Lehigh University.



## MICHAEL NEARY | PORTAL GRANT WRITER

Michael has been a member of the firm since 2020. In his role as Portal Grant Writer, Michael **is responsible for working with Millennium's Grant Research** Portal clients. Some of his daily responsibilities include working with the Director of Research to prepare competitive grant proposals on behalf of portal clients, including narratives and other supporting documentation. Prior to joining Millennium, Michael interned at a refugee agency in Arlington, VA where he helped recently arrived clients resettle and navigate their new lives. Michael is a graduate from Georgetown University where he received a **Bachelor's Degree in English and Government.**



## Current Clients (Length of Service)

Bayonne (05/09 - present)  
Belleville (06/16 - present)  
Bergen County (01/13 - present)  
Bergenfield (05/15 - present)  
Bloomfield (02/07 - present)  
Bogota (02/21 - present)  
Bound Brook (01/16 - present)  
Bradley Beach (05/20 - present)  
Burlington County (05/20 - present)  
Butler BOE (03/20 - present)  
Camden County (05/15 - present)  
Carmel, NY (04/20 - present)  
Cliffside Park (07/20 - present)  
Cresskill (05/20 - present)  
Dover (09/12 - present)  
Dumont (03/18 - present)  
East Orange (07/14 - present)  
East Newark (06/20 - present)  
Edgewater (06/08 - present)  
Edison (09/16 - present)  
Elmwood Park (03/17 - present)  
Englewood (07/13 - present)  
Essex County Parks (08/16 - present)  
Essex County Sheriff (07/16 - present)  
Evesham (01/20 - present)  
Fair Lawn (03/19 - present)  
Fairview (08/18 - present)  
Fairview BOE (04/13 - present)  
Falls, PA (03/20 - present)  
Fallsburg, NY (05/17 - present)  
Family Serv., NY (09/19-present)  
Fanwood (01/13 - present)  
Fort Lee (08/13 - present)  
Freehold (03/20 - present)  
Freehold BOE (05/20 - present)  
Garfield (01/13 - present)  
Glen Rock (01/17 - present)  
Guttenberg (05/16 - present)  
Hackensack (02/06 - present)  
Haledon (03/07 - present)  
Hamilton (09/20 - present)  
Hanover (10/20 - present)  
Hyde Park Fire, NY (01/21 - present)  
Harrison, NY (05/15 - present)  
Hillside (01/18 - present)  
Hoboken (03/10 - present)  
Hopatcong (03/08 - present)  
HOPES CAP, Inc. (08/11 - present)  
Hudson County (06/15 - present)  
Irvington (01/17 - present)  
Jefferson (05/20 - present)  
Jersey City (02/14 - present)  
Kent, NY (11/19 - present)  
Keyport (02/15 - present)  
Lambertville (01/21 - present)  
Leonia (01/18 - present)  
Little Falls (01/18 - present)  
Lodi (11/17 - present)  
Long Hill (09/20 - present)  
Lumberton (01/20 - present)  
Mamaroneck, NY (08/18 - present)  
Manchester (09/20 - present)  
Mendham (09/20 - present)  
Metuchen (03/18 - present)  
Metuchen BOE (05/20 - present)  
Middlesex County (08/19 - present)  
Middletown, NJ (03/14 - present)  
Middletown, PA (01/10 - present)  
Millstone BOE (06/20 - present)  
Monroe, NY (06/19 - present)  
Montgomery, NY (01/21 - present)  
Moonachie (01/13 - present)  
Morris Township (05/20 - present)  
Morristown (07/14 - present)  
Mount Arlington (02/17 - present)  
Mount Holly (04/18 - present)  
Nassau County, NY (01/19-present)  
Newburgh, NY (01/18 - present)  
Newark Police Dept. (01/20-present)  
NJ State Police (04/13 - present)  
North Bergen (01/17- present)  
North Bergen BOE (01/17 - present)  
North Caldwell (01/21 - present)  
Northvale (03/08 - present)  
Nutley (04/09 - present)  
Ocean (03/20 - present)  
Oradell (10/12 - present)  
Orange (10/12 - present)  
Palisades Park (02/17 - present)  
Paramus (02/13 - present)  
Parsippany (01/18 - present)  
Passaic City (12/09 - present)  
Passaic County (09/08 - present)  
Paterson (08/18 - present)  
Plainfield (04/19 - present)  
Pompton Lakes (06/07 - present)  
Port Chester, NY (10/15 -present)  
Poughkeepsie, NY (01/21 - present)  
Prospect Park (01/18 - present)  
Rahway (05/19 - present)  
Red Bank (06/18 - present)  
Red Bank RHS (06/20 - present)  
Red Bank BOE (06/20 - present)  
Ridgefield (01/15 - present)  
Rockland County, NY (07/17-present)  
Roseland (04/20 - present)  
Roselle BOE (03/10 - present)  
Rye City, NY (04/18 - present)  
Rye Town, NY (05/19 - present)  
Secaucus (01/18 - present)  
Sleepy Hollow, NY (05/19-present)  
South Hackensack (01/16- present)  
Sparta (07/17 - present)  
Spring Valley, NY (05/19 - present)  
Stanhope (07/12 - present)  
Summit (09/16 - present)  
Teaneck (03/17 - present)  
Trenton (01/19 - present)  
Totowa (03/10 - present)  
Union City (03/15- present)  
Union County (03/11 - present)  
Upper Freehold (05/20 - present)  
West Orange (09/16 - present)  
Wharton (01/20 - present)  
Woodbridge (03/14 - present)  
Woodbury, NY (03/20 - present)  
Woodcliff Lake (04/14 - present)  
Woodland Park (02/12 - present)

## Client References - Grant Consulting Services

County of Rockland  
Name: Guillermo Rosa  
Title: Deputy County Executive  
Phone: 845-638-5122  
Email: [rosag@co.rockland.ny.us](mailto:rosag@co.rockland.ny.us)  
Address: 11 New Hempstead Road, New City, NY, 10956

Town of Harrison  
Name: Mike Amodeo  
Title: Town Engineer  
Phone: 914-670-3102  
Email: [mamodeo@harrison-ny.gov](mailto:mamodeo@harrison-ny.gov)  
Address: 1 Heinman Place, Harrison, NY, 10528

Village of Port Chester  
Name: **Curt LaValla, AICP**  
Title: Director of Planning  
Phone: 914-**937-6780**  
Email: [clavalla@portchesterny.gov](mailto:clavalla@portchesterny.gov)  
Address: 222 Grace Church Street, Port Chester, NY, 10573

City of Paterson  
Name: Kathleen Long  
Title: Business Administrator  
Phone: 973-321-1556  
Email: [klong@patersonnj.gov](mailto:klong@patersonnj.gov)  
Address: 155 Market Street, Paterson, NJ, 07505

## Client References - Disaster Recovery Services

Borough of Cliffside Park  
Name: Joseph Rutch  
Title: Borough Administrator  
Phone: 201-945-3456  
Email: [jrutch@cliffsideparknj.gov](mailto:jrutch@cliffsideparknj.gov)  
Address: 525 Palisade Avenue, Cliffside Park, NJ, 07010

Township of Teaneck  
Name: Issa Abbasi  
Title: Business Chief Financial Officer  
Phone: 201-837-1600  
Email: [iabbasi@teanecknj.gov](mailto:iabbasi@teanecknj.gov)  
Address: 818 Teaneck Road, Teaneck, NJ, 07666

Township of Nutley  
Name: William Cassidy  
Title: OEM Coordinator  
Phone: 973-284-4936  
Email: [wcassidy@nutleynj.org](mailto:wcassidy@nutleynj.org)  
Address: 228 Chestnut Street, Nutley, NJ, 07110

Township of Hanover  
Name: Thomas Quirk  
Title: OEM Director  
Phone: 973-223-4747  
Email: [tquirk@hanovertownship.com](mailto:tquirk@hanovertownship.com)  
Address: 1000 Route 10, PO Box 250, Whippany, NJ, 07981

## Client References - Grant Research Portal Service

Borough of Franklin Lakes  
Name: Greg Hart  
Title: Borough Administrator  
Phone: 201-891-4000  
Email: [ghart@franklinlakes.org](mailto:ghart@franklinlakes.org)  
Address: 480 DeKorte Drive, Franklin Lakes, NJ, 07417

Borough of Wharton  
Name: Jon Rheinhardt  
Title: Borough Administrator/CFO  
Phone: 973-361-8444  
Email: [jrheinhardt@whartonnj.com](mailto:jrheinhardt@whartonnj.com)  
Address: 10 Robert Street, Wharton, NJ, 07885



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:** 03-01-2022

**Re:** Sewer and Water District Operator Services

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The Town Board should be aware that the current operations contract between the Town of Carmel and Inframark LLC the operators for Carmel Sewer Districts - 1, 2, 4, 5, 6, 7, and 8 and Water Districts - 2, 3, and 12, is set to expire on December 31, 2022.

The present contract contains the following language "...this Agreement shall be automatically renewed for successive three (3) year periods unless cancelled in writing by either party at least ninety (90) days prior to the expiration of the then current term."

Inframark has been the contract operator at these facilities for over 25 years. They have performed this work satisfactorily.

The Board can either let the Inframark contract automatically renew or release a request for proposal (RFP) for this service. The RFP can be for sewer and water together or separately. In addition, the Board should note that in 2021 87% of the work performed by Inframark is predominately professional services and the remaining 13% is considered prevailing works/public works

If the Board chooses the former no further action is necessary.

The RFP process will allow the Town to select the most qualified, responsive, resourceful, and experienced respondents for price proposals based on a review of and scoring of the respondents' overall submittals.

**NOTICE**

**WATER MAIN FLOW TESTING**

**EVERETT ROAD AREA**  
**(Kelly Ridge Road, Hillside Avenue, St. Michaels Terrace, and Everett Road) and Fair Street**

Dear Resident:

During the week of **March 21, 2022**, Michels Corporation will perform flow tests on the water mains in the **Everett Road** area.

These tests will provide valuable flow and condition assessment data on the newly rehabilitated water system.

The goal is to complete testing within one (1) week, however the testing schedules may vary due to weather conditions and additional notifications will be issued if needed.

Residents in the affected areas may notice temporary water discoloration and a decrease in water pressure while testing is being performed.

The water mains will be flushed following the testing. However, if your water is discolored, please run water from the tap for a few minutes.

**If the water remains discolored for longer than a few hours, please notify:**

**Inframark Services at 845-228-0460**

or

**Town of Carmel Engineering Department at 845-628-1500**