

**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](http://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, August 17, 2022 7:00pm**

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**PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE**

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

**Town Board Voting Meeting:**

- Accept Town Board Minutes July 20, 2022
- 1. Res: Making Re-Appointment to the Town of Carmel Board of Assessment Review
- 2. Res: Establishing Employment Anniversary Date
- 3. Res: Declaring Certain Equipment Obsolete and Authorizing Disposal
- 4. Res: Authorizing Request for Proposals Pursuant to Property Maintenance Law Chapter 114
- 5. Res: Waiving Park Rental Fees In Reference to Applications of the Prevention Council of Putnam and United for the Troops
- 6. Res: In Support of Commission of Traffic Studies – New York State Department of Transportation Speed Reduction NYS Route 6 & South Lake Boulevard
- 7. Res: In Support of Commission of Traffic Studies – Putnam County Highway & Facilities Speed Reduction North, East and West Lake Boulevards, Mahopac, New York
- 8. Res: Accepting Renewal of Contract for Landscaping and Maintenance Services Town of Carmel Landfill
- 9. Res: Authorizing Budget Revisions
- 10. Res: Acknowledging Emergency Repairs/Services Carmel Water and Sewer Districts
- **Town Board Comments**
- **Motion to Adjourn Town Board Voting Meeting**
- **Motion to Open Town Board Work Session**

**Town Board Work Session:**

1. Anne Pasquerello, Chief of Staff – Consider Request to Amend and Adopt Revisions to Town of Carmel Employee Handbook
2. Michael Simone, Highway Superintendent – Request Authorization of Emergency Purchases for Service Parts and Labor
3. James Gilchrist, Director of Recreation & Parks – Consider Accepting Proposal for the Purchase of Playground Equipment – Town of Carmel Airport Park

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

**Executive Session:**

1. Joseph Charbonneau, Esq., Special Counsel – Update on Litigation
2. Town of Carmel Garbage District – Contractual

- **Motion to Adjourn Meeting**

**RESOLUTION #1**

**RESOLUTION MAKING RE-APPOINTMENT TO TOWN OF CARMEL BOARD OF ASSESSMENT REVIEW**

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints Francis J. Monaco to the Town of Carmel Board of Assessment Review for a term commencing October 1, 2022 and expiring September 30, 2027

Resolution

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

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

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

## **RESOLUTION #2**

### **RESOLUTION ESTABLISHING EMPLOYMENT ANNIVERSARY DATE**

RESOLVED, that the Town Board of the Town of Carmel hereby revises the date of hire and/or anniversary date for Employee# 2855 from 8/1/2022 to 1/7/2022 for all purposes including but not limited to credit in the New York State and Local Retirement System.

Resolution

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

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

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

**RESOLUTION #3**

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

RESOLVED that, upon the recommendation of Town of Carmel Police Sgt. Stephen McCabe in his memo dated July 29, 2022, which is attached hereto and made a part hereof, the Town Board hereby declares the said equipment to be obsolete and hereby authorizes its disposal in accordance with Town Law, including but not limited to disposal pursuant to Town Law §64(2-a).

Resolution

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

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

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



**TOWN OF CARMEL**  
**POLICE DEPARTMENT**  
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TEL (845)628-1300 FAX (845)628-2597  
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ANTHONY HOFFMANN  
CHIEF OF POLICE

July 29, 2022

Supervisor Michael Cazzari  
Councilwoman Suzanne McDonough  
Councilman Stephen Baranowski  
Councilman Frank Lombardi  
Councilman Robert Schanil

Dear Supervisor Cazzari and Carmel Town Board,

I am requesting permission from the Town Board to donate some of the police department's old radar equipment to the New York State Technical Services Unit. The state will in turn utilize these in a variety of ways. The first way is by giving them out to underfunded departments throughout the state that may not be able to afford them. The state may also use the donated equipment as replacements for other agencies who may have broken units or antennas that cannot be fixed. The final way is by disassembling the equipment and using the parts to repair broken equipment.

The equipment that I am looking to donate has not been used by the department in several years. They are all older versions of the brands that we currently use, but we now use different models. They only come out of storage when the radar units need to be taken to Albany to be recalibrated, which occurs every June. The following are the items that I am looking to donate:

**Radar Units:**

Applied Concepts Stalker Dual – Serial # DC099330  
Kustom Eagle – Serial # E25649  
Kustom Eagle – Serial # E25184  
Kustom Eagle – Serial # E29001  
Kustom Eagle Plus – Serial # E28738

**Antennas:**

Kustom Eagle – Serial # KM27902  
Kustom Eagle – Serial # KM27904  
Kustom Eagle – Serial # KM36682  
Kustom Eagle – Serial # KM27905  
Kustom Eagle – Serial # KM36679  
Kustom Eagle – Serial # KM28510  
Kustom Eagle – Serial # KM33153  
Kustom Eagle – Serial # KM33152

Also included would be 1 Kustom Eagle Remote and 3 sets of Tuning Forks.



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ANTHONY HOFFMANN  
CHIEF OF POLICE

Also, please note that these are not all of the radar units that are not currently in use. I am still going to keep some equipment so that we have back-ups in case something breaks or fails. The units that I am holding onto would be able to be placed into the cars until our existing equipment could be repaired.

I believe that a resolution would need to be passed in order for me to donate the items. If there are any questions regarding this matter, please feel free to reach out to me. Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Sgt. Stephen McCabe #214".

Sgt. Stephen McCabe, #214

**RESOLUTION #4**

**RESOLUTION AUTHORIZING REQUEST FOR PROPOSALS PURSUANT TO  
PROPERTY MAINTENANCE LAW CHAPTER 114**

RESOLVED that the Town Board of the Town of Carmel, in accordance with Chapters 114 of the Town of Carmel Town Code titled "Property Maintenance" hereby authorizes Town of Carmel Director of Codes Enforcement, Michael Carnazza to solicit/request proposals for the cleanup and correction of Town Code violations existing for the property located at 11 Meadow Drive, Carmel, NY

Resolution

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

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

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

**RESOLUTION #5**

**RESOLUTION WAIVING PARK RENTAL FEES IN REFERENCE TO APPLICATIONS OF THE PREVENTION COUNCIL OF PUTNAM AND UNITED FOR THE TROOPS**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the waiving of the park rental permit fee in reference to the application of Prevention Council of Putnam, "International Overdose Awareness Day" on August 31, 2022 at Chamber Park; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby authorizes the waiving of the park rental permit fee in reference to the application of United for the Troops, "Honoring our Heroes Night" on September 9, 2022 at Chamber Park.

Resolution

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

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

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

**RESOLUTION #6**

**RESOLUTION IN SUPPORT OF COMMISSION OF TRAFFIC STUDIES – NEW YORK  
STATE DEPARTMENT OF TRANSPORTATION  
SPEED REDUCTION NYS ROUTE 6 & SOUTH LAKE BOULEVARD**

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel, hereby supports the commission of a study by the New York State Department of Transportation for the purpose of establishing speed reduction to 35 MPH in the vicinity of 493 NYS Route 6, Mahopac, New York; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Carmel, hereby supports the commission of a study by the New York State Department of Transportation for the purpose of establishing speed reduction to 25 MPH in the vicinity of South Lake Boulevard, Mahopac, New York; and

BE IT FURTHER RESOLVED the Town Supervisor Michael Cazzari is hereby authorized to transmit a copy of this resolution to New York State Department of Transportation immediately.

Resolution

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

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

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

**RESOLUTION #7**

**RESOLUTION IN SUPPORT OF COMMISSION OF TRAFFIC STUDIES – PUTNAM COUNTY HIGHWAYS AND FACILITIES SPEED REDUCTION NORTH, EAST AND WEST LAKE BOULEVARDS, MAHOPAC, NEW YORK**

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel, hereby supports the commission of a study by the Putnam County Highways and Facilities for the purpose of establishing speed reduction to 25 MPH in the vicinity of North, East and West Lake Boulevards, Mahopac, New York; and

BE IT FURTHER RESOLVED the Town Supervisor Michael Cazzari is hereby authorized to transmit a copy of this resolution to Putnam County Highways and Facilities immediately.

Resolution

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

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

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

**RESOLUTION #8**

**RESOLUTION ACCEPTING RENEWAL OF CONTRACT  
FOR LANDSCAPING AND MAINTENANCE SERVICES  
TOWN OF CARMEL LANDFILL**

WHEREAS, Town Engineer Richard Franzetti has solicited proposals for the performance of landscaping/maintenance services for the Town of Carmel Landfill; and

NOW THEREFORE BE IT RESOLVED, that the Town of Carmel Town Board hereby accepts the renewal of contract of Coviello Landscaping, Carmel, NY for the performance landscaping and maintenance services for the Town of Carmel Landfill for a three (3) year term (2023, 2024 and 2025) at an annual cost not to exceed \$13,000 (THIRTEEN THOUSAND DOLLARS);

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 required to formalize the acceptance of said contract on the terms authorized herein.

Resolution

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

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

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

**RESOLUTION #9**

**RESOLUTION AUTHORIZING BUDGET REVISIONS**

WHEREAS the Town Comptroller MaryAnn Maxwell has reviewed the proposed Budget Revisions for the period ending July 31, 2022 with the Town Board which are detailed and explained on the attached Budget Revisions Schedule #2022/03; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the Final Budget Modifications/Revisions for the period ending July 31, 2022 as shown itemized on schedule #2022/03 which is attached hereto, incorporated herein and made a part hereof.

Resolution

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

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

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

**TOWN OF CARMEL  
BUDGET REVISIONS JUNE-JULY 2022 #2022/03**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION		INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>GENERAL FUND</b>					
1	100.1315.0019	COMPTROLLER STAFF OTHER COMPENSATION		2,825.00	
	100.1989.9877	<b>FUND BALANCE FOR COMPENSATED ABSENCES</b>	*	<b>2,825.00</b>	
		- PROVIDE FOR PAYOUT OF ACCRUED VACATION TIME			
2	100.3123.0012	COMMUNITY POLICE OVERTIME		11,125.00	
	100.1989.1523	<b>POLICE TRAFFIC CONTROL REVENUE</b>	*	<b>11,125.00</b>	
		- PROVIDE FOR POLICE OVERTIME FROM TRAFFIC CONTROL REVENUE RECEIVED			
3	100.7110.0040	PARK CONTRACTUAL EXPENSE		10,973.00	
	100.1989.4321	<b>FEDERAL AID - FEMA</b>	*	<b>10,973.00</b>	
		- PROVIDE FOR TREE WORK FROM FEDERAL FEMA AID RECEIVED			
4	100.7270.0012	OVERTIME		1,614.00	
	100.7270.0013	TEMPORARY STAFF		386.00	
	100.7270.0080	EMPLOYEE BENEFITS		153.00	
	100.7270.0040	CONCERT SERIES CONTRACTUAL EXPENSES		4,847.00	
	100.1989.2070	<b>PARK CONTRIBUTIONS</b>	*	<b>7,000.00</b>	
		- PROVIDE FOR MUSIC FESTIVAL EXPENSES FROM DONATION			
5	100.3120.0041	POLICE MOTOR VEHICLE FUEL		50,000.00	
	100.3120.0083	WORKERS COMPENSATION INSURANCE			50,000.00
		- TRANSFER FOR POLICE MOTOR VEHICLE FUEL			
6	100.3120.0089	POLICE MEDICAL PHYSICALS		2,000.00	
	100.3120.0086	RETIREEES HEALTH INSURANCE			2,000.00
		- TRANSFER FOR POLICE MEDICAL PHYSICALS			
7	100.5010.0046	HIGHWAY ADMIN CONTRACTS		200.00	
	100.5010.0047	HIGHWAY ADMIN TRAINING EXP			200.00
		- TRANSFER FOR INCREASE IN COPY MACHINE LEASE COST			
8	100.7118.0020	BALDWIN MEADOW EQUIPMENT		3,600.00	
	100.7310.0013	YOUTH PROGRAM TEMPORARY STAFF		2,000.00	
	100.7310.0020	YOUTH PROGRAM EQUIPMENT		2,800.00	
	100.7112.0045	MCDONOUGH FIELDS PARK IMPROVEMENTS			2,800.00
	100.7118.0040	BALDWIN MEADOW CONTRACTUAL EXPENSE			3,600.00
	100.7310.0040	YOUTH CONTRACTUAL EXPENSE			2,000.00
		- TRANSFER FOR MISC RECREATION EXPENSES			
9	100.5110.0040	MAINTENANCE OF STREETS CONTRACTUAL EXPENSE		9,965.00	
	100.1990.0040	CONTINGENT ACCOUNT			9,965.00
		- TRANSFER FOR EMERGENCY GROUND WATER DRAIN REPAIR			
10	100.7020.0045	RECREATION BUILDING SPECIAL REPAIRS		23,500.00	
	100.1990.0040	CONTINGENT ACCOUNT			23,500.00
		- TRANSFER FOR RECREATION BUILDNG REPAIRS			
11	100.8510.0040	PARK/BEAUTIFICATION EXPENSE		8,600.00	
	100.1990.0040	CONTINGENT ACCOUNT			8,600.00
		- TRANSFER FOR REPAIRS TO WATER LINE IN DOWNTOWN MAHOPAC			
<b>HIGHWAY FUND</b>					
12	500.5110.0012	GENERAL REPAIR LABOR OVERTIME		2,500.00	
	500.5110.0083	WORKERS COMPENSATION INSURANCE			2,500.00
		- TRANSFER FOR GENERAL REPAIR OVERTIME			
<b>CARMEL FIRE PROTECTION DIST #3</b>					
13	303.3410.0048	OTHER EXPENDITURES		2,000.00	
	303.3410.9909	<b>APPROPRIATED FUND BALANCE</b>	*	<b>2,000.00</b>	
		- PROVIDE FOR TAX CERTIORARI SETTLEMENT			

**TOWN OF CARMEL  
BUDGET REVISIONS JUNE-JULY 2022 #2022/03**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>LAKE MAHOPAC PARK DISTRICT</b>				
14	402.7110.0040	CONTRACTUAL EXPENSES	3,000.00	
	402.7110.0099	REPAIR RESERVE FUND		3,000.00
		- TRANSFER FOR CONTACTUAL EXPENSES		
<b>CARMEL WATER DISTRICT #1</b>				
15	601.8310.0047	EMERGENCY REPAIRS	25,000.00	
	601.8310.9909	APPROPRIATED FUND BALANCE	*	25,000.00
		- PROVIDE FOR EMERGENCY REPAIRS		
<b>CARMEL WATER DISTRICT #2</b>				
16	602.8310.0041	CHEMICALS	15,000.00	
	602.8310.0099	REPAIR RESERVE FUND		15,000.00
		- TRANSFER FOR CHEMICAL EXPENSES		
<b>CARMEL WATER DISTRICT #3</b>				
17	603.8310.0047	EMERGENCY REPAIRS	50,000.00	
	603.8310.9909	APPROPRIATED FUND BALANCE	*	50,000.00
		- PROVIDE FOR EMERGENCY REPAIRS		
18	603.8310.0020	EQUIPMENT	2,000.00	
	603.8310.0040	CONTRACTUAL EXPENSES	5,400.00	
	603.8310.0044	ENGINEERING SERVICES		2,600.00
	603.8310.0046	PURCHASE OF WATER		3,000.00
	603.8310.0049	SERVICE - OTHER DEPTS/GOVTS		1,800.00
		- TRANSFER FOR EQUIPMENT AND CONTRACTUAL EXPENSES		
<b>CARMEL WATER DISTRICT #4</b>				
19	604.8310.0020	EQUIPMENT	2,000.00	
	604.8310.0099	REPAIR RESERVE FUND		2,000.00
		- TRANSFER FOR PURCHASE OF EQUIPMENT		
<b>CARMEL WATER DISTRICT #7</b>				
20	607.8310.0020	EQUIPMENT	1,000.00	
	607.8310.0047	EMERGENCY REPAIRS	3,000.00	
	607.8310.0040	CONTRACTUAL EXPENSES		4,000.00
		- TRANSFER FOR EQUIPMENT AND EMERGENCY REPAIRS		
<b>CARMEL WATER DISTRICT #8</b>				
21	608.8310.0047	EMERGENCY REPAIRS	16,000.00	
	608.8310.0040	CONTRACTUAL EXPENSES		5,000.00
	608.8310.0041	CHEMICALS		3,000.00
	608.8310.0044	ENGINEERING SERVICES		1,100.00
	608.8310.0048	OTHER OPERATING EXPENSES		2,000.00
	608.8310.0049	SERVICE - OTHER DEPTS/GOVTS		4,000.00
	608.8310.0099	REPAIR RESERVE FUND		900.00
		- TRANSFER FOR EMERGENCY REPAIRS		
<b>CARMEL WATER DISTRICT #10</b>				
22	610.8310.0047	EMERGENCY REPAIRS	5,000.00	
	610.8310.0020	EQUIPMENT		5,000.00
		- TRANSFER FOR EMERGENCY REPAIRS		
<b>CARMEL WATER DISTRICT #13</b>				
23	613.8310.0047	EMERGENCY REPAIRS	5,000.00	
	613.8310.9909	APPROPRIATED FUND BALANCE	*	5,000.00
		- PROVIDE FOR EMERGENCY REPAIRS		

**TOWN OF CARMEL  
BUDGET REVISIONS JUNE-JULY 2022 #2022/03**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>CARMEL SEWER DISTRICT #4</b>				
24	704.8130.0044	ENGINEERING SERVICES	44,400.00	
	704.8130.0020	EQUIPMENT		24,400.00
	704.8130.0090	CONTINGENCY		10,000.00
	704.8130.0099	REPAIR RESERVE FUND		10,000.00
		- TRANSFER FOR ENGINEERING SERVICES		
<b>CARMEL SEWER DISTRICT #5</b>				
25	705.8130.0040	CONTRACTUAL EXPENSES	10,000.00	
	705.8130.0041	CHEMICALS		1,700.00
	705.8130.0049	SERVICE - OTHER DEPTS/GOVTS		1,300.00
	705.8130.0099	REPAIR RESERVE FUND		3,000.00
	705.8130.9909	<b>APPROPRIATED FUND BALANCE</b>	*	<b>4,000.00</b>
		- PROVIDE AND TRANSFER FOR CONTRACTUAL EXPENSES		
<b>CARMEL SEWER DISTRICT #7</b>				
26	707.8130.0040	CONTRACTUAL EXPENSES	15,000.00	
	707.8130.0044	ENGINEERING SERVICES		2,500.00
	707.8130.0048	OTHER OPERATING EXPENSES		700.00
	707.8130.0049	SERVICE - OTHER DEPTS/GOVTS		1,800.00
	707.8130.9909	<b>APPROPRIATED FUND BALANCE</b>	*	<b>10,000.00</b>
		- PROVIDE AND TRANSFER FOR CONTRACTUAL EXPENSES		
<b>CARMEL SEWER DISTRICT #8</b>				
27	708.8130.0040	CONTRACTUAL EXPENSES	44,880.00	
	708.8130.2681	<b>INSURANCE RECOVERY - ASSET</b>	*	<b>44,880.00</b>
		- PROVIDE FOR EMERGENCY PUMP STATION REPAIRS FROM INSURANCE CLAIM		
<b>CAPITAL DRAINAGE FUND</b>				
28	900-1989-0040	CONTRACTUAL EXPENDITURES	10,000.00	
	900-1989-0048	PROJECT OTHER EXPENDITURES		9,000.00
	900-1989-0080	PROJECT FICA/MED COST		1,000.00
		- TRANSFER CAPITAL PROJECT COST		
<b>WATER METER CAPITAL PROJECT</b>				
29	989-8310-0040	CONTRACTUAL EXPENDITURES	50,000.00	
	989.8310.0099	TRANSFER TO DEBT FUNDS	1,000,000.00	
	989-8310-0020	PROJECT EQUIPMENT		450,000.00
	989-8310-0045	CONTRACT IMPROVEMENTS		400,000.00
	989-8310-0048	PROJECT OTHER EXPENDITURES		200,000.00
		- TRANSFER CAPITAL PROJECT COST		

**RESOLUTION #10**

**RESOLUTION ACKNOWLEDGING EMERGENCY REPAIRS/SERVICES 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 August 8, 2022, as attached hereto and made a part thereof.

Resolution

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

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

Roll Call Vote	YES	NO
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:** August 8, 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 in excess of \$10,000.00 for services rendered. The following provides a brief a summary of the work that was performed.

- Carmel Water District 2 – Leaking Corporation Valve

Inframark, the operators of CWD 2, advised the Engineering Department of a leak proximate to 1876 Route 6 in Carmel. It was determined that the corporation valve on the 12" main was leaking. Attached is the invoice from Kuck Excavating in the amount of \$10,805.96 for the excavation and repair of the valves. This work was performed on July 7, 2022. Per the attached there are sufficient funds for this repair.

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

**Ed Kuck Excavating Inc**

20 Day Road  
 Carmel, NY 10512

INV#  
 CWD 2  
 TOC 84-2022  
 REQ #  
 Vendor 0670  
 Tax ID - 133851002

Attention: ROB VARA, ENGINEERING  
 TOWN OF CARMEL

**EMERGENCY 12" MAIN LEAKING**

Respond as per INFRAMARK  
 Job Location: 1838 US RTE 6  
 Work Completed;7/7/2022  
 Start time:

End Time: 8 HRS PWOT

**Job Description:**

**SAW CUT SIDEWALK. EXCAVATED AND EXPOSED 12" WATER MAIN, FOUND CORPORATION LEAKING. INSTALLED STAINLESS WRAP. BACKFILLED & COMPACTED WITH ITEM 4. NEEDS BLACKTOP RESTORATION**

Materials / Equipment/ Labor	Total Hrs,yds,qty	Price per yd, qty, day	Total
Track Hoe MR55	8	\$95.00 per hour	760.00
PC-120		\$175.00 PER HR	
Dump Truck	8	\$100.00 per hour	800.00
Support Vehicle	Day rate	\$155.00 PER DAY	155.00
Chop Saw	Day rate	\$ 70.00	70.00
Jumping Jack	Day rate	\$70.00	70.00
Plate tamper	Day rate	\$70.00	
Mud Sucker	Day rate	\$70.00	70.00
Locater	Day rate	\$70.00	
TRASH PUMP & HOSE	DAY RATE PER UNIT	\$225.00 PER PUMP	
Machine Hammer	Day rate	\$250.00	
Powered drill/hammer	Day rate	\$70.00	
MACHINE OPERATOR OT	8 HRS X 1 MAN	\$276.27 PER HR	2,210.16
Machine operator	HRS X	\$184.18 PER HR	
Laborers	HRS X	\$159.30	
LABORER OT	8 HRS X 3 MEN	\$238.95 PER HR	5,734.80
Item 4	18 YARDS	\$52.00 per yard	936.00
Seed		\$150.00 bag	
Top soil		\$50.00	
Blacktop		\$151.00 per ton	
SHORING BOX		\$500.00	
HAY		\$19.00 bag	
GRAVEL		\$50.00/YARD	
LIGHT TOWER		275.00 DAY RATE	
SKYLIFT		90.00 PER HR	
Total			10,805.96

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: Ed Kuck Excavating\_

Nature of emergency: Water Main Repair

Estimated cost: See attached invoice

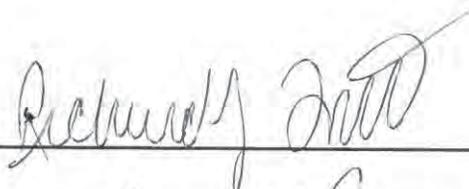
There are three basic statutory criteria to be met in order to fall within the emergency purchase exception. State the basis for identifying an emergency purchase or service, check any that apply:

- 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: \_\_\_\_\_



**From:** [Esteves, Donna](#)  
**To:** [Franzetti, Richard](#)  
**Subject:** 07-20-22 ~ CWD2 ~ TOC 084-22 Emergency Water Main Repair  
**Date:** Wednesday, July 20, 2022 10:19:11 AM  
**Attachments:** [TOC 084-22.pdf](#)

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Rich,

Please see attached invoice for the emergency repair at 1838 Rt6. It exceeds \$10k and will require acknowledgement from the Board. There are sufficient funds in the budget for this expense.

*Donna Esteves*

Town of Carmel ~ Engineering Department  
60 Mc Alpin Ave  
Mahopac, NY 10541  
845-628-1500 ext. 184

- **CHANGES TO THE EMPLOYEE HANDBOOK:**

- Section 409 now states reviews will be conducted “no less” than once per year (as opposed to “no more” than once per year);
- Section 706 Mortgage Tax Wage Supplement Removed. This is no longer used and was stopped in 2020 with final possible wage supplement paid in April 2021. This was also removed from the Union Contracts when they were Ratified.
- Section 804 now permits personal leave time to be used in one-hour increments;
- Section 806 now states those employees, who are not covered by a collective bargaining agreement and elected officials, hired or elected before 1/1/14 will not be required to contribute for health insurance premiums while others will have their amounts set by resolution (with contributions made via payroll deduction);
- Section 807 contains modified language for the buy-out bonus option: (i) as a single lump sum (i.e., the current method);
- Section 808 now simply says employees will continue to pay their current premiums upon retirement. Because of our changes to Section 806, this means our pre-1/1/14 people who are not covered by a collective bargaining agreement, will not have to contribute in retirement.
- Section 903 include the external reporting avenues per the updated NYS Sexual Harassment law of Governor Hochul that she signed into law on 7-29-2022 establishing a confidential hot-line for complaints of workplace sexual harassment.

specified, the office becomes vacant immediately upon delivery of the notice to the Town Clerk. If a Town Officer wishes to resign at some future date, the Town Officer may specify a resignation date. However, if the resignation date is more than thirty days after delivery of the notice to the Town Clerk (ninety days for Town Justices), the resignation will become effective thirty days after such delivery (ninety days for Town Justices).

**Notice of Resignation (Town Clerk)** – A Town Clerk who intends to resign must submit a written resignation to the Secretary of State at least thirty calendar days before the date of resignation is to be effective.

**Exit Interviews** – Exit interviews are normally conducted by the Town Supervisor and/or appropriate Department Head. The exit interview provides an opportunity to discuss a number of items including employee benefits, COBRA eligibility, changing of computer passwords, and return of Town property. During the exit interview, employees are encouraged to give suggestions, concerns and constructive recommendations.

**Final Paycheck** – Employees receive their final paycheck on the next regularly scheduled payday. The final paycheck may include payment for accumulated vacation, sick, and other benefits, if applicable.

#### **409 Performance Review**

**Statement of Purpose** – The purpose of a performance review is to promote communications between Department Heads and employees, encourage more effective job performance, and address concerns of either party. The review will address factors that reflect the employee's performance, such as the employee's work quality, job knowledge, initiative, attendance, teamwork, conduct, and communication skills.

**Frequency** – An employee will be formally evaluated prior to completion of a probationary term. Thereafter, reviews will take place no ~~more~~-less than once per calendar year to provide the employee with positive feedback or recommendations for improvement or both, depending upon circumstances.

**Written Report** – When appropriate, the performance review may include a written report to ensure proper understanding of the issues addressed. Should deficiencies be recorded in the performance of the employee, the employee will receive written recommendations for improvement. The employee will be given the opportunity to include written comments on the report, which will become part of the employee's personnel file.

**Unionized Employees** – Town employees covered by a collective bargaining agreement should refer to their collective bargaining agreement, because where conflicts arise contractual terms and practices govern.

## 705 **Deferred Compensation Plan**

**Summary** – The Town of Carmel has established a Deferred Compensation Plan whereby a portion of an employee’s salary may be voluntarily withheld and invested. The money saved is paid out to the employee at a later date, generally during retirement years. Neither the deferred amount nor earnings on investments are subject to current Federal and State Income Taxes. Taxes become payable when the deferred income plus earnings are distributed to the employee, presumably at retirement when the tax bracket may be lower. A description of the plan may be obtained from the Office of the Comptroller.

## ~~706 — Mortgage Tax Revenue Wage Supplement~~

~~**Summary** – The Town of Carmel has established a wage supplement for full-time employee where the Town’s receipt for mortgage tax payments significantly increases over the prior year.~~

~~Effective April 2019 (based upon 2018 mortgage tax revenue results), full-time employees will receive the following wage supplement benefit based upon the Town’s mortgage tax revenue:~~

~~If the Town experiences a \$200,000.00 increase from the prior year’s mortgage tax revenue “benchmark,” employees shall receive a 0.25% salary increase to their base rate of pay effective the first full payroll period following April 15 of the following year (e.g., Town’s mortgage tax revenue for 2017 was \$800,000.00. If it is determined in early 2019 that the Town’s 2018 mortgage tax revenue rose to \$1,000,000.00, eligible employees would receive a salary increase of 0.25% effective the first full pay period after April 15, 2019).~~

~~The mortgage tax revenue benchmark shall be set at \$200,000.00 greater than the Town’s prior year’s mortgage tax revenue, except in years where the mortgage tax revenue goes down from the prior year. In a “down year”, the subsequent benchmark shall be set at \$200,000.00 greater than the highest mortgage tax revenue year in the prior two years. (e.g., If the Town’s mortgage tax revenue for 2018 is \$800,000.00, then the 2019 benchmark is \$1,000,000.00. In 2019, if the mortgage tax revenue is \$700,000.00 (resulting in no supplemental wage increase for 2019), then the 2020 benchmark is \$1,000,000.00 (using 2018’s, not 2019’s, mortgage tax revenue figure).~~

~~Unless the Town Board extends it by resolution, the mortgage tax revenue wage supplement shall cease in 2020, with the final possible wage supplement to be paid out will be in April 2021.~~

## 804 **Personal Leave**

**Eligibility** – A full-time employee is eligible for paid personal leave in accordance with this policy. A part-time, temporary, or seasonal employee is not eligible for paid personal leave.

**Allowance** – A full-time employee will be credited with three days of paid personal leave on each January 1. Personal leave is based on the average number of hours an employee is normally scheduled to work each week. An employee may take personal leave only after it has been credited.

**New Employee** – A new employee will be credited with three (3) days of paid personal leave if the date of hire is in the first quarter, two (2) days of paid personal leave if the date of hire is in the second quarter, and one (1) day of paid personal leave if the date of hire is in the third quarter. No personal leave if the date of hire is in the fourth quarter. Thereafter, the employee will be credited with three (3) days of paid personal leave on each subsequent January 1.

**Proper Use of Personal Leave** – An employee may use personal leave credits to conduct personal business which cannot be conducted outside of normal working hours, non-emergency medical and dental appointments, and for personal emergencies. In no event may personal leave credits be used on the scheduled workday immediately prior to or following a holiday or vacation; in lieu of sick leave or other leaves of absences, except to extend bereavement leave. **Personal leave credits may not be used in increments of less than one half dayhour.**

**Scheduling** – An employee must receive prior approval from the employee's Department Head to take personal leave. The Department Head will have total discretion in the approval of personal leave.

**Accumulation** – With approval by the Town Supervisor or Town Board, an employee may accumulate a maximum of three days of personal leave credits for carry over to the following year.

**Separation of Employment** – An employee whose employment with the Town is terminated for any reason, including retirement, will not receive cash payment for unused personal leave.

**Unionized Employees** -- Town employees covered by a collective bargaining agreement should refer to their collective bargaining agreement, because where conflicts arise contractual terms and practices govern. Town employees covered by a collective bargaining agreement are covered by the Proper Use of Personal Leave and Scheduling policies.

## 806 **Medical Insurance**

**Eligibility** – The Town will make available medical insurance coverage to each full-time employee, Elected Officials, and their eligible family members. A part-time, temporary, or seasonal employee is not eligible for medical insurance coverage.

**When Coverage Begins** – Coverage will begin on the first day of the month following either the employee's date of hire, or for Elected Officials, the first day of office, provided all eligibility requirements of the insurance plan are met.

**When Coverage Ends** - Coverage ends on the last day of the month that an employee or Elected Official separates from Town service. Separation from service includes lay-off, termination, resignation or death of the employee or Elected Official. Continuation of coverage for eligible employees, Elected Officials and their eligible dependents is available in accordance with COBRA provisions.

**Premium Payment** – The type of coverage and amount of the insurance premium an employee or Elected Official is required to contribute is established by resolution of the Town Board. This may be stated as a specific dollar amount or as a percentage of the premium cost. Factors such as date of hire or commencement of office, and type of coverage may be considered when determining the required premium contribution. Those employees, who are not covered by a collective bargaining agreement and Elected Officials first hired or elected before January 1, 2014, shall not be required to make premium contributions now or in retirement. All other eligible Eemployees and Elected Officials shall pay their any contributions required by the Town for individual or family coverage via payroll deduction. Contribution amounts are subject to change by resolution of the Town Board. Full details are available from the Accounting Office.

**Changes in Premium Contributions** – The percentage and/or contribution amount of the insurance premium an employee or Elected Official is required to contribute is subject to change by resolution of the Town Board. The Town Board will provide six (6) weeks written notice of such change.

**Unionized Employees** – An employee who is a member of a collective bargaining unit is not covered by the Medical Insurance provisions set forth immediately above and should refer to the applicable collective bargaining agreement.

## 807 Medical Insurance Buy-out

**Eligibility and Payment** – Full-time employees and Elected Officials who are eligible to be enrolled in the Town’s medical insurance, and who voluntarily withdraw from or do not enroll in the Town’s medical insurance plan on or after January 1, 2014 shall receive:

- 1) Five thousand dollars (\$5,000.00), less lawful deductions, on the first day of the thirteenth (13<sup>th</sup>) month following the month of withdrawal and every twelfth (12<sup>th</sup>) month thereafter if they were receiving or were eligible for family coverage and provided ~~that~~ they remained uncovered– under the Town’s plan for the twelve (12) consecutive months immediately preceding any payment due; or
- 2) Two thousand five hundred dollars (\$2,500.00), less lawful deductions, on the first day of the thirteenth (13<sup>th</sup>) month following the month of withdrawal and every twelfth (12<sup>th</sup>) month thereafter if they were receiving or were only eligible for individual coverage and provided that they have remained uncovered under the Town’s plan for the twelve (12) consecutive months immediately preceding any payment due.

To be eligible for the medical insurance buy-out, the employee or Elected Official must provide documentation of eligibility for the appropriate level of coverage and of comparable medical health insurance coverage in a manner and form to be determined by the Town and sign an appropriate waiver of health insurance coverage and waiver of liability to the Town.

The medical insurance buy-out payment is in addition to the compensation and/or salary to which the employee is otherwise entitled, and will be treated as part of the employee’s gross income and will be subject to the appropriate withholding for income and payroll tax purposes. Payments made to an employee under the provisions of this buy-out option are excluded from NYS Retirement System earnings calculations.

**Reinstatement** – If an employee chooses to re-enroll in the Town’s health insurance plan, a written notice must be provided to the Principal Account Clerk during the open enrollment period in order for coverage to be effective the following January 1. In the event the employee loses coverage under the alternate insurance plan, coverage under the Town’s plan may be resumed in accordance with the provisions specified in the plan documents, provided that the employee meets all eligibility requirements of the plan.

**Unionized Employees** – An employee who is a member of a collective bargaining unit is not covered by the Medical Insurance Buy-out provisions set forth immediately above and should refer to the applicable collective bargaining agreement.

## 808 **Medical Insurance for Retirees**

**Coverage** – The Town will make available medical insurance coverage to an eligible full-time employee or Elected Official who retires from the Town. Coverage is also available for eligible dependents if they were covered under the Town’s medical insurance plan at the employee’s date of retirement. In the event the retiree predeceases the dependents, the dependents may continue medical insurance coverage provided they pay the full cost of the premium. Coverage of a dependent at the time of divorce or legal separation is in accordance with plan documents and COBRA requirements.

**Eligibility** – To be eligible for coverage, a retired employee or Elected Official must be age fifty-five or older, and must have at least fifteen years of continuous service with the Town. In addition, the employee or Elected Official must have applied for and been granted a bona-fide retirement benefit from the New York State Employees’ Retirement System. A non-union, uniformed police officer shall be eligible for coverage upon reaching twenty years of service or after being granted bona-fide retirement benefits with the Police Retirement System; no minimum age requirements will apply.

**Plan** – The Town Board may, through resolution, change the medical insurance plan at any time, including, but not limited to, type of coverage, retiree contributions, and type of carrier.

**Premium Payment** – ~~All eligible managers hired before January 1, 2014, will pay one half (1/2) of the percentage of the premium for individual or family medical insurance coverage, as the case may be, that the retiree was paying at the time of retirement.~~ All other eligible retirees may continue coverage into retirement provided they will pay the same percentage of the premium for individual or family medical insurance coverage, as the case may be, that the retiree was paying at the time of their retirement.

**Changes in Premium Contributions** – The amount of the insurance premium a retiree or retiree’s spouse is required to contribute is subject to change by resolution of the Town Board. The Town Board will provide a two-month written notice of such change.

**No Change from Single to Family Coverage in Retirement** -- Employees on single health insurance coverage when they retire may not change to family health insurance during their retirement.

**Medicare Part B Reimbursement** – The Town will reimburse an eligible retiree and the retiree’s spouse for the cost of the Medicare Part B premium. Such reimbursement will cease for both the retiree and the retiree’s spouse upon the death of the retiree. Reimbursement will also cease for a spouse upon legal separation or divorce. The Town Board may, at its discretion and in accordance with plan documents, modify or eliminate this reimbursement for any retiree or retiree’s spouse.

**Unionized Employees** – An employee who is a member of a collective bargaining unit is not covered by the Medical Insurance for Retirees provisions set forth immediately above and should refer to the applicable collective bargaining agreement.

will be subject to remedial action as provided for and/or allowed under NYS Public Officers Law, as well as any other applicable statutes. Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, to the extent that the Town is empowered to take such action.

**Prohibition Against Retaliation** – Retaliation against any employee who brings a written or verbal complaint of discrimination or harassment or who assists or participates in the investigation of such a complaint is strictly prohibited. The Town will not tolerate or permit adverse treatment of employees because they report discrimination or harassment or provide information related to such complaints. Any employee who participates in the procedure may do so without fear of retaliation. Violations of this policy may result in disciplinary action up to and including termination of employment.

**Legal Protections and External Remedies** – Aside from the internal complaint process at the Town, individuals may choose to pursue external legal remedies with the following governmental entities.

*State Human Rights Law (HRL)*

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. Complaints of sexual harassment that accrue on or after August 12, 2020, may be filed with DHR at any time within three years of the alleged sexual harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged harassment, including sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Company does not extend your time to file with DHR or in court. The one or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices

across New York State. DHR can also be contacted through its toll-free sexual harassment hotline at 1-800-HARASS-3 Monday through Friday, 9:00 AM to 5:00 PM.

#### Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov). New York employees may call 1-800-427-2773 to obtain free legal counseling for any complaint of sexual harassment in the workplace..

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

#### Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

#### Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

## **904 Violence in the Workplace**

**Policy Statement** – The Town of Carmel is committed to providing its employees (defined throughout the remainder of this program manual as civil service, contractual, department heads, appointed and elected officials) a work environment that is safe, secure, and free of harassment, threats, intimidation and violence. "Violence" includes physically harming another, fighting, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. The Town also considers the safety of its residents, vendors, contractors, and the general public (collectively referred to as "visitors" throughout the remainder of this program manual) to be of paramount importance and strives to provide them the same type of protections while on Town property.

The Town will not tolerate any acts of violence and will take all reasonable and practical measures to prevent violence and protect employees and visitors from acts of violence. This includes threatening or violent actions by:

**From:** Kim Sansotta <Kim.Sansotta@bbrown.com>

**Sent:** Tuesday, July 26, 2022 10:22 AM

**To:** Kieran Boyle <Kieran.Boyle@bbrown.com>; Brian Miles <Brian.Miles@bbrown.com>; Syed Ali <Syed.Ali@bbrown.com>; Lori Glassman <Lori.Glassman@bbrown.com>

**Subject:** New Requirement for New York State Sexual Harassment Policy

**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.

Please see below communication from NYMIR regarding the new requirement for NYS Sexual Harassment Policy.

## New Requirement for New York State Sexual Harassment Policy

On July 29, 2022 a confidential hotline for complaints of workplace sexual harassment was established. Governor Kathy Hochul signed into law [S.812B/A.2035B](#), which amended the New York State Human Rights to include this hotline.

New York employees may now call 1-800-427-2773 to obtain free legal counseling for any complaint of sexual harassment in the workplace.

Your Municipality's Responsibilities under the new statute:

Information about the sexual harassment hotline to include the number should be included in materials employers provide to employees regarding sexual harassment.

All Employee Handbooks and standalone policies should include the new hotline telephone number.

All Sexual Harassment Prevention Training should include information about this new hotline.

Workplace postings should display the new sexual harassment hotline number.

Municipalities should work with counsel to stay up to date on any guidance regarding posting requirements or other related direction from the NYDOL. Additional guidance from the New York State Department of Labor is expected on this new law.

[Privacy Notice](#) | [Legal Notice](#)

**CONFIDENTIALITY NOTICE:** The information contained in this communication, including attachments, may contain privileged and confidential information that is intended only for the exclusive use of the addressee. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us by telephone immediately.

**PLEASE NOTE:** Insurance cannot be bound, altered or cancelled via the email or voicemail system. Coverage confirmation must be communicated through a licensed Brown & Brown Representative.

When Brown & Brown has processed an add, termination or change of status on your behalf, please remember to check your



# TOWN OF CARMEL HIGHWAY DEPARTMENT

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Carmel Highway Department  
55 McAlpin Avenue  
Mahopac, NY 10541

**MICHAEL SIMONE**  
**Superintendent of Highways**

845.628.7474  
FAX 845.628.1471  
MSimone@bestweb.net

## FROM THE DESK OF: *Michael Simone*

**TO:** SUPERVISOR MICHAEL CAZZARI  
TOWN BOARD

**DATE:** AUGUST 10, 2022

**RE:** REQUEST TO PAY FOR EMERGENCY PURCHASES

---

I am requesting authorization to pay for the emergency purchases as follows:

<b>VENDOR</b>	Stronghold Industries, LLC	<b># 10313</b>
<b>DATE OF PURCHASE</b>	July 26, 2022	
<b>INVOICE</b>	HOLM-8661	
<b>AMOUNT</b>	\$ 14,569.01	
<b>PURCHASED ITEM(S)</b>	Service/Parts/Labor – boom on Tree Truck #53	
<b>REASON FOR PURCHASE</b>	Could not repair @ shop	

cc Comptroller MaryAnn Maxwell

**Stronghold Industries, LLC / Holm**  
 5 Sybil Court  
 Holmes, NY 12531  
 office@strongholdny.com  
 914-235-8280



**Invoice:** Holm-8661  
**Date:** 7/26/2022

**Bill To**  
 Town of Carmel Highway Department  
 55 McAlpin Ave  
 Mahopac, NY 10541  
 P: 845-628-7474 F: 845-628-1471

**Remit Payment To**  
 Stronghold Industries, LLC  
 5 Sybil Court  
 Holmes, NY 12531

Service Order	Terms	Due Date	Authorizer	Customer PO	Service Writer	Unit #
Holm-6949	Net 30	8/25/2022			Sabatini, Cathy	Altec Bucket Truck

Item	Description	Quantity	Rate	Amount
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**Complaint:** Customer is requesting leveling cables & chains (basket leveling package) to be replaced as suggested by OEM every 10 years

*H-53*

**Cause:** Customer request

Labor	<b>Correction:</b> Crane / Hardware / Removed covers as needed, cleaned and marked sprockets for reference. Loosened hardware and adjusters to be able to remove original rods and chains throughout unit. Boomed unit off the side to remove basket and basket mount. Removed original sprocket and installed new sprocket, reinstalled basket onto boom. Marked all hosing and removed from hydraulic swivel to remove hosing package. Removed knuckle hinge pin and sprockets then removed the turret hinge pin (turret pin was seized in place and had to be beat out). Cleaned up the turret pin in the lathe as needed, installed new hinge pins and leveling sprockets onto unit. Laid out the new rods and chains and matched up the lower and upper sections as required. Installed the chains and rods into the boom and adjusted as needed. Installed the upper boom lift cylinder and pinned in place. Routed hosing package back through boom and hooked back up at the swivel. Adjusted chains to original reference markings for leveling, installed and torqued all hardware as needed. Ran and tested unit, adjusted to be within manufacturer spec, checked torque on all fasteners and hardware. Cleaned up unit and installed covers back onto unit. Checked hydraulic levels and washed unit.	49.00000	\$155.00	\$7,595.00
Parts	Spring Extension	2.00000	\$29.778	\$59.56
Parts	Freight-shipping	1.00000	\$13.75	\$13.75
Parts	Leveling Kit assy.	1.00000	\$5,980.352	\$5,980.35

Item	Description	Quantity	Rate	Amount
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**Complaint:** Sean states they think unit needs a new pump. Unit operates slowly and will only raise entirely when a small person is in the bucket, or empty. Someone a little heavier cannot go all the way up.

Customer would like us to confirm their diagnosis of a faulty pump and test as needed.

**Cause:** Customer request

(Inspection)

Labor	<b>Correction:</b> Crane / Hydraulic / Checked pressure at outrigger valve main relief and pressure was set to 2700 and needed to be at 3100. Adjusted pressure to 3100 as specified by OEM. Ran and tested cycle times for unit, times matched OEM specs. Unit does not need a new pump at this time.	2.50000	\$155.00	\$387.50
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**Unit:** Altec Bucket Truck **VIN:** 1HTMKAAN19H046742  
 2009 International 4400  
**Chassis:** 88,247 Miles  
**Engine:** 12,409 Hours

<b>Shop Supplies</b>	\$303.34
<b>Pre-Charge Subtotal</b>	\$14,569.01
<b>Municipality/GOV</b> (0.0000% of \$14,569.01)	\$0.00
<b>Total</b>	\$14,569.01
<b>Payments &amp; Credits</b>	\$0.00
<b>Balance Due</b>	\$14,569.01

Facility#7126600



TOWN OF CARMEL RECREATION & PARKS DEPARTMENT  
SYCAMORE PARK, 790 LONG POND ROAD  
MAHOPAC, NEW YORK 10541

JAMES R. GILCHRIST, CPRP, DIRECTOR

TELEPHONE: (845) 628-7888 FAX: (845) 628-2820

EMAIL: [carmelrecreation@ci.carmel.ny.us](mailto:carmelrecreation@ci.carmel.ny.us)

WEB: <http://www.carmelny.org>

DATE: August 4, 2022

TO: Carmel Town Board  
Carmel Town Hall

FROM: James R. Gilchrist, CPRP  
Director, Recreation and Parks

SUBJECT: Purchase of Airport Park Playground Equipment

Attached is the proposal and pricing from Raymond Michael, Ltd. for the purchase of Airport Park playground equipment, which is based on the NY State Contract #PC67836. Please note the equipment will be purchased directly from Playworld. Installation is not part of this proposal, and will go out to bid at a later date. This equipment will be paid for with funds from DASNY Grant #19264.

A resolution is required for this purchase. Please add this to the August 17, 2022 Town Board Work Session agenda, and contact me with any questions.

/ns  
Attachments

# Raymond Michael, Ltd.

439 North Terrace Avenue  
 Mount Vernon, NY 10552  
 Phone: 914-667-6800 Fax: 914-665-8011  
 Toll-Free: 800-922-0599

PLAYGROUND SALES - CONSULTATIONS  
 INSTALLATIONS - FULLY INSURED

DATE:	6/24/2022
TERMS:	Purchase Order
MISC:	NY State Contract #PC67836

## PROPOSAL & ORDER FORM

<b>ORDER #</b>	<b>CUST. P.O.</b>	<b>CODE</b>	<b>SHIP VIA</b>	Truckload
<b>S</b>	Recreation & Parks Department Town of Carmel 790 Long Pond Road Mahopac, NY 10541 845-628-7888	<b>S</b>	Airport Park Mahopac, NY	
<b>O</b>		<b>H</b>		
<b>L</b>		<b>I</b>		
<b>D</b>		<b>P</b>		
<b>T</b>		<b>T</b>		
<b>O</b>		<b>O</b>		

QTY.	PROD #	DESCRIPTION	UNIT PRICE	TOTAL
PLAYWORLD 2022 PRICING				
1	airportpark4b	Steel SkyTower Composite Structure		\$ 139,586.00
1	zzx0224	Accessible Swing Seat for 8' Top Rail		\$ 1,111.00
2	zzx0260	Belt Seat for 8' Top Rail	\$ 143.00	\$ 286.00
1	zzx0635	Swing Along Seat for 8' Top Rail		\$ 1,091.00
1	zzx0818	8' Single Post Swing		\$ 1,415.00
1	zzx0819	8' Single Post Swing Add-A-Bay		\$ 971.00
2	zzx0820	Toddler Swing Add-On Beam	\$ 897.00	\$ 1,794.00
		Subtotal		\$ 146,254.00
		(Less Additional Discount)		\$ (34,532.00)
		Equipment Total		\$ 111,722.00
		Purchase Order To Be Made Out To:		
		Playworld Inc 1000 Buffalo Rd Lewisburg, PA 17837		

\*ORDERS MUST BE SIGNED AND DATED

**X**

Purchase Authorized By \_\_\_\_\_ Date \_\_\_\_\_

**Signing of this Proposal/Order Form constitutes approval of the purchase of goods and/or services itemized herein.**

Provide Certificate of Capital Improvement. No Sales Tax on Installation.

<b>SUBTOTAL</b>		\$ 111,722.00
<b>PLUS INSTALLATION</b>		
<b>PLUS FREIGHT</b>	8,745 Lbs.	\$4,000.00
<b>SALES TAX ON FREIGHT &amp; EQUIP. (If Applicable)</b>		
<b>LOCALE</b>		
<b>TOTAL</b>		\$ 115,722.00
<b>LESS DEPOSIT PAID</b>		
<b>BALANCE DUE</b>		\$ 115,722.00

TERMS: All merchandise is F.O.B. shipping point. Net 30 days from date of invoice to established accounts. All others by deposit with balance due on a C.O.D. basis or Net 10 Days at the discretion of the company.

**"Playgrounds of Distinction"**

# Airport Park

Post/Installation: Steel-Footed

Design Number: airportpark4b - Pricing Schedule  
 2022 Pricing - Valid For: 30 Days From Quote Date

Ref. No.	Part No.	Qty.	Description	Unit Weight (lbs)	Unit List (US\$)	Total Weight (lbs)	Total List (US\$)
<b>Modular Playscape:</b>							
<b>Posts</b>							
1	ZZCH0076	1	3.5in OD x 200in STEEL POST W/RIVETED CAP	61.01	336.00	61.01	336.00
2	ZZCH0259	6	3.5in OD x 224in STEEL POST W/O CAP	64.51	346.00	387.06	2,076.00
3	ZZPM0006	8	5in OD X 96in STEEL POST W/ RIVETED CAP	54.21	330.00	433.68	2,640.00
4	ZZPM0008	2	5in OD X 108in STEEL POST W/ RIVETED CAP	60.51	354.00	121.02	708.00
5	ZZPM0016	3	5in OD X 120in STEEL POST W/ RIVETED CAP	67.11	380.00	201.33	1,140.00
6	ZZPM0026	2	5in OD X 132in STEEL POST W/ RIVETED CAP	74.21	401.00	148.42	802.00
<b>Decks &amp; Kick Plates</b>							
7	ZZCH0617	2	TRIANGULAR COATED DECK ASSEMBLY	29.9	822.00	59.80	1,644.00
8	ZZCH0618	3	1/2 HEX COATED DECK ASSEMBLY	78.32	1,470.00	234.96	4,410.00
9	ZZPM0617	1	TRIANGULAR COATED DECK ASSEMBLY	46.4	1,078.00	46.40	1,078.00
10	ZZPM0619	1	HEX COATED DECK ASSEMBLY	228.72	3,260.00	228.72	3,260.00
11	ZZUN2290	4	COATED DECK TO DECK CONNECTION KIT	0.29	0.00	1.16	0.00
12	ZZUN5898	1	CH/PM CONVERSION PLATFORM	59.45	1,190.00	59.45	1,190.00
<b>ADA Items</b>							
13	ZZCH2027	1	TRANSFER STATION W/BARRIERS (48in DECK)	254.26	3,282.00	254.26	3,282.00
14	ZZPM7328	1	6in RISE DK-DK WHEELCHAIR RAMP W/ GUARDRAILS	201.6	3,044.00	201.60	3,044.00
15	ZZPM7330	1	AEROGLIDER DECK EXTENSION FOR WHEELCHAIR RAMPS	61.32	773.00	61.32	773.00
16	ZZPM7537	1	GROUND TO DECK WHEELCHAIR RAMP W/ GUARDRAILS (12in RISE)	388.84	6,366.00	388.84	6,366.00
17	ZZPM8230	1	DECK TO DECK ACCESSIBLE CLIMBER (24in RISE)	321.2	6,478.00	321.20	6,478.00
18	ZZUN2019	1	APPROACH STEP FOR TRANSFER STATION	35.83	457.00	35.83	457.00
19	ZZUN7336	1	AEROGLIDER	1567.12	23,744.00	1,567.12	23,744.00
20	ZZUN7369	1	RAMP TO BERM CONNECTOR	14.87	210.00	14.87	210.00
21	ZZUN9390	1	6in WHEELCHAIR RAMP CENTER SUPPORT	7.93	111.00	7.93	111.00
<b>Slides</b>							
22	ZZCH3006	1	30in ROUND TUBE SLIDE ENTRANCE/EXIT	153.2	3,034.00	153.20	3,034.00
23	ZZCH3206	1	SLITHER SLIDE 2.0 ENTRANCE & EXIT	85.37	1,625.00	85.37	1,625.00
24	ZZPM3538	1	NUVO 36in DOUBLE SLIDE	158.01	2,237.00	158.01	2,237.00
25	ZZUN3008	1	30in ROUND LEFT TUBE SECTION	26.02	645.00	26.02	645.00
26	ZZUN3009	1	30in ROUND RIGHT TUBE SECTION	26.02	641.00	26.02	641.00
27	ZZUN3037	1	ROUND TUBE SLIDE SUPPORT LEG 2ft	15.4	265.00	15.40	265.00
28	ZZUN3207	1	SLITHER SLIDE 2.0 (STRAIGHT SECTION)	19.59	540.00	19.59	540.00
29	ZZUN3208	6	SLITHER SLIDE 2.0 (RIGHT SECTION)	19.59	540.00	117.54	3,240.00



# Airport Park

Post/Installation: Steel-Footed

Design Number: airportpark4b - Pricing Schedule  
 2022 Pricing - Valid For: 30 Days From Quote Date

Ref. No.	Part No.	Qty.	Description	Unit Weight (lbs)	Unit List (US\$)	Total Weight (lbs)	Total List (US\$)
30	ZZUN3246	1	SLITHER SLIDE 2.0 SUPPORT LEG 6ft-6in	21.61	244.00	21.61	244.00
31	ZZUN3249	1	SLITHER SLIDE 2.0 SUPPORT LEG 3ft-6in	15.01	244.00	15.01	244.00
32	ZZUN8730	1	PLAYCUBE- SLIDE AND BARRIERS	278.2	6,544.00	278.20	6,544.00
<b>Activity Panels</b>							
33	ZZCH4356	1	BALCONY	71.66	1,467.00	71.66	1,467.00
34	ZZCH4646	1	STORE FRONT PANEL	33.98	928.00	33.98	928.00
35	ZZPM0599	2	WHEELCHAIR CURB FOR HALF PANELS	7.87	122.00	15.74	244.00
36	ZZPM4399	1	ACCESSIBLE PLANE PANEL	27.49	1,127.00	27.49	1,127.00
37	ZZPM4407	1	ACCESSIBLE SOLAR SYSTEM PANEL	27.66	1,486.00	27.66	1,486.00
38	ZZUN4438	1	TELESCOPE - PIPE WALL MOUNT WITH LENS (CH/EX)	13.23	787.00	13.23	787.00
<b>Barriers</b>							
39	ZZCH4095	1	CENTERLINE PIPE WALL BARRIER	28.74	545.00	28.74	545.00
40	ZZCH4456	1	UPPER SILO CLIMBER EXTENDED BARRIER	30.28	692.00	30.28	692.00
41	ZZCH4745	1	CONTAINMENT PIPE WALL (HEX TOWER)	36.6	790.00	36.60	790.00
42	ZZCH4811	1	OVAL BUBBLE PANEL (DECK MOUNT)	33.39	1,080.00	33.39	1,080.00
43	ZZUN8729	1	PLAYCUBE- CAP	12.44	399.00	12.44	399.00
<b>Custom Graphics</b>							
44	ZZCH4389	2	DOUBLE SIDED CUSTOM GRAPHIC PANEL (DECK MOUNT)	95.46	2,552.00	190.92	5,104.00
<b>Climbers</b>							
45	ZZCH7410	1	DEEP RUNG ARCH CLIMBER (48in DECK)	93.26	1,995.00	93.26	1,995.00
46	ZZCH7945	1	UPPER SILO CLIMBER	136.94	2,541.00	136.94	2,541.00
47	ZZCH8266	1	48in SINGLE FLEX TREAD	118.67	2,630.00	118.67	2,630.00
48	ZZPM8289	1	RIBBON CLIMBER (36in DECK)	51.98	1,000.00	51.98	1,000.00
49	ZZUN8727	3	PLAYCUBE- GROUND LEVEL	151.62	3,545.00	454.86	10,635.00
50	ZZUN8728	4	PLAYCUBE- ABOVE GROUND- 1 SIDED CONNECTION	98.5	3,100.00	394.00	12,400.00
51	ZZUN8736	1	PLAYCUBES- SUPPORT POST- 4 CUBES HIGH	19.29	153.00	19.29	153.00
52	ZZUN8747	1	PLAYCUBES- ABOVE GROUND- 3 SIDED CONNECTION	99.58	3,103.00	99.58	3,103.00
<b>Roofs &amp; Arches</b>							
53	ZZCH9858	1	CH HEX CABANA ROOF	194.15	3,002.00	194.15	3,002.00
<b>Stairs and Ladders</b>							
54	ZZPM9177	1	36in ACCESSIBLE STEPPED PLATFORM (DECK TO DECK)	286.99	4,470.00	286.99	4,470.00
<b>Total:</b>						<b>8,123.80</b>	<b>139,586.00</b>



# Airport Park

Post/Installation: Steel-Footed

Design Number: airportpark4b - Pricing Schedule  
2022 Pricing - Valid For: 30 Days From Quote Date

Ref. No.	Part No.	Qty.	Description	Unit Weight (lbs)	Unit List (US\$)	Total Weight (lbs)	Total List (US\$)
<b><u>Independent Items:</u></b>							
	1	ZZXX0224	1 ACCESSIBLE SWING SEAT w/SILVER SHIELD CHAIN TO 8ft TOP RAIL	30.45	1,111.00	30.45	1,111.00
	2	ZZXX0260	2 BELT SEAT W/SILVER SHIELD CHAIN FOR 8ft TOP RAIL	8.8	143.00	17.60	286.00
	3	ZZXX0635	1 SWING ALONG SEAT TO 8ft TOP RAIL	31.84	1,091.00	31.84	1,091.00
	4	ZZXX0818	1 8ft SINGLE POST SWING ASSEMBLY	257.68	1,415.00	257.68	1,415.00
	5	ZZXX0819	1 8ft SINGLE POST SWING ADD-A-BAY	169.58	971.00	169.58	971.00
	6	ZZXX0820	2 TODDLER SWING ADD-ON BEAM	56.97	897.00	113.94	1,794.00
					<b>Total:</b>	<b>621.09</b>	<b>6,668.00</b>
					<b>Grand Total:</b>	<b>8,744.89</b>	<b>146,254.00</b>

