

KENNETH SCHMITT
Town Supervisor

TOWN OF CARMEL
TOWN HALL

ANN SPOFFORD
Town Clerk

SUZANNE MC DONOUGH
Town Councilwoman
Deputy Supervisor

60 McAlpin Avenue
Mahopac, New York 10541

KATHLEEN KRAUS
Receiver of Taxes

MICHAEL A. BARILE
Town Councilman

Tel. (845) 628-1500 • Fax (845) 628-6836
www.carmelny.org

JOHN D. LUPINACCI
Town Councilman

JONATHAN SCHNEIDER
Town Councilman

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

TOWN BOARD SPECIAL VOTING MEETING/WORK SESSION
Wednesday, November 13, 2019 7:00pm

PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE

6:00pm Executive Session:

1. Police Chief Cazzari – Personnel Budget Y/E 2020
2. Gregory Folchetti, Town Legal Counsel – Attorney Client/Contractual
3. Interview of Perspective Vendor for Town of Carmel Master Plan & Code Revisions

Town Board Special Voting Meeting:

1. Res: Making Appointment to Town of Carmel Ethics Board
 2. Res: Authorizing Payment for Repairs
 3. Res: Authorizing Outside Counsel to Defend Article 78
- **Public Comment (Three (3) Minutes on Agenda Items Only)**
 - **Town Board Member Comments**

Town Board Work Session:

1. Richard Franzetti, PE, Town Engineer – John Folchetti, PE, Engineering Consultant – Mary Ann Maxwell, Town Comptroller – Status Update CWD #2 Status Update
2. Richard Franzetti, PE, Town Engineer - Consider Request to Authorize Bond Return TM# 75.16-1-8 Melchner (\$20,000)
3. Richard Franzetti, PE, Town Engineer – Consider Request to Accept Proposal for Generator Maintenance Services – Town Owned Generators
4. Richard Franzetti, PE, Town Engineer – Consider Request to Accept Proposal for Asset Management Inventory and Study of Town Water & Sewer Districts
5. Richard Franzetti, PE, Town Engineer – Consider Request to Accept Proposal for Video Taping of Various Town Board Meetings
6. Richard Franzetti, PE, Town Engineer – Consider Request to Authorize Payment for Repairs/Services CWD #2, Dry Hydrant-Baldwin Place Road
7. Mary Ann Maxwell, Town Comptroller – Consider Budget Revisions-September/October 2019
8. Mary Ann Maxwell, Town Comptroller – Consider Request to Adopt and Amend Revised User Fee Schedule for 2020

9. Mary Ann Maxwell, Town Comptroller – Consider Request to Accept Renewal Agreement for LOSAP (Length of Service Award Program) Services for Carmel Fire Protection Districts 1 and 2
10. Supervisor Kenneth Schmitt and Michael Simone, Highway Superintendent - Consider Request to Authorize Purchase of 2018 Dodge Durango Citadel 4x4
11. Michael Simone, Highway Superintendent – Consider Request to Award Bids for the Purchase of Miscellaneous Highway Supplies
12. Police Chief Michael Cazzari – Consider Request to Authorize Purchase of Police Uniforms
13. Police Chief Michael Cazzari – Consider Request to Authorize Renewal of Agreement with Mahopac Launderaid & Dry Cleaners for the Cleaning of Police Uniforms
14. Consider Request to Waive 30 Day Notice of the New York State ABC Law Application for On-Premise Liquor License – Rick’s Seafood & Gourmet Specialties, Inc., 545 Route 6, Mahopac, NY 10541

- **Public Comment (Three (3) Minutes on Agenda Items Only)**
- **Town Board Member Comments**

Open Forum:

- **Public Comments on New Town Related Business (Three (3) Minutes Maximum for Town Residents, Property Owners & Business Owners Only)**
- **Town Board Member Comments**
- **Adjournment**

RESOLUTION #1

RESOLUTION MAKING APPOINTMENT TO TOWN OF CARMEL ETHICS BOARD

RESOLVED that the Town Board of the Town of Carmel hereby appoints Lisa Perri to the Town of Carmel Ethics Board, commencing immediately.

Resolution

Offered by: _____

Seconded by: _____

<u>Roll Call Vote</u>	<u>YES</u>	NO
Michael Barile	___	___
Jonathan Schneider	___	___
John Lupinacci	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

RESOLUTION #2

RESOLUTION AUTHORIZING PAYMENT FOR REPAIRS

RESOLVED, the Town Board of the Town of Carmel, acting as Commissioners of the various water and sewer districts of the Town of Carmel, and upon the recommendation of Town Engineer Richard J. Franzetti, hereby authorizes the following payments for repairs performed within the referenced districts:

Vendor Name	Services Rendered	Authorized Amount
Kuck Excavating, Inc. Carmel, NY	Carmel Water District #2 Emergency Line Repair Invoice: September 9, 2019	\$7,296.12
Kuck Excavating, Inc. Carmel, NY	Carmel Water District #2 Emergency Line Repair Invoice: September 9, 2019	\$6,302.28
Bee & Jay Plumbing Mahopac, NY	Carmel Water Dist #4 Well pump replacement Invoice: August 13, 2019	\$8,425.04
Bee & Jay Plumbing Mahopac, NY	Carmel Water Dist #7 Well pump replacement Invoice: October 4, 2019	\$11,819.54
New York Leak Detection, Inc Jamestown NY	Carmel Water Dist #4 Leak Detection Services Invoice: October 10, 2019	\$6,400.00

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget revisions to effect payment for the aforesaid repair authorizations.

Resolution

Offered by: _____

Seconded by: _____

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Michael Barile	___	___
Jonathan Schneider	___	___
John Lupinacci	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

RESOLUTION #3

**RESOLUTION AUTHORIZING OUTSIDE
COUNSEL TO DEFEND ARTICLE 78**

RESOLVED that the Town Board of the Town of Carmel, hereby authorizes Cozen O'Connor to represent them in the Matter of Michael A Barile and Tommy A Boniello against Putnam County Department of Health, Town of Carmel and New York City Department of Environmental Protection pursuant to CPLR Article 78 and related proceedings

Resolution

Offered by: _____

Second by: _____

<u>Roll Call Vote</u>	<u>Yes</u>	<u>No</u>
Michael Barile	___	___
Jonathan Schneider	___	___
John Lupinacci	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

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

To: Carmel Town Board

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

Date: November 7, 2019

Re: CWD# 2 Water Status Update

The following provides a status update of the various Carmel Water District 2 projects:

1. R2018-001- CWD 2 Water Treatment Plant Facility Plan (WTP):

- Requests for Proposal (RFP) were circulated in April 2018 and received in May 2018
- Town Board approved Hazen and Sawyer.

CWD 2 water demand assessment

- Water demand projections for the next 30 years were developed as summarized as follows:

Year	Average Daily Demand (ADD)	Maximum Day Demand (MDD)
Current	0.80	1.50
2030	0.75 – 1.08	1.21 – 1.73
2040	0.78 – 1.20	1.25 – 1.93
2050	0.82 – 1.34	1.31 – 2.15

- Analysis assumes the District geographic boundary does not change nor are outside users served, except for one proposed development south of Putnam County Hospital Center and the approved developments.

Lake Gleneida Safe Yield Analysis

- Analysis suggests a safe yield of from Lake Gleneida 0.6 to 1.0 million gallons per day (MGD). Analysis incorporates likely groundwater flux to the extent possible, without undertaking a detailed groundwater flow monitoring program
- Lake Gleneida alone may be insufficient to meet projected water demand for CWD2 in the future
- Water from the West Branch Reservoir is the option selected to supplement Lake Gleneida.
- West Branch Reservoir is also owned by NYC; a new agreement for withdrawal of water will be required and the Town will continue to be required to pay NYC for water.
- This option will provide water from two different water bodies and will provide supply redundancy.

- Water treatment facility plan to be completed by end of 2019
- Design services to be commence in 2020
- Intended schedule has bid let out by end of 2020 work to commence in 2021

2. R2019-006 Multi-District Storage Tank Rehabilitation:

- Requests for Proposal (RFP for the development of bid documents were distributed in August 2019 and received in September 2019
- Town Board approved W&S

Estimated Project Schedule

- Award and execute design agreement ;
- Contract Plans and Specifications (+7 months)
- Bid Assistance (+1 months)
- Estimated construction start in month ± 9.

Schedule may vary based on the completion of the prior task.

3. R2019-007 CWD 2 Distribution System Improvements (Lining/New mains/Valves):

- Requests for Proposal (RFP) for design services\ were circulated in October 2019 and received in November 2019.
- The proposal is under review and results will be presented to the Town Board once completed.

Estimated Project Schedule

- Award and execute design agreement ;
- Contract Plans and Specifications and bid assistance (+9 months)
- Estimated construction start in month ± 10

4. Bonding

- 2018 Water Line Replacement – outstanding debt \$2MM will be sold to Bond Market Oct 2020 (20 year bond)
- 2018 Water Meter Project – outstanding debt \$1.3MM will be sold to Bond Market Oct 2020 (5 year BAN)
- 2019 Distribution System:
 - Estimated BAN for Design issued Oct 2019 - \$500K
 - Additional BANs issued 2020 – 2023 until project is complete
 - Final Bond sold Oct 2024
- 2019 Multi-District Storage Tank Rehabilitation
 - Estimated BAN for Design issued Oct 2019 - \$200K
 - Additional BANs issued 2020 – 2021 until project is complete
 - Final Bond sold Oct 2022

- 2020 CWD 2Water Treatment Plant Facility Plan (WTP)
 - Estimated BAN for Design issued Oct 2020 - \$2MM
 - Additional BANs issued 2021 – 2025 until project is complete
 - Final Bond sold Oct 2026

Estimated BANs issued for the designs are lower than the RFPs received. The difference will be issued in 2020 to cover the additional cost.

See the attached debt forecast.

5. Grant Funding

- As discussed at the April meeting, there are no CFA grant applications that involve potable water works.
- In May of 2019, JRFA submitted a short form application for the CWD 2 Distribution System Improvements to the NYSDOH and NYSEFC for funding under the Drinking Water State Revolving Fund.
- Documentation was approved by the respective agencies and the project was placed on the Drinking Water Intended Use Plan (IUP).

This process is the first step, as well as a requirement, for eligibility to apply for grant funding under the NYS Water Infrastructure Improvement Act (WIIA).

- Both a WIIA grant application and a DWSRF application were submitted to the NYSDOH and the NYSDEC in September 2019. Funds of \$13,600,000 were requested in order to support the project.
- Funding could come in the form of a grant or a subsidized loan or a combination of both.

CARMEL WATER DISTRICT #2 CAPITAL DEBT FORECAST 2018-2030

DEBT ITEM DESCRIPTION	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Carmel Water District #2 Existing Debt (matures 2033)	66,672	64,822	63,385	60,745	43,224	27,302	27,128	26,945	26,397	26,102	15,762	15,777	15,760
CWD #2 BANS Outstanding (2018 Water Line Replacement \$2.3MM - will be sold to bond market October 2020 - if 20 yr bond estimated debt through 2040)		68,105	78,500	152,209	151,616	153,807	152,850	154,836	153,616	155,306	153,786	155,161	153,312
CWD #2 BANS Outstanding - (2018 Water Meter Project - \$1.3MM - will be sold to bond market October 2020 - estimated debt through 2024)		22,053	285,444	284,616	285,256	284,197	282,500						
Total Existing Carmel Water Dist #2 Debt Service	66,672	154,980	427,329	497,570	480,096	465,306	462,478	181,781	180,013	181,408	169,548	170,938	169,072
ANNUAL EXISTING RETIRING/NEW DEBT	(1,270)	88,308	272,349	70,241	(17,474)	(14,790)	(2,828)	(280,697)	(1,768)	1,395	(295,758)	(291,540)	(12,709)
2019 Distribution Sytem Plan Project - \$13,301,400													
- BAN issued October 2019 to cover Design cost - est. \$500,000			50,000	50,000	70,000	75,000	75,000						
- BANS issued annually Oct 2020 - 2023 to cover all phases - est. \$7,000,000				65,000	130,000	217,000	307,000						
- Bond sold October 2024 - estimated \$13.3MM (20 year bond)								876,016	876,126	876,344	876,606	876,784	877,160
2019 Water Tank Maintenance Project - \$1,562,615													
- BAN issued October 2019 to cover Design cost - est. \$200,000			20,000	25,000	35,000								
- BANS issued annually Oct 2020 - 2021 to cover all phases - est. \$1,300,000				50,000	85,000								
- Bond sold October 2022 - estimated \$1.5MM (20 year bond)						86,345	85,360	84,359	83,342	82,291	82,202	82,191	82,089
2020-2025 Facility Plan (WTP Project) - \$18,000,000													
- BAN issued October 2020 to cover Design cost - est. \$2,000,000				65,000	65,000	80,000	80,000	85,000	90,000				
- BANS issued annually Oct 2021 - 2025 to cover all phases - est. \$13,500,000					85,000	175,000	270,000	365,000	460,000				
- Bond sold October 2026 - estimated \$18.0MM (20 year bond)										1,164,545	1,166,478	1,162,919	1,163,951
FUTURE NEW DEBT "Proposed"			70,000	255,000	470,000	633,345	817,360	1,410,375	1,509,468	2,123,180	2,125,286	2,121,894	2,123,200
TOTAL NEW ANNUAL DEBT SERVICE	66,672	154,980	497,329	752,570	950,096	1,098,651	1,279,838	1,592,156	1,689,481	2,304,588	2,294,834	2,292,832	2,292,272
TOTAL NEW 'PROPOSED' DEBT (NET OF RETIRING DEBT)	(1,270)	88,308	342,349	255,241	197,526	148,555	181,187	312,318	97,325	615,107	1,196,183	1,012,994	700,116
Total District Assessed Value	955,435,546	955,435,546	955,435,546	955,435,546	955,435,546	955,435,546	955,435,546	955,435,546	955,435,546	955,435,546	955,435,546	955,435,546	955,435,546
# of parcels	2,346	2,346	2,346	2,346	2,346	2,346	2,346	2,346	2,346	2,346	2,346	2,346	2,346
Average Assessed Value - 407,262	407,262	407,262	407,262	407,262	407,262	407,262	407,262	407,262	407,262	407,262	407,262	407,262	407,262
Rate per thousand	0.0001	0.0002	0.0005	0.0008	0.0010	0.0011	0.0013	0.0017	0.0018	0.0024	0.0024	0.0024	0.0024
Est Annual Debt Service per Taxpayer in CWD 2	28.42	66.06	211.99	320.79	404.99	468.31	545.54	678.67	720.15	982.35	978.19	977.34	977.10
Carmel Sewer District #2 Existing Debt	152,878	148,697	149,446										
Total District Assessed Units	1,984.76	1,984.76	1,984.76										
# of parcels	2,299	2,299	2,299										
Average Assessed Units	0.8633	0.8633	0.8633										
Rate per thousand	66.4976	64.6790	65.0048										
Est Annual Debt Service per Taxpayer in CSD #2	57.41	55.84	56.12										
Total Est Annual Debt Service per Taxpayer in both CWD #2/CSD #2	85.83	121.90	268.11	320.79	404.99	468.31	545.54	678.67	720.15	982.35	978.19	977.34	977.10

CRAIG PAEPRER
Chairman

ANTHONY GIANNICO
Vice Chairman

BOARD MEMBERS

CARL STONE
KIM KUGLER
RAYMOND COTE
ROBERT FRENKEL
MARK PORCELLI

**TOWN OF CARMEL
PLANNING BOARD**



60 McAlpin Avenue
Mahopac, New York 10541
Tel. (845) 628-1500 – Ext.190
www.ci.carmel.ny.us

MICHAEL CARNAZZA
*Director of Code
Enforcement*

RICHARD FRANZETTI, P.E.
Town Engineer

PATRICK CLEARY,
AICP, CEP, PP, LEED AP
Town Planner

MEMORANDUM

To: Town Board

From: Rose Trombetta *RT*

Date: November 4, 2019

Subject: **Bond Return** – Melchner, Charles – TM – 75.16-1-8 - Bond Register #738

On October 30, 2019 the Planning Board passed a motion recommending the bond return of \$20,000.00 for the above captioned property.

Attached is a fully executed bond application form and Town Engineer, Richard Franzetti's memo dated October 2, 2019 and Director of Code Enforcement, Michael Carnazza's memo dated October 30, 2019.



Planning Board
 Town of Carmel - Town Hall
 Mahopac, New York 10541

Subdivision - Site Plan Bond Application

Bond Amount \$20,000
 Inspection Fee N/A

Bond Register No 738
 Tax Map # 75.16-1-8
 Filing Date 09/24/19

The undersigned hereby files a bond pursuant to the regulations of the Town of Carmel in the amount of \$ 20,000. Said bond was fixed by Resolution of the Planning Board on date September 26, 2007 for the construction and completion of improvements described on a map on file with the Planning Board.

Applicant's Name: Charles Melchner, Jr.
 Applicant's Address: 897 South Lake Blvd, Mahopac, NY 10541
 Applicant's Telephone Number: 914-403-5686 Email: mahopacmarina@gmail.com
 Map Entitled: Melchner Site Plan Property Address: 177 Buckshollow Road, Mahopac Last Revised 06/13/07

Applicant's Signature _____
 Town Engineer's Signature _____
 Bonding Company Putnam County Savings Bank Bond # Letter of Credit - 6080021450 Bond Expires _____

The above application is in order and is approved this _____ day of _____ 20____.

By _____ Chairman, Planning Board
 By _____ Chairman, Environmental Conservation Board

Application for Bond Return XXXX

Bond Reduction _____

The undersigned hereby applies for bond return/reduction heretofore filed in accordance with the Town of Carmel regulations and hereby affirms that he has completed the required improvements in accordance with the specifications applicable hereto for bond return/reduction.

Date 10/29/19 Applicant's Signature [Signature]

I inspected the improvements on the above captioned site during construction and after completion and hereby authorize the bond filed by _____ to be reduced to _____.

Date _____ Town Engineer's Signature _____

OR

I have inspected the above mentioned improvements and find same to meet the applicable specifications and hereby recommend that the applicant be completely released from the obligation of said bond.

Date 10/29/19 Town Engineer's Signature [Signature]
 Date 10/30/19 Planning Board Chairman [Signature]
 Date _____ Environmental Conservation Board Chairman _____

Approved by the Town Board at a meeting on _____

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

To: Carmel Planning Board

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

Date: October 2, 2019

Re: Melchner Site Plan- Buckshollow Road- TM# 75.16-1-8

In response to the attached request by the above applicant, a representative of the Engineering Department performed a field inspection of the referenced property on September 26, 2019 to evaluate the current status of the site construction, for the purpose of determining whether a bond return was warranted. The results of our investigation are presented below.

The original bond amount posted was \$160,619.50. That amount was reduced to \$20,000.00 in 2009, because the tree plantings had not been completed. The applicants Architect, Joel Greenburg submitted the attached letter, requesting relieve from planting or replanting the scheduled trees shown on the site plan. Our field inspection does show that as represented by Mr. Greenburg, there is significant vegetative growth between the bike path and the site and Buckshollow Road and the site.

If the Board is inclined to permit a removal of the planting element on this project, then this Department recommends that the remaining bond amount of \$20,000.00 be released to the applicant.

We trust that this is adequate for your needs. If you have any questions, please don't hesitate to contact me.

Michael G. Carnazza
Director of Code Enforcement

(845) 628-1500 ext. 170
Fax(845) 628-7085



*Office of the Building Inspector
60 McAlpin Avenue
Mahopac, New York 10541*

MEMORANDUM

TO: Chairman Craig Paeprer and Members of the Town of Carmel
Planning Board.

FROM: Michael G. Carnazza, Director of Code Enforcement 

DATE: October 30, 2019

RE: Bond Return for Melchner-177 Buckshollow Rd.
Tm# 75.16-1-8

-
- I have no objection to the return of the bond for this project.



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

To: Carmel Town Board

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

Date: November 1, 2019

Re: Generator Maintenance - RFP 2019-0013

Proposals were solicited from ten contractors for the referenced maintenance contract. The complete list is on the attached vendor list. The proposal identified that the contract would be effective for three (3) years from January 1, 2020 to December 31, 2022 with the unilateral option on the part of the Town of Carmel to extend the term for two (2) additional one (1) year periods.

Seven (7) proposals were received and the results are summarized as follows:

Proposer	2020	2021	2022	2023	2024	Total
FM Generator	\$19,890	\$19,890	\$19,890	\$19,890	\$19,890	\$99,450
Magpro	\$21,250	\$21,250	\$21,250	\$21,250	\$21,250	\$106,250
Gentec	\$21,710	\$21,710	\$21,710	\$21,710	\$21,710	\$108,550
Emergency Power	\$23,350	23,350	\$23,350	\$24,375	\$24,375	\$118,800
National Standby	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$128,000
Peak Power	\$24,505	\$24,505	\$25,731	\$27,016	\$28,367	\$130,124
Northeast Generator	\$30,736	\$30,736	\$30,736	\$32,245	\$33,630	\$158,083

The lowest proposer is FM Generator at \$19,890.00 per year with a total over the five (5) years of \$99,450.00. The second lowest proposer is Magpro at \$21,250.00 per year with a total over the five (5) years of \$106,250.00. These two (2) proposers are separated by \$1,360.00 per year.

While FM Generator (located in Canton MA) proposed a lower price, Magpro, LLC (located in Carmel) over the past four years has performed numerous projects for the Town, including multiple Genset overhauls and repairs. In addition Magpro is located across street from the CSD 2 WWTP which is proximate to the area that has the greatest density of our 41 genset units. This Department has been very satisfied with the responsiveness, professionalism and work product of Magpro.

Based on our evaluation of relative costs and proposed scope of work we recommend that the Contract be awarded to Magpro, LLC as the most responsive proposer for the Town's needs for this project.

As provided in the attached there are sufficient funds in the budget for this work.

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

To: Carmel Town Board

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

Date: November 1, 2019

Re: R2019-004 Development of Asset Management Plans For Carmel Sewer Districts 1 extension 3, 1, 2, 3 and 8 and Carmel Water Districts 1, 2, 3,4,5,6,7,8,9,10,12,13 and 14

Pursuant to the attached Town Board resolution the Engineering Department circulated Requests for Proposal (RFP) for the referenced project to fifteen (15) consulting Engineering firms on July 8, 2019. Formal RFP's were received by the Engineering office on August 9, 2019. Five (5) firms, Arcadis of New York, Inc., Barton & Loguidice (B&L), Hazen and Sawyer (H&S), Woodard and Curran (W&C) and WSP submitted proposals.

The Engineering Department evaluated the submittals in accordance with the criteria identified in the RFP. The evaluation summary sheet and a detailed breakdown of cost per district are attached for your review. The costs are summarized as follows:

Proposer	Total	Ranking
Arcadis	\$165,900.00	87.83
W&C	\$194,859.00	85.00
WSP	\$209,458.66	74.90
H&S	\$241,900.00	75.44
B&L	\$537,033.06	66.77

We have advised the Comptroller's office of this expenditure and per the attached budget transfers are needed however there are sufficient funds in budget for this work as described.

Based on our evaluation of relative costs and proposed scope of work we recommend that the Contract be awarded to Arcadis of New York, Inc. as the most responsive firm for the Town's needs for this project.

**RESOLUTION AUTHORIZING REQUESTS FOR PROPOSALS
ASSET MANAGEMENT INVENTORY AND STUDY
TOWN OF CARMEL WATER AND SEWER DISTRICTS**

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the various Carmel Water Districts and Carmel Sewer District hereby authorizes Town Engineer Richard J, Franzetti, PE, to issue a request for proposals for the performance of asset management inventory and study services for all Carmel Water Districts as well as for Carmel Sewer Districts #1 (including extensions thereto), #2, #3 and #8.

Resolution

Offered by: Councilman Schneider
 Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>	
Michael Barile	<u>X</u>	<u> </u>	
Jonathan Schneider	<u>X</u>	<u> </u>	
John Lupinacci	<u> </u>	<u> </u>	Absent
Suzanne McDonough	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

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I, Ann Spofford, Town Clerk of the Town of Carmel, Putnam County, New York, do hereby certify that the foregoing resolution is a true and exact copy of the original on file in my office which was adopted by the Town Board of said Town at a duly called and held meeting on the 15th day of **May, 2019**; and of the whole thereof.

May 16, 2019
Dated

Ann Spofford
Ann Spofford, Town Clerk

	EVALUATION CRITERIA	MAXIMUM SCORE	Arcadis	B&L	Hazen	Woodard	WSP
B	FIRM QUALIFICATIONS 10%	10.00					
	EXPERTISE	3.33	3.00	3.00	3.00	3	3.2
	PAST EXPERIENCE	3.33	3.33	3.00	2.90	3.2	3.2
	SIMILAR SIZE/SCOPE	3.33	3.00	3.00	3.00	3.3	3.5
	SUBTOTAL	9.99	9.33	9.00	8.90	9.5	9.9
c	PROJECT PERSONNEL QUALIFICATIONS 20%	20.00					
	PROJECT TYPE	5.00	4.50	4.50	4.50	4.5	4.5
	SIZE OF PROPOSED TEAM	5.00	4.70	4.40	4.40	4.5	4.5
	TEAM QUALS SUPPORTS APPROACH	5.00	4.30	4.20	4.40	4.3	4.5
	REFERENCES PROVIDED	5.00					
	SUBTOTAL	20.00	13.50	13.10	13.30	13.30	13.5
D	PROJECT APPROACH 20%	20.00					
	INVENTORY	5.00	4.50	4.40	4.40	4.50	4.5
	CONDITION ASSESSMENT	5.00	4.50	4.40	4.30	4.50	4.5
	RISK ANALYSIS	5.00	4.50	4.40	4.30	4.50	4.5
	PREVENTATIVE MAINTENANCE PROGRAM	5.00	4.50	4.40	4.30	4.50	4.5
	SUBTOTAL	20.00	18.00	17.60	17.30	18.00	18
D	SPECIALIZED EXPERIENCE 15%	15.00	10.00	\$ 13.00	12.00	14	10
	SELF IDENTIFIED DIFFERENTIATORS	15.00	12.00	13.00	12.00	14.00	8
E	PROPOSED SCHEDULE 10%	10.00	10.00	6.67	7.27	6.67	7.62
	Months		8.00	12.00	11.00	12	10.5
			100%	67%	73%	67%	76%
F	PROPOSED COST 25% - 100 % manhole	25.00	25.00	7.72	17.15	21.31	19.80
			\$ 165,900.00	\$ 537,033.06	\$ 241,900.00	\$ 194,589.00	\$ 209,458.66
			100%	31%	69%	85%	79%
	TOTAL (100% MH)	100.00	87.83	67.09	75.92	82.78	76.82
	PROPOSED COST 25% - 20 % manhole	25.00	25.00	7.41	16.67	23.53	17.88
			\$ 149,800.00	\$ 505,619.06	\$ 224,700.00	\$ 159,143.00	\$ 209,458.66
			100%	30%	67%	94%	72%
	TOTAL (20% MH)	100.00	87.83	66.77	75.44	85.00	74.90
							<i>did not submit different cost for manholes</i>

	20% Manholes	100% Manholes
Arcadis	149,800.00	165,900.00
Woodard & Curran	159,143.00	194,859.00
WSP	209,458.66	209,458.66
Hazen & Sawyer	224,700.00	241,900.00
Barton & Loguidice	505,619.06	537,033.06

District	HAZEN & SAWYER							WSP						
	Task 1.0	Task 2.0 [20%]	Task 3.0	Task 4.0	District Total	Task 2.0 [per balance of manholes]	District Total inc. balance of Manholes	Task 1.0	Task 2.0 [20%]	Task 3.0	Task 4.0	District Total	Balance of Manholes	District Total
CSD #1	400.00	700.00	600.00	700.00	2,400.00	500.00	2,900.00	1,046.41	637.61	312.70	935.71	2,932.43	not submitted	2,932.43
CSD #1 Ext.3	1,100.00	2,300.00	1,500.00	1,800.00	6,700.00	300.00	7,000.00	986.61	601.17	294.83	882.24	2,764.85	not submitted	2,764.85
CSD #2	4,800.00	11,300.00	6,400.00	8,800.00	31,300.00	15,800.00	47,100.00	25,487.45	15,530.25	7,616.51	22,791.20	71,425.41	not submitted	71,425.41
CSD #3	600.00	1,300.00	800.00	1,000.00	3,700.00	300.00	4,000.00	971.66	592.06	290.37	868.87	2,722.96	not submitted	2,722.96
CSD #8	900.00	1,800.00	1,200.00	1,500.00	5,400.00	300.00	5,700.00	1,031.46	628.50	308.23	922.34	2,890.53	not submitted	2,890.53
CWD #1	300.00	700.00	400.00	400.00	1,800.00		1,800.00	6,371.86	3,882.56	1,904.13	5,697.80	17,856.35		17,856.35
CWD #2	9,000.00	21,000.00	11,900.00	14,500.00	56,400.00		56,400.00	7,698.55	4,690.96	2,300.59	6,884.15	21,574.25		21,574.25
CWD #3	3,300.00	7,500.00	4,400.00	4,300.00	19,500.00		19,500.00	1,569.61	956.41	469.05	1,403.56	4,398.63		4,398.63
CWD #4	2,000.00	4,000.00	2,700.00	3,300.00	12,000.00		12,000.00	1,083.78	660.38	323.87	969.13	3,037.16		3,037.16
CWD #5	900.00	2,000.00	1,100.00	1,400.00	5,400.00		5,400.00	1,009.03	614.83	301.53	902.29	2,827.68		2,827.68
CWD #6 ~ SV	600.00	1,300.00	800.00	1,000.00	3,700.00		3,700.00	1,076.30	655.82	321.64	962.44	3,016.20		3,016.20
CWD #6 ~ TC	600.00	1,300.00	800.00	1,000.00	3,700.00		3,700.00	1,016.51	619.39	303.77	908.97	2,848.64		2,848.64
CWD #7	1,700.00	3,000.00	2,200.00	2,700.00	9,600.00		9,600.00	1,106.20	674.04	330.57	989.18	3,099.99		3,099.99
CWD #8	4,600.00	10,700.00	6,000.00	7,400.00	28,700.00		28,700.00	19,115.58	11,647.69	5,712.38	17,093.40	53,569.05		53,569.05
CWD #9	1,600.00	3,700.00	2,100.00	2,400.00	9,800.00		9,800.00	986.61	601.17	294.83	882.24	2,764.85		2,764.85
CWD #10	500.00	2,000.00	1,100.00	1,200.00	4,800.00		4,800.00	1,068.83	651.27	319.40	955.76	2,995.26		2,995.26
CWD #12	1,100.00	2,500.00	1,600.00	1,900.00	7,100.00		7,100.00	1,023.98	623.94	306.00	915.66	2,869.58		2,869.58
CWD #13	400.00	900.00	500.00	600.00	2,400.00		2,400.00	1,031.46	628.50	308.23	922.34	2,890.53		2,890.53
CWD #14	1,600.00	3,800.00	2,200.00	2,700.00	10,300.00		10,300.00	1,061.35	646.71	317.17	949.08	2,974.31		2,974.31
	36,000.00	81,800.00	48,300.00	58,600.00	224,700.00		241,900.00	74,743.24	45,543.26	22,335.80	66,836.36	209,458.66		209,458.66

District	BARTON & LOGUIDICE							WOODARD & CURRAN						
	Task 1.0	Task 2.0 [20%]	Task 3.0	Task 4.0	District Total	Task 2.0 [100%]	District Total Task 2.0 [100%]	Task 1.0	Task 2.0 [20%]	Task 3.0	Task 4.0	District Total	Task 2.0 [100%]	District Total Task 2.0 [100%]
CSD #1	5,063.22	5,186.55	3,521.00	951.00	14,721.77	7,141.05	16,676.27	2,089.00	1,623.00	253.00	436.00	4,401.00	3,211.00	5,989.00
CSD #1 Ext.3	6353.97	6290.64	3521	1501	17,666.61	8,085.14	19,461.11	3,554.00	1,629.00	632.00	814.00	6,629.00	3,034.00	8,034.00
CSD #2	20964.26	27122.26	10563	2957	61,606.52	51,958.26	86,442.52	8,995.00	18,275.00	2,665.00	2,846.00	32,781.00	49,559.00	64,065.00
CSD #3	5,343.65	5,069.98	3,298.00	728.00	14,439.63	6,504.48	15,874.13	2,193.00	1,186.00	367.00	549.00	4,295.00	1,906.00	5,015.00
CSD #8	5,694.18	5,578.51	3,521.00	951.00	15,744.69	6,973.01	17,139.19	2,546.00	1,225.00	509.00	691.00	4,971.00	1,944.00	5,690.00
CWD #1	4,876.27	4,590.94	3,298.00	728.00	13,493.21	4,590.94	13,493.21	2,020.00	747.00	178.00	360.00	3,305.00	747.00	3,305.00
CWD #2	64,437.48	56,030.48	9,939.00	3,219.00	133,625.96	56,030.48	133,625.96	13,828.00	3,417.00	9,915.00	10,089.00	37,249.00	3,417.00	37,249.00
CWD #3	11,412.21	9,876.21	4,301.00	1,501.00	27,090.42	9,876.21	27,090.42	4,652.00	1,201.00	1,833.00	2,014.00	9,700.00	1,201.00	9,700.00
CWD #4	7,957.83	7,017.83	4,301.00	1,501.00	20,777.66	7,017.83	20,777.66	2,888.00	1,008.00	1,128.00	1,310.00	6,334.00	1,008.00	6,334.00
CWD #5	5,635.76	5,454.26	3,521.00	951.00	15,562.02	5,454.26	15,562.02	2,301.00	831.00	485.00	668.00	4,285.00	831.00	4,285.00
CWD #6 ~ SV	5,524.26	5,342.76	3,320.50	750.50	14,938.02	5,342.76	14,938.02	1,476.00	480.00	476.00	568.00	3,000.00	480.00	3,000.00
CWD #6 ~ TC	5,524.26	5,342.76	3,320.50	750.50	14,938.02	5,342.76	14,938.02	1,476.00	480.00	477.00	567.00	3,000.00	480.00	3,000.00
CWD #7	6,745.77	6,390.11	4,301.00	1,501.00	18,937.88	6,390.11	18,937.88	2,711.00	955.00	934.00	1,116.00	5,716.00	955.00	5,716.00
CWD #8	17,011.50	14,883.50	4,479.00	2,779.00	39,153.00	14,883.50	39,153.00	4,172.00	1,393.00	2,533.00	2,713.00	10,811.00	1,393.00	10,811.00
CWD #9	6,996.61	6,657.45	3,521.00	1,501.00	18,676.06	6,657.45	18,676.06	2,448.00	943.00	892.00	1,074.00	5,357.00	943.00	5,357.00
CWD #10	5,115.99	5,021.58	3,521.00	951.00	14,609.57	5,021.58	14,609.57	2,094.00	837.00	504.00	686.00	4,121.00	837.00	4,121.00
CWD #12	6,068.08	5,818.75	3,521.00	1,501.00	16,908.83	5,818.75	16,908.83	2,461.00	879.00	660.00	842.00	4,842.00	879.00	4,842.00
CWD #13	5,051.54	4,738.70	3,298.00	728.00	13,816.24	4,738.70	13,816.24	1,861.00	767.00	249.00	431.00	3,308.00	767.00	3,308.00
CWD #14	7,125.14	6,765.81	3,521.00	1,501.00	18,912.95	6,765.81	18,912.95	2,517.00	896.00	721.00	904.00	5,038.00	896.00	5,038.00
	202,901.98	193,179.08	82,587.00	26,951.00	505,619.06	224,593.08	537,033.06	66,282.00	38,772.00	25,411.00	28,678.00	159,143.00	74,488.00	194,859.00

District	Arcadis									
	Task 1.0	Task 2.0 [20%]	Task 3.0	Task 4.0	District Total	Task 1.0	Task 2.0 [100%]	Task 3.0	Task 4.0	District Total Task 2.0 [100%]
CSD #1	850.00	900.00	850.00	900.00	3,500.00	1,000.00	2,000.00	1,000.00	1,000.00	5,000.00
CSD #1 Ext.3	1,000.00	1,500.00	1,000.00	1,000.00	4,500.00	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00
CSD #2	1,500.00	4,000.00	1,500.00	1,000.00	8,000.00	3,500.00	6,500.00	2,000.00	2,000.00	14,000.00
CSD #3	900.00	1,200.00	900.00	1,000.00	4,000.00	1,000.00	2,000.00	1,000.00	1,000.00	5,000.00
CSD #8	1,000.00	1,500.00	1,000.00	1,000.00	4,500.00	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00
CWD #1	1,000.00	2,000.00	1,000.00	1,000.00	5,000.00	1,000.00	2,000.00	1,000.00	1,000.00	5,000.00
CWD #2	5,500.00	10,000.00	1,500.00	3,000.00	20,000.00	5,500.00	10,000.00	1,500.00	3,000.00	20,000.00
CWD #3	3,000.00	5,000.00	1,500.00	1,000.00	10,500.00	3,000.00	5,000.00	1,500.00	1,000.00	10,500.00
CWD #4	3,000.00	5,000.00	1,500.00	1,000.00	10,500.00	3,000.00	5,000.00	1,500.00	1,000.00	10,500.00
CWD #5	1,000.00	2,000.00	1,000.00	1,000.00	5,000.00	1,000.00	2,000.00	1,000.00	1,000.00	5,000.00
CWD #6 ~ SV	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00
CWD #6 ~ TC	1,000.00	2,000.00	1,000.00	1,000.00	5,000.00	1,000.00	2,000.00	1,000.00	1,000.00	5,000.00
CWD #7	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00
CWD #8	3,500.00	6,500.00	2,000.00	2,000.00	14,000.00	3,500.00	6,500.00	2,000.00	2,000.00	14,000.00
CWD #9	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00
CWD #10	2,000.00	3,500.00	1,800.00	1,500.00	8,800.00	2,000.00	3,500.00	1,800.00	1,500.00	8,800.00
CWD #12	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00
CWD #13	1,000.00	2,000.00	1,000.00	1,000.00	5,000.00	1,000.00	2,000.00	1,000.00	1,000.00	5,000.00
CWD #14	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00	2,000.00	3,500.00	1,800.00	1,000.00	8,300.00
	<u>36,250.00</u>	<u>64,600.00</u>	<u>26,550.00</u>	<u>22,400.00</u>	<u>149,800.00</u>	<u>40,500.00</u>	<u>73,000.00</u>	<u>28,900.00</u>	<u>23,500.00</u>	<u>165,900.00</u>

From: [Maxwell, Mary Ann](#)
To: [Franzetti, Richard](#); [Esteves, Donna](#)
Subject: RE: 11-01-19 - R2019-004 Asset Management Budget
Date: Monday, November 04, 2019 1:32:10 PM
Attachments: [2020 Adopted Budget Adjustments Special Districts.xlsx](#)

Rich....Donna and I met to go over 2020 budget adjustments necessary to cover the cost of funding the asset management project.

See attached spreadsheet that will reflect the budget adjustments if the board authorizes the project at a total cost of \$165,900.

Mary Ann

From: Franzetti, Richard
Sent: Friday, November 1, 2019 11:47 AM
To: Esteves, Donna <de@ci.carmel.ny.us>
Cc: Maxwell, Mary Ann <mam@ci.carmel.ny.us>
Subject: 11-01-19 - R2019-004 Asset Management Budget

Donna

Are there sufficient funds in the various budgets for the attached.

Thanks

Richard J. Franzetti. P.E, BCEE
Town Engineer
60 McAlpin Avenue
Mahopac, New York 10541
Phone - (845) 628-1500 ext 181
Fax – (845) 628-7085
Cell – (914) 843-4704
rjf@ci.carmel.ny.us

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TOWN OF CARMEL 2020 BUDGET ADJUSTMENTS ADOPTED 11/4/19

TOWN OF CARMEL 2020 BUDGET ADJUSTMENTS PRELIMINARY - ADOPTED			Total
Adjustments Preliminary to Adopted			
* Increase Asset Management Expense Line			
Act code 701.8130.0021	Asset Management Special Exp	5,000	
Act code 713.8130.0021	Asset Management Special Exp	8,300	
Act code 702.8130.0021	Asset Management Special Exp	14,000	
Act code 703.8130.0021	Asset Management Special Exp	5,000	
Act code 708.8130.0021	Asset Management Special Exp	8,300	
Act code 601.8310.0021	Asset Management Special Exp	5,000	
Act code 602.8310.0021	Asset Management Special Exp	20,000	
Act code 603.8310.0021	Asset Management Special Exp	10,500	
Act code 604.8310.0021	Asset Management Special Exp	10,500	
Act code 605.8310.0021	Asset Management Special Exp	5,000	
Act code 606.8310.0021	Asset Management Special Exp	13,300	
Act code 607.8310.0021	Asset Management Special Exp	8,300	
Act code 608.8310.0021	Asset Management Special Exp	14,000	
Act code 609.8310.0021	Asset Management Special Exp	8,300	
Act code 610.8310.0021	Asset Management Special Exp	8,800	
Act code 612.8310.0021	Asset Management Special Exp	8,300	
Act code 613.8310.0021	Asset Management Special Exp	5,000	
Act code 614.8310.0021	Asset Management Special Exp	8,300	165,900
* Decrease District Expense Lines			
Act code 701.8130.0099	Repair Reserve Fund	(5,000)	
Act code 713.8130.0040	Contractual Repairs	(4,000)	
Act code 713.8130.0099	Repair Reserve Fund	(4,300)	
Act code 702.8130.0099	Repair Reserve Fund	(14,000)	
Act code 703.8130.0040	Contractual Repairs	(1,000)	
Act code 703.8130.0099	Repair Reserve Fund	(4,000)	
Act code 708.8130.0040	Contractual Repairs	(4,300)	
Act code 708.8130.0099	Repair Reserve Fund	(4,000)	
Act code 601.8310.0099	Repair Reserve Fund	(5,000)	
Act code 602.8310.0099	Repair Reserve Fund	(20,000)	
Act code 603.8310.0040	Contractual Repairs	(5,500)	
Act code 603.8310.0047	Emergency Repair Exp	(5,000)	
Act code 604.8310.0047	Emergency Repair Exp	(6,500)	
Act code 604.8310.0099	Repair Reserve Fund	(4,000)	
Act code 605.8310.0047	Emergency Repair Exp	(3,000)	
Act code 605.8310.0099	Repair Reserve Fund	(2,000)	
Act code 606.8310.0040	Contractual Repairs	(6,300)	
Act code 606.8310.0047	Emergency Repair Exp	(7,000)	
Act code 607.8310.0040	Contractual Repairs	(3,300)	
Act code 607.8310.0047	Emergency Repair Exp	(5,000)	
Act code 608.8310.0099	Repair Reserve Fund	(14,000)	
Act code 609.8310.0047	Emergency Repair Exp	(3,300)	
Act code 609.8310.0099	Repair Reserve Fund	(5,000)	
Act code 610.8310.0047	Emergency Repair Exp	(3,800)	
Act code 610.8310.0099	Repair Reserve Fund	(5,000)	
Act code 612.8310.0040	Contractual Repairs	(4,300)	
Act code 612.8310.0047	Emergency Repair Exp	(4,000)	
Act code 613.8310.0047	Emergency Repair Exp	(2,500)	
Act code 613.8310.0099	Repair Reserve Fund	(2,500)	
Act code 614.8310.0040	Contractual Repairs	(2,300)	
Act code 614.8310.0047	Emergency Repair Exp	(6,000)	(165,900)
TOTAL NET EXPENDITURE ADJUSTMENTS			0
TOTAL REVENUE ADJUSTMENTS			0
* Increase/Decrease in Special District Levy		0	
Adjustment to Tax Levy			0

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

To: Carmel Town Board

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

Date: October 28, 2019

Re: Recording of Meetings - RFP 2019-0010

Proposals were solicited to perform recording of various meetings held at Town Hall. Recordings identified in the proposal included Town Board, Planning Board, Zoning Board and Environmental Conservation Board meetings. A copy of the proposed scope of work is attached.

The proposal identified that the contract would be effective for three (3) years from January 1, 2020 to December 31, 2022 with the unilateral option on the part of the Town of Carmel to extend the term for two (2) additional one (1) year periods.

Proposals were solicited from vendors for the referenced contract. The complete list is on the attached "Vendor List" and included seven (7) direct mail solicitations. One proposal was received as follows:

1. Alesca Productions
 - \$ 20,500.00 for 2020
 - \$ 20,500.00 for 2021
 - \$ 21,000.00 for 2022
 - \$ 21,000.00 for 2023 (TOC option)
 - \$ 21,500.00 for 2024 (TOC option)

It should be noted that the previous pricing for this work ranged from \$18,250.00 (2016) to \$16,250.00 (2019). Alesca Productions has performed this work for the last four (4) years to the satisfaction of this Department.

Based upon the Town of Carmel's prior experience with Alesca, we recommend that the work be awarded to Alesca at the prices bid and identified. As provided in the attached there are sufficient funds in the budget for this work.

The Department respectfully requests that this matter be placed on the next available work session for discussion.

J. Franzetti, P.E.
gineer



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

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

October 30, 2019

NOTICE TO VENDORS

REQUEST FOR PROPOSALS VIDEO RECORDING SERVICES RFP #R2019-010

The Town of Carmel is currently seeking proposals for VIDEO RECORDING SERVICES of meetings and related services, more particularly detailed in the enclosed Request for Proposals.

Your proposal must include but may not be limited to the scope of tasks outlined. The services date will commence on January 1, 2020.

An onsite inspection of the facility and existing equipment may be made on Monday October 7, 2019 at 1:00 PM.

Please submit your proposal on or before Wednesday October 16, 2019 at 11:00 AM. The Proposal must be addressed as follows:

Robert Vara, Engineering Projects Coordinator
Carmel Town Hall
60 McAlpin Avenue
Mahopac, New York 10541

The proposal envelope must be marked "PROPOSAL R2019-010".

Should you have any questions, please contact me at 845-628-1500 ex. 183.

Sincerely,

Robert Vara
Engineering Projects Coordinator

REQUEST FOR PROPOSALS
VIDEO RECORDING SERVICES
RFP #R2019-0010

Scope of Work
Video Recording Services
R2019-0010

Term of the Contract:

The contract is for three years commencing on January 1, 2020 and ending on December 31, 2022. The Town reserves the option to extend the contract, at its sole discretion for up to two (2) additional twelve (12) month terms for years 2023 and 2024.

Scope of Work:

1. The Town of Carmel has the following regularly scheduled meetings at Town Hall:
 - Town Board (both Regular and Work Session estimated 50 meetings per year), meetings begin at 7 PM and are held on the first four (4) Wednesdays of the month;
 - Planning Board (estimated 25 meetings per year), meetings begin at 7 PM and are held on the second (2nd) and fourth (4th) Wednesdays of the month;
 - Zoning Board (estimated 13 meetings per year), meetings begin at 7:30 PM and are held on the fourth Thursday of every month,
 - Environmental Conservation Board (estimated at 24 meetings per year) meetings begin at 7:30 PM and are held on the first and third Thursday of the month
2. Price shall include three (3) off -premises Town Board meetings per year and four ½ -1 hour segments for community reports discussions. Dates to be determined by the Town of Carmel.
3. Services will not include any period during which the Town Board goes into executive session; however, executive session time will be included in the vendor's compensation in as much as the opening and closing of every meeting must be broadcast.
4. Recordings shall not be edited in anyway.
5. The vendor must have at a minimum two (2) years contracted experience with this type of service. Vendor shall provide information regarding the vendor's experience in video/audio recording public meetings.

REQUEST FOR PROPOSALS
VIDEO RECORDING SERVICES
RFP #R2019-0010

6. Vendor Shall:

- Attend the beginning of all meetings.
- Supply services to provide a delayed Web Streaming of all recorded meetings.
- Create messages for Cable Channel with Character Generator as needed.
- Perform all scheduling of meeting Playbacks.
- Perform all engineering upkeep and maintenance of equipment. Arrange for all repairs of broken equipment with external vendors.
- Pan the camera to the area that the person/applicant is speaking. When recording members of Boards, the vendor is not to zoom in closer than two persons in the frame at any time. There must always be two members of the Board on camera at a time. If there is a Board member absent, which creates non-consecutive seat at the meeting, then the camera must include three (3) Board member seats to accommodate for the empty space. The above shall not apply to camera views showing persons presenting to the Board.
- Must carry insurance as required by the Town Counsel.
- Interface with cable provider as needed.

7. If selected, the vendor shall be required to execute a standard Town Services Agreement, which reflects the terms of these specifications.

8. Vendors are required to execute the Non-Collusive Bidding Certificate presented within the RFP Requirements, pursuant to Section 103d of the General Municipal Law of the State of New York and the Contractor's Affidavit.

9. Deliver a copy of all ZBA, ECB and PB meetings to the Planning office on thumb drive.

10. During each Broadcast, Vendor shall ensure that each meeting is broadcast over both Comcast and Verizon.

11. Vendor shall launch live stream feed for each meeting and ensure that all live stream broadcasts are operational and given to the Town Board within 24 hours.

12. Vendor shall ensure that audio and video is operational in all areas for the meetings and Vendor shall be available to troubleshoot any issues that arise on the fly.

13. Vendor shall ensure that all meetings are recorded and maintained and updated via a separate hard drive that that all recordings are retained in accordance with a schedule issued by the Town of Carmel.

14. Vendor shall maintain and operate the Town of Carmel playback schedule over both Verizon and Comcast.

REQUEST FOR PROPOSALS
VIDEO RECORDING SERVICES
RFP #R2019-0010

15. Vendor shall update all town notifications when requested.
16. Vendor shall respond to FOIL requests and shall deliver a copy of the meeting requested to the Town Clerk on DVD.
17. Vendor is responsible for upkeep and maintenance of all Town Equipment and ensuring full operation of said equipment at all times.
18. Vendor is alerted to the fact that nine times per year, there will both a Town Board and Planning Board meeting at the same time. It is Vendors responsibility to take whatever measures are necessary to ensure that all elements of both meetings are covered in accordance with the requirements listed above.

Ownership of Intellectual Property

All work that is fixed in a tangible medium shall be the intellectual property of The Town of Carmel. Proposer agrees that all work created under this proposal shall be a "Work Made For Hire" as that term is defined under the United States Copyright Act and is the exclusive property of the Town of Carmel.

REQUEST FOR PROPOSALS
VIDEO RECORDING SERVICES
RFP #R2019-0010

PRICE SHEET
R2019-0010

2020 PRICING

1. Enter lump sum price below for all tasks with the exception of Item 7 for 2020

\$ 20,500
Twenty thousand five hundred
(words)

2. Enter unit price bid for each copy of each DVD made in compliance with FOIL Requests (item 7) for year 2020

\$ ~~20,000~~ 30 -
~~Twenty one thousand~~ Thirty
(words)

2021 PRICING

1. Enter lump sum price below for all tasks with the exception of Item 7 for 2021

\$ 20,500
Twenty thousand five hundred
(words)

2. Enter unit price bid for each copy of each DVD made in compliance with FOIL Requests (item 7) for year 2021

\$ ~~20,000~~ 30
~~Twenty one thousand~~ Thirty
(words)

REQUEST FOR PROPOSALS
VIDEO RECORDING SERVICES
RFP #R2019-0010

2022 PRICING

1. Enter lump sum price below for all tasks with the exception of Item 7 for 2022

\$ 21,000
TWENTY ONE THOUSAND
(words)

2. Enter unit price bid for each copy of each DVD made in compliance with FOIL Requests (item 7) for year 2022

\$ 30
THIRTY
(words)

2023 PRICING (Town of Carmel Option)

- 1 Enter lump sum price below for all tasks with the exception of Item 7 for 2023

\$ 21,000
TWENTY ONE THOUSAND
(words)

- 2 Enter unit price bid for each copy of each DVD made in compliance with FOIL Requests (item 7) for year 2023

\$ 30
THIRTY
(words)

REQUEST FOR PROPOSALS
VIDEO RECORDING SERVICES
RFP #R2019-0010

2024 PRICING (Town of Carmel Option)

1 Enter lump sum price below for all tasks with the exception of Item 7 for 2024

\$ 21,500

TWENTY ONE THOUSAND FIVE HUNDRED
(words)

2 Enter unit price bid for each copy of each DVD made in compliance with FOIL Requests (item 7) for year 2024

\$ 30

Thirty
(words)

Submitted By: Domenic Zecca
(written name)

[Signature]
(signature)

For: ALESKA PRODUCTIONS Inc
(company name)

Dated: 10-16-19

From: [Esteves, Donna](#)
To: [Vara, Rob](#)
Cc: [Franzetti, Richard](#); [Maxwell, Mary Ann](#); [Tenefrancia, Michelle](#)
Subject: RE: 10-28-2019 R 2019-0010 Video Taping of meetings
Date: Monday, October 28, 2019 9:28:55 AM

Rob,
There are sufficient funds budgeted in 2020 for this expense.
Thanks,

Donna Esteves

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

From: Vara, Rob
Sent: Monday, October 28, 2019 9:19 AM
To: Esteves, Donna
Cc: Franzetti, Richard; Maxwell, Mary Ann; Tenefrancia, Michelle
Subject: 10-28-2019 R 2019-0010 Video Taping of meetings
DE,

I am preparing a memo for the board to award the subject matter to Alesca. Can you please advise if there is sufficient funds in the budget based upon the pricing reproduced below. Thank you,

\$ 20,500.00 for 2020
\$ 20,500.00 for 2021
\$ 21,000.00 for 2022
\$ 21,000.00 for 2023 (TOC option)
\$ 21,500.00 for 2024 (TOC option)

Robert Vara
Engineering Projects Coordinator
Town of Carmel
Carmel Town Hall
60 McAlpin Avenue
Mahopac, New York 10541
Ph. 845-628-1500 ex. 183 Fax:845-628-7085

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

To: Carmel Town Board

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

Date: November 7, 2019

Re: Request Payment for Repairs/Services

This memorandum is being presented to the Town Board to request payment of the attached repairs invoices. These invoices are over the Town of Carmel's procurement policy threshold. The following provides a brief a summary of the work that was performed.

- Carmel Water District 2 – Repair Valve 67 Everett Road

On September 25, 2019 Inframark, the operators for CWD 2, notified the Engineering Department of a non-functioning valve at the end of Everett Road. Attached is an invoice in the amount of \$7,175.84 for Kuck Excavating to install a new valve at this location.

- Mahopac Falls Volunteer Fire Department – Repair/relocate Dry hydrant on Baldwin Place Road

The dry hydrant at the intersection of Baldwin Place Road and Route 6N has been struck by snow plows on numerous occasions. The Engineering Department along with the Mahopac Fall Volunteer Fire Department determined that relocating this hydrant, ~20 feet further south on Baldwin Place Road (proximate to a telephone pole) and ~2 feet more off the road should stop the dry hydrant from being struck. On October 11 and 14, 2019 Kuck excavating performed this service. Attached is an invoice in the amount of \$8,974.00 for Kuck Excavating to repair and relocate this hydrant.

We have advised the Comptroller's office of this expenditure and per the attached there are sufficient funds in budget for this work as describe. The Engineering Department requests that the Town Board approve payment.

ED KUCK EXCAVATING INC
20 Day Road
Carmel NY 10512

October 22, 2019
Emergency – Service Line Repair / Valve & Restoration

Town of Carmel Engineering Dept
60 McAlpin Avenue
Mahopac, NY 10541

CWD# 2
REQ -
Inv # TOC 084-19
Tax ID- 133851002
Vendor – 0670

Attn: Robert Vara

Job Location: #67 Everett Road – Cul-de-sac
Job Date: 9/30/19 & 10/1/19
As per: Inframark

Job Description

9/30/19

- Exercise vales in preparation for shut down
- Hammer blacktop and remove
- Excavate and expose main and valve
- Remove spoiled fill
- Shore up side of main (hole apx 6' in depth)
- Cover with steel plates for the night

10/01/19

- Remove steel plates
- Shut down water system and drained
- Cut out old pipe and install new
- Install valve
- Backfill and compact with item 4 and
- Blacktop disturbed area

Materials	Total hrs, yds, qty	Price per yd,qty,day	Total
Track Hoe MR55	16 hours	\$85.00	\$1,360.00
Machine operator	16 hours	\$60.00	\$960.00
Laborers	2 men X 16 hours	\$48.00	\$1,536.00
Dump truck	16 hours	\$90.00	\$1,440.00
Support Vehicle	Day rate X 2 days	\$155.00	\$310.00
Chop saw	Day rate	\$70.00	\$70.00
Jumping Jack	Day rate	\$70.00	\$70.00
Mud Sucker	Day rate	\$70.00	\$70.00
Plate Tamper	Day rate	\$70.00	\$70.00
Item 4	18 yards	\$40.00	\$720.00
Blacktop	2 tons	\$113.92	\$227.84
Gravel	2 yards	\$46.00	\$92.00
Hammer	Day rate	\$250.00	\$250.00
Total			\$7,175.84

From: [Esteves, Donna](#)
To: [Franzetti, Richard](#)
Subject: Kuck Excavating Invoice
Date: Monday, October 28, 2019 1:37:51 PM
Attachments: [Toc 84-19.pdf](#)

Rich,

Please see attached invoice that will need authorization from the Board for payment. There are sufficient funds in the CWD #2 budget for this expense.

Thanks,

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

ED KUCK EXCAVATING INC
20 Day Road
Carmel NY 10512

October 22, 2019
Emergency – Dry Hydrant Repair

Town of Carmel Engineering Dept
60 McAlpin Avenue
Mahopac, NY 10541

CWD#
REQ -
Inv # TOC 085-19
Tax ID- 133851002
Vendor – 0670

Attn: Robert Vara

Job Location: #452 Baldwin Place Road
Job Date: 10/11/2019 & 10/14/2019
As per: Engineering Department

Job Description

10/11/19

- Excavate and expose
- Remove K-Crete
- Determined hydrant was not 6” but 10” – need to get new materials
- Backfill with item4 and compact

10/14/19

- Excavate and expose
- Remove item 4
- Hammer rock
- Expose 10” elbow
- Install special plug and inflate in elbow to prevent flow of water from lake
- Cut 10” pipe, Install 10” pipe to move hydrant closer to telephone pole
- Install 10” valve, 10” elbow and necessary fittings to get hydrant back into operation
- Install 6” valve box
- Haul away spoiled fill, backfill with item4 and compact

Materials	Total hrs, yds, qty	Price per yd,qty,day	Total
Track Hoe MR55	16 hours	\$85.00	\$1,360.00 ✓
Machine operator	16 hours	\$60.00	\$960.00 ✓
Laborers 10/11/19	4 men X 7 hours	\$48.00	\$1,344.00 ✓
Laborers 10/14/19	5 men X 9 hours	\$48.00	\$2,160.00 ✓
Dump truck	16 hours	\$90.00	\$1,440.00 ✓
Support Vehicle	Day rate X 2 days	\$155.00	\$310.00 ✓
Jumping Jack	Day rate X 2 days	\$70.00	\$140.00 ✓
Chop saw	Day rate	\$70.00	\$70.00 ✓
Mud Sucker	Day rate X 2 days	\$70.00	\$140.00 ✓
Hammer 10/14/19	Day rate	\$250.00	\$250.00 ✓
Item 4	20 yds	\$40.00	\$800.00 ✓
Total			\$8,974.00 ✓

From: [Esteves, Donna](#)
To: [Franzetti, Richard](#)
Subject: Dry Hydrant Replacement
Date: Monday, November 04, 2019 10:35:00 AM
Attachments: [TOC085-19.pdf](#)

Rich,

Please see attached invoice from Ed Kuck that will need authorization from the Board for payment for the dry hydrant replacement on Baldwin Place Rd. This are sufficient funds in the Mahopac Falls Fire Department District budget for this expense.

Thanks,

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

TOWN OF CARMEL
BUDGET REVISIONS SEPTEMBER - OCTOBER 2019 #2019/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION		INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
GENERAL FUND					
1	100.1930.0040	CERTIORARI SETTLEMENTS		5,000.00	
	100.1989.9876	RESERVE FOR CERTIORARI SETTEMENTS	*	5,000.00	
		- PROVIDE FOR CERTIORARI SETTLEMENT EXP			
2	100.3120.0012	POLICE OVERTIME		71,948.00	
	100.1989.2680	INSURANCE RECOVERY - PAYROLL	*	71,948.00	
		- PROVIDE FOR POLICE OVERTIME EXPENSE FROM 207C REVENUE RECD			
3	100.1989.0040	UNCLASSIFIED EXPENDITURE		9,006.00	
	100.1989.9909	APPROPRIATED FUND BALANCE	*	9,006.00	
		- PROVIDE FOR REIMBURSEMENT TO COUNTY FROM NYS AID RECD FOR LAKE PATROL COSTS			
4	100.1950.0040	TAXES & ASSESSMENTS		10,900.00	
	100.1990.0040	CONTINGENT LINE			10,900.00
		- TRANSFER FOR PAYMENT OF SCHOOL TAXES ON RECENTLY PURCHASE LAND			
5	100.3650.0040	BUILDING DEMO EXPENSE		20,700.00	
	100.1990.0040	CONTINGENT LINE			20,700.00
		- TRANSFER FOR COSTS RELATED TO DEMOLITION OF BUILDING ON TOWN OWNED PROPERTY			
GENERAL DEBT FUND					
6	810.9730.0061	BAN PRINCIPAL - DRAINAGE		390,000.00	
	810.1989.9909	APPROPRIATED FUND BALANCE	*	390,000.00	
		- PROVIDE FOR BAN PRINCIPAL PAYMENT			
HIGHWAY DEBT FUND					
7	850.9730.0060	BAN PRINCIPAL - ROADS		105,000.00	
	850.9730.0061	BAN PRINCIPAL - MACHINERY		105,000.00	
	850.9730.0070	BAN PRINCIPAL - MACHINERY		18,105.00	
	850.5010.2710	PREMIUM ON BAN SALE	*	18,105.00	
	850.5010.9909	APPROPRIATED FUND BALANCE	*	210,000.00	
		- PROVIDE FOR BAN PRINCIPAL/INTEREST PAYMENT			
CARMEL WATER DIST #2 DEBT FUND					
8	862.9730.0060	BAN PRINCIPAL		200,000.00	
	862.8310.9909	APPROPRIATED FUND BALANCE	*	200,000.00	
		- PROVIDE FOR BAN PRINCIPAL PAYMENT			
ALL WATER DISTRICT OPERATING FUNDS					
9	601.9903.0099	TRANSFER TO DEBT FUND		40,500.00	
	602.9901.0099	TRANSFER TO DEBT FUND		129,000.00	
	603.9901.0099	TRANSFER TO DEBT FUND		100,000.00	
	604.9901.0099	TRANSFER TO DEBT FUND		26,000.00	
	605.9901.0099	TRANSFER TO DEBT FUND		30,000.00	
	606.9901.0099	TRANSFER TO DEBT FUND		60,000.00	
	607.9901.0099	TRANSFER TO DEBT FUND		60,000.00	
	608.9901.0099	TRANSFER TO DEBT FUND		70,000.00	
	609.9901.0099	TRANSFER TO DEBT FUND		50,000.00	
	610.9901.0099	TRANSFER TO DEBT FUND		18,000.00	
	612.9901.0099	TRANSFER TO DEBT FUND		60,000.00	
	613.9901.0099	TRANSFER TO DEBT FUND		20,000.00	
	614.9901.0099	TRANSFER TO DEBT FUND		50,000.00	
	622.9902.0099	TRANSFER TO DEBT FUND		40,000.00	
	601.8310.9909	APPROPRIATED FUND BALANCE	*	40,500.00	
	602.8310.9909	APPROPRIATED FUND BALANCE	*	129,000.00	
	603.8310.9909	APPROPRIATED FUND BALANCE	*	100,000.00	
	604.8310.9909	APPROPRIATED FUND BALANCE	*	26,000.00	

TOWN OF CARMEL
BUDGET REVISIONS SEPTEMBER - OCTOBER 2019 #2019/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION		INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
	605.8310.9909	APPROPRIATED FUND BALANCE	*	30,000.00	
	606.8310.9909	APPROPRIATED FUND BALANCE	*	60,000.00	
	607.8310.9909	APPROPRIATED FUND BALANCE	*	60,000.00	
	608.8310.9909	APPROPRIATED FUND BALANCE	*	70,000.00	
	609.8310.9909	APPROPRIATED FUND BALANCE	*	50,000.00	
	610.8310.9909	APPROPRIATED FUND BALANCE	*	18,000.00	
	612.8310.9909	APPROPRIATED FUND BALANCE	*	60,000.00	
	613.8310.9909	APPROPRIATED FUND BALANCE	*	20,000.00	
	614.8310.9909	APPROPRIATED FUND BALANCE	*	50,000.00	
	622.8310.9909	APPROPRIATED FUND BALANCE	*	40,000.00	
		- PROVIDE FOR TRANSFER TO DEBT FUND FOR WATER METER PROJECT			
ALL WATER DISTRICT DEBT FUNDS					
10	861.9730.0060	BAN PRINCIPAL		40,000.00	
	862.9730.0060	BAN PRINCIPAL		166,000.00	
	863.9730.0060	BAN PRINCIPAL		100,000.00	
	864.9730.0060	BAN PRINCIPAL		26,000.00	
	865.9730.0060	BAN PRINCIPAL		30,000.00	
	866.9730.0060	BAN PRINCIPAL		60,000.00	
	867.9730.0060	BAN PRINCIPAL		60,000.00	
	868.9730.0060	BAN PRINCIPAL		70,000.00	
	869.9730.0060	BAN PRINCIPAL		50,000.00	
	860.9730.0060	BAN PRINCIPAL		18,000.00	
	887.9730.0060	BAN PRINCIPAL		60,000.00	
	883.9730.0060	BAN PRINCIPAL		20,000.00	
	884.9730.0060	BAN PRINCIPAL		50,000.00	
	861.8310.5031	TRANSFER FROM OPERATING FUND	*	40,000.00	
	862.8310.5031	TRANSFER FROM OPERATING FUND	*	126,000.00	
	862.8310.5032	TRANSFER FROM OPERATING FUND	*	40,000.00	
	863.8310.5031	TRANSFER FROM OPERATING FUND	*	100,000.00	
	864.8310.5031	TRANSFER FROM OPERATING FUND	*	26,000.00	
	865.8310.5031	TRANSFER FROM OPERATING FUND	*	30,000.00	
	866.8310.5031	TRANSFER FROM OPERATING FUND	*	60,000.00	
	867.8310.5031	TRANSFER FROM OPERATING FUND	*	60,000.00	
	868.8310.5031	TRANSFER FROM OPERATING FUND	*	70,000.00	
	869.8310.5031	TRANSFER FROM OPERATING FUND	*	50,000.00	
	860.8310.5031	TRANSFER FROM OPERATING FUND	*	18,000.00	
	887.8310.5031	TRANSFER FROM OPERATING FUND	*	60,000.00	
	883.8310.5031	TRANSFER FROM OPERATING FUND	*	20,000.00	
	884.8310.5031	TRANSFER FROM OPERATING FUND	*	50,000.00	
		- PROVIDE FOR BAN PRINCIPAL PAYMENT FOR WATER METER PROJECT			
11	861.9730.0070	BAN INTEREST		629.00	
	862.9730.0070	BAN INTEREST		16,660.00	
	863.9730.0070	BAN INTEREST		1,212.00	
	864.9730.0070	BAN INTEREST		174.00	
	865.9730.0070	BAN INTEREST		21.00	
	866.9730.0070	BAN INTEREST		82.00	
	867.9730.0070	BAN INTEREST		91.00	
	860.9730.0070	BAN INTEREST		133.00	
	887.9730.0070	BAN INTEREST		167.00	
	883.9730.0070	BAN INTEREST		75.00	
	884.9730.0070	BAN INTEREST		180.00	
	861.8310.2710	PREMIUM ON BAN SALE	*	129.00	
	861.8310.5031	TRANSFER FROM OPERATING FUND	*	500.00	
	862.8310.2710	PREMIUM ON BAN SALE	*	13,660.00	
	862.8310.5031	TRANSFER FROM OPERATING FUND	*	3,000.00	
	863.8310.2710	PREMIUM ON BAN SALE	*	1,212.00	
	864.8310.2710	PREMIUM ON BAN SALE	*	174.00	
	865.8310.2710	PREMIUM ON BAN SALE	*	21.00	
	866.8310.2710	PREMIUM ON BAN SALE	*	82.00	
	867.8310.2710	PREMIUM ON BAN SALE	*	91.00	
	860.8310.2710	PREMIUM ON BAN SALE	*	133.00	
	887.8310.2710	PREMIUM ON BAN SALE	*	167.00	
	883.8310.2710	PREMIUM ON BAN SALE	*	75.00	
	884.8310.2710	PREMIUM ON BAN SALE	*	180.00	
		- PROVIDE FOR BAN INTEREST PAYMENT FOR WATER METER PROJECT			

TOWN OF CARMEL
BUDGET REVISIONS SEPTEMBER - OCTOBER 2019 #2019/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<u>DRAINAGE CAPITAL PROJECT</u>				
12	900.1989.0012	PROJECT OVERTIME EXPENSE	5,000.00	
	900.1989.0080	FICA/MED EXPENSE		5,000.00
		- TRANSFER FOR PROJECT OVERTIME EXPENSE		
<u>AIRPORT PARK CAPITAL PROJECT</u>				
13	910.7140.0045	CONTRACTED IMPROVEMENTS	15,539.00	
	910.7140.0040	CONTRACTUAL EXPENDITURES		12,100.00
	910.7140.0044	PROJECT ENGINEERING		3,439.00
		- TRANSFER FOR CAPITAL PROJECT EXPENSE		
<u>HIGHWAY MACHINERY CAPITAL PROJECT</u>				
14	951.5130.0048	OTHER PROJECT EXPENDITURES	5,000.00	
	951.5130.0024	PURCHASE OF MACHINERY		5,000.00
		- TRANSFER FOR PROJECT OVERTIME EXPENSE		

TOWN OF CARMEL 'PROPOSED' USER SERVICE FEES --
FISCAL YEAR 2020

FEE DESCRIPTION	2019 USER FEES	PROPOSED 2020 USER FEES	
TOWN CLERK'S OFFICE			
Certification:			
Registrar's Certification (Birth/Death)	10.00	10.00	
Town Clerks Certification (Marriage/Other)	10.00	10.00	
Genealogy Fee Schedule:			
	1 - 3 years - \$22.00	1 - 3 years - \$22.00	
	4 - 10 years - \$42.00	4 - 10 years - \$42.00	
	11 - 20 years - \$62.00	11 - 20 years - \$62.00	
	21 - 30 years - \$82.00	21 - 30 years - \$82.00	
	31 - 40 years - \$102.00	31 - 40 years - \$102.00	
	41 - 50 years - \$122.00	41 - 50 years - \$122.00	
	51 - 60 years - \$142.00	51 - 60 years - \$142.00	
	61 - 70 years - \$162.00	61 - 70 years - \$162.00	
Copies:			
Copies of Town Ordinance or Other Documents - Per Page	0.25	0.25	
Facsimile/Fax - Per Page	2.00	2.00	
Map (Zoning, Election, Other) - Black & White/Color	10.00/15.00	10.00/15.00	
Licenses:			
Auctioneering License - Annual	300.00	300.00	
Auctioneering License - One Day	150.00	150.00	
Annual Dog License Fee - spayed/nuetered	7.50	7.50	
Annual Dog License Fee - unspayed/un-nuetered	15.50	15.50	
Garbage Carting License - Renewal *	2,000.00	2,000.00	* Plus \$150 per truck inspection annually
Garbage Carting License - NEW *	2,500.00	2,500.00	* Plus \$150 per truck inspection annually
Marriage License	40.00	40.00	
Marriage License - Active Duty Members of US Armed Forces	40.00	waived	
Peddling License - 3 Months	25.00	remove	
Miscellaneous:			
Cemetery Grave Marker - Each	100.00	100.00	
Dog Pick-Up	-	-	
Dog Shelter Fee - First Impoundment	25.00	25.00	+ 20.00 Each Additional 24 Hours
Second Impoundment - within one year	50.00	50.00	+ 20.00 Each Additional 24 Hours
Third Impoundment - within one year	60.00	60.00	+ 20.00 Each Additional 24 Hours
Subsequent Impoundment - within one year	70.00	70.00	+ 20.00 Each Additional 24 Hours
Petition to Amend Zoning Ordinance	5000.00	5000.00	
Permits:			
Canvassing/Soliciting Permit - 3 Months	25.00	25.00	
Public Assembly Permit - Each Event	200.00	200.00	
Sound Amplification Permit Commercial	100.00	100.00	
Sound Amplification Permit Residential	50.00	50.00	
Town Code:			
Annual Town Code Book Supplement	75.00	75.00	
Code Book	300.00	598.00	
Freshwater Wetlands Chapter Pamphlet	35.00	remove	
Street Specifications	10.00	remove	
Subdivision of Land Ordinance Pamphlet	35.00	remove	
Vehicle and Traffic Chapter Pamphlet	25.00	remove	
Zoning Chapter Pamphlet	35.00	remove	

**TOWN OF CARMEL 'PROPOSED' USER SERVICE FEES --
FISCAL YEAR 2020**

FEE DESCRIPTION	2019 USER FEES	PROPOSED 2020 USER FEES	
POLICE DEPARTMENT			
Accident Report - Business	0.25	0.25	per page
Accident Report - Personal	0.25	0.25	per page
Finger Printing Service - Non Residents - Per Person	35.00	35.00	
Photograph	20.00	20.00	per photo
Police Special Escort Service - Per Hour	-	-	
Special Event or Special Services - Per Hour	-	-	
CD of Photographs from Casefile	50.00	50.00	
Tow Application Fee	250.00	250.00	Annual Application Fee
Vehicle Impound Fee	100.00	100.00	per vehicle
ALARM ORDINANCE			
Alarm Permit - 1 Year - Residential & Commercial	40.00	40.00	
One False Alarm	-	-	* All alarm fees: 10% of outstanding balance after 90 days past due.
Two False Alarms	-	-	
Three False Alarms	50.00	50.00	
Four False Alarms	100.00	100.00	
Five False Alarms	500.00	500.00	
Six-Nine False Alarms	750.00	750.00	
Ten or more False Alarms	1,000.00	1,000.00	
HIGHWAY DEPARTMENT			
Driveway Bond - "Refundable"	750.00	750.00	
Driveway Permit - Includes two Inspections	215.00	215.00	
Road Opening Bond - "Refundable" - Entire Road	5,000.00	5,000.00	
Road Opening Bond - "Refundable" - Half Road	2,500.00	2,500.00	
Road Opening Permit	500.00	500.00	

**TOWN OF CARMEL 'PROPOSED' USER SERVICE FEES --
FISCAL YEAR 2020**

FEE DESCRIPTION	2019 USER FEES	PROPOSED 2020 USER FEES	
PARKS & RECREATION DEPARTMENT			
Camp:			
Playground Camp	465.00	500.00	Non-Resident \$960.00
* Early Bird Registration Fee - Playground Camp	415.00	450.00	Non-Resident \$860.00
Primary Camp [9:30 AM to 2:30 PM]	515.00	550.00	Non-Resident 1,060.00
* Early Bird Registration Fee - Primary Camp	465.00	500.00	Non-Resident \$960.00
Primary Camp Extended Day [2:30 PM to 4:30 PM]	195.00	200.00	
Classes/Lessons:			
Additional Swimming Lessons	\$75	\$75	Residents only
Adult Classes	\$70.00 - \$325.00	\$70.00 - \$325.00	* plus \$35.00 non residents
CPR Review	\$75	\$75	Non-Resident \$110.00
Lifeguard Training Aid/Safety	\$380.00	\$380.00	Non-Resident \$415.00
Lifeguard Training Review	\$195.00	\$195.00	Non-Resident \$230.00
Pre School Classes	FREE - \$180.00	FREE - \$180.00	* plus \$35.00 non residents
RTE - Responding to Emergencies	225.00	225.00	Non-Resident \$260.00
Special Tennis, Aerobics, or Other Lessons	Cost	remove	remove
Swimming Lessons Including Permit	145.00	145.00	Residents only
Tennis Lessons - 6 One Hour Sessions	75.00	75.00	Non-Resident \$110.00
Tennis Lessons - 8 One Hour Sessions	95.00	95.00	Non-Resident \$130.00
Facilities Rental:			
Ballfield Rental - 2 Hour Limit	\$150.00/\$250.00 w/lights	\$150.00/\$250.00 w/lights	
Boat Rental Fee	5.00	5.00	
Civic Building Rental/Pavilion	200.00	200.00	+Supervisor Hourly Rate
Group Picnic	150.00	150.00	Residents Only
Private Building Rental	300.00	300.00	+Supervisor Hourly Rate
Sycamore Park Concession [Seasonal]	3,500.00	3,500.00	
ID/Permits: "Residents Only"			
Lake Access Card	50.00	50.00	
Family Beach Day Pass	-	20.00	
Adult Swimming Permit	100.00	100.00	
Daily Adult Beach Fee	8.00	8.00	
Daily Adult Guest Beach Fee	10.00	10.00	
Daily Youth Beach Fee	7.00	7.00	
Daily Youth Guest Beach Fee	9.00	9.00	
Family Swimming Permit	200.00	200.00	
Family Tennis Permit	80.00	80.00	
On-line Registration Fee	6.00	6.00	
Senior Citizen Identification Card	No charge	No charge	
Nanny Registration Fee	12.00	12.00	
Nanny Swim Permit	100.00	100.00	
Individual Tennis Permit	50.00	50.00	
Tennis Guest Fee	6.00	6.00	
Youth Swimming Permit	80.00	80.00	
Dog Park:			
Sycamore Dog Park User Fee - Resident	30.00	30.00	Annual
Sycamore Dog Park User Fee - Non-Resident	80.00	80.00	Annual

**TOWN OF CARMEL 'PROPOSED' USER SERVICE FEES --
FISCAL YEAR 2020**

FEE DESCRIPTION	2019 USER FEES	PROPOSED 2020 USER FEES	
BUILDING & CODES DEPARTMENT			
Accessory Apartment Permit	1,000.00	1,000.00	
Bed & Breakfast Special Application	1,000.00	1,000.00	
Building Permits -- Flat Rate PLUS Estimated Cost of Construction	50.00	50.00	Flat Rate PLUS
Estimated Cost of Construction -- Calculated as:	12.00	12.00	per \$1,000 Calculated Estimated Cost
Residential -- New construction	100.00	100.00	per sq. ft.
Residential -- Finish existing space to living space	20.00	20.00	per sq. ft.
Commercial	150.00	150.00	per sq. ft.
Commercial - Garage	75.00 - 80.00	75.00 - 80.00	per sq. ft.
Decks	35.00	35.00	per sq. ft.
Garage	75.00	75.00	per sq. ft.
Shed	25.00	25.00	per sq. ft.
Certificates of Compliance	80.00/150.00	80.00/150.00	Residential/Commercial
Certificates of Occupancy	80.00/150.00	80.00/150.00	Residential/Commercial
Excavation or Fill Permit for the first 2,000 cubic yards	200.00	200.00	Plus \$100 for each additional 1,000 CY
Inspection Fee for Clearance of Title Search Violation	50.00	50.00	Each Inspection
Mother/Daughter Permit	400.00	400.00	
Plumbing Permit Per Fixture	15.00 each	15.00 each	\$75.00 minimum fee
Plumbing/ Air Conditioning Inspection			
Re-Inspection Fee When Inspection Requested but Job Not Ready	100.00	100.00	Paid in Advance of 2nd Inspection
Sign Permit	150.00	150.00	
Swimming Pool Permit - Above Ground	150.00	150.00	
Swimming Pool Permit - In Ground	300.00	300.00	
HVAC Fee	50.00	50.00	Flat Rate plus
	10.00	10.00	per \$1,000 Estimated Cost of Installation
Title Search	175.00/325.00	175.00/325.00	Residential/ Commercial + \$100 per establishment
Zoning Letter	100.00	100.00	
Outdoor Dining Annual Fee	100.00	100.00	Annual Fee
Outdoor Dining (fee per 10 or more seats)	+ 50.00/up to 10 seats	+ 50.00/up to 10 seats	An add'l \$50.00 for 11 or more seats
Fire Inspection: Multifamily / Commercial	150.00 / 100.00	150.00 / 100.00	Commercial \$100 per establishment
Blasting Permit	300.00	300.00	per month
Operational Permits *	100.00	100.00	
* (NYS DOS requires towns to issue permits for storage of certain materials and certain uses)			
Natural Gas Inspections			
Residential	50.00	50.00	(5 Fixtures) \$10 each additional
Commercial	100.00	100.00	(5 Fixtures) \$20 each additional
Liquid Propane Gas Inspections			
Residential	50.00	50.00	(5 Fixtures) - \$10 each additional
Commercial	100.00	100.00	(5 Fixtures) - \$20 each additional

**TOWN OF CARMEL 'PROPOSED' USER SERVICE FEES --
FISCAL YEAR 2020**

FEE DESCRIPTION	2019 USER FEES	PROPOSED 2020 USER FEES	
ENVIRONMENTAL CONSERVATION REVIEW BOARD			
ECB Wetlands Marker	15.00	15.00	
Permit Renewal/Extension Fee	75.00	75.00	For each one year permit renewal/extension;
Application Withdrawal	50.00	50.00	
Letter of Maintenance	75.00	75.00	
Letter of Permission (In lieu of application)	150.00	150.00	
Major Interagency Review - Over 5 Acres - Per Acre or Part Thereof	60.00	60.00	Total Wetland Include. 100' Control Area (per acre)
Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof	50.00	50.00	Total Wetland Include. 100' Control Area (per acre)
Private Consultation/Conference with Wetland Inspector Per Hour	175.00	175.00	
Public Hearing	minimum \$150.00 or cost	minimum \$150.00 or cost	
SEQR - DEIS	1%	1%	of Bond
Site Plan Inspection - Single Lot - Per Acre or Part Thereof	300.00	300.00	Total Wetland Include. 100' Control Area (per acre)
Subdivision Plan Inspection - Per Acre or Part Thereof	300.00	300.00	Total Wetland Include. 100' Control Area (per acre)
Tree Cutting - Up to 5 Acres	500.00	500.00	Escrow to be determined by Professional Forester
Tree Cutting - 5 to 25 Acres	1,000.00	1,000.00	Escrow to be determined by Professional Forester
Tree Cutting - Over 25 Acres	1,500.00	1,500.00	Escrow to be determined by Professional Forester
Minor Wetland Permit Application - for projects disturbing up to 1,000 sq ft in the 100 ft buffer area.	225.00	225.00	
* Escrow Fee for Minor Project	500.00	500.00	
Major Wetland Permit Application - for projects disturbing 1,000 sq ft or greater in the 100 ft buffer area or any disturbance in the buffer.	500.00	500.00	*plus \$100 for each add't 1,000 sq ft disturbance (or part thereof) in the 100 ft buffer. Maximum fee \$1,000
* Escrow Fee for Major Project	2,500.00	2,500.00	*as determined by the Town's Wetland Inspector
Wetland Determination for Health Dept	200.00	200.00	
Floodplain Permit Fee	minimum \$250.00	minimum \$250.00	maximum \$500
ZONING BOARD OF APPEALS			
280A Exemption	400.00	400.00	
Accessory Apartment Application	250.00	250.00	
Application Withdrawal	100.00	100.00	
Area Variance Application	200.00	200.00	
Bed and Breakfast Special Permit Application	400.00	400.00	
Interpretation of Ordinance	400.00	400.00	
Use Variance Application	400.00	400.00	
Computer address labels for variance mailing	50.00	50.00	
NOTIFICATION SIGN	50.00	50.00	per sign
PLANNING BOARD			
PLANNING SUBDIVISION FEES:			
Sketch fee	1,000.00	1,000.00	One time fee
Preliminary Fees			
Major Subdivision	5,000.00	5,000.00	Plus \$950 per lot
Minor Subdivision	3,500.00	3,500.00	Plus \$950 per lot
"Extension of Preliminary Sub-division"	1,000.00	1,000.00	
Final Fees:			
Amendment to Final Plat	2,500.00	2,500.00	
Major Subdivision	2,500.00	2,500.00	Plus \$750 per lot
Minor Subdivision	2,500.00	2,500.00	Plus \$750 per lot
Re-approval of Final Approval	2,500.00	2,500.00	(Does not include SEQR fees)
Extension of final approval	2,000.00	2,000.00	
OPEN DEVELOPMENT REVIEW FEE	3,500.00	3,500.00	
LOT LINE ADJUSTMENT FEE	3,500.00	3,500.00	

**TOWN OF CARMEL 'PROPOSED' USER SERVICE FEES --
FISCAL YEAR 2020**

FEE DESCRIPTION	2019 USER FEES	PROPOSED 2020 USER FEES	
SITE PLAN FEES:			
Commercial Site Plan -- Flat Rate PLUS Parking Spaces	2,000.00	2,000.00	Plus \$100 per Parking Spaces
Residential Site Plan -- Flat Rate PLUS Unit Fee	3,000.00	3,000.00	PLUS \$500 per Dwelling Unit
Amendment to Previous Approved Site Plan -- with no new parking spaces	3,000.00	3,000.00	
Amendment to Previous Approved Site Plan -- with new parking spaces	3,000.00	3,000.00	Plus \$100 per Parking Spaces
Re-grant of Site Plan Approval	3,000.00	3,000.00	
Extension of Site Plan Approval	2,000.00	2,000.00	
SPECIAL SITE PLAN FEES			
Boat House/Bathhouse	1,000.00	1,000.00	
Parking Lot	1,000.00	1,000.00	
Pools/Tennis Courts/ Playgrounds	1,000.00	1,000.00	
Residential Barns	1,000.00	1,000.00	
Residential Dock	1,000.00	1,000.00	
Residential Horse Riding Ring	1,000.00	1,000.00	
Home Office	1,000.00	1,000.00	
LANDFILL, SURFACE GRADING, & OTHER EXCAVATION			
Up to 2 Acres	300.00	300.00	
From 2 to 5 Acres	600.00	600.00	
Over 5 Acres	900.00	900.00	Plus \$40.00/Acre
ARCHITECTURAL REVIEW			
New Commercial Structure Review	300.00	300.00	
Modification to Existing Commercial Structure Review	200.00	200.00	
Other Structure or Sign Review	100.00	100.00	
Single Family Residential Structure Review	150.00	150.00	
Two or More Family Residential Structure Review	150.00	150.00	Plus 50.00 each Additional Unit over two
PLANNING/MISCELLANEOUS FEES:			
Engineering Fee (Site Plans & Subdivisions) - Technical Review and Construction Inspections	5%	5%	% of Bond Amount
Public Hearings Including Bond Returns and Reductions	175.00	175.00	Per Hearing
Planning Board SEQR Escrow Fees - DEIS	2.00%	2.00%	Not to exceed 2% of Project Value
Planning Board SEQR Escrow Fees - FEIS	2.00%	2.00%	Not to exceed 2% of Project Value
Recreation Fee in Lieu of Parklands	8,500.00	8,500.00	Per Residential Lot
Recreation Fee Sr. Cit. Multi Family Dwelling/Apt.	3,500.00	3,500.00	Per Dwelling/Apartment for site plan with approvals originating prior to 12/31/15
Recreation Fee Sr. Cit. Multi Family Dwelling/Apt.	6,500.00	6,500.00	Per Dwelling/Apartment for site plan with approvals originating after 1/1/16
Recreation Fee Multi Family Developments	7,000.00	7,000.00	Per Dwelling
Computer address labels	50.00	50.00	
NOTIFICATION SIGN	50.00	50.00	per sign

**TOWN OF CARMEL 'PROPOSED' USER SERVICE FEES --
FISCAL YEAR 2020**

FEE DESCRIPTION	2019 USER FEES	PROPOSED 2020 USER FEES	
DEPARTMENT MISCELLANEOUS TOWN SERVICES:			
Computer Labels	0.05	0.05	Each Label - 5.00 Minimum
Computer Report of Tax Parcels	0.25	0.25	Per Page - 5.00 Minimum
Copies of Plans/Maps - 24" x 36"	10.00	10.00	
Copies of Records/Documents	0.25	0.25	Per Page
Mail Reminder Notices	2.00	2.00	
Returned Deposited Bad Check - Each Item	20.00	20.00	
Tax or Record Search and Copy	5.00	5.00	
Tax or Record Search and Copy with Letter	10.00	10.00	
Floodplain Permit	250.00	250.00	
Banner Permit Fee (non-waivable)	400.00	400.00	* Fee for each banner issued under permit - Revised 4/2015
SPECIAL DISTRICTS			
PARK DISTRICTS:			
Building Rental - District Resident	150.00	150.00	
Building Rental - Non-District Resident	N/A	N/A	
Building Rental Deposit - "Refundable"	150.00	150.00	
Building Rental Cleaning Fee	100.00	100.00	
SEWER DISTRICTS:			
Sewer System Service Application, including one inspection	250.00	250.00	Residential
(where Street Lateral to Curb Line exists)	500.00	500.00	Commercial
Sewer System Connection Additional Inspection - Each Inspection	50.00	50.00	
Sewer Sludge Dumping Fee, each 1000 gallons	200.00	200.00	
Out of District Application Fee - Residential	2,500.00	2,500.00	
Out of District Application Fee - Commercial	3,500.00	3,500.00	
WATER DISTRICTS:			
Water System Service Application, including one inspection	250.00	250.00	Residential
(where water line curb box exists)	500.00	500.00	Commercial
Water System Connection Additional Inspection - Each Inspection	50.00	50.00	
New Water Meter & Installation - 3/4" Meter	325.00	325.00	
New Water Meter Purchase	275.00	275.00	
All Others	Quote	Quote	
Water Meter Replace Due To Customer's Damage	***At Replacement Cost***	***At Replacement Cost***	plus 15%
Water Meter Test, by written request of consumer	200.00	200.00	* If test shows the meter failed no cost; if test shows meter functions then fee applies
Water service turned on or off	50.00	50.00	
Water sprinkler tap - Annual Fee	200.00	200.00	
Final Bill Fee	35.00	35.00	
Bulk Water Sales	rate	rate	Minimum fee \$300.00
Out of District Application Fee - Residential	2,500.00	2,500.00	
Out of District Application Fee - Commercial	3,500.00	3,500.00	
Water Bill Adjustment from Estimate to Actual	25.00 after 2nd adjustment	25.00 after 2nd adjustment	

PENFLEX, INC.

SERVICE AWARD PROGRAM SPECIALISTS

www.penflexinc.com

Penflex, Inc.
50 Century Hill Dr., Suite 3
Latham, NY 12110

Phone: 800.742.1409
Fax: 518.783.6915
Email: info@penflexinc.com

October 2019

Ms. Mary Ann Maxwell
Town of Carmel
60 McAlpin Avenue
Mahopac, NY 10541

Re: Service Award Program 2019-2020 Service Fee Agreement

Dear Ms. Maxwell:

Enclosed is our Service Fee Agreement, which sets forth the fees we will charge to provide actuarial and administration services described on the back of the agreement. An Annual Statement detailing fees billed and paid to Penflex over the last 12-month period and a Penflex directory are also enclosed.

Given that our customer base is local government, we are keenly aware of our clients' budget constraints and the pressure they are under to keep property taxes from increasing. Our commitment to partner with and help New York State local governments manage their LOSAP costs has been reflected in our fees for this upcoming year; we are pleased to report that we have made no increases to last year's fee schedule.

In addition to all I have experienced from nearly 30 years as President & Actuary, I have now learned to address staffing challenges too. After some retirements, I personally selected great new employees who are enthused to integrate their skills with our extraordinary Penflex staff. We therefore continue to have an outstanding team, which includes six actuaries and actuarial analysts. We also have a Long Island field representative who has been well received by the clients she has helped in that area.

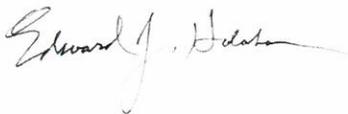
We are excited about some of the changes we will make to our procedures in 2020 (like accelerating the payments to post-entitlement age participants). We look forward to continuing to serve our friends: our valued clients.

Please return a signed copy of the Service Fee Agreement to Penflex. The signed Agreement can be faxed to (518) 783-6915, or emailed to: info@penflexinc.com. Please note that, if applicable, an invoice for our base fee is enclosed.

If you are requesting that we prepare either of the optional financial statement disclosure packages, please review your auditor's information and make any applicable changes on the Agreement.

All of us at Penflex sincerely look forward to working with you for another year. Thank you for your continued business.

Serving your volunteers,



Edward J. Holohan
President & Actuary

Penflex, Inc. 11/1/2019-10/31/2020 Service Fee Agreement

TOWN OF CARMEL CARMEL FIRE PROTECTION DISTRICT NO. 1 SERVICE AWARD PROGRAM

Standard Services Fee Schedule

Base Fee: \$3,800, \$0 change from 2018

Per-Participant Fee: \$18, \$0 change from 2018

Payment certification and trustee directive letters: \$75 per letter, \$0 change from 2018

Total Estimated Standard and Distribution Services Fees: \$6,600

Preparation of Financial Statement Disclosures

Disclosure Packages Provided For Program Year 2018:

NYS LOSAP Audit Package: No

GASB 73 Package: Yes

Auditing Firm: PKF O'Connor Davies, LLP

Contact Name: Alan Kassay

Email Address: akassay@pkfod.com

Please Check 'Yes' Or 'No' For Program Year 2019:

Complete the NYS LOSAP Audit Package for a fee of \$495: _____ Yes _____ No

This is a \$0 change from 2018. Please refer to the enclosed newsletter titled 'New York State Volunteer Firefighter LOSAP Audit Requirement' for more information

Complete the GASB 73 Package for a fee of \$950: _____ Yes _____ No

This is a \$0 change from 2018. Please refer to the enclosed 'GASB 73 FAQs' for more information. For a sample GASB 73 package, please email: info@penflexinc.com.

PLEASE NOTE: If you are requesting any Disclosure Packages, please review and make any necessary changes to your auditor's information noted above.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include additional client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Supervisor
Town of Carmel

Edward J. Holohan

Edward J. Holohan, ASA
President, Penflex, Inc.

Penflex, Inc. 11/1/2019-10/31/2020 Service Fee Agreement

**TOWN OF CARMEL
CARMEL FIRE PROTECTION DISTRICT NO. 2
SERVICE AWARD PROGRAM**

Standard Services Fee Schedule

Base Fee: \$3,800, \$0 change from 2018

Per-Participant Fee: \$18, \$0 change from 2018

Payment certification and trustee directive letters: \$75 per letter, \$0 change from 2018

Total Estimated Standard and Distribution Services Fees: \$7,200

Preparation of Financial Statement Disclosures

Disclosure Packages Provided For Program Year 2018:

NYS LOSAP Audit Package: No

GASB 73 Package: Yes

Auditing Firm: PKF O'Connor Davies, LLP

Contact Name: Alan Kassay

Email Address: akassay@pkfod.com

Please Check 'Yes' Or 'No' For Program Year 2019:

Complete the NYS LOSAP Audit Package for a fee of \$495: _____ Yes _____ No

This is a \$0 change from 2018. Please refer to the enclosed newsletter titled 'New York State Volunteer Firefighter LOSAP Audit Requirement' for more information

Complete the GASB 73 Package for a fee of \$950: _____ Yes _____ No

This is a \$0 change from 2018. Please refer to the enclosed 'GASB 73 FAQs' for more information. For a sample GASB 73 package, please email: info@penflexinc.com.

PLEASE NOTE: If you are requesting any Disclosure Packages, please review and make any necessary changes to your auditor's information noted above.

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Supervisor
Town of Carmel

Edward J. Holohan
Edward J. Holohan, ASA
President, Penflex, Inc.

TOWN OF CARMEL HIGHWAY DEPARTMENT

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 KENNETH SCHMITT & TOWN BOARD

DATE: NOVEMBER 7, 2019

RE: REQUEST TO PURCHASE 2018 DODGE DURANGO CITADEL

I am requesting authorization to purchase From Robert Green Truck & Auto, Vendor #3608:

2018 DODGE DURANGO CITADEL 4X4 \$40,731.44

Purchase is through Onondaga County Bid Award Contract #8771 – see attached.

Per my discussion with Supervisor Schmitt and Comptroller Maxwell, my current vehicle, 2015 FORD Explorer will be transferred to the Building Department for their use.

cc Comptroller MaryAnn Maxwell



Kenny's Copy







DODGE

JOURANGO CITADEL AWD

For more information visit: www.dodge.com
or call 1-800-4ADODGE

FCA US I

THIS VEHICLE IS MANUFACTURED TO MEET SPECIFIC UNITED STATES REQUIREMENTS. THIS VEHICLE IS NOT MANUFACTURED FOR SALE OR REGISTRATION OUTSIDE OF THE UNITED STATES.

DEALER'S SUGGESTED RETAIL PRICE OF VEHICLE INCLUDING DEALER PREPARATION

Base Price: \$44,745

JOURANGO CITADEL AWD

Color: Vice White Tri-Coat Pearl Exterior Paint
Interior: Black Interior Color
Options: Luxury Leather-Trimmed Bucket Seats
3.6-Liter V8 HEMI® MDS VVT Engine
Transmission: 8-Speed Automatic 8HP70 Transmission

OPTIONAL EQUIPMENT (UNLESS REPLACED BY OPTIONAL EQUIPMENT)

FUNCTIONAL/SAFETY FEATURES

Multi-stage Front Airbags
Side-Curtain Airbags in All Rows
Front Seat-Mounted Side Airbags
Front / Rear Park Assist with Stop
Steering Modes
Cruise Control
Rear View Mirror
Rear Back Up Camera

Interior Trim System
Rear Window Windshield Wipers
EXTERIOR FEATURES
4C NAV with 8.4-Inch Display
Visit www.DriveUconnect.com
Bluetooth® Capable
Steering Wheel Mounted Paddle Shifters
Driver Seat w/Memory and 8-Way Pass Seat
Rear / Passenger 4-Way Lumbar Adjust
60 / 40 Fold and Tumble Seat
Cruise Control with 3-Zone Automatic Temp Control
Telescopic Steering Column
AM/FM Radio w/ 1-Yr Radio Subscription
Travel Link 5-Year Travel Link Sub
MyGauge™ Guardian Service
MyGauge™ Traffic Plus
Call 800-643-2112
Rear Power Outlet
EXTERIOR FEATURES
18" Fully Polished Aluminum Wheels
All-Season LRR Tires

Power Sunroof
Low Beam HID Headlamps
LED Daytime Running Headlamps
Projector Fog Lamps
Automatic High Beam Headlamp Control
Bright Premium Grille
Dual Rear Exhaust with Bright Tips

OPTIONAL EQUIPMENT (May Replace Standard Equipment)

Vice White Tri-Coat Pearl Exterior Paint \$595
Customer Preferred Package 25J
Instrument Panel Cross Brush Dark Bezel Technology Group \$2,495
Adaptive Cruise Control with Stop
Advanced Brake Assist
Blind Spot and Cross Path Detection
Full Speed Forward Collision Warning Plus
Lane Departure Warning Plus
Trailer Tow & Skid Plate Group \$1,295
7-and 4-Pin Wiring Harness
Class IV Receiver Hitch
Full Size Spare Tire
Rear Load Leveling Suspension
Transfer Case Skid Plate
Underbody Skid Plate
Fuel Tank Skid Plate Shield
5.7-Liter V8 HEMI® MDS VVT Engine \$3,995
2-Speed On-Demand Transfer Case
700-Amp Maintenance Free Battery
Heavy Duty Engine Cooling

DESTINATION CHARGE \$1,095

TOTAL PRICE: * \$54,220

WARRANTY COVERAGE

5-year or 60,000-mile Powertrain Limited Warranty.
3-year or 36,000-mile Basic Limited Warranty.
Ask Dealer for a copy of the limited warranties or see your owner's manual for details.

**5 YEAR / 60,000 MILE
POWERTRAIN WARRANTY**

Port of Entry: DETROIT, MICHIGAN, U.S.A.
TXJC-225497 14-VIN: 8965 1114

SHIPTO: 66850 33
ROBERT GREEN CHRYSLER, DODGE,
178 BRIDGEVILLE RD
MONTICELLO NY 12801-3802

SOLDTO: 32 66850
ROBERT GREEN CHRYSLER, DODGE,
178 BRIDGEVILLE RD
MONTICELLO NY 12801-3802

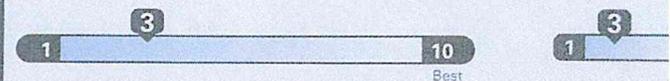
THIS LABEL IS ADDED TO THIS VEHICLE TO COMPLY WITH FEDERAL LAW. THE LABEL CANNOT BE REMOVED OR ALTERED PRIOR TO DELIVERY TO THE ULTIMATE PURCHASER.
* STATE AND/OR LOCAL TAXES IF ANY, LICENSE AND TITLE FEES AND DEALER SUPPLIED AND INSTALLED OPTIONS AND ACCESSORIES ARE NOT INCLUDED IN THIS PRICE. DISCOUNT, IF ANY, IS BASED ON PRICE OF OPTIONS IF PURCHASED SEPARATELY.

EPA DOT Fuel Economy and Environment

Fuel Economy These estimates reflect new EPA methods beginning with 2017 models.
17 MPG Standard SUV 4WD range from 12 to 93 MPGe.
The best vehicle rates 136 MPGe.
14 city 22 highway
5.9 gallons per 100 miles

Annual fuel cost \$2,300

Fuel Economy & Greenhouse Gas Rating (tailpipe only) Smog Rating



This vehicle emits 533 grams CO2 per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also creates emissions. Learn more at fuel economy.gov

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 27 MPG and cost \$6,750 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$2.60 per gallon. MPGe is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

fuel economy.gov

Calculate personalized estimates and compare vehicles



Smartphone QR Code™

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score

Based on the combined ratings of frontal, side, and rollover.
Should ONLY be compared to other vehicles of similar size and weight.

Not Rated

Frontal Crash Driver Passenger

★★★★★
★★★★★

Based on the risk of injury in a frontal impact.
Should ONLY be compared to other vehicles of similar size and weight.

Side Crash Front seat Rear seat

Not Rated
Not Rated

Based on the risk of injury in a side impact.

Rollover

★★★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★) with 5 being the highest.
Source: National Highway Traffic Safety Administration (NHTSA)
www.safercar.gov or 1-888-327-4236

The safety ratings above are based on Federal Government tests of particular vehicles equipped with certain features and options. The performance of this vehicle may differ.

PARTS CONTENT INFORMATION

FOR VEHICLES IN THIS COUNTRY AND U.S./CANADIAN PARTS CONTENT

MAJOR SOURCES OF FOREIGN CONTENT:

MEXICO: 28%
NOTE: PARTS CONTENT DOES NOT INCLUDE ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.

FOR THIS VEHICLE:
FINAL ASSEMBLY POINT:
DETROIT, MICHIGAN, U.S.A.

COUNTRY OF ORIGIN:
ENGINE: MEXICO
TRANSMISSION: UNITED STATES

TOWN OF CARMEL HIGHWAY DEPARTMENT

Carmel Highway Department
55 McAlpin Avenue
Mahopac, NY 10541

MICHAEL SIMONE
Superintendent of Highways

845.628.7474
FAX 845.628.1471

MSimone@bestweb.net

MEMORANDUM

TO: Town Board
FROM: Michael Simone – Highway Superintendent 
DATE: November 8, 2019
RE: Highway Requests – Fall Bid Awards

I am recommending the following bids be awarded as follows:

WASHED SAND

Red Wing Properties	F.O.B. -	\$15.50 per ton
	DELIVERED -	\$20.50 per ton

WINTER MIX

Package Pavement Co. (Single Bidder)	-	\$118.00 per ton
56 – 60# BAGS	-	\$336.00 per pallet
MILEAGE ADJ	-	\$ 3.68 per ton

WASTE WOOD PROCESSING

Mulch Ink, LLC	DAILY -	\$2,500.00
	HOURLY -	\$ 312.50

GUIDERAIL—Complete Layout & Installation per NYS DOT specifications

CHEMUNG SUPPLY CORP. (Single Bidder)

Galvanized:	Corrugated beam rail, 12' 6" post spacing	-	\$ 27.25, per linear foot
	Corrugated beam rail, 12' 3" post spacing	-	\$ 30.50, per linear foot
	6" x 6" box beam rail, Spliced plates/hardware inclusive	-	\$ 52.40, per linear foot
	Using type one end sections	-	\$ 847.00, each installed
	Using type two end sections	-	\$1,712.00, each installed
	6" x 6" box beam rail Shop Cut & Mitered Curve	-	\$84.10, per linear foot
Corten:	Corrugated beam rail, 12' 6" post spacing	-	\$ 29.10, per linear foot
	Corrugated beam rail, 12' 3" post spacing	-	\$ 30.45, per linear foot
	6" x 6" box beam rail, Spliced plates/hardware inclusive	-	No Bid
	Using type one end sections	-	No Bid
	Using type two end sections	-	No Bid
	6" x 6" box beam rail Shop Cut & Mitered Curve	-	No Bid
Timber:	Ironwood 1'- 100 L.F.	-	\$ 142.10, per linear foot
	100' and over	-	\$ 117.15, per linear foot
	End terminal, type I timber rail complete	-	\$2,120.00, each
	End terminal, type II timber rail complete	-	\$2,974.00, each
	Anchorage unit guide rail, back slope	-	\$2,974.00, each

MS/Sen

cc Ann Spofford – Town Clerk
Gregory Folchetti – Town Attorney
Comptroller's Office



TOWN OF CARMEL
POLICE DEPARTMENT
60 MCALPIN AVENUE, MAHOPAC, NY 10541
TEL. (845)628-1300 FAX (845)628-2597
WWW.CARMELNY.ORG/POLICE

MICHAEL CAZZARI
CHIEF OF POLICE

MEMORANDUM

To: Town Board, Town of Carmel
From: Chief Michael Cazzari
Date: November 6, 2019
Ref: Waiving of the Procurement Policy

I am requesting that the Town Board waive the Town's Procurement Policy for the purchase of police uniforms for the calendar year 2020 to allow for the purchase of police uniforms from Rescuestuff, Inc, 962 Washington St, Peekskill NY 10566.

Thanks

MC



TOWN OF CARMEL
POLICE DEPARTMENT
60 MCALPIN AVENUE, MAHOPAC, NY 10541
TEL. (845)628-1300 FAX (845)628-2597
WWW.CARMELNY.ORG/POLICE

MICHAEL CAZZARI
CHIEF OF POLICE

MEMORANDUM

To: Town Board, Town of Carmel

From: Chief Michael Cazzari

Date: November 6, 2019

Ref: Renewal of Uniform Cleaning Contract - 2020

I am recommending that the Town Board renew the awarded dry cleaning contract with Mahopac Launderaid and Dry Cleaners for the calendar year 2020.

Last year, Mahopac Launderaid and Dry Cleaners, 960 Route 6n, Mahopac, NY 10541, was the lowest price bidder for cleaning of the uniforms at \$2.95 per unit. I am extremely satisfied with their service and recommend we continue this contract for another year.

Thanks
MC

Glen F. Kubista & Associates

242 BROADWAY · PO Box 670
PORT EWEN, NEW YORK 12466

PHONE: (845) 338-8062

FAX: (845) 338-6057

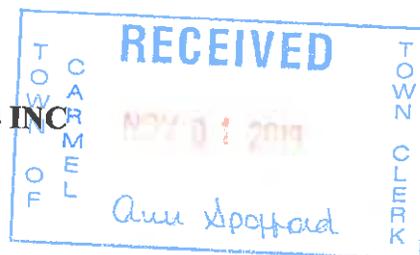
kubista@aol.com

www.gkubista.com

October 29, 2019

Clerk, Town of Carmel
60 McAlpin Avenue
Mahopac, NY 10541

RE: **RICK'S SEAFOOD & GOURMET SPECIALTIES INC**
545 ROUTE 6
MAHOPAC NY 10541



Dear Sir/Madam

This office represents the above subject applicant with their **Application for a Class Change** from a Tavern Wine license to an On Premises Beer, Wine, & Liquor License, for the above subject premises.

As required by the ABC Law Section 110(b), I, on their behalf, am notifying you of their intent to file said application with the New York State Liquor Authority.

PLEASE NOTE, that a 30 day hold on the filing of the instant application is mandated by the State Liquor Authority unless said hold is waived by your municipality. If a waiver to this hold is an option please refer to the attached sample waiver and provide same, on your letterhead to this office.

Please feel free to contact this office should you have any questions regarding this notice.



Very truly yours,

Glen F. Kubista
Glen F. Kubista

CERTIFIED MAIL RETURN RECEIPT 7018 0680 0001 0507 7516

SAMPLE WAIVER

Adam Roberts – Deputy Commissioner
New York State Liquor Authority
80 South Swan Street Suite 900
Albany, New York 12210

RE: **RICK'S SEAFOOD & GOURMET SPECIALTIES INC**
545 ROUTE 6
MAHOPAC NY 10541

Dear Mr. Roberts,

The Town of Carmel acknowledges that a Liquor License Application for a class change from a **Tavern Wine License** to an **On Premises Beer, Wine, & Liquor License** is being filed by the above captioned for the location so specified.

In this instance the Town of Carmel waives its rights to the 30 day hold and consents to the processing and issuance of the aforesaid license.

Please feel free to contact this office should you have any questions regarding this letter.

This letter can be signed by the Town Clerk, Supervisor, Mayor or any other authorized official

This letter should be typed, on your letterhead, to the Liquor Authority BUT sent to my office by E-Mail kubista@aol.com, mail or Faxed to 338-6057 so that same can be included with the License Application Package.

OFFICE USE ONLY	
<input type="radio"/> Original	<input checked="" type="radio"/> Amended
Date	10-29-2019

16. List the floor(s) of the building that the establishment is located on: **GROUND FLOOR W/ATTIC**

17. List the room number(s) the establishment is located in within the building, if appropriate:

18. Is the premises located within 500 feet of three or more on-premises liquor establishments? Yes No

19. Will the license holder or a manager be physically present within the establishment during all hours of operation? Yes No

20. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee:
 Name Serial Number

21. Does the applicant or licensee own the building in which the establishment is located? Yes (if YES, SKIP 23-26) No

Owner of the Building in Which the Licensed Establishment is Located

22. Building Owner's Full Name: **SKY 545 CORP**

23. Building Owner's Street Address: **C/O SUN K CORP 545 ROUTE 6**

24. City, Town or Village: **MAHOPAC** State: **NY** Zip Code: **10541**

25. Business Telephone Number of Building Owner: **646-842-0025**

Representative or Attorney Representing the Applicant in Connection with the Application for a License to Traffic in Alcohol at the Establishment Identified in this Notice

26. Representative/Attorney's Full Name: **GLEN F. KUBISTA / GLEN F KUBISTA & ASSOCIATES**

27. Representative/Attorney's Street Address: **242 BROADWAY PO BOX 670**

28. City, Town or Village: **PORT EWEN** State: **NY** Zip Code: **12466**

29. Business Telephone Number of Representative/Attorney: **(845) 338-8062**

30. Business E-mail Address of Representative/Attorney: **KUBISTA@AOL.COM**

I am the applicant or licensee holder or a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

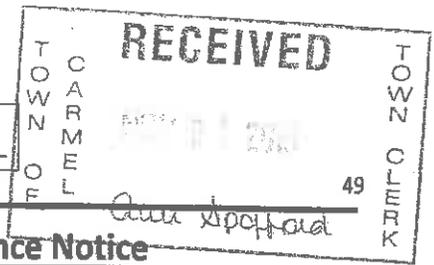
By my signature, I affirm - under Penalty of Perjury - that the representations made in this form are true.

31. Printed Principal Name: **KEVIN R. McCRUDDEN** Title: **VICE PRESIDENT**

Principal Signature: 



OFFICE USE ONLY
 Original Amended Date 10-29-2019



**Standardized NOTICE FORM for Providing 30-Day Advance Notice
 to a Local Municipality or Community Board**

1. Date Notice was Sent: 10/29/2019 1a. Delivered by: CERTIFIED RETURN RECEIPT

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License:
 New Application Renewal Alteration Corporate Change Removal Class Change Method of Operation Change

For New applicants, answer each question below using all information known to date
 For Renewal applicants, answer all questions
 For Alteration applicants, attach a complete written description and diagrams depicting the proposed alteration(s)
 For Corporate Change applicants, attach a list of the current and proposed corporate principals
 For Removal applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation
 For Class Change applicants, attach a statement detailing your current license type and your proposed license type
 For Method of Operation Change applicants, although not required, if you choose to submit, attach an explanation detailing those changes

This 30-Day Advance Notice is Being Provided to the Clerk of the Following Local Municipality or Community Board:

3. Name of Municipality or Community Board: TOWN OF CARMEL

Applicant/Licensee Information:

4. Licensee Serial Number (if applicable): Current Serial# 2126173 Expiration Date (if applicable): 04/30/2021

5. Applicant or Licensee Name: RICK'S SEAFOOD & GOURMET SPECIALTIES INC

6. Trade Name (if any): N/A

7. Street Address of Establishment: 545 ROUTE 6

8. City, Town or Village: MAHOPAC, NY Zip Code: 10541

9. Business Telephone Number of Applicant/Licensee: 845-621-2489

10. Business E-mail of Applicant/Licensee: kevineastcoast1@gmail.com

11. Type(s) of alcohol sold or to be sold: Beer & Cider Wine, Beer & Cider Liquor, Wine, Beer & Cider

12. Extent of Food Service:
 Full food menu; full kitchen run by a chef or cook Menu meets legal minimum food availability requirements; food prep area at minimum

13. Type of Establishment: FULL SERVICE RESTAURANT

14. Method of Operation: (check all that apply)
 Seasonal Establishment Juke Box Disc Jockey Recorded Music Karaoke
 Live Music (give details i.e., rock bands, acoustic, jazz, etc.): LOCAL ACOUSTIC
 Patron Dancing Employee Dancing Exotic Dancing Topless Entertainment
 Video/Arcade Games Third Party Promoters Security Personnel
 Other (specify): _____

15. Licensed Outdoor Area: (check all that apply)
 None Patio or Deck Rooftop Garden/Grounds Freestanding Covered Structure
 Sidewalk Cafe Other (specify): _____