

TOWN BOARD MEETING  
TOWN HALL, MAHOPAC, N.Y.

A Regular Meeting of the Town Board of the Town of Carmel was called to order by Supervisor Michael Cazzari on the 16<sup>th</sup> day of August 2023 at 7:05 p.m. at Town Hall, 60 McAlpin Avenue, Mahopac, New York. Members of the Town Board present by roll call were: Councilman Lombardi, Councilwoman McDonough, Councilman Schanil and Supervisor Cazzari. Councilman Baranowski was absent.

The Pledge of Allegiance to the Flag was observed prior to the start of official business. A moment of silence was held to honor those serving in the United States Armed Forces as well as for those suffering in the wake of the recent deadly wildfires in Maui.

**PUBLIC COMMENTS**

Jerome Mitchell, Carmel resident, addressed the Resolution in Support of “New York Citizens Audit” Requesting an Audit of the New York State 2022 General Election included on the meeting agenda. He stated that according to the conservative think group, the Heritage Foundation, there have been 23 convictions in New York State for voter fraud in the last 43 years. Mr. Mitchell commented that we all want fair and safe elections, but before we agree to any proposal regarding voter audit programs, it should be determined that all information was independently verified and any associated costs to the community were determined. Suggesting the absence of rampant voter fraud findings, he went on to express his concerns with regard to these types of programs, and requested that the Town Board undertake their due diligence before taking any action.

**MINUTES OF TOWN BOARD MEETINGS HELD ON 7/5/2023 AND 8/2/2023 - ACCEPT AS SUBMITTED BY THE TOWN CLERK**

On motion by Councilwoman McDonough, seconded by Councilman Schanil, with all members of the Town Board present voting “aye”, the minutes of the Town Board meeting held on July 5<sup>th</sup> and August 2<sup>nd</sup>, 2023 were accepted as submitted by the Town Clerk.

**POLICE DEPARTMENT - PROBATIONARY PROMOTIONAL APPOINTMENT OF ADMINISTRATIVE SERGEANT MADE - LAURA WHITTEN**

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the Police Department hereby appoints Sergeant Laura Whitten to the position of Administrative Sergeant, effective September 1, 2023, on a promotional probationary basis subject to the provisions of Civil Service Law and the Civil Service Rules and Regulations.

Resolution  
Offered by: Councilman Lombardi  
Seconded by: Councilwoman McDonough

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

**POLICE DEPARTMENT - PROBATIONARY PROMOTIONAL APPOINTMENT OF SERGEANT MADE - ERIN MACOM**

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the Police Department hereby appoints Police Officer Erin Macom to the position of Sergeant, effective September 1, 2023, on a promotional probationary basis subject to the provisions of Civil Service Law and the Civil Service Rules and Regulations.

(Cont.)

Resolution  
Offered by: Councilman Schanil  
Seconded by: Councilman Lombardi and Councilwoman McDonough

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

**POLICE DEPARTMENT - PROBATIONARY PROMOTIONAL APPOINTMENT OF DETECTIVE MADE - DEVON SANBORN**

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

Resolution  
Offered by: Supervisor Cazzari  
Seconded by: Councilman Lombardi, Councilwoman McDonough and Councilman Schanil

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

Police Chief Anthony Hoffmann noted that Administrative Sergeant Laura Whitten’s and Sergeant Erin Macom’s promotions will be acknowledged at a future Town Board meeting. He then went on to speak about United States Navy veteran Devon Sanborn and his exemplary contributions to the Carmel Police Department since joining the force in 2020 from the Town of Wallkill Police Department.

Supervisor Cazzari administered a ceremonial oath of office to Detective Sanborn and the members of the Town Board expressed their congratulatory best wishes to him.

**ANN RD., BLOSSOM LA., BUCKSHOLLOW RD. SPUR, CHERRY LA., COLE DR., HATFIELD RD., HEMLOCK TER., INDIAN AVE., INDIAN HILL RD., KELLY RIDGE RD., MUSCOOT RD. E., NORTHVIEW LA., UNDERHILL RD., VISTA TER. N., AND VISTA TER. S. - TOWN ROADS ACCEPTED AND RESPONSIBILITY FOR FUTURE OWNERSHIP MAINTENANCE AND REPAIR OF ROADS ACCEPTED**

RESOLVED, that the Town Board of the Town of Carmel, acting upon the request of Town of Carmel Superintendent of Highways Michael J. Simone, hereby resolves and acknowledges that certain roads and/or portions of certain roads located within the Town of Carmel, which may be or appear to be private, have actually been used as public highways within the Town of Carmel for a period of ten (10) years or more; and  
BE IT FURTHER RESOLVED, that said roads and/or portions thereof, a schedule and description of which are attached hereto and made a part hereof, are, at the request of the Highway Superintendent, now hereby accepted as Town roads from this point forward; and  
BE IT FURTHER RESOLVED, that the Town of Carmel hereby accepts full responsibility for the performance of maintenance and repair in perpetuity of the listed roads and/or portions thereof, which are referenced in the attached schedule; and

(Cont.)

BE IT FURTHER RESOLVED, that the Town of Carmel hereby accepts full legal responsibility in perpetuity for the listed roads and/or portions thereof, which are referenced in the attached schedule; and

BE IT FURTHER RESOLVED, that upon passage of this resolution, a certified copy of same may be transmitted by the Superintendent of Highways to the New York State Department of Transportation.

Resolution

Offered by: Councilwoman McDonough

Seconded by: Councilman Lombardi

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

<u>ROAD NAME</u>	<u>START</u>	<u>END</u>
Ann Rd	Harkin Rd	N Cul de Sac
Blossom La	Cul de Sac	Blossom La
Buckshollow Rd Spur	Buckshollow Rd	US 6
Cherry La	End	US 6
Cole Dr	Dead End	Croton Falls Rd
Hatfield Rd	Hatfield Rd	Mandy Ln
Hemlock Ter	Dead End	Hemlock Ter
Indian Ave	Indian Ave	Mary Ave
Indian Hill Rd	NY 6N	Dead End
Kelly Ridge Rd	END	Kelly Ridge Rd
Muscoot Rd E	Muscoot Rd S	End
Northview La	W'Chester C/L	Northview La
Underhill Rd	Underhill Rd	End
Vista Ter N	Vista Ter	End
Vista Ter S	Rockledge Pl	End

Supervisor Cazzari acknowledged Highway Superintendent Michael Simone and Town Attorney Gregory Folchetti for their efforts in connection with the matter.

**NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION - WEST  
BRANCH RESERVOIR AUXILIARY DAM SLOPE IMPROVEMENT PROJECT - TAX  
MAP #65.-1-5 - WAIVER OF SITE PLAN BOND AND SUBSTITUTION OF  
PERFORMANCE GUARANTEE AUTHORIZED**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the substitution of the performance guarantee and undertaking from the New York City Department of Environmental Protection General Counsel Elissa Stein Cushman dated June 22, 2023 attached hereto, in lieu of the posting of a performance bond as required under Town Code 156-61(J) for the project known as the West Branch Reservoir Auxiliary Dam Slope Improvement Project located on the property designated as Town of Carmel Tax Map #65.-1-5.

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(Cont.)

Resolution  
Offered by: Councilman Lombardi  
Seconded by: Councilwoman McDonough

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



Environmental  
Protection

Rohit T. Aggarwala  
Commissioner

Elissa Stein Cushman  
General Counsel/ Deputy  
Commissioner  
Bureau of Legal Affairs

59-17 Junction Blvd.  
Flushing, NY 11373

Tel. (718) 595-6711  
Fax (718) 595-6543  
[ecushman@dep.nyc.gov](mailto:ecushman@dep.nyc.gov)

June 22, 2023

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

Town Board of the Town of Carmel  
Carmel Town Hall  
60 McAlpin Avenue  
Mahopac, NY 10541

Town of Carmel Planning Board  
Carmel Town Hall  
60 McAlpin Avenue  
Mahopac, NY 10541

Attention: Rose Trombetta, Secretary to the Planning Board

**Re: CRO-534: West Branch Reservoir Auxiliary Dam (Putnam County)  
Slope Improvement Project**  
New York City Department of Environmental Protection  
Bureau of Engineering, Design and Construction  
Plan Application – Bond Waiver

Dear Honorable Michael Cazzari, Town Board and Planning Board Members of  
the Town of Carmel:

The New York City Department of Environmental Protection ("DEP") has  
previously submitted the Site Plan application to the Town of Carmel Planning  
Board on July 27, 2022, for the West Branch Auxiliary Dam Slope Improvement  
project. Site improvements include but are not limited to: placing selected fill to  
flatten the downstream slope of the dam, installing a seepage drain at the new toe  
of slope, installing slope monitoring instrumentation, resurfacing the site access  
road, replacing guide railing, install a curb and closed drainage system (catch  
basins and piping) and reconstructing US Route 6 within the limits of the dam  
crest. All site improvements have been developed in accordance with the Town of  
Carmel's regulations and will be consistent with the Final Site Plan Approval,  
when it is granted by the Town of Carmel's Planning Board.

Dear/Email: Supr  
T Board  
Anne R.  
Rose T.  
PB Chair  
Town Attorney  
PB Attorney  
Engineer  
file: NYC Dep  
7/18/23 (JF)



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DEP understands that in accordance with the requirements of Town Code of Carmel §156-61.J - *Site Plan Approval*, a performance bond will be required to ensure completion of all improvements. DEP respectfully requests a waiver from the requirement of a performance bond for the referenced project. Please accept this letter in lieu of the aforementioned bond as DEP's guarantee that all of the conditions of the Final Site Plan Approval will be strictly adhered to and satisfied. DEP requires a performance bond from the selected contractor as a guarantee to DEP that all work will be completed as approved, including all site restoration work. This requirement is also included in the scope of work, which is incorporated by reference into the construction contract.

DEP hereby warrants, represents, and guarantees that it will perform and satisfy all conditions of the Final Site Plan Approval to be granted by the Town of Carmel's Planning Board for the West Branch Auxiliary Dam-Slope Improvement project. This guarantee is made by DEP in lieu of placing a bond with the Town of Carmel. It is the intent of this document that DEP shall be fully responsible for satisfying the aforementioned conditions. This guarantee shall not expire without the express written consent of the Town of Carmel.

Should there be any additional questions, please contact Paul Costa (Portfolio Manager) at 917-690-3039 or via email [Pcosta@dep.nyc.gov](mailto:Pcosta@dep.nyc.gov).

Sincerely,

*Elissa Stein Cushman*

Elissa Stein Cushman  
General Counsel

cc: Paul Costa, P.E., Portfolio Manager, BEDC  
Linda Singh, Deputy Portfolio Manager, BEDC  
Mark Klein, P.E., Director of PMO, BEDC  
Philip Simmons, BEPA  
Craig Paeprer, Planning Board Chairman  
Gregory Folchetti, Town Attorney  
Joseph Charbonneau, Planning Board Attorney  
Erik LeClair, Project Manager, CDM Smith

**CARMEL SEWER DISTRICTS #1, #1 EXT. 3, #2, #3, #4, #5, #6, #7 AND #8 -  
CONTRACT C291 - BID AWARDED FOR SEWER JETTING - TAM ENTERPRISES -  
BIDS REJECTED FOR PUMP STATION VACTORING SERVICES**

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for sewer jetting and pump station vactoring within the sewer districts within the Town of Carmel; and

WHEREAS such bids were received and opened on July 20, 2023;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the various Sewer Districts within the Town of Carmel, and upon the recommendation of Richard Franzetti, P.E. Town Engineer, hereby awards the aforesaid bid for sewer jetting to TAM Enterprises, Goshen, NY for years 2024 and 2025 at annual costs of \$98,300.00 and \$100,100.00 respectively; and

BE IT FURTHER RESOLVED, that said bid contract shall also contain two (2) one-year unilateral renewal options in favor of the Town of Carmel for years 2026 and 2027 at annual costs of \$101,900.00 and \$103,700.00, respectively; and



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(Cont.)

BE IT FURTHER RESOLVED that upon review of insurance certificates in form acceptable to Town Counsel, Town Supervisor Michael Cazzari is hereby authorized to execute any other and further documentation necessary to accept such bid and contract for said jetting services; and

BE IT FURTHER RESOLVED, that the cost of said jetting services shall be allocated proportionately among the respective sewer districts of the Town of Carmel; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Carmel, acting as Commissioners of the various Sewer Districts within the Town of Carmel, and upon the recommendation of Richard Franzetti, P.E. Town Engineer, hereby rejects all bids received for pump station vactoring services.

Resolution

Offered by: Councilman Schanil  
Seconded by: Councilwoman McDonough

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

**CARMEL SEWER DISTRICT #4 - EMERGENCY REPAIRS ACKNOWLEDGED - WATER SOLUTION SUPPLY, LLC - \$13,251.00**

RESOLVED, the Town Board of the Town of Carmel, acting as Commissioners of the various water and sewer districts of the Town of Carmel, hereby acknowledges the emergency performance of water and sewer district collection system/distribution system and treatment facilities repairs as fully detailed in the memorandum of Town Engineer Richard J. Franzetti, P.E. to the Town Board dated July 20, 2023, as attached hereto and made a part thereof.

Resolution

Offered by: Supervisor Cazzari  
Seconded by: Councilwoman McDonough and Councilman Lombardi

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

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: July 20, 2023

Re: Emergency Repairs/Services

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(Cont.)

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

- Carmel Sewer District 4

On June 27, 2023 Inframark, the operators for CSD4, notified the Engineering Department that the Supervisory Control and Data Acquisition (SCADA) computer interface controlling the function of the continuous microfiltration (CMF) building has been repeatedly freezing and crashing. Per Inframark if the computer completely fails then the facility will have to be bypassed. This would cause the plant to be in violation of the State Pollution Discharge Elimination System (SPDES) permit.

This type of software/SCADA is highly specific and varies from each individual plant. Due to the age of the system the controller is not under warranty and a replacement in kind is no longer available. This Department therefore considers this particular manufacturer to be a sole source.

Attached please find a proposal for the replacement which includes the cost for the materials and installation by the manufacturer. The replacement cost is \$13,251.00

As an FYI these projects were completed as a Regulatory Upgrade and were financed through NYS EFC by the New York City Department of Environment Protection (NYCDEP) and the NYCDEP has approved this purchase and will reimburse the Town accordingly.

Tel: (845) 628-1500 Fax: (845) 628-7085 email [rjff@ci.carmel.ny.us](mailto:rjff@ci.carmel.ny.us)

G:\Engineering\Town Board\Emergency Invoices\08-2023\07-20-2023 Emergency Repair Acknowledgement to TB.doc



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

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

**TOWN OF CARMEL**

**ENGINEERING**

**REQUEST FOR PURCHASE OR REPAIR**

District: CSD 4 CMF

Date of Request: 6-27-23

Asset ID #: 4065

Quote Expires: 7-26-23

Item requested: SCADA Computer Upgrade – **Emergency Request**

Purpose of item: Controls all the functions of the CMF building, including operating all the control valves. Since it crashed last Thursday, it has been running, however the computer interface itself has been freezing daily making system resets necessary far too frequently. As we saw last week, if the computer decides to quit completely, we'll be forced to bypass the CMF units and submit further NY Alerts/Non-Comp. This type of software/SCADA controls work is highly specific to each individual plant and Chuck Cuyulis has demonstrated the most knowledge of our systems to date.

Estimated age of equipment to be replaced / repaired: Approx. 15 years

Estimated life expectancy of new equipment / repair: Approx. 10 years

Labor cost for installation and/or repair: Included in quote.

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Vendor #1:	Water Solution Supply, LLC	Cost: \$13,251.00
Vendor #2:		Cost:
Vendor #3:		Cost:

**Water Solution Supply, LLC**  
PO Box 4269  
Wayne, NJ 07474

Proposal

**Proposal Date:** 6/26/2023  
**Proposal #:** CS230626  
**FOB:** Destination  
**Terms:** See Below

**Bill To:**  
Town of Carmel  
Sewer and Water Districts  
60 McAlpin Ave  
Mahopac, NY 10541

Description	Total
<p>SCADA Computer upgrade at Carmel Sewer District 4 WWTP</p> <p>Includes:</p> <p>1) On site visit to review current machine, confirm licensing is available and review for other software that may be needed</p> <p>2) Configure the new machine to get the system prepared for installing SCADA, and Rockwell RSLogix software.</p> <p>3) Install Wonderware version appropriate to the license you have (I believe it is 2021r2, need to confirm this)</p> <p>4) Install Rockwell RSLogix software as required to work with Wonderware and the plant systems</p> <p>5) Copy projects and programming files from backup to appropriate locations on new machine</p> <p>6) Get Wonderware SCADA project working</p> <p>7) Deliver and install new machine on site at Carmel 4. Test and troubleshoot. (2 Engineers on site)</p> <p>8) Another day on site to address any issues that have occurred and for other support</p> <p>SCADA Computer Hardware:</p> <p>1) Hewlett Packard Z2 G5 Workstation computer with: Intel Core i5 Hexa-core (6 Core) i5-10500 10th Gen 3.10 GHz, 16 GB DDR4 SDRAM RAM, 512 GB SSD, Windows 11 Pro</p> <p>2) Hewlett Packard V24v G5 23.8" Full HD LCD Monitor</p> <p>3) Cables</p> <p>Computer systems at this time are in very tight supply. This particular machine may not be available at the time of order.</p> <p>This proposal is based on information and conditions known at the time of quotation. We reserve the right to revise this proposal through change orders(s) should conditions vary significantly from those known at the time of quotation and require additional work or materials.</p> <p>Quote is valid for 30 days from date of this proposal.</p> <p>Delivery: 1~2 weeks after notice to proceed</p> <p>Payment Terms: 50% with purchase order, balance invoiced on delivery of parts (30 day terms on invoices)</p>	13,251.00T
<u>Subject to Water Solution Supply, LLC Terms and Conditions</u>	<b>Total</b>





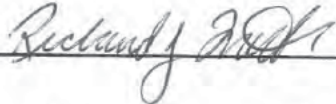
(Cont.)

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

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

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

- ☐ Other (provide explanation):

Purchasing Agent's signature for approval: 

Department Head's signature for approval: 

**NOTICE REQUIREMENT IN SECTION 64 OF THE NEW YORK STATE ABC LAW WITH RESPECT TO A LIQUOR LICENSE FOR DANA'S DINER, LLC D/B/A DANA'S DINER - WAIVED**

WHEREAS, the representatives and/or proprietors of Dana's Diner, 565 Route 6, Suites 1 & 2, Mahopac, New York, have advised of the intention to apply for an on-premises liquor license for which thirty days advance notice of such application must be sent to the municipality, and

WHEREAS, the notice required by Article 5 of the ABC Law may be waived by the Town Board, and

WHEREAS, the Town of Carmel Town Board does not intend to comment upon the application referred to herein;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby waives the thirty-day notice requirement contained in Article 5 of the Alcoholic and Beverage Control Law, and states that it does not intend to offer any comments regarding said application, for a liquor license at the premises referred to herein; and

BE IT FURTHER RESOLVED that Town Clerk Ann Spofford is hereby authorized to sign a Waiver of Said Notice on behalf of the Town of Carmel.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lombardi

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

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**TOWN ASSESSOR GLENN DROESE - ATTENDANCE AT SEMINAR AUTHORIZED - 2023 NYS ASSOCIATION OF ASSESSORS FALL CONFERENCE**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Glenn Droese, Town Assessor, to attend the 2023 NYS Association of Assessors Fall Conference, Saratoga Springs, NY from October 3, 2023 through October 6, 2023; and  
BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel authorizes payment of reasonable and necessary expenses incurred in connection therewith upon audit.

Resolution  
Offered by: Councilman Lombardi  
Seconded by: Councilman Schanil

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

**RESOLUTION IN SUPPORT OF “NEW YORK CITIZENS AUDIT” REQUESTING AN AUDIT OF THE NEW YORK STATE 2022 GENERAL ELECTION - TABLED**

WHEREAS certain residents of the Town of Carmel who are also members of the “New York Citizens Audit” are concerned that the official voter rolls are not kept up-to-date, and are not properly safeguarded against data breaches; and  
WHEREAS on August 2, 2023, at the Carmel Town Board Meeting, members of the “New York Citizens Audit” spoke requesting that the Town Board of the Town of Carmel support the audit of the 2022 New York State General Election;  
NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel supports the efforts by State and local officials to keep voter rolls and information up-to-date, complete, and safeguarded from any data breaches.

Motion to Table  
Offered by: Supervisor Cazzari  
Seconded by: Councilman Schanil

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

Councilman Lombardi explained that one of the reasons why the resolution was being tabled was because the Putnam County Election Commissioners wanted the opportunity to discuss the process with the Town Board at a meeting to be held early in September.  
Supervisor Cazzari added that the two commissioners could not attend this meeting because they are currently both away at a conference.

**HIGHWAY DEPARTMENT - AWARD OF CONTRACT FOR PURCHASE OF BULK DIESEL FUEL AUTHORIZED - GLOBAL MONTELLO GROUP CORP.**

RESOLVED THAT the Town Board of the Town of Carmel, upon the recommendation of Town of Carmel Highway Superintendent Michael Simone, hereby authorizes the award of bid contract for purchase of bulk diesel fuel for the Town of Carmel Highway Department for the period commencing retroactive to August 27, 2021 through August 22, 2024 (Revised April 7, 2023) to Global Montello Group Corp. under

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New York State Office of General Services, Group No. 05602, Award No. 23236 and Contract No. PC69480 at the price set forth therein.

Resolution  
Offered by: Councilman Schanil  
Seconded by: Councilwoman McDonough

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

**PUBLIC HEARING SCHEDULED FOR 9/20/2023 - PROPOSED LOCAL LAW AMENDING CHAPTER 111 OF THE TOWN CODE OF THE TOWN OF CARMEL, ENTITLED "PEDDLING AND SOLICITING"**

RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the scheduling of a Public Hearing, to be held on the 20th day of September, 2023 at 7:00 p.m. or as soon thereafter that evening as possible, on a Local Law amending Chapter 111 of the Town Code of the Town of Carmel, entitled "Peddling and Soliciting"; and  
BE IT FURTHER RESOLVED that Town Clerk Ann Spofford is hereby authorized and instructed to publish and post the necessary notices in the official newspaper of the Town and on the Town bulletin board regarding this Public Hearing.

Resolution  
Offered by: Supervisor Cazzari  
Seconded by: Councilman Schanil and Councilwoman McDonough

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

**ENTRY INTO CONTRACT AGREEMENT FOR ENGINEERING SERVICES AUTHORIZED - J. ROBERT FOLCHETTI & ASSOCIATES, LLC**

RESOLVED, that the Town Board of the Town of Carmel hereby authorizes entry into contract for engineering consulting services to be rendered to the Town of Carmel in form as attached hereto and made a part hereof; and  
BE IT FURTHER RESOLVED that Town Supervisor Michael Cazzari is hereby authorized to execute the extension agreement as authorized herein.  
BE IT FURTHER RESOLVED that Town Comptroller Mary Ann Maxwell is hereby authorized to make any budgetary transfers or modifications required pursuant to this authorization.

Resolution  
Offered by: Councilwoman McDonough  
Seconded by: Councilman Schanil

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

16 AUGUST 2023  
TOWN BOARD MEETING

(Cont.)

J. ROBERT FOLCHETTI & ASSOCIATES, LLC  
CIVIL/ENVIRONMENTAL ENGINEERS

August 1, 2023

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

RE: ENGINEERING DEPARTMENT SUPPORT

Dear Supervisor Cazzari:

Pursuant to Town Engineer Franzetti’s request, we are pleased to submit our proposal for professional engineering services required for the ongoing support of Engineering Department functions. Our understanding of the work requested is as follows:

- Conduct Weekly site inspections for active Planning Board approved projects
- Conduct preliminary review/comment of new Planning Board submittals and Integrated Plot Plans , including:
  - Develop memorandum summarizing submittals reviewed
  - Identify need for regulatory permits/referrals
  - Review drawings based on Town Code/Stormwater Criteria
- Review/comment on RFPs/Bid documents.
- Provide technical consultation related to equipment and operations

- SECTION 1 – PROPOSED SCOPE OF WORK
- SECTION 2 - WORK BY OTHERS
- SECTION 3 - ESTIMATED COSTS AND SCHEDULE
- SECTION 4 - PAYMENT SCHEDULE
- SECTION 5 - ADDITIONAL SERVICES AND LIMITATIONS

SECTION 1 –PROPOSED SCOPE OF WORK

- Task 1 Conduct preliminary review and develop memorandum to the Town Engineer for Integrated Plot Plans, Site Plans, and subdivisions of two (2) lots.
- Task 2 Conduct weekly site inspections of Planning Board approved projects and IPP’s for compliance with NYSDEC MS4 permit requirements. Copies of inspection reports will be emailed to the Town Engineer.

31 Sodom Road  
Brewster, New York 10509  
845-363-1560  
845-582-0485 FAX  
[www.jrfa.com](http://www.jrfa.com)

Hon. Michael Cazzari, Supervisor  
Proposal for Engineering Services  
August 1 , 2023  
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- Task 3 Provide technical comments on RFP’s and other bid documents.
- Task 4 Provide technical consultation related to equipment and operations.
- Task 5 Conduct preliminary review and develop memorandum to the Town Engineer for subdivisions greater than two (2) lots.
- Task 6 Conduct inspections of Planning Board approved projects where infrastructure is proposed for dedication to the Town for compliance with approved plans and specifications

SECTION 2 – WORK BY OTHERS

JRFA’s scope of work, as specified in this proposal, is limited to the Work outlined in Section 1 above with additional work to be performed upon request. JRFA can provide assistance to the Owner/Client in the procurement and coordination of additional services, as required. Where JRFA retains sub-consultants on behalf of the OWNER they will be billed at cost.



(Cont.)

SECTION 3 – ESTIMATED COSTS AND SCHEDULE

The Estimated Engineering Costs for Tasks 1-4 above is \$7,000.00 per month. Tasks 5 & 6, as well as other tasks that may be requested or required, will be scoped individually and costs provided upon identification of scope of work. These costs will not be exceeded without prior authorization of the Owner. JRFA can commence work immediately upon Notice to Proceed.

SECTION 4 – PAYMENT SCHEDULE

We will bill you monthly as the work progresses; payment is expected within 30-days of receipt of our invoices. We reserve the right to discontinue or suspend work if outstanding invoices exceed 45 days.

SECTION 5 – ADDITIONAL SERVICES AND LIMITATIONS

Any work not identified herein is specifically excluded. JRFA will provide an estimated cost for completing any additional services tasks prior to executing the work.


Work containing a Professional Engineer seal and signature will be delivered as hard copy for the Town's use. Where work containing a Professional Engineer seal and signature may be required for delivery to other agencies. Work, or copies thereof, containing Professional Engineer seal and signature will not be transmitted electronically to, or by, the Town's representatives.

Hon. Michael Cazzari, Supervisor  
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We are available to discuss any aspect of this proposal with you at your convenience. If this proposal is satisfactory please execute and return one copy.

Very truly yours,

ENGINEER

 1 AUG '23  
John E. Folchetti, P.E. Date

OWNER or  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
Signature Date

JEF/jac  
Attachment

Cc: PJP  
File

Hon. Michael Cazzari, Supervisor  
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J. ROBERT FOLCHETTI & ASSOCIATES, L.L.C.  
ENGINEERING RATES

<u>CLASSIFICATION</u>	<u>\$ PER HOUR</u>
Principal	\$160.00 - \$210.00
Project Manager	\$150.00 - \$200.00
Project Engineer / Geologist	\$120.00 - \$150.00
Engineer / Designer	\$ 95.00 - \$130.00
Engineer / Inspector	\$ 70.00 - \$100.00
Other Technical Personnel	\$ 75.00 - \$100.00

**16 AUGUST 2023  
TOWN BOARD MEETING**

(Cont.)

**REIMBURSABLES**

- Travel, Subsistence and Incidentals
- Use of motor vehicles on a mileage basis, consistent with IRS allowances
- Reproduction costs
- Postage and shipping for project related materials
- Rental charges for equipment, including equipment owned by the Engineer
- Cost of acquiring any other materials or services specifically for and applicable to this project. This includes any special requests for Accounting backup or support.
- Subconsultants, as required, will be billed at cost plus 5%.

These rates are guaranteed through December 31, 2023.

**COMMENTS/ANNOUNCEMENTS**

Supervisor Cazzari announced that there is currently a vacancy on the Zoning Board of Appeals. Interested residents should mail or email their letters of interest and resumes to Town Supervisor Michael Cazzari by September 15, 2023. Further information is available on the Town of Carmel's website.

Supervisor Cazzari announced that there is also a vacancy on the Planning Board. Interested residents should mail or email their letters of interest and resumes to Town Supervisor Michael Cazzari by September 8, 2023. Further information is available on the Town of Carmel's website.

Councilman Lombardi announced that the Italian American Club of Mahopac's "Ferragosto, an Evening in the Piazza" will take place on August 19, 2023 from 4:00 p.m. to 9:00 p.m. at the Mahopac Chamber Park. It will feature food, entertainment, children's rides, music, and more.

**ADJOURNMENT**

All agenda items having been addressed, on motion by Councilwoman McDonough, seconded by Councilman Schanil, with all Town Board members present in agreement, the meeting was adjourned at 7:35 p.m. to the scheduled Work Session.

Respectfully submitted,

Ann Spofford, Town Clerk