

**KENNETH SCHMITT**  
*Town Supervisor*

**TOWN OF CARMEL**  
**TOWN HALL**

**ANN SPOFFORD**  
*Town Clerk*

**FRANK D. LOMBARDI**  
*Town Councilman*  
*Deputy Supervisor*

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**KATHLEEN KRAUS**  
*Receiver of Taxes*

**JOHN D. LUPINACCI**  
*Town Councilman*  
**SUZANNE MC DONOUGH**  
*Town Councilwoman*  
**JONATHAN SCHNEIDER**  
*Town Councilman*

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

**TOWN BOARD VOTING MEETING**  
**Wednesday, April 5, 2017 7:00pm**

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**Pledge of Allegiance – Moment of Silence**

1. Res: Accepting Proposal and Authorizing Purchase of Fingerprinting Equipment  
Town of Carmel Police Department
2. Res: Accepting Proposal and Authorizing Purchase of Tactical/Protective Equipment  
Town of Carmel Police Department
3. Res: Authorizing Attendance at Seminar Advanced Accounting School – May 23-25,  
2017 Town of Wappinger, NY
4. Res: Authorizing Attendance at Seminar- 2017 Highway School, June 12 – 14, 2017,  
Ithaca, NY
5. Res: Authorizing Budget Modifications
6. Res: Authorizing Fund Balance Budget Modifications Office of Town Comptroller
7. Res: Adopting Revised Town of Carmel Election District Map

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

**Open Forum:**

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

**Executive Session:**

1. Edye McCarthy, Glenn Droese, Town Assessor – Visions Contractual
2. Contractual and Retention – Architect Consultant – Grant Writer

## RESOLUTION #1

### RESOLUTION ACCEPTING PROPOSAL AND AUTHORIZING PURCHASE OF FINGERPRINTING EQUIPMENT TOWN OF CARMEL POLICE DEPARTMENT

RESOLVED THAT the Town Board of the Town of Carmel, pursuant to the recommendation of Chief of Police Michael Cazzari, hereby accepts the proposal of MorphoTrust, USA, NY for the purchase of civil fingerprinting equipment for the Town of Carmel Police Department at a cost not to exceed \$4,000.00 under NYS Contract #PT66571 and in accordance with the proposal/quote dated January 3, 2017; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt 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: \_\_\_\_\_

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

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Jonathan Schneider	_____	_____
John Lupinacci	_____	_____
Suzanne McDonough	_____	_____
Frank Lombardi	_____	_____
Kenneth Schmitt	_____	_____

## RESOLUTION #2

### RESOLUTION ACCEPTING PROPOSAL AND AUTHORIZING PURCHASE OF TACTICAL/PROTECTIVE EQUIPMENT TOWN OF CARMEL POLICE DEPARTMENT

RESOLVED THAT the Town Board of the Town of Carmel, pursuant to the recommendation of Lt. John R. Dearman, Jr., and in accordance with the terms of the NY Division of Criminal Justice Services Police Protective Equipment Program for year 2017, hereby accepts the proposal of United Uniform, LLC Buffalo, NY for the purchase of ten (10) Active Shooter Kits for the Town of Carmel Police Department at a cost not to exceed \$9,692.00 and in accordance with the proposal/quote dated March 2, 2017; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt 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: \_\_\_\_\_

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

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Jonathan Schneider	_____	_____
John Lupinacci	_____	_____
Suzanne McDonough	_____	_____
Frank Lombardi	_____	_____
Kenneth Schmitt	_____	_____

## RESOLUTION #3

### RESOLUTION AUTHORIZING ATTENDANCE AT SEMINAR

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town of Carmel Comptroller Mary Ann Maxwell and Senior Account Clerk Michelle Tenefrancia to attend Advanced Accounting School offered though the Office of the New York State Comptroller, on May 23 through May 25, 2017; 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: \_\_\_\_\_

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

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Jonathan Schneider	_____	_____
John Lupinacci	_____	_____
Suzanne McDonough	_____	_____
Frank Lombardi	_____	_____
Kenneth Schmitt	_____	_____

## RESOLUTION #4

### RESOLUTION AUTHORIZING ATTENDANCE AT SEMINAR

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town of Carmel Highway Superintendent Michael Simone to attend the Cornell University Local Roads Program Highway School on June 12 through June 14, 2017; 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: \_\_\_\_\_

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

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Jonathan Schneider	_____	_____
John Lupinacci	_____	_____
Suzanne McDonough	_____	_____
Frank Lombardi	_____	_____
Kenneth Schmitt	_____	_____

## RESOLUTION #5

### RESOLUTION AUTHORIZING BUDGET MODIFICATIONS

WHEREAS the Town Comptroller has reviewed the proposed Final Budget Modifications for the period ending February 28, 2017 with the Town Board which are detailed and explained on the attached Budget Revisions Schedule;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the Final Budget Modifications/Revisions for the period ending February 28, 2017, as shown on itemized on Schedule 2017/01 which is attached hereto, incorporated herein and made a part hereof.

#### Resolution

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

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

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Jonathan Schneider	_____	_____
John Lupinacci	_____	_____
Suzanne McDonough	_____	_____
Frank Lombardi	_____	_____
Kenneth Schmitt	_____	_____

**TOWN OF CARMEL**  
**BUDGET REVISIONS JANUARY-FEBRUARY 2017 - #2017/01**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION		INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>GENERAL FUND</b>					
1	100.1355.0046	ASSESSOR CONTRACT EXPENSE		47,850.00	
	100.1680.0020	INFORMATION TECHNOLOGY		19,425.00	
	100.1680.0021	DATA IMAGING EQUIPMENT		35,000.00	
	100.7999.0040	PARK CAPITAL IMPROVEMENTS		50,000.00	
	100.1989.9909	APPROPRIATED FUND BALANCE ENCUMBRANCES	*	152,275.00	
		- RECORD ENCUMBRANCES FORWARD INCREASING BUDGET			
2	100.3120.0024	POLICE ACCIDENT REPAIRS		938.05	
	100.1989.2681	INSURANCE RECOVERY	*	938.05	
		- PROVIDE FOR POLICE VEHICLE ACCIDENT REPAIRS FROM INSURANCE CLAIM			
3	100.1610.0011	CENTRAL SERVICES STAFF SALARY		55,725.00	
	100.1610.0014	CENTRAL SERVICES LONGEVITY EXPENSE		2,300.00	
	100.1610.0080	CENTRAL SERVICES STAFF BENEFIT EXPENSE		26,500.00	
	100.1355.0011	ASSESSOR STAFF SALARY			55,725.00
	100.1355.0014	ASSESSOR STAFF LONGEVITY EXPENSE			2,300.00
	100.1355.0080	ASSESSOR STAFF BENEFIT EXPENSE			26,500.00
		- TRANSFER STAFF EXPENSE BETWEEN DEPT			
4	100.1610.0045	CENTRAL SERVICES ADMIN CONTRACT		310.00	
	100.1610.0044	CENTRAL SERVICE PAYROLL			310.00
		- TRANSFER FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES FOR 2017			
5	100.3120.0011	POLICE STAFF SALARY EXPENSE		195,137.00	
	100.1010.0016	TOWN BOARD RESERVE COMPENSATION			195,137.00
		- TRANSFER FOR POLICE SALARY EXPENSE DUE TO SETTLEMENT OF UNION CONTRACT			
6	100.3620.0011	CODES ENFORCEMENT SALARY EXPENSE		1,308.00	
	100.1010.0016	TOWN BOARD RESERVE COMPENSATION			1,308.00
		- TRANSFER FOR STAFF PROMOTION SALARY EXPENSE			
7	100.5132.0040	HIGHWAY GARAGE CONTRACTUAL EXPENSE		4,750.00	
	100.5132.0045	HIGHWAY BUILDING CLEANING		250.00	
	100.5010.0080	HIGHWAY ADMIN EMPLOYEE BENEFITS			3,000.00
	100.5010.0086	RETIREE HEALTH INSURANCE			2,000.00
		- TRANSFER FOR HIGHWAY EXPENSES WITHIN THE GENERAL FUND			
8	100.7112.0045	MCDONOUGH FIELDS PARK IMPROVEMENTS		950.00	
	100.7112.0040	MCDONOUGH FIELDS CONTRACTUAL EXPENSE			950.00
		- TRANSFER FOR FENCING REPAIRS AND IMPROVEMENTS AT MCDONOUGH PARK			
<b>HIGHWAY FUND</b>					
9	500.5130.0041	MACHINERY/EQUIPMENT CAPITAL EXPENSE		150,000.00	
	500.5010.9909	APPROPRIATED FUND BALANCE ENCUMBRANCES	*	150,000.00	
		- RECORD ENCUMBRANCES FORWARD INCREASING BUDGET			
10	500.5130.0046	EQUIPMENT LEASES/RENTALS		6,500.00	
	500.5110.0083	WORKERS COMP INSURANCE			6,500.00
		- TRANSFER FOR THE COST TO LEASE GPS TRACKING EQUIPMENT FOR HIGHWAY VEHICLES PER RESOLUTION			
<b>CARMEL FIRE PROTECTION DISTRICT #1</b>					
11	301.3410.0045	DRY HYDRANT EXPENDITURES		46,000.00	
	301.3410.9909	APPROPRIATED FUND BALANCE ENCUMBRANCES	*	46,000.00	
		- RECORD ENCUMBRANCES FORWARD INCREASING BUDGET			

**TOWN OF CARMEL**  
**BUDGET REVISIONS JANUARY-FEBRUARY 2017 - #2017/01**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
		<b>CARMEL WATER DISTRICTS #5 AND #7</b>		
12	605.8310.0047	EMERGENCY REPAIRS - CWD#5	8,286.35	
	607.8310.0047	EMERGENCY REPAIRS - CWD#7	9,984.17	
	605.8310.2681	INSURANCE RECOVERY - CWD#5	*	8,286.35
	607.8310.2681	INSURANCE RECOVERY - CWD#7	*	9,984.17
		- PROVIDE FOR EMERGENCY REPAIRS DUE TO LIGHTNING STRIKES FROM INSURANCE CLAIM		
		<b>CARMEL WATER DISTRICTS</b>		
13	601.8310.0020	EQUIPMENT - CWD#1	408.00	
	608.8310.0020	EQUIPMENT - CWD#8	2,597.00	
	610.8310.0020	EQUIPMENT - CWD#10	866.00	
	613.8310.0020	EQUIPMENT - CWD#13	568.00	
	601.8310.0099	REPAIR RESERVE FUND		408.00
	608.8310.0099	REPAIR RESERVE FUND		2,597.00
	610.8310.0099	REPAIR RESERVE FUND		866.00
	613.8310.0099	REPAIR RESERVE FUND		568.00
		- TRANSFER FOR THE PURCHASE OF A FLOW METER FOR THE WATER		
		DISTRICT # 8 PLANT		



## RESOLUTION #6

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

WHEREAS the Town Comptroller has reviewed the Draft Year End Fund Balance Analysis for years 2011-2016 with the Town Board which are detailed and explained on the attached Schedule;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the increase of reserves for the Compensated Absence Reserve Fund, General Fund, and Highway Fund for the years 2011-2016, as shown on itemized on the schedule is attached hereto, incorporated herein and made a part hereof.

#### Resolution

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

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

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Jonathan Schneider	_____	_____
John Lupinacci	_____	_____
Suzanne McDonough	_____	_____
Frank Lombardi	_____	_____
Kenneth Schmitt	_____	_____

**TOWN OF CARMEL**  
**GENERAL AND HIGHWAY FUND COMBINED FUND EQUITY (YEARS 2011-2016)**

\*\* unaudited \*\*

DESCRIPTION	2011	2012	2013	2014	2015	2016	
<b>GENERAL FUND</b>							
RESERVE FOR PREPAID EXPENSES	532,604	490,430	514,577	450,029	393,897	413,903	
RESERVE FOR ENCUMBRANCES	23,453	65,147	55,713	89,518	118,210	152,275	
RESERVE FOR COMPENSATED ABS	600,000	800,000	1,000,000	1,000,000	1,000,000	1,440,000	* Increase need resolution
DESIGNATED FOR TAX CERTIORARI	300,000	600,000	770,000	770,000	770,000	770,000	
DESIGNATED FOR RETIREMENT CONTRIBUTIONS	-	160,000	200,000	200,000	200,000	200,000	
DESIGNATED FOR CAPITAL PROJECTS	-		200,000	500,000	500,000	750,000	* Increase need resolution
DESIGNATED RESERVE VEHICLE PURCHASES			80,000	150,000	150,000	150,000	
UNRESERVED DESIGNATED EQUITY-FY	300,000	400,000	400,000	400,000	400,000	400,000	
<b>UNRESERVED DESIGNATED EQUITY - SUBSEQUENT YEARS BUDGET</b>	250,000	-	-		-	-	
UNRESERVED UNDESIGNATED EQUITY**	1,078,953	1,127,422	1,227,425	1,532,712	2,172,921	2,881,688	
<b>TOTAL GENERAL FUND EQUITY</b>	<b>\$ 3,085,010</b>	<b>\$ 3,642,999</b>	<b>\$ 4,447,715</b>	<b>\$ 5,092,259</b>	<b>\$ 5,705,028</b>	<b>\$ 7,157,866</b>	
<b>HIGHWAY FUND</b>							
RESERVE FOR PREPAID EXPENSES	226,467	85,875	123,500	117,500	112,500	97,000	
RESERVE FOR ENCUMBRANCES				100,000	150,000	150,000	
RESERVE FOR COMPENSATED ABSENCES	215,000	275,000	300,000	300,000	300,000	300,000	
RESERVE FOR SNOW REMOVAL/ROADS		250,000	350,000	500,000	450,000	600,000	* Increase need resolution
UNRESERVED DESIGNATED EQUITY	13,884	28,592	37,623	61,719	111,856	296,914	
UNRESERVED UNDESIGNATED EQUITY							
<b>TOTAL HIGHWAY FUND EQUITY</b>	<b>\$ 455,351</b>	<b>\$ 639,467</b>	<b>\$ 811,123</b>	<b>\$ 1,079,219</b>	<b>\$ 1,124,356</b>	<b>\$ 1,443,914</b>	
<b>TOTAL GENERAL &amp; HIGHWAY EQUITY</b>	<b>\$ 3,540,361</b>	<b>\$ 4,282,466</b>	<b>\$ 5,258,838</b>	<b>\$ 6,171,478</b>	<b>\$ 6,829,384</b>	<b>\$ 8,601,780</b>	

## RESOLUTION #7

### RESOLUTION ADOPTING REVISED TOWN OF CARMEL ELECTION DISTRICT MAP

RESOLVED that the Town Board of the Town of Carmel hereby adopts the revised Town of Carmel Election District Map dated April 5, 2017, in form and content as maintained on file in the Office of the Town Clerk.

#### Resolution

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

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

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Jonathan Schneider	_____	_____
John Lupinacci	_____	_____
Suzanne McDonough	_____	_____
Frank Lombardi	_____	_____
Kenneth Schmitt	_____	_____