

13 DECEMBER 2023

**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 13th day of December 2023 at 7:04 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 from the roll call; his resignation statement noted below was read by Supervisor Cazzari.

Supervisor Cazzari noted that this would be the last voting meeting of the year. He also invited all residents to view the beautiful holiday decorations at Town Hall and thanked the Mahopac Flower Shop and Chief of Staff Ann Pasquerello for the coordinating the great work on the decorations.

The Pledge of Allegiance to the Flag was observed prior to the start of official business. A moment of silence was held to remember all of the military fighting for our safety and all of the first responders.

Supervisor Cazzari read the following resignation letter from Stephen Baranowski:

December 13, 2023

Statement by Councilman Baranowski

Dear Colleagues and Residents:

I have some important personal news to announce. I have asked Supervisor to read my statement at tonight's Board meeting.

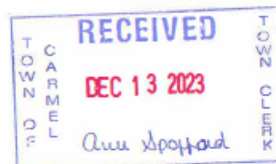
I recently made a final decision to resign my position as Town Councilman to focus on my health and to help take care of a family member with dementia. My decision is effective immediately.

I had been wrestling with this decision for some time and it has been very difficult. With all of the challenges and issues we face as adults it is important to always put our families and our health first. This sometimes forces us to make difficult decisions as regards our priorities.

It has been a pleasure serving the people of the Town of Carmel the last few years and I am grateful for all of the support you have given me. I am very confident that my colleagues will continue to move the Town forward.

Thank you.

Stephen Baranowski
12/13/23



Supervisor Cazzari thanked Councilman Baranowski for his service in the military and on the Town Board and noted that he will be missed.

PUBLIC COMMENTS

No member of the public wished to comment at this time.

Supervisor Cazzari announced that the Board met in Executive Session at 6:30 with Kieran Boyle of Brown and Brown Insurance to discuss a workers compensation proposal contractual issue.

13 DECEMBER 2023
TOWN BOARD MEETING

PUBLIC HEARING HELD TO HEAR OBJECTIONS TO ASSESSMENT ROLLS FOR THE OPERATION AND MAINTENANCE OF THE IMPROVEMENTS OF THE GARBAGE, SEWER AND WATER DISTRICTS FOR FISCAL YEAR 2024

With no one present in objection, reading of the following Notice of Public Hearing as published in the Town’s official newspapers was waived.

PUBLIC NOTICE

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Carmel, pursuant to Town Law Section 202-a will conduct a Public Hearing at the Town Hall, 60 McAlpin Avenue, Mahopac, New York on Wednesday, December 13, 2023 at 7:00 PM or as soon thereafter that evening as possible for the following purpose:

To consider the 2024 Tentative Assessment Rolls of Carmel Sewer Districts #1, #2, #3, #4, #5, #6, #7, #8 and extensions thereto as well as Carmel Water Districts #1,

#2, #3, #4, #5, #6, #7, #8, #9, #10, #12, #13, #14
and extensions thereto as well as the Town of Carmel Garbage District

BE IT FURTHER NOTICED, that the 2024 Tentative Assessment Rolls may be inspected at the Town Hall, 60 McAlpin Avenue, Mahopac, New York during normal business hours.

At said Public Hearing, all interested persons shall be heard on the subject thereof. The Town Board will make every effort to assure that the Public Hearing is accessible to persons with disabilities. Anyone requiring special assistance and/or reasonable accommodations should contact the Town Clerk.

By Order of the Town Board of the Town of Carmel
Ann Spofford, Town Clerk

On motion by Councilman Lombardi, seconded by Councilwoman McDonough, with all Town Board Members present in agreement, Supervisor Cazzari opened the Public Hearing for public comment at 7:08 p.m. Thirty (30) people were in attendance.

With no one present wishing to be heard on the subject of the Public Hearing, on motion by Councilman Lombardi, seconded by Councilwoman McDonough, with all members of the Town Board present and in agreement, the Public Hearing was closed at 7:09 p.m.

PUBLIC HEARING HELD - 2024 CONTRACTS FOR FIRE PROTECTION AND AMBULANCE SERVICES

With no one present in objection, reading of the following Notice of Public Hearing as published in the Town’s official newspaper was waived.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Carmel will conduct a Public Hearing on the Fire Protection Contracts and the Ambulance District Contracts for the year 2023, to be held on the 13th day of December, 2023 at the Town Hall, 60 McAlpin Avenue, Mahopac, New York at 7:00 p.m. or soon thereafter that evening as possible; said contracts to be advertised and posted as follows:

Contractor	Services	Not to Exceed
Mahopac Falls Volunteer Fire Department, Inc.	Fire Protection- Fire Protection Dist. #1	\$915,500.00
Mahopac Volunteer Fire Department, Inc.	Fire Protection- Fire Protection Dist. #2	\$1,650,000.00
Carmel Fire District & Carmel Fire Department, Inc.	Fire Protection- Fire Protection Dist. #3	\$957,000.00
Carmel Volunteer Ambulance Corps	Ambulance Service Carmel Ambulance District #1	\$495,000.00
North Salem Volunteer Ambulance Corps	Ambulance Services Carmel Ambulance District #1	\$13,500.00

At said Public Hearing, all interested persons shall be heard on the subject thereof. The Town Board will make every effort to assure that the Public Hearing is accessible to persons with disabilities. Anyone requiring special assistance and/or reasonable accommodations should contact the Town Clerk.

By Order of the Town Board of the Town of Carmel
Ann Spofford, Town Clerk

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On motion by Councilman Lombardi, seconded by Councilwoman McDonough, Supervisor Cazzari opened the Public Hearing for public comment at 7:09 p.m. Thirty (30) people were in attendance.

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(Cont.)

With no one present wishing to be heard on the subject of the Public Hearing, on motion by Councilman Lombardi, seconded by Councilwoman McDonough, with all members of the Town Board present and in agreement, the Public Hearing was closed at 7:10 p.m.

Supervisor Cazzari thanked Michael Simone for his 26 years of service to the Town and also Ann Spofford for her 27 years of service.

Supervisor Cazzari also thanked Councilman Robert Schanil for his four years of dedicated public service as a Councilman and Deputy Supervisor and presented him with a plaque acknowledging his service.

Councilman Schanil thanked the Town Board and the community for all of their support and friendship. He also thanked his wife and children, as well as all of the wonderful organizations throughout the community and all of the employees of Town Hall. He also congratulated newly elected Councilman Robert Kearns and Highway Superintendent Michael Stern and wished them well.

Former Supervisor Ken Schmitt thanked Councilman Schanil for his years of service and wished him all the best.

Supervisor Cazzari also thanked Anne Pasquerello for her 22 years of service to the Town. He presented her with a plaque acknowledging her for many years of service.

New York State Assemblyman Matt Slater and Putnam County Legislator Erin Crowley also acknowledged Councilman Schanil, Chief of Staff Ann Pasquerello, Town Clerk Ann Spofford and Highway Superintendent Michael Simone for their many years of service. Assemblyman Slater presented Citations from the New York State Assembly.

MINUTES OF TOWN BOARD MEETINGS HELD ON 11/1/2023, 11/15/2023 AND 12/6/2023 - ACCEPT AS SUBMITTED BY THE TOWN CLERK

On motion by Councilman Lombardi, seconded by Councilwoman McDonough, with all members of the Town Board present and voting “aye”, the minutes of the Town Board meeting held on November 1st, November 15th, and December 6th, 2023 were accepted as submitted by the Town Clerk.

PROBATIONARY APPOINTMENT OF POLICE OFFICER MADE - JAKE TALBERT - EFFECTIVE 1/1/2024

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the Police Department hereby appoints Jake Talbert to the position of Police Officer, effective January 1, 2024 on a 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 and Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
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 thanked Councilman Schanil and Chief of Staff Anne Pasquerello for their service and their support of the Carmel Police Department.

(Cont.)

Chief Hoffman spoke about Jake Talbert and stated that he is a Mahopac High School graduate with a degree in Criminal Justice from SUNY Oneonta. He served as a Corrections Officer in New York City Department of Corrections and Putnam County Sheriff's Office.

Supervisor Cazzari administered Police Officer Talbert's oath of office and the members of Town Board congratulated him on his appointment.

LEASING OF COPIERS AUTHORIZED - KONICA MINOLTA - ESTIMATED AGGREGATE ANNUAL COST OF \$18,286.26

WHEREAS, the Town Board of the Town of Carmel had previously authorized the solicitation of proposals for the replacement of copying and scanning machinery and equipment in the Town of Carmel Town Hall; and

WHEREAS, said proposals have been received and reviewed by the Office of the Town Comptroller as well as the Town Board.

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the lease of eight (8) copying units from Konica Minolta for the Town Hall facilities, including the Police Department, and Recreation Department at an estimated aggregate annual cost of \$18,286.26;

BE IT FURTHER RESOLVED that the Town Supervisor, Michael Cazzari is authorized to sign all necessary documents to lease said equipment at the terms and conditions set forth herein; and

BE IT FURTHER RESOLVED that the Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget revisions to effect the aforesaid lease transactions.

Resolution

Offered by: Councilman Schanil

Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
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>

BUDGET MODIFICATIONS/REVISIONS FOR THE PERIOD ENDING 11/3/2023 - #2023/05 - AUTHORIZED

WHEREAS the Town Comptroller, Mary Ann Maxwell has reviewed the proposed Budget Revisions for the period ending November 30, 2023 with the Town Board which are detailed and explained on the attached Budget Revisions Schedule #2023/05; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the Budget Modifications/Revisions for the period ending November 30, 2023 as shown itemized on schedule #2023/05 which is attached hereto, incorporated herein and made a part hereof.

Resolution

Offered by: Supervisor Cazzari

Seconded by: Councilwoman McDonough and Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
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>

13 DECEMBER 2023
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL
BUDGET REVISIONS SEPTEMBER-NOVEMBER 2023
#2023/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION		INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
	GENERAL FUND				
1	100.1410.0080	TOWN CLERK EMPLOYEE BENEFITS		3,000.00	
	100.1640.0084	CENTRAL GARAGE HEALTH INSURANCE		2,400.00	
	100.1910.0040	INSURANCE EXPENSE		50,500.00	
	100.3310.0084	SIGN CONTROL HEALTH INSURANCE		2,400.00	
	100.5010.0080	HIGHWAY ADMIN EMPLOYEE BENEFITS		7,400.00	
	100.8090.0084	RECYCLING HEALTH INSURANCE		2,400.00	
	100.1010.0080	TOWN BOARD EMPLOYEE BENEFITS			3,000.00
	100.1315.0080	COMPTROLLER EMPLOYEE BENEFITS			7,400.00
	100.1640.0080	CENTRAL GARAGE EMPLOYEE RETIREMENT			2,400.00
	100.3310.0083	SIGNS WORKERS COMPENSATION			1,700.00
	100.3310.0020	SIGNS EQUIPMENT EXPENSE			700.00
	100.8090.0083	RECYCLING WORKERS COMPENSATION			2,400.00
	100.1989.9909	APPROPRIATED FUND BALANCE	*	50,500.00	
		- PROVIDE AND TRANSFER FOR EMPLOYEE BENEFITS AND HEALTH INSURANCE			
2	100.1110.0019	JUSTICE COURT OTHER COMPENSATION		1,538.00	
	100.1315.0019	COMPTROLLER OTHER COMPENSATION		2,903.00	
	100.7020.0019	RECREATION OTHER COMPENSATION		2,482.00	
	100.1989.9877	FUND BALANCE FOR COMPENSATED ABSENCES	*	6,923.00	
		- PROVIDE FOR PAYOUT OF ACCRUED VACATION TIME			
3	100.1620.0022	BUILDING SPECIAL EQUIPMENT		16,271.00	
	100.1989.9871	EQUIPMENT RESERVE	*	16,271.00	
		- PROVIDE FOR THE PURCHASE OF A PICKUP TRUCK FOR THE MAINTENANCE DEPARTMENT			
4	100.1930.0040	CERTIORARI SETTLEMENTS		10,000.00	
	100.1989.9876	RESERVE FOR CERTIORARI SETTLEMENTS	*	10,000.00	
		- PROVIDE FOR CERTIORARI SETTLEMENTS AND ERRONEOUS ASSESSMENTS			
5	100.3120.0012	POLICE OVERTIME		147,500.00	
	100.3120.0015	POLICE EDUCATION STIPENDS		1,600.00	
	100.3120.0016	POLICE HOLIDAY PAY		30,000.00	
	100.3120.0086	POLICE RETIREE HEALTH INS		55,100.00	
	100.3121.0012	LAKE PATROL OVERTIME		5,000.00	
	100.3121.0041	LAKE PATROL BOAT FUEL		300.00	
	100.3123.0012	COMMUNITY POLICE OVERTIME		20,000.00	
	100.3120.0011	POLICE UNIFORM STAFF PAY			44,000.00
	100.3120.0013	POLICE TEMP STAFF PAY			5,000.00
	100.3120.0018	POLICE NIGHT DIFFERENTIAL PAY			12,000.00
	100.3120.0027	POLICE OTHER EQUIPMENT			40,000.00
	100.3120.0044	POLICE CONSULTING SERVICES			40,000.00
	100.3120.0046	POLICE RENTALS/LEASES			20,000.00
	100.3120.0080	POLICE NON UNIFORM RETIREMENT EXPENSE			17,000.00
	100.3120.0083	POLICE WORKERS COMP EXPENSE			6,000.00
	100.3120.0084	POLICE HEALTH INSURANCE EXPENSE			68,200.00
	100.3120.0085	POLICE DENTAL/OPTICAL EXPENSE			2,000.00
	100.3121.0040	LAKE PATROL CONTRACTUAL EXPENSES			300.00
	100.1989.3315	STATE AID NAV LAW ENFORCEMENT	*	5,000.00	
		- PROVIDE AND TRANSER FOR POLICE OVERTIME AND BENEFITS			
6	100.3120.0027	POLICE OTHER EQUIPMENT		2,253.90	
	100.1989.2681	INSURANCE RECOVERY – ASSET	*	2,253.90	
		- PROVIDE FOR THE REPLACEMENT OF A DAMAGED LICENSE PLATE READER FROM INSURANCE CLAIM			
7	100.3120.0027	POLICE OTHER EQUIPMENT		2,352.00	
	100.3120.0046	POLICE RENTALS/LEASES			819.00
	100.1989.2681	INSURANCE RECOVERY – ASSET	*	1,533.00	
		- PROVIDE AND TRANSFER FOR COMPUTER/RADIO GATEWAY DEVICE FROM INSURANCE CLAIM AND EQUIPMENT RENTALS/LEASES			
8	100.3120.0029	SPECIAL EQUIP GRANTS- SEIZED ASSETS		12,915.00	
	100.3120.0029	SPECIAL EQUIP GRANTS- SEIZED ASSETS		5,855.00	
	100.1989.9909	APPROPRIATED FUND BALANCE	*	18,770.00	
		- PROVIDE FOR THE PURCHASE OF PISTOLS AND OPTICS FROM 2021 POLICE DISCOVERY GRANT			

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(Cont.)

TOWN OF CARMEL
BUDGET REVISIONS SEPTEMBER-NOVEMBER 2023
#2023/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION		INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
9	100.7310.0045	YOUTH SELF SUSTAINING PROGRAMS		15,000.00	
	100.1989.2050	PARK SELF SUSTAINING FEES	*	15,000.00	
		- PROVIDE FOR YOUTH PROGRAMS FROM REVENUE RECEIVED			
10	100.1010.0040	TOWN BOARD CONTRACTUAL EXPENSES		300.00	
	100.1110.0046	JUSTICE COURT INTERPRETING SERVICES		3,000.00	
	100.1620.0021	BUILDING MOTOR VEHICLES		10,700.00	
	100.1620.0044	BUILDING MAINTENANCE CONTRACTS		2,000.00	
	100.1680.0040	INFORMATION TECH CONTRACTUAL EXPENSES		6,000.00	
	100.3010.0040	PUBLIC SAFETY CONTRACTUAL EXPENSES		7,000.00	
	100.5132.0046	HIGHWAY GARAGE ALARM		550.00	
	100.8010.0040	ZONING CONTRACTUAL EXPENSES		100.00	
	100.8510.0040	PARK BEAUTIFICATION		2,000.00	
	100.8810.0040	CEMETERIES CONTRACTUAL EXPENSES		2,850.00	
	100.1010.0046	TOWN BOARD CONSULTING SERVICES			7,000.00
	100.1010.0080	TOWN BOARD EMPLOYEE BENEFITS			300.00
	100.1110.0047	JUSTICE COURT TRAINING EXPENSES			3,000.00
	100.1620.0045	BUILDING GROUNDS SPECIAL IMPROVEMENTS			17,550.00
	100.1680.0020	INFORMATION TECH EQUIPMENT			6,000.00
	100.5132.0044	HIGHWAY GARAGE PROPERTY LEASE			550.00
	100.8010.0080	ZONING EMPLOYEE BENEFITS			100.00
		- TRANSFER FOR MISCELLEANOUS EXPENSES WITHIN THE GENERAL FUND			
11	100.1010.0086	TOWN BOARD RETIREES HEALTH INSURANCE		200.00	
	100.1110.0086	JUSTICE COURT RETIREES HEALTH INSURANCE		1,600.00	
	100.1220.0086	SUPERVISOR RETIREES HEALTH INSURANCE		200.00	
	100.1355.0086	ASSESSOR RETIREES HEALTH INSURANCE		8,700.00	
	100.1410.0086	TOWN CLERK RETIREES HEALTH INSURANCE		1,200.00	
	100.1440.0086	ENGINEERING RETIREES HEALTH INSURANCE		11,500.00	
	100.5010.0086	HIGHWAY ADMIN RETIREES HEALTH INSURANCE		1,600.00	
	100.8090.0086	RECYCLING RETIREES HEALTH INSURANCE		500.00	
	100.1010.0080	TOWN BOARD EMPLOYEE BENEFITS			200.00
	100.1110.0020	JUSTICE COURT EQUIPMENT			1,600.00
	100.1220.0080	SUPERVISOR EMPLOYEE BENEFITS			200.00
	100.1355.0046	ASSESSOR CONSULTING SERVICES			2,000.00
	100.1355.0080	ASSESSOR EMPLOYEE BENEFITS			6,700.00
	100.1410.0046	TOWN CODE PUBLICATIONS			1,200.00
	100.1440.0080	ENGINEERING EMPLOYEE BENEFITS			11,500.00
	100.5010.0013	HIGHWAY ADMIN TEMPORARY STAFF			1,600.00
	100.8090.0083	RECYCLING WORKERS COMPENSATION			500.00
		- TRANSFER FOR THE INCREASE IN COST OF RETIREE HEALTH INSURANCE			
12	100.1320.0044	AUDIT EXPENSES		7,900.00	
	100.1315.0080	COMPTROLLER EMPLOYEE BENEFITS			7,900.00
		- TRANSFER FOR COST OF SOFTWARE TO COMPLY WITH GASB 96 AND 2023 AUDIT			
13	100.1420.0042	JUSTICE COURT PROSECUTION		4,000.00	
	100.1420.0048	DEFENSE LEGAL SERVICES		30,000.00	
	100.1420.0043	SPECIAL COUNSEL BOARDS			2,000.00
	100.1420.0044	LABOR LEGAL SERVICES			19,000.00
	100.1420.0047	CERTIORARI LEGAL SERVICES			13,000.00
		- TRANSFER FOR LEGAL SERVICES			
14	100.1440.0013	ENGINEERING TEMPORARY STAFF		7,500.00	
	100.1440.0046	ENGINEERING CONSULTANT		31,500.00	
	100.1440.0011	ENGINEERING STAFF			39,000.00
		- TRANSFER FOR TEMPORARY STAFF AND CONSULTANT SUPPORT FOR ENGINEERING DEPARTMENT FUNCTIONS			
15	100.3120.0020	POLICE UNIFORMS		20,000.00	
	100.3120.0021	POLICE MOTOR VEHICLES		35,000.00	
	100.3120.0027	POLICE OTHER EQUIPMENT			15,000.00
	100.3120.0046	POLICE RENTALS/LEASES			20,000.00
	100.3121.0020	LAKE PATROL EQUIPMENT			20,000.00
		- TRANSFER FOR VEHICLE PURCHASE AND UPFITTING AND FOR POLICE UNIFORMS			

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(Cont.)

TOWN OF CARMEL
BUDGET REVISIONS SEPTEMBER-NOVEMBER 2023
#2023/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION		INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
16	100.7020.0012	RECREATION ADMIN STAFF OVERTIME		6,000.00	
	100.7020.0040	RECREATION ADMIN CONTRACTUAL EXPENSES		4,000.00	
	100.7020.0086	RECREATION ADMIN RETIREE HEALTH INSURANCE		1,000.00	
	100.7110.0012	PARK STAFF OVERTIME		4,000.00	
	100.7110.0040	PARK CONTRACTUAL EXPENSES		20,400.00	
	100.7110.0086	PARK RETIREE HEALTH INSURANCE		3,600.00	
	100.7112.0042	MCDONOUGH FIELDS UTILITY EXPENSE		2,500.00	
	100.7112.0045	MCDONOUGH FIELDS PARK IMPROVEMENTS		20,000.00	
	100.7113.0040	CHAMBER PARK CONTRACTUAL EXPENSES		4,000.00	
	100.7115.0040	AIRPORT PARK CONTRACTUAL EXPENSES		2,000.00	
	100.7118.0040	BALDWIN MEADOWS CONTRACTUAL EXPENSES		1,000.00	
	100.7120.0012	FARMERS MARKET OVERTIME		500.00	
	100.7120.0013	FARMERS MARKET TEMPORARY STAFF		3,100.00	
	100.7140.0080	PLAYGROUND EMPLOYEE BENEFITS		100.00	
	100.7180.0020	BEACH EQUIPMENT		1,100.00	
	100.7020.0013	RECREATION ADMIN TEMPORARY STAFF			7,000.00
	100.7110.0013	PARK MAINTENANCE TEMPORARY STAFF			21,600.00
	100.7112.0041	MCDONOUGH SKATE PARK			20,000.00
	100.7113.0042	CHAMBER PARK UTILITY EXPENSE			4,000.00
	100.7115.0042	AIRPORT PARK UTILITY EXPENSE			4,500.00
	100.7118.0042	BALDWIN MEADOWS UTILITY EXPENSE			1,000.00
	100.7180.0013	BEACH TEMPORARY STAFF			10,600.00
	100.7140.0013	PLAYGROUND TEMPORARY STAFF			4,600.00
		- TRANSFER FOR MISCELLEANOUS RECREATION EXPENSES			
HIGHWAY FUND					
17	500.5130.0041	MACHINERY REPAIR CAPITAL EXPENSE		345.60	
	500.5130.0041	MACHINERY REPAIR CAPITAL EXPENSE		738.21	
	500.5010.2650	SALE OF SCRAP AND MATERIALS	*	345.60	
	500.5010.2650	SALE OF SCRAP AND MATERIALS	*	738.21	
		- PROVIDE FOR THE PURCHASE OF CAPITAL MACHINERY FROM THE SALE OF RETIRED VEHICLES			
18	500.5110.0012	GENERAL REPAIR LABOR OVERTIME		5,000.00	
	500.5110.0045	CONTRACTED CAPITAL IMPROVEMENTS		47,000.00	
	500.5010.4321	FEDERAL AID – FEMA	*	52,000.00	
		- PROVIDE FOR JULY STORM RELATED COSTS – FEMA			
19	500.5110.0012	GENERAL REPAIR LABOR OVERTIME		3,000.00	
	500.5110.0041	GENRAL REPAIR GAS AND FUEL		10,000.00	
	500.5110.0084	GENERAL REPAIR HEALTH INSURANCE		6,500.00	
	500.5110.0086	GENERAL REPAIR RETIREE HEALTH INSURANCE		6,200.00	
	500.5130.0084	MACHINERY REPAIR HEALTH INSURANCE		6,200.00	
	500.5140.0020	WEEDS AND BRUSH TOOLS		2,000.00	
	500.5140.0041	WEEDS AND BRUSH GAS AND FUEL		6,000.00	
	500.5140.0084	WEEDS AND BRUSH HEALTH INSURANCE		7,200.00	
	500.5142.0084	SNOW REMOVAL HEALTH INSURANCE		9,600.00	
	500.5110.0083	GENERAL REPAIR WORKERS COMPENSATION			25,700.00
	500.5130.0080	MACHINERY REPAIR EMPLOYEE RETIREMENT			6,200.00
	500.5140.0080	WEEDS AND BRUSH EMPLOYEE RETIREMENT			9,000.00
	500.5140.0083	WEEDS AND BRUSH WORKERS COMPENSATION			5,000.00
	500.5142.0080	SNOW REMOVAL EMPLOYEE RETIREMENT			2,800.00
	500.5142.0083	SNOW REMOVAL WORKERS COMPENSATION			8,000.00
		- TRANSFER FOR MISCELLANEOUS EXPENSES WITHIN THE HIGHWAY FUND			
20	500.5112.0020	C.H.I.P.S. CONTRACTUAL EXPENSES		1,000.00	
	500.5112.0012	C.H.I.P.S. OVERTIME			1,000.00
		- TRANSFER FOR C.H.I.P.S. CONTRACTUAL EXPENSES			
CARMEL FIRE PROTECTION DIST #1					
21	301.9025.0040	LOSAP ADMIN EXPENSE		500.00	
	301.9025.0090	LOSAP CONTRIBUTION EXPENSE		10,000.00	
	301.3410.0099	WORKERS COMP INSURANCE EXPENSE			10,500.00
		- TRANSFER FOR LOSAP PLAN EXPENSE			

13 DECEMBER 2023
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL
BUDGET REVISIONS SEPTEMBER-NOVEMBER 2023
#2023/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
		CARMEL FIRE PROTECTION DIST #2		
22	302.9025.0040	LOSAP ADMIN EXPENSE	100.00	
	302.9025.0090	LOSAP CONTRIBUTION EXPENSE	25,000.00	
	302.3410.0048	OTHER EXPENDITURES		2,800.00
	302.3410.0099	WORKERS COMP INSURANCE EXPENSE		22,300.00
		- TRANSFER FOR LOSAP PLAN EXPENSE		
		TEAKETTLE LAKE PARK DISTRICT		
23	403.7140.0020	EQUIPMENT	1,000.00	
	403.7140.0041	LAKE TREATMENT	2,000.00	
	403.7140.0045	MAINTENANCE CONTRACT	50.00	
	403.7140.0054	CAPITAL EXPENDITURES		3,050.00
		-TRANSFER FOR DISTRICT EXPENSES		
		LAKE SECOR PARK DISTRICT		
24	404.7140.0040	CONTRACTUAL REPAIRS	8,700.00	
	404.7140.0042	UTILITIES	250.00	
	404.7140.0047	REFUSE DISPOSAL	25.00	
	404.7140.0013	TEMPORARY LABOR		1,530.00
	404.7140.0020	EQUIPMENT		750.00
	404.7140.0041	SUPPLIES & MATERIALS		1,500.00
	404.7140.0048	OTHER EXPENDITURES		195.00
	404.7140.0099	REPAIR RESERVE		2,000.00
	404.7140.9909	APPROPRIATED FUND BALANCE	*	3,000.00
		- PROVIDE AND TRANSFER FOR DISTRICT EXPENSES		
		MISCELLANEOUS WATER AND SEWER DISTRICTS		
25	605.8310.0020	EQUIPMENT	9,204.48	
	605.8310.0047	EMERGENCY REPAIRS	2,800.00	
	606.8310.0020	EQUIPMENT	11,397.28	
	606.8310.0047	EMERGENCY REPAIRS	2,361.00	
	704.8130.0020	EQUIPMENT	136,749.53	
	704.8130.0040	CONTRACTUAL REPAIRS	23,508.00	
	605.8310.2681	INSURANCE RECOVERY	*	12,004.48
	606.8310.2681	INSURANCE RECOVERY	*	13,758.28
	704.8130.2681	INSURANCE RECOVERY	*	160,257.53
		- PROVIDE FOR EQUIPMENT AND EMERGENCY REPAIRS FROM INSURANCE CLAIM		
		CARMEL WATER DISTRICT #2		
26	602.8310.0020	EQUIPMENT	7,500.00	
	602.8310.0040	CONTRACTUAL REPAIRS	3,000.00	
	602.8310.0041	CHEMICAL EXPENSES	10,000.00	
	602.8310.0047	EMERGENCY REPAIRS	60,000.00	
	602.8310.0048	OTHER OPERATING EXPENSES	8,600.00	
	602.8310.0046	PURCHASE OF WATER		65,100.00
	602.8310.0099	REPAIR RESERVE		24,000.00
		-TRANSFER FOR DISTRICT EXPENSES		
		CARMEL WATER DISTRICT #3		
27	603.8310.0047	EMERGENCY REPAIRS	10,000.00	
	603.8310.0048	OTHER OPERATING EXPENSES	2,000.00	
	603.8310.0099	REPAIR RESERVE		12,000.00
		-TRANSFER FOR DISTRICT EXPENSES		

13 DECEMBER 2023
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL
BUDGET REVISIONS SEPTEMBER-NOVEMBER 2023
#2023/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
	CARMEL WATER DISTRICT #4			
28	604.8310.0020	EQUIPMENT	1,000.00	
	604.8310.0040	CONTRACTUAL EXPENSES	2,500.00	
	604.8310.0047	EMERGENCY REPAIRS	7,450.00	
	604.8310.0041	CHEMICAL EXPENSES		1,000.00
	604.8310.0099	REPAIR RESERVE		1,950.00
	604.8310.9909	APPROPRIATED FUND BALANCE	*	8,000.00
		- PROVIDE AND TRANSFER FOR DISTRICT EXPENSES		
	CARMEL WATER DISTRICT #6			
29	606.8310.0020	EQUIPMENT	14,948.40	
	606.8310.0047	EMERGENCY REPAIRS	7,820.00	
	606.8310.2681	INSURANCE RECOVERY	*	22,768.40
		- PROVIDE FOR EQUIPMENT AND EMERGENCY REPAIRS FROM INSURANCE CLAIM		
	CARMEL WATER DISTRICT #7			
30	607.8310.0020	EQUIPMENT	4,781.00	
	607.8310.0047	EMERGENCY REPAIRS	4,100.00	
	607.8310.2681	INSURANCE RECOVERY	*	8,881.00
		- PROVIDE FOR EQUIPMENT AND EMERGENCY REPAIRS FROM INSURANCE CLAIM		
31	607.8310.0047	EMERGENCY REPAIRS	4,900.00	
	607.8310.0099	REPAIR RESERVE		4,900.00
		- TRANSFER FOR EMERGENCY REPAIRS		
	CARMEL WATER DISTRICT #8			
32	608.8310.0040	CONTRACTUAL EXPENSES	2,050.00	
	608.8310.0041	CHEMICAL EXPENSES	3,000.00	
	608.8310.0047	EMERGENCY REPAIRS	5,430.00	
	608.8310.0020	EQUIPMENT		2,050.00
	608.8310.0042	UTILITIES		3,000.00
	608.8310.0099	REPAIR RESERVE		5,430.00
		-TRANSFER FOR DISTRICT EXPENSES		
	CARMEL WATER DISTRICT #9			
33	609.8310.0040	CONTRACTUAL EXPENSES	2,000.00	
	609.8310.0047	EMERGENCY REPAIRS	8,500.00	
	609.8310.0020	EQUIPMENT		9,500.00
	609.8310.0099	REPAIR RESERVE		1,000.00
		-TRANSFER FOR DISTRICT EXPENSES		
	CARMEL WATER DISTRICT #10			
34	610.8310.0041	CHEMICAL EXPENSES	800.00	
	610.8310.0020	EQUIPMENT		800.00
		-TRANSFER FOR DISTRICT EXPENSES		
	CARMEL WATER DISTRICT #14			
35	614.8310.0042	UTILITIES	2,500.00	
	614.8310.0048	OTHER OPERATING EXPENSES	500.00	
	614.8310.0047	EMERGENCY REPAIRS		3,000.00
		-TRANSFER FOR DISTRICT EXPENSES		

TOWN OF CARMEL
BUDGET REVISIONS SEPTEMBER-NOVEMBER 2023
#2023/05

Budget Revisions September-November 2023 .xls

13 DECEMBER 2023
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL
BUDGET REVISIONS SEPTEMBER-NOVEMBER 2023
#2023/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
	MAHOPAC LIGHTING DISTRICT			
43	751.5182.0040	CONTRACTUAL EXPENSES	700.00	
	751.5182.0049	SERVICES OTHER DEPTS/GOVTS		700.00
		- TRANSFER FOR CONTRACTUAL EXPENSES		
	GENERAL/SPECIAL DISTRICT DEBT FUNDS			
44	810.9770.0070	SRLF INTEREST – LANDFILL	10.00	
	841.9730-0060	BAN PRINCIPAL - LAKE CASSE	6,000.00	
	842.9730.0060	BAN PRINCIPAL - LAKE MAHOPAC	4,000.00	
	843.9730.0060	BAN PRINCIPAL - TEAKETTLE LAKE	4,000.00	
	871.9730.0070	BAN INTEREST CSD #1	200.00	
	884.9730.0070	BAN INTEREST CWD #14	800.00	
	810.9730.0071	BAN INTEREST DRAINAGE		10.00
	841.7140.9909	APPROPRIATED FUND BALANCE - LAKE CASSE	*	6,000.00
	842.7140.9909	APPROPRIATED FUND BALANCE - LAKE MAHOPAC	*	4,000.00
	843.7140.9909	APPROPRIATED FUND BALANCE - TEAKETTLE LAKE	*	4,000.00
	871.8130.9909	APPROPRIATED FUND BALANCE - CSD #1	*	200.00
	884.8310.9909	APPROPRIATED FUND BALANCE - CWD #14	*	800.00
		- PROVIDE AND TRANSFER FOR BAN PRINCIPAL/INTEREST PAYMENTS		
	DOWNTOWN MAHOPAC IMPROVEMENTS CAPITAL PROJECT			
45	916.7140.0044	PROJECT ENGINEERING	530,000.00	
	916.7140.4300	FEDERAL AID – ARPA	*	530,000.00
		- PROVIDE FOR PROJECT ENGINEERING COST FROM ARPA FUNDS		
	LAKE MAHOPAC PARK DISTRICT CAPITAL PROJECT			
46	942.7140.0045	CONTRACT IMPROVEMENTS	300,000.00	
	942.7140.5710	PROCEEDS OF BORROWING	*	300,000.00
		- RECORD 2023 CAPITAL AUTHORIZATION		
	HIGHWAY RESURFACING CAPITAL PROJECT			
47	950.5112.0012	PROJECT OVERTIME	15,000.00	
	950.5112.0048	OTHER PROJECT EXPENDITURES		15,000.00
		- TRANSFER FOR CAPITAL PROJECT COST		
	CARMEL SEWER DISTRICT #4 CAPITAL PROJECT			
48	974.8130.0140	CONTRACTUAL EXPENDITURES	19,370.00	
	974.8130.4300	FEDERAL AID – ARPA	*	19,370.00
		- PROVIDE FOR CSD #4 WATERPROOFING SERVICES COST FROM ARPA FUNDS		
	CARMEL WATER DISTRICT #14 CAPITAL PROJECT			
49	984.8310.0044	PROJECT ENGINEERING	100.00	
	984.8310.0040	CONTRACTUAL EXPENDITURES		100.00
		- TRANSFER FOR PROJECT ENGINEERING COST		

EMERGENCY REPAIRS ACKNOWLEDGED - CARMEL WATER DISTRICT #8 - KUCK EXCAVATING - \$11,233.96 AND CARMEL SEWER DISTRICT #2 - KOESTER ASSOCIATES - ADDITIONAL \$3,285.00 AND CARMEL SEWER DISTRICT #2 - ALL MAKES PUMPS AND MOTOR REPAIR - \$69,360.00

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 revised memorandum of Town Engineer Richard J. Franzetti, P.E. to the Town Board dated December 1, 2023, as attached hereto and made a part thereof.

13 DECEMBER 2023
TOWN BOARD MEETING

(Cont.)

Resolution

Offered by: Councilwoman McDonough
Seconded by: Councilman Schanil

Roll Call Vote	YES	NO
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: December 1, 2023
Re: Emergency Repairs/Services

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 summary of the work that was performed.

Carmel Water District 8

On November 11, 2023 Bee and Jay, the operators for CWD8, notified the Engineering Department of a water leak between the water main and curb valve. It was determined that two (2) saddles had failed. Attached is an invoice from Kuck Excavating in the amount of \$11,233.96 to make the repair. A budget transfer request of funds to provide for this expense therefore there are sufficient funds in the budget for this expense

Carmel Sewer District 2 - Duke Rd Pump Station Pump

On February 7, 2022 Inframark the operator for the CSD 2 alerted the Engineering Department that pump located at the Duke Rd Pump station is not operating correctly.

Inframark obtained a price quote for a replacement pump and an emergency temporary pump to be installed. The temporary pump is needed as the lead time for the new pump is 12-to-16-weeks. This work was deemed an emergency as this pump, if not functioning, could cause a potential compliance issue which would cause the Town of Carmel to be in violation of our State Pollution Discharge Elimination System (SPDES) Permit. As such the Engineering Department authorized the quote for Koester Associates to purchase and install the pump and VFDs in the amount of \$28,190.00. The Board approved this via resolution on March 2, 2022.

The pump was recently delivered and installed in November of 2023. However, the pump cost an additional \$3,285.00 which will require a resolution from the Board for the difference.

Tel: (845) 628-1500 Fax: (845) 628-7085 email rjf@ci.carmel.ny.us
C:\Engineering\Town Board\Emergency Invoices\12-06-23 W9\12-01-23 Emergency Repair Acknowledgment to TB.doc

12-01-2023
Emergency Repairs/Services

Carmel Sewer District 2 – Sand filter feedwell pump

On September 5, 2023 Inframark the operator for the CSD 2 alerted the Engineering Department that another feedwell pump went out of service. Attached is an email sent to the Board regarding the emergency purchase and installation for two (2) pumps.

Per the attached the pumps were installed on November 15, 2023 and the WWTP now has three (3) out of the five (5) pumps in operation. Attached is the invoice in the amount of \$69,360.00 from All Makes Pumps and Motor Repair for the purchase and install of these pumps.

There are sufficient funds in the budget for this work.

(Cont.)

EXHIBIT "B"

Emergency Justification Form

Town of Carmel Procurement Policy

Procurement Policy, Section VI: Emergency Procurement

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

Department: Engineering

Vendor names: Kuck Excavating

Nature of emergency: CWD8 Emergency Saddle Repair

Estimated cost: \$11,233.96

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.

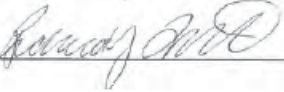
☐ Public buildings, public property, or the life, health, safety or property of the political sub-division's residents were affected.

☐ 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: 

Ed Kuck Excavating Inc

20 Day Road

Carmel, NY 10512

ATTN: ENGINEERING DEPT

TOWN OF CARMEL

CWD 8

INV #

TOC 95-2023

TAX ID -13-3851002

Respond as per BEE & JAY

Job Location: 30 & 31 MAIDSTONE DRIVE

Work Completed 11/12/2023

Start time: End Time: 8 HRS PWOT

EMERGENCY 2 - 1/2" X 8" SADDLE'S ROTTED OFF

Job Description: WATER LEAKING ON EDGE OF ROAD, TRACED OUT SERVICE LINES TO WATER MAIN, SAW CUT ROAD, DUG UP AND EXPOSED TWO SADDLE'S ROTTED ON MAIN. REPLACE BOTH SADDLES, RECONNECTED SERVICE LINES, BACKFILLED WITH ITEM 4 AND COMPACT, NEEDS BLACKTOP AND LAWN RESTORATION

Materials / Equipment/ Labor	Total Hrs,yds,qty	Price per yd,qty, day	Total
Track Hoe MR55	8	\$95.00 per hour	760.00
PG-120		\$175.00 PER HR	
Dump Truck	8	\$100.00 per hour	800.00
Support Vehicle	Day rate	\$155.00 PER DAY	155.00
Chop Saw	Day rate	\$ 70.00	70.00
Jumping Jack	Day rate	\$70.00	70.00
Plate tamper	Day rate	\$70.00	
Mud Sucker	Day rate	\$70.00	70.00
Locater	Day rate	\$70.00	
TRASH PUMP & HOSE	DAY RATE PER UNIT	\$225.00 PER PUMP	
Machine Hammer	Day rate	\$250.00	
Powered drill/hammer	Day rate	\$70.00	
MACHINE OPERATOR	8 HRS X 1 MAN	\$291.27 PER HR	2,330.16
OT 1-1/2			
Machine operator	HRS X MAN	\$194.18 PER HR	
Laborers	HRS X MEN	\$169.30 PER HR	
LABORER OT 1-1/2	8 HRS X 3 MEN	\$253.95 PER HR	6,094.80
Item 4	17 YARDS	\$52.00 per yard	884.00
Seed		\$150.00 bag	
CONCRETE			
Top soil		\$54.00	
Blacktop		\$151.00 per ton	
SHORING BOX		\$500.00	
HAY		\$19.00 bag	
GRAVEL		\$50.00/YARD	
LIGHT TOWER		\$275.00 DAY RATE	
SKYLIFT		90.00 PER HR	
Total			11,233.96

Richard F. French, Jr.
Texas Tech Univ.



$f_{(2,2)} = 6.28, 17.10$
 $f_{(3,2)} = 6.30, 20.07$
 $f_{(4,2)} = 6.28, 21.85$

Office of the Town Engineer
50 Mt. Algon Avenue
Malabar, New York 10441

WATER MAIN BREAK/DAMAGED HYDRANT REPORT

District & Number: CW 7 # 8

Location (street address): 31 MAHARAJA ST

Time and Date of Main Break or Hydrant Damage: 11/11/23

Field Response:

Manpower	HRS	Equipment	HRS
Bus & Driver		Bus & Driver	
Truck	5	Gravel / Asphalt	5
Truck	5	Dump Truck	5
Labor	5	Compactor	5

Water Main: Size: 6 , Material: PC Depth to Main: 34"

Hydrant: _____ Manufacturer & Model: _____

Repair Materials Utilized: Replacement Piston 6x34

Sto: 762 = Struck - Sten-out

Pharmen & Filtered Carbon Systeme -

Cause of Main Break or Hydrant Damage: _____

Description of Damage caused, if any: _____

Future Restoration Required

Pavement:	<input checked="" type="checkbox"/> Sidewalk	<input type="checkbox"/>
Low Area:	<input type="checkbox"/>	<input type="checkbox"/>

☒ Shrubs

Cause of Main Break or Hydrant Damage: _____

Date Repair Completed: 11/11/23

Work Repair Completed 12/18/13 Prepared by [Signature] (Printed Name)

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From: [Esteves, Donna](#)
To: [Franzetti, Richard](#)
Subject: CWD8 Emergency Repair
Date: Wednesday, November 29, 2023 1:40:12 PM
Attachments: [TOC 095-2023 \(2\).pdf](#)

Rich.

Please see attached invoice that will require the Board's acknowledgment. I submitted a budget transfer request of funds to provide for this expense.

Thanks.

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

**RESOLUTION ACKNOWLEDGING EMERGENCY REPAIRS/SERVICES
CARMEL WATER AND SEWER DISTRICTS**

RESOLVED, the Town Board of the Town of Carmel, acting as Commissioners of the various water and sewer districts of the Town of Carmel, hereby acknowledges the emergency performance of water and sewer district collection system/distribution system and treatment facilities repairs as fully detailed in the memorandum of Town Engineer Richard J. Franzetti, P.E. to the Town Board dated February 8, 2022, as attached hereto and made a part thereof.

Resolution

Offered by:	Councilman Schanil
Seconded by:	Councilman Lombardi

Covered by: CONFIDENTIAL: EYES ONLY

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

S
E
A
L

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 2nd day of **March, 2022**; and of the whole thereof.

March 3, 2022
Dated

Ann Spofford

13 DECEMBER 2023
TOWN BOARD MEETING

(Cont.)


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: February 8, 2022
Re: Emergency Repairs/Services

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 2 - Duke Rd Pump Station Pump
On February 7, 2022 Inframark the operator for the CSD 2 alerted the Engineering Department that pump located at the Duke Rd Pump station is not operating correctly. Inframark obtained a price quote for a replacement pump and an emergency temporary pump to be installed. The temporary pump is needed as the lead time for the new pump is 12 to 16 weeks. This work was deemed an emergency as this pump, if not functioning, could cause a potential compliance issue which would cause the Town of Carmel to be in violation of our State Pollution Discharge Elimination System (SPDES) Permit. As such the Engineering Department authorized the quote for Koester associates purchase and install the pump and VFDs in the amount of \$28,190.00.

Currently there are sufficient funds in the 2021 operating budget for this pump.
We request that this memorandum be put into the agenda as a matter of record.

Tel: (845) 628-1500 Fax: (845) 628-7085 email: rjfr@carmelny.us
G:\Engineering\Town Board\Emergency Invoices\02-18-2022\02-08-22 Emergency Repair Acknowledgment to TB.doc



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

Inframark, LLC
2 Renwick Street
Newburgh, NY 12550
United States
T: +1 845 228 0460
www.inframark.com

Date of Request: 2-7-22 Emergency Request

Item requested: Duke Rd. pump station pump and VFD replacement – this has become an emergency as the only remaining pump is now close to failure. This request was submitted last fall and resubmitted in January of this year.

Purpose of item: This is a critical, priority request for replacement of pump and VFD for pump station. The existing pump had to be rebuilt in 2018 and now has failed again. It was looked at for reconditioning but is still not working properly. The new pump should have a better life expectancy.

We need to go with Koester Associates, Inc. Their quote, while higher, includes rental of a temporary pump while waiting for the new pump to arrive, a VFD, and other required items that are not included in the quote from Reiner Pump Systems. Reiner is not able to supply those items. A third quote was not available as this is a specialized pump that is difficult to locate.

Estimated age of equipment to be replaced / repaired: 8 years

Estimated life expectancy of new equipment / repair: 10 years

13 DECEMBER 2023
TOWN BOARD MEETING

(Cont.)

Labor cost for installation and/or repair: 2 mechanics approx. 2 hours each (\$680.00 approx.) Installation of the temporary rental pump is included in Koester's quote.

Vendor #1:	Koester Associates, Inc.	Cost:	\$28,190.00
Vendor #2:	Emergency request	Cost:	
Vendor #3:		Cost:	

Page 1 of 1

Correspondence should be addressed to:
Inframark, LLC

From:

Franzetti, Richard

To:

arn2@ci.carmel.ny.us; Baranowski, Stephen; Cazzari, Michael; Greg Folkhetti; Joanna Terilli; Lombardi, Frank; McDonough, Suzanne; Scharif, Robert; Suzi McDonough Personal

Subject:

09-06-23 FW: Emergency Request Follow Up - CSD2 Sand Filter Building - Feed well Pumps

Date:

Wednesday, September 6, 2023 11:11:00 AM

Attachments:

[Outlook-screenshot.png](#)
[Image001.png](#)
[CSD2 Allmakes Feedwell Pump Quote 2023.pdf](#)
[RE Emergency Request Follow Up - CSD2 Sand Filter Building - Feed well Pumps.msg](#)

Importance:

High

Supervisor Cazzari and Town Board members

Please be advised of the need for feed well pumps at the sand filters. We are now down to one pump at the facility. This is a potential compliance issue and Inframark has been directed to make the purchase as this is deemed an emergency.

There are sufficient funds to make the purchase for two (2) pumps

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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From:

Boyd, Diane <diane.boyd@inframark.com>

Sent:

Tuesday, September 5, 2023 2:18 PM

To:

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

Cc:

Geertsema, Jack <Jack.Geertsema@inframark.com>; Dries, Gabriel <Gabriel.Dries@inframark.com>; Harris, Carrie <Carrie.Harris@inframark.com>; Batz, Michael <michael.batz@inframark.com>; Acosta, Albino <Albino.Acosta@inframark.com>

Subject:

Emergency Request Follow Up - CSD2 Sand Filter Building - Feed well Pumps

Importance:

High

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


Richard,
As we feared, another Feedwell Pump is out of service; Pump #5 broke the shaft that connects the impeller stack to the motor assembly. We pulled the motor assembly out but there is no way to easily remove the rest of the shaft for replacement. The entire vertical turbine pump will have to be removed and possibly replaced as an assembly.

We are now left with only one of five pumps to feed filters 2 & 3. If we have any rain event or issues with the remaining pump, we will have to bypass the Sand Filters and the CMF units (so as to not foul our new membranes).

We have been waiting on a PO approval for the replacement of Pump #3. I've attached the quote from All Makes. This quote is still in good standing but is only for 1 pump. If there is any way we can get approval for 2, just double the quoted price.

This needs to be upgraded to an even greater emergency. Please advise.

Regards,
Diane Boyd | Project Manager



Carmel, NY
(O) 845-565-6182 | (M) 914-256-7425

13 DECEMBER 2023
TOWN BOARD MEETING

(Cont.)

From: Geertsema, Jack <Jack.Geertsema@inframark.com>
Sent: Tuesday, April 18, 2023 10:30 AM
To: Richard Franzetti <rjf@ci.carmel.ny.us>; Esteves, Donna <de@ci.carmel.ny.us>
Cc: Batz, Michael <michael.batz@inframark.com>; Boyd, Diane <diane.boyd@inframark.com>;
Harris, Carrie <carrie.harris@inframark.com>; Dries, Gabriel <gabriel.dries@inframark.com>; Acosta,
Albino <Albino.Acosta@inframark.com>
Subject: Re: CSD2 Sand Filter Building - Feed well Pumps

Good Morning,

On further review it appears pump #3 is in need of an emergency replacement. We currently have very little leeway in terms of pumping capacity. If we have any further setbacks with our remaining pumps, we will be nearing an overflow type scenario. Out of the five pumps currently on site, #3 appears to be one of the oldest and conditionally in the worst shape.

Pump #1 we would like to have diagnosed further by all makes pumps, their availability is about four weeks out though. We'll be having TAM pull together a quote for the replacement of pump #3 asap.

Pump #5 is currently showing signs of an overheating issue on the VFD. We would like to have Danny revisit for diagnostic purposes to see if it's an issue with the motor itself or just the connection between that pump and the VFD.

Jack Geertsema | Lead Operator



Carmel Water Districts 2 | 3 | 12
(M) 845-667-2752 | www.inframark.com

From: Geertsema, Jack <Jack.Geertsema@inframark.com>
Sent: Friday, April 14, 2023 4:16:09 PM
To: Richard Franzetti <rjf@ci.carmel.ny.us>; Esteves, Donna <de@ci.carmel.ny.us>
Cc: Batz, Michael <michael.batz@inframark.com>; Boyd, Diane <diane.boyd@inframark.com>;
Harris, Carrie <carrie.harris@inframark.com>; Dries, Gabriel <gabriel.dries@inframark.com>; Acosta,
Albino <Albino.Acosta@inframark.com>
Subject: CSD2 Sand Filter Building - Feed well Pumps

Just to keep everyone in the loop.

We had to make an emergency call to Dan Owens today regarding our feed well pumps in the CSD2 SF Building. Pumps 1&3 were no longer providing any flow from the feed well. Owens was able to temporarily jump wire pumps 2&4 to run through 1&3's VFDs (as previously discussed 2&4 do not have VFDs of their own...quote pending). This will allow for auto operation of our pumps while we pursue further troubleshooting pumps 1 & 3.

For now, the sand filter building appears to be operating in auto as intended. We'll keep everyone updated as things progress.

Jack Geertsema | Lead Operator

Carmel Water Districts 2 | 3 | 12

From: Geertsema, Jack
To: Franzetti, Richard; Esteves, Donna
Cc: Harris, Carrie; Boyd, Diane; Batz, Michael; Dries, Gabriel; Acosta, Albino; Schroeder, Christopher
Subject: CSD2 - Sand Filter Feed Well Pumps
Date: Wednesday, November 15, 2023 4:53:19 PM

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

Good Afternoon,


All Makes completed the installation of the two sand filter feed well pumps at CSD2 today. Owens was on-site as well to transfer power over from the VFDs we had temporarily jumped. While on-site Owens installed two emergency cut-off switches on two of our pumps. These were previously determined to be outside of code without these switches it was a safety hazard. As it stands he'll need to do the same on the remaining three pumps.

With the addition of these two pumps today we currently have three out five pumps operational. We'll need to order the two VFDs Owens quoted previously to get us squared away on electrical drives. This way we can take full advantage of the four working pumps and be ready for when we replace the remaining broken pump at some point in the future. Let me know if you need Owens VFD quote forwarded over again.

Once we obtain the VFD drives we should be in a fairly stable position for this stage of our process.

Jack Geertsema | Operations Supervisor

Carmel, New York | Water & Wastewater
(M) 845-667-2752 | www.inframark.com


INFRAMARK
 Inframark, LLC
 2 Renwick Street
 Newburgh, NY 12550
 United States
 T: +1 845 228 0480
 www.inframark.com

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

Date of Revised Request: 9-6-23 **Emergency Request** Asset ID #: 2924 Pump; 2925 Motor

Item requested: Qty. (2) Replacement Feed Well Pumps and Motors in the sand filter building. (\$34,680.00 each)

Purpose of item: 6-6-23. Pump #3 is in need of an emergency replacement. We currently have very little leeway in terms of pumping capacity. If we have any further setbacks with our remaining pumps, we will be nearing an overflow type scenario. Out of the five pumps currently on site, #3 appears to be one of the oldest and conditionally in the worst shape. Only two of the five pumps are functioning properly.

Update: 9-9-23. We now only have ONE functioning pump.

We have three different quotes:

All Makes Pump's and TAM Enterprises' quotes are all-inclusive to do everything in one shot: remove current pump and replace with a new one.

Precision's quote is to replace with a new pump, but does not include on site assembly and installation.

Estimated age of equipment to be replaced / repaired: 27 years (pump & motor)

Estimated life expectancy of new equipment / repair: 20 years

Labor cost for installation and/or repair: included (for All Makes Pump & TAM)

Vendor #1:	All Makes Pump & Motor Repair, Inc.	Cost: \$69,360.00
Vendor #2:		Cost:
Vendor #3:		Cost:

Page 1 of 1

Correspondence should be addressed to
Inframark, LLC.

EXHIBIT "B"

Emergency Justification Form
Town of Carmel Procurement Policy

Procurement Policy, Section VI: Emergency Procurement

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

Department: Engineering

Vendor names: All Makes Pump

Nature of emergency: Replacement of (2) Pumps

Estimated cost: \$69,360

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 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:

BOND RETURN AUTHORIZED - LAKE PLAZA SHOPPING CENTER - TAX MAP #65.10-1-45 & 46

WHEREAS the Site Plan Bond application has been made by Heidenberg Properties, LLC c/o Jason Lazar, Closter, New Jersey for return of a construction site bond posted in accordance with the Land Subdivision and/or Zoning Regulations for the Lake Plaza Shopping Center, Tax Map #65.10-1-45 & 46; and

WHEREAS said application had been previously reviewed by the Town Engineer and return of the bond has been previously recommended and approved by the Planning Board;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the return of the aforementioned bond posted for Lake Plaza Shopping Center, The Guarantee Company of North America USA, Bond No. 76141099, in the amount of \$350,000.00.

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
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>

HIGHWAY DEPARTMENT - AWARD OF CONTRACT FOR PAINTING OF REFLECTORIZED PAVEMENT STRIPES AUTHORIZED UNDER PUTNAM COUNTY BID - KS CORPORATION AMENDED 01-03-2024

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 painting of reflectORIZED pavement stripes on Town of Carmel roads for the period of September 1, 2023 through August 31, 2024 from KS Corporation, Rockland, MA, under Putnam County Bid No. RFP-31-23.

Resolution

Offered by: Supervisor Cazzari
Seconded by: Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
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>

WATER RATES SET FOR FISCAL YEAR 2024

RESOLVED THAT the Town Board of the Town of Carmel, upon the recommendation of Town Comptroller, Mary Ann Maxwell, hereby establishes the water use rates for said Water Districts in 2024 in accordance with the schedule attached hereto and made a part hereof.

Resolution

Offered by: Councilwoman McDonough
Seconded by: Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
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>

(Cont.)

ADOPTED WATER RATES 2015 - 2024 (Proposed)

WATER DISTRICT	LOCATION	DISTRICT OPERATOR	2015-2023 ADOPTED CONSUMPTION RATES		2024 PROPOSED CONSUMPTION RATES	
			PER 1,000 GALLONS	PER 1,000 CUBIC FEET	PER 1,000 GALLONS	PER 1,000 CUBIC FEET
			METER =0	METER=1	METER =0	METER=1
CWD #1	MBD HAMLET	Bee & Jay	8.50	63.80	9.00	67.30
CWD #2	CARMEL HAMLET	Savern Trent	4.50	34.50	6.00	44.90
CWD #3	LAKE SECOR	Savern Trent	3.25	24.30	5.00	37.40
CWD #4	LAKE BALDWIN	Bee & Jay	7.50	56.50	8.00	59.85
CWD #5	MAPLE TERRACE	Bee & Jay	7.75	58.25	8.00	59.85
CWD #6	SHELL VALLEY	Bee & Jay	7.50	56.50	8.00	59.85
CWD #7	IVY HILLS	Bee & Jay	5.50	41.25	6.50	48.60
CWD #8	MAHOPAC RIDGE	Bee & Jay	8.75	65.60	9.00	67.30
CWD #9	MAHOPAC HILLS	Bee & Jay	8.25	61.86	8.50	63.60
CWD #10	LAKEVIEW PARK	Bee & Jay	8.75	65.60	9.00	67.30
CWD #12	FAIRVIEW ESTATES	Savern Trent	7.50	56.50	8.00	59.85
CWD #13	ROLLING GREENS	Bee & Jay	7.75	58.25	9.00	67.30
CWD #14	RED MILLS	Bee & Jay	6.50	48.75	7.50	56.10
CWD #22	STONELEIGH AVE.	Savern Trent	4.50	34.50	6.00	44.90
Bee & Jay	Tel: (845) 628-3924	Fax: 628-4062				
Inframark	Tel: (845) 228-0460	Fax: 228-0465				

WaterRatesProposed2015-2024.xlsx

EMERGENCY DRAINAGE REPAIRS ACKNOWLEDGED - BROOKDALE ROAD - AROLD CONSTRUCTION COMPANY, INC. - COST NOT TO EXCEED \$63,750.00

WHEREAS, Town of Carmel Highway Superintendent Michael Simone has advised the Town Board that there is the need for emergency repairs to existing drainage facilities and system located upon Brookdale Road in the Town of Carmel; and

WHEREAS, the Highway Superintendent has further advised that such emergency circumstances constitute a public emergency pursuant to NY General Municipal Law §103(4) which affects the life, health, safety or property of the residents of the Town of Carmel;

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Carmel, upon the review of the recommendations contained within the Highway Superintendent's memorandum dated November 30, 2023 hereby determines that an emergency situation exists which may affect the life, health, safety or property of the residents of the Town of Carmel; and

BE IT FURTHER RESOLVED, that the Town Board hereby accordingly authorizes the performance of emergency repairs to the drainage system and facilities located at Brookdale Road, per the proposal from AROLD Construction Company, Inc., dated November 30, 2023, at a cost not to exceed \$63,750.00 as attached hereto and made a part thereof; and

BE IT FURTHER RESOLVED that the Town Supervisor, Michael Cazzari is authorized to sign all necessary documents at the terms and conditions set forth herein; and

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

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilman Schanil

Roll Call Vote	YES	NO
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>

AROLD 51 POWDER MILL BRIDGE RD. KINGSTON, NY 12401
(845) 336-8753 PHONE (845) 336-8245 FAX
www.aroldconstruction.com
CONSTRUCTION COMPANY, INC.
A CERTIFIED WBE & DBE CONTRACTOR

For: J. Robert Folchetti & Associates
Attn: John Folchetti
Billing Address: 31 Sodom Road Brewster, NY 10509
Phone: (845) 363-1260
Email: John.Folchetti@JF&A.com
Date: 11/30/2013
Project: Brookdale Road Culvert Rehab

Item	Description	Quantity	UN	\$/EA	Extended Price
1	Signage	1	LS	\$ 2,500.00	2,500.00
2	Trailer Control	1	LS	\$ 2,500.00	2,500.00
3	Cleanout and Gully Downstream Outlet	1	LS	\$ 2,000.00	2,000.00
4	24" Turbidity Control	1	LS	\$ 750.00	750.00
5	30" Elliptical Clean in Place Pipe Linear +/- 400'	1	LS	\$ 155,000.00	155,000.00
TOTAL PRICE					\$63,750.00


Ryan A. Bold
Vice President

Due:

RESOLVED, that the Town Board of the Town of Carmel, acting as Commissioners of all Water Districts formed and existing within the Town of Carmel, hereby authorizes the acceptance of the proposal of J. Robert Folchetti & Associates, LLC, Brewster, NY for professional engineering services required for the development of a lead service line inventory within all Carmel Water Districts, such services to be rendered in accordance with the mandates and directions issued by the United States Environmental Protection Agency and the New York State Department of Health; and

13 DECEMBER 2023
TOWN BOARD MEETING

(Cont.)

BE IT FURTHER RESOLVED that such services shall be authorized in accordance with the proposal dated October 25, 2023 and at an estimated cost of \$212,000.00 to be apportioned among the respective Carmel Water Districts in accordance with services render to each District; and

BE IT FURTHER RESOLVED that Town Supervisor Michael Cazzari is hereby authorized to sign any and all documentation necessary to accept the proposal and authorize the actions contained herein; and

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

Resolution

Offered by: Supervisor Cazzari
Seconded by: Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
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>

ASSESSMENT ROLLS FOR THE OPERATION AND MAINTENANCE OF THE IMPROVEMENTS OF THE GARBAGE, SEWER AND WATER DISTRICTS FOR FISCAL YEAR 2024 - ADOPTED

RESOLVED that the Town Board of the Town of Carmel hereby adopts the assessment rolls for the operation and maintenance of the improvements serving Carmel Sewer Districts #1, #2, #3, #4, #5, #6, #7 and #8 and extensions thereto as well as Carmel Water Districts #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #12, #13, #14 and extensions thereto as well as The Town of Carmel Garbage District of said Town for fiscal year 2024 as originally prepared by Town Assessor Glenn Droese and filed with the Town Clerk as the final assessment rolls for the year 2024.

Resolution

Offered by: Councilwoman McDonough
Seconded by: Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
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>

2024 USER FEE SCHEDULE - AMENDED AND ADOPTED

RESOLVED that the Town Board of the Town of Carmel hereby adopts, effective immediately, the Town of Carmel User Fee Schedule for Fiscal Year 2024 in form as attached hereto and made a part hereof.

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
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>

13 DECEMBER 2023
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL ADOPTED USER SERVICE FEES –
FISCAL YEAR 2024

FEE DESCRIPTION		ADOPTED 2024 USER FEES	
TOWN CLERK'S OFFICE			
Certification:			
	Registrar's Certification (Birth/Death)	10.00	
	Town Clerks Certification (Marriage/Other)	10.00	
Genealogy Fee Schedule:			
	1 - 3 years -	\$22.00	
	4 - 10 years -	\$42.00	
	11 - 20 years -	\$62.00	
	21 - 30 years -	\$82.00	
	31 - 40 years -	\$102.00	
	41 - 50 years -	\$122.00	
	51 - 60 years -	\$142.00	
	61 - 70 years -	\$162.00	
Copies:			
	Copies of Town Ordinance or Other Documents - Per Page	0.25	
	Facsimile/Fax - Per Page	2.00	
	Map (Zoning, Election, Other) - Black & White/Color	10.00/15.00	
	USB Flash Drive	10.00	
Licenses:			
	Auctioneering License - Annual	300.00	
	Auctioneering License - One Day	150.00	
	Annual Dog License Fee - spayed/neutered	7.50	
	Annual Dog License Fee - unspayed/un-neutered	15.50	
	Garbage Carting License - Renewal *	2,000.00	* Plus \$150 per truck inspection annually
	Garbage Carting License - NEW *	2,500.00	* Plus \$150 per truck inspection annually
	Marriage License	40.00	
	Marriage License - Active Duty Members of US Armed Forces	waived	
	One-Day Marriage Officiant License	25.00	
Miscellaneous:			
	Cemetery Grave Marker - Each	100.00	
	Dog Pick-Up	-	
	Dog Shelter Fee - First Impoundment	25.00	~ 20.00 Each Additional 24 Hours
	Second Impoundment - within one year	50.00	~ 20.00 Each Additional 24 Hours
	Third Impoundment - within one year	60.00	~ 20.00 Each Additional 24 Hours
	Subsequent Impoundment - within one year	70.00	~ 20.00 Each Additional 24 Hours
	Petition to Amend Zoning Ordinance	5000.00	
Permits:			
	Canvassing/Soliciting Permit - 3 Months	25.00	
	Public Assembly Permit - Each Event	200.00	
	Sound Amplification Permit Commercial	100.00	per day
	Sound Amplification Permit Residential	50.00	per day
Town Code:			
	Annual Town Code Book Supplement	75.00	
	Code Book	558.00	

TOWN OF CARMEL ADOPTED USER SERVICE FEES –
FISCAL YEAR 2024

FEE DESCRIPTION		ADOPTED 2024 USER FEES	
POLICE DEPARTMENT			
	Accident Report - Business	0.25	per page
	Accident Report - Personal	0.25	per page
	Finger Printing Service - Per Person	100.00	
	Photograph	20.00	per photo
	Police Special Escort Service - Per Hour		
	Special Event or Special Services - Per Hour	150.00	with Town Contract
	CD of Photographs from Casafilia	50.00	
Police Youth Camp		100.00	per camper
	Tow Application Fee	250.00	Annual Application Fee
	Vehicle Impound Fee	100.00	per vehicle
ALARM ORDINANCE			
	Alarm Permit - 1 Year - Residential & Commercial	40.00	
	One False Alarm	-	
	Two False Alarms	-	
	Three False Alarms	50.00	
	Four False Alarms	100.00	
	Five False Alarms	300.00	
	Six-Nine False Alarms	400.00	
	Ten or more False Alarms	500.00	
HIGHWAY DEPARTMENT			
	Driveway Bond - "Refundable"	750.00	
	Driveway Permit - Includes two inspections	215.00	
	Road Opening Bond - "Refundable" - Entire Road	1,000.00	
	Road Opening Bond - "Refundable" - Half Road	500.00	
	Road Opening Permit	215.00	
EV Charging Stations			
	Cost per kWh at EV Station	\$0.30	per kWh
	Cost for staying/sitting at EV station one hour after Full Vehicle Charge	\$10.00	per hour

13 DECEMBER 2023
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL ADOPTED USER SERVICE FEES –
FISCAL YEAR 2024

FEE DESCRIPTION	ADOPTED 2024 USER FEES	
PARKS & RECREATION DEPARTMENT		
Camp:		
Playground Camp grade 2 - 6; 9:00 am - 3:00 pm	650.00	Non-Resident \$1,300.00
Primary Camp grade K - 1; 9:30 am - 2:30 pm	700.00	Non-Resident \$1,400.00
Camp Extended Day	300.00	
Classes/Lessons:		
Additional Swimming Lessons	\$75	Residents only
Adult Classes	\$55.00 - \$350.00	* plus \$35.00 non residents
CPR Review	\$75	Non-Resident \$110.00
Lifeguard Training Aid/Safety	\$360.00	Non-Resident \$415.00
Lifeguard Training Review	\$135.00	Non-Resident \$230.00
Youth Classes	FREE - \$200.00	* plus \$35.00 non residents
RTE - Responding to Emergencies	225.00	Non-Resident \$260.00
Swimming Lessons Including Permit	150.00	Residents only
Facilities Rental:		
Ballfield Rental - 2 Hour Limit	\$150.00/\$250.00 w/lights	
Boat Rental Fee	5.00	
Civic - Building Rental	200.00	+Supervisor Hourly Rate
Group Picnic/Pavilion	150.00	Residents Only
Private Building Rental	300.00	+Supervisor Hourly Rate
Sycamore Park Concession (Seasonal)	2,000.00	
ID/Permits: "Residents Only"		
Lake Access Card	50.00	
Family Beach Day Pass	20.00	
Adult Swimming Permit	100.00	
Daily Adult Beach Fee	8.00	
Daily Adult Guest Beach Fee	10.00	
Daily Youth Beach Fee	7.00	
Daily Youth Guest Beach Fee	9.00	
Family Swimming Permit	200.00	
Nanny Swim Permit	100.00	
Youth Swimming Permit	80.00	
Dog Park:		
Sycamore Dog Park User Fee - Resident	30.00	Annual
Sycamore Dog Park User Fee - Non-Resident	80.00	Annual
Vendor Space Fee		
	\$20.00 per event	10'x10' Vendor Space for Special Events
	\$250.00 / Half Season	10'x10' Vendor Space for Farmers Market 12 weeks
	\$500.00 / Full Season	10'x10' Vendor Space for Farmers Market 24 weeks
	\$20.00 / Date	10'x10' Concession Vendor Space for Farmers Market - * Different Concession Vendors featured weekly
	\$360.00 / Full Season	10'x10' Craft Vendor Space for Farmers Market 12 weeks max.
	\$40.00 / Date * Per Day	10'x10' Craft Vendor Space for Farmers Market
Registration Cancellation Processing Fee	25% of program fee	Fee incurred if participant cancels their registration less than 5 days prior to class start date
Returned Deposited Bad Check - each item	20.00	

TOWN OF CARMEL ADOPTED USER SERVICE FEES –
FISCAL YEAR 2024

FEE DESCRIPTION	ADOPTED 2024 USER FEES	
BUILDING & CODES DEPARTMENT		
Accessory Apartment Permit	1,000.00	
Bed & Breakfast Special Application	1,000.00	
Building Permits -- Flat Rate PLUS Estimated Cost of Construction	125.00	Flat Rate PLUS
Estimated Cost of Construction -- Calculated as:	15.00	per \$1,000 Calculated Estimated Cost
Residential -- New construction	100.00	per sq. ft.
Residential -- Finish existing space to living space	25.00	per sq. ft.
Commercial	200.00	per sq. ft.
Commercial - Garage	75.00 - 80.00	per sq. ft.
Decks	50.00	per sq. ft.
Garage	75.00	per sq. ft.
Shed	25.00	per sq. ft.
Building Permits -- After structure is built	250.00	New Fee
Certificates of Compliance	80.00/150.00	Residential/Commercial
Certificates of Occupancy	80.00/150.00	Residential/Commercial
Excavation or Fill Permit for the first 2,000 cubic yards	200.00	Plus \$100 for each additional 1,000 CY
Inspection Fee for Clearance of Title Search Violation	200.00	Each Inspection
Mother/Daughter Permit	500.00	
Plumbing Permit Per Fixture	25.00	\$100.00 minimum fee
Plumbing/ Air Conditioning Inspection		
Re-Inspection Fee When Inspection Requested but Job Not Ready	250.00	Paid in Advance of 2nd Inspection
Sign Permit	150.00	
Swimming Pool Permit - Above Ground	250.00	
Swimming Pool Permit - In Ground	500.00	
HVAC Fee	125.00	Flat Rate plus
Electrical Inspection Fee	20.00	per \$1,000 Estimated Cost of Installation
	100.00	
Title Search	275.00/425.00	Residential/ Commercial + \$100 per establishment
Zoning Letter	100.00	
Outdoor Dining Annual Fee	100.00	Annual Fee
Outdoor Dining (fee per 10 or more 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	Commercial \$100 per establishment
Blasting Permit	300.00	per month
Operational Permits *	100.00	
* (NYSDEC requires towns to issue permits for storage of certain materials and certain uses)		
Natural Gas Inspections		
Residential	125.00	(\$ Fixtures) \$10 each additional
Commercial	175.00	(\$ Fixtures) \$20 each additional
Liquid Propane Gas Inspections		
Residential	125.00	(\$ Fixtures) - \$10 each additional
Commercial	175.00	(\$ Fixtures) - \$20 each additional

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(Cont.)

TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2024

FEE DESCRIPTION	ADOPTED 2024 USER FEES	
ENVIRONMENTAL CONSERVATION REVIEW BOARD		
ECB Wetlands Marker	25.00	
Permit Renewal/Extension Fee	200.00	\$200.00 for each one year permit renewal/extension;
Application Withdrawal	100.00	
Letter of Maintenance	100.00	
Letter of Permission (in lieu of application)	150.00	
Major Interagency Review - Over 5 Acres - Per Acre or Part Thereof	150.00	Total Wetland Include: 100' Control Area (per acre)
Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof	125.00	Total Wetland Include: 100' Control Area (per acre)
Private Consultation/Conference with Wetland Inspector Per Hour	200.00	
Public Hearing	minimum \$200.00 or cost	
SEQR - DEIS	1% of Bond	
Site Plan Inspection - Single Lot - Per Acre or Part Thereof	300.00	Total Wetland Include: 100' Control Area (per acre)
Subdivision Plan Inspection - Per Acre or Part Thereof	300.00	Total Wetland Include: 100' Control Area (per acre)
Tree Cutting - Up to 5 Acres	500.00	Escrow to be determined by Professional Forester
Tree Cutting - 5 to 25 Acres	1,000.00	Escrow to be determined by Professional Forester
Tree Cutting - Over 25 Acres	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	
1" Escrow Fee for Minor Project	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	*plus \$100 for each add'l 1,000 sq ft disturbance (or part thereof) in the 100 ft buffer. Maximum fee \$1,000
1" Escrow Fee for Major Project	2,500.00	*as determined by the Town's Wetland Inspector
Wetland Determination for Health Dept	200.00	
Floodplain Permit Fee	minimum \$250.00	maximum \$500
ZONING BOARD OF APPEALS		
280A Exemption	400.00	
Application Withdrawal	100.00	
Area Variance Application	200.00	
Bed and Breakfast Special Permit Application	400.00	
Interpretation of Ordinance	400.00	
Use Variance Application	400.00	
Computer address labels for variance mailing	50.00	
NOTIFICATION SIGN	50.00	per sign
PLANNING BOARD		
PLANNING SUBDIVISION FEES:		
Sketch fee	1,250.00	One time fee
Preliminary Fees		
Major Subdivision	5,500.00	Plus \$350 per lot
Minor Subdivision	3,500.00	Plus \$350 per lot
"Extension of Preliminary Sub-division"	2,500.00	
Final Fees:		
Amendment to Final Plat	2,500.00	
Major Subdivision	2,500.00	Plus \$750 per lot
Minor Subdivision	2,500.00	Plus \$750 per lot
Re-approval of Final Approval	2,500.00	(Does not include SEQR fees)
Extension of final approval	2,500.00	
OPEN DEVELOPMENT REVIEW FEE	3,500.00	
LOT LINE ADJUSTMENT FEE	3,500.00	

TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2024

FEE DESCRIPTION	ADOPTED 2024 USER FEES	
SITE PLAN FEES:		
Commercial Site Plan -- Flat Rate PLUS Parking Spaces	2,000.00	Plus \$100 per Parking Spaces
Residential Site Plan -- Flat Rate PLUS Unit Fee	3,000.00	PLUS \$500 per Dwelling Unit
Amendment to Previous Approved Site Plan -- with no new parking spaces	3,000.00	
Amendment to Previous Approved Site Plan -- with new parking spaces	3,000.00	Plus \$100 per Parking Spaces
Re-arant of Site Plan Approval	3,000.00	
Extension of Site Plan Approval	2,000.00	
SPECIAL SITE PLAN FEES		
Boat House/Bathhouse	1,000.00	
Parking Lot	1,000.00	
Pools/Tennis Courts/ Playgrounds	1,000.00	
Residential Barns	1,000.00	
Residential Dock	1,000.00	
Residential Horse Riding Ring	1,000.00	
Home Office	1,000.00	
LANDFILL, SURFACE GRADING & OTHER EXCAVATION		
Up to 2 Acres	300.00	
From 2 to 5 Acres	600.00	
Over 5 Acres	900.00	Plus \$40.00/Acre
ARCHITECTURAL REVIEW		
New Commercial Structure Review	300.00	
Modification to Existing Commercial Structure Review	200.00	
Other Structure or Sign Review	100.00	
Single Family Residential Structure Review	150.00	
Two or More Family Residential Structure Review	150.00	Plus 50.00 each Additional Unit over two
PLANNING/MISCELLANEOUS FEES:		
Engineering Fee (Site Plans & Subdivisions) - Technical Review and Construction Inspections	5% of Bond Amount	
Public Hearings Including Bond Returns and Reductions	250.00	Per Hearing
Planning Board SEQR Escrow Fees - DEIS	2.00%	Not to exceed 2% of Project Value
Planning Board SEQR Escrow Fees - FEIS	2.00%	Not to exceed 2% of Project Value
Recreation Fee In Lieu of Parklands	8,500.00	Per Residential Lot
Recreation Fee Sr. Cit. Multi Family Dwelling/Apt.	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.	5,500.00	Per Dwelling/Apartment for site plan with approvals originating after 1/1/16
Recreation Fee Multi Family Developments	7,000.00	Per Dwelling
Computer address labels	50.00	
NOTIFICATION SIGN	50.00	per sign

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TOWN OF CARMEL ADOPTED USER SERVICE FEES –
FISCAL YEAR 2024

FEE DESCRIPTION	ADOPTED 2024 USER FEES	
DEPARTMENT MISCELLANEOUS TOWN SERVICES:		
Computer Labels	0.05	Each Label - 5.00 Minimum
Computer Report of Tax Parcels	0.25	Per Page - 5.00 Minimum
Copies of Plans/Maps - 24" x 36" black/white or color	10.00 black/white, 15.00 color	
Copies of Records/Documents	0.25	Per Page
Mail Reminder Notices	2.00	
Returned Deposited Bad Check - Each item	20.00	
Tax or Record Search and Copy	5.00	
Tax or Record Search and Copy with Letter	10.00	
Floodplain Permit	250.00	
Variable Message Board Fee for events that are not road closure related - New Fee	250.00	
SPECIAL DISTRICTS		
PARK DISTRICTS:		
Building Rental - District Resident	350.00	
Building Rental - Non-District Resident	N/A	
Building Rental Deposit - "Refundable"	350.00	
SEWER DISTRICTS:		
Sewer System Service Application, including one inspection (where Street Lateral to Curb Line exists)	250.00	Residential
	500.00	Commercial
Sewer System Connection Additional Inspection - Each Inspection	50.00	
Sewer Sludge Dumping Fee, each 1000 gallons	200.00	
Out of District Application Fee - Residential	4,000.00	
Out of District Application Fee - Commercial	5,000.00	
Pretreatment Permit Exceedence Surcharge	500.00	
WATER DISTRICTS:		
Water System Service Application, including one inspection (where water line curb box exists)	250.00	Residential
	500.00	Commercial
Water System Connection Additional Inspection - Each Inspection	50.00	
New Badger Water Meter Purchase - 3/4"	Base \$100.00	Residential 3/4"
	At Replacement Cost	plus 15%
	At Replacement Cost	plus 15%
New Badger Water Meter Purchase - 1" or greater	***At Replacement Cost***	plus 15%
Water Meter Replace Due To Customer's Damage	\$500.00 for 3/4" meter replacement cost	plus 15% for all other size meters
Water Meter Test, by written request of consumer	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	
Water shut off with Standby	Water Operator OT Hourly Rate plus 15%	
Water sprinkler tap - Annual Fee	200.00	
Final Bill Fee	35.00	
Bulk Water Sales	10 times the normal in district rate	Minimum fee \$300.00
Out of District Application Fee - Residential	4,000.00	
Out of District Application Fee - Commercial	5,000.00	
Water Bill Adjustment from Estimate to Actual	25.00 after 2nd adjustment	
Water Consumption Manual Read Assessment for Non-cellular meters.	\$350.00 Residential/\$700.00 Commercial	Billed Semi-Annual
Install Meter Pit at Residence/Business	***Cost***plus 25%	

User Fee Schedule 2023

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PROPOSAL ACCEPTED FOR WORKERS COMPENSATION INSURANCE - PUBLIC EMPLOYER RISK MANAGEMENT ASSOCIATION, INC. (PERMA) - FISCAL YEARS 2024 AND 2025

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the acceptance of the proposal of Public Employer Risk Management Association, Inc. (PERMA) for the provision of workers compensation insurance coverage to the Town of Carmel for fiscal years 2024 and 2025, said proposal in form and substance as is on file in the Office of the Town Supervisor.

Resolution

Offered by: Councilman Schanil
Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
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>

NOTICE REQUIREMENT WAIVED IN SECTION 64 OF THE NEW YORK STATE ABC LAW WITH RESPECT TO A LIQUOR LICENSE - ANA MARIA PACIFICO CORP. D/B/A PACIFICO RESTAURANT & LOUNGE

WHEREAS, the representatives and/or proprietors of Pacifico Restaurant & Lounge, 925 Route 6, 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

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TOWN BOARD MEETING

(Cont.)

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: Supervisor Cazzari
Seconded by: Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
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>

COMMENTS/ANNOUNCEMENTS

Supervisor Cazzari announced that this would be the last Town Board Meeting of the year. The organizational meeting will be held on January 3, 2024. Town Hall will be closed on Monday, December 25th and Monday, January 1st for the holidays.

Supervisor Cazzari wished everyone a Merry Christmas, Happy Hanukkah and a Happy New Year. He again thanked Councilman Schanil for his service and stated that the town is in a better place because he served on the Board.

Councilwoman McDonough wished everyone a Merry Christmas and happy holidays. She asked everyone to be kind to one another.

Councilman Lombardi thanked Councilman Schanil, Chief of Staff Anne Pasquerello, Town Clerk Ann Spofford and Highway Superintendent Michael Simone. He said he looks forward to working with the new Highway Superintendent Michael Stern and new Councilman Robert Kearns.

Councilman Schanil acknowledged Chief of Staff Ann Pasquerello, Town Clerk Ann Spofford and Highway Superintendent Michael Simone for their many years of dedicated service.

ADJOURNMENT

All agenda items having been addressed, on motion by Councilman Schanil, seconded by Councilman Lombardi and Councilwoman McDonough, with all Town Board members present and in agreement, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Alice Daly, Deputy Town Clerk