

KENNETH SCHMITT
Town Supervisor

TOWN OF CARMEL
TOWN HALL

ANN SPOFFORD
Town Clerk

SUZANNE MC DONOUGH
Town Councilwoman
Deputy Supervisor

60 McAlpin Avenue
Mahopac, New York 10541
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KATHLEEN KRAUS
Receiver of Taxes

MICHAEL A. BARILE
Town Councilman
JOHN D. LUPINACCI
Town Councilman
JONATHAN SCHNEIDER
Town Councilman

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

TOWN BOARD VOTING MEETING
Wednesday, July 18, 2018 7:00pm

DRAFT SUBJECT TO CHANGE
PLEASE CHECK AGENDA AT 4:30PM ON DAY OF MEETING

Pledge of Allegiance – Moment of Silence

- Accept Town Board Minutes, June 28, 2018
- 1. Res: Establishing Standard Work Day and Reporting Resolution for Elected and Appointed Officials
- 2. Res: Authorizing Budget Modifications
- 3. Res: Accepting Annual Financial Report of the Town's Independent Auditor for Fiscal Year 2017
- 4. Res: Authorization for Payment of 2016/2017 Claims from Fiscal Year 2018 Operating Funds
- 5. Amended Resolution Setting Rates for 2018 Part-Time/Temporary Help
- 6. Res: Authorizing Payment for Construction Debris Removal

- **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 Speaker for Town Residents, Property Owners & Business Owners Only)**
- **Town Board Member Comments**
- **Adjournment**

Executive Session:

1. Police Chief Michael Cazzari – Personnel
2. Justices Jacobellis & Spofford - Personnel

RESOLUTION #1

RESOLUTION ESTABLISHING STANDARD WORK DAY AND REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS

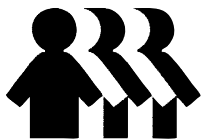
RESOLVED, that the Town Board of the Town of Carmel hereby establishes the following as standard workdays for elected and appointed officials and will report the officials to the New York State and Local Employees' Retirement System based on the time keeping system records or their record of activities maintained and submitted by these officials to Town Clerk Ann Spofford as submitted on the attached "Standard Work Day and Reporting Resolution for Elected and Appointed Officials" forms 2417-A and 2417-B from the New York State and Local Retirement System.

Resolution

Offered by: _____

Seconded by: _____

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



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A

(Rev. 8/15)

BE IT RESOLVED, that the _____ / _____ hereby establishes the following standard work days for these titles and
(Name of Employer) (Location Code)

will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Elected Officials								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
Appointed Officials								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, _____, secretary/clerk of the governing board of the _____, of the State of New York,
(Name of secretary or clerk) (Circle one) (Name of Employer)
do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the _____ day of _____, 20____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the _____ on this ____ day
of _____, 20____, _____
(Signature of the secretary or clerk) (Name of Employer)

Affidavit of Posting: I, _____, being duly sworn, deposes and says that the posting of the
(Name of secretary or clerk)
Resolution began on _____ and continued for at least 30 days. That the Resolution was available to the public on the
(Date)

- ☐ Employer's website at _____
☐ Official sign board at _____
☐ Main entrance secretary or clerk's office at _____

(seal)

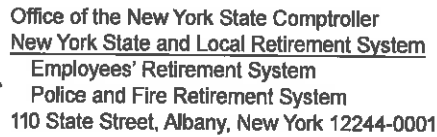
Instructions for completing the Standard Work Day and Reporting Resolution

A.	B.	C.	D.	E.	F.	G.	H.	I.
<i>Title</i>	<i>Standard Work Day</i> <i>(Hrs/day)</i> <i>Min. 6 hrs</i> <i>Max. 8 hrs</i>	<i>Name</i> <i>(First and Last)</i>	<i>Social Security Number</i> <i>(Last 4 digits)</i>	<i>Registration Number</i>	<i>Tier 1</i> <i>(Check only if member is in Tier 1)</i>	<i>Current Term Begin & End Dates</i> <i>(mm/dd/yy-mm/dd/yy)</i>	<i>Record of Activities Result*</i>	<i>Not Submitted</i> <i>(Check only if official did not submit their Record of Activities)</i>
Elected Officials								
Highway Superintendent	8.00	John Smith	0000	0101010-1		1/1/2010-12/31/2013	32.79	
Receiver of Taxes	6.00	Michelle Jones	1111	0202020-2	X	1/1/2010-12/31/2014	NA	
Town Justice	6.25	Michael Hall	2222	0303030-3		1/1/2010-12/31/2011		X
Appointed Officials								
Planning Board Member	7.00	Joseph Gray	3333	0404040-4		1/1/2010-12/31/2010	17.54	

- A. Title:** All paid elected and appointed officials (who are active members of the Retirement System) and are not paid hourly and do not participate in a employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals must be listed. For the purpose of the regulation, an "appointed official" is someone who is appointed by an elected official, an appointed official or governing board. They hold an office in an organization or government and participate in the exercise of authority. This also includes appointees of elected and appointed officials such as deputies, assistants or confidential secretaries.
- B. Standard Work Day:** The minimum number of hours that can be established for a standard work day (SWD) is **six**, while the maximum is **eight**. A SWD is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a board member only attends one three-hour board meeting per month, you must still establish a SWD between six and eight hours as the denominator for their record of activities (ROA) calculation.
- C. Name:** The official's complete first and last name must be included for identification purposes.
- D. Social Security Number:** The last four digits of the official's Social Security Number must be included for identification purposes. For security purposes, the last four digits of the Social Security Number can be omitted from the publicly posted version.
- E. Registration Number:** The official's Registration Number must be included for identification purposes. For security purposes, the Registration Number can be omitted from the publicly posted version.
- F. Tier 1:** If the official is a Tier 1 member, this box should be checked. Tier 1 members are not required to keep a ROA.
- G. Current Term Begin & End Dates:** All officials listed on the Resolution must have a specified Term End date. Leaving this column blank or listing 'Tenure/At Pleasure' is not acceptable. If the official does not have a designated term, the current term for the official who appointed them to the position should be used. If they are appointed by the governing board, the chairman of the board's term should be used.
- H. Record of Activities Result*:** This column must be left blank if an official does not submit their required sample three-month ROA. To determine the average number of days worked per month, you must divide the total number of hours documented on the three-month ROA by three months to get a one-month average number of hours worked. Then, the one-month average number of hours worked must be divided by the SWD to get the average number of days worked per month.
- I. Not Submitted:** This column must be checked if an official has not submitted the required sample three-month ROA within the 150 day requirement, regardless of whether they are being reported by another employer for the same period. If the Retirement System receives such a Resolution, it will contact the official to notify them of the consequences of not submitting the ROA.

Once passed, the Resolution must be posted on your public website for a minimum of 30 days or, if a website isn't available to the public, on the official sign-board or at the main entrance to the clerk's office. A certified copy of the Resolution and Affidavit of Posting must be filed with the Office of the State Comptroller within 45 days of the adoption. The Resolution and Affidavit can be submitted online via the Elected and Appointed Officials Reporting (EAOR) program.

*To determine the number of days worked to include on the monthly report for the various payroll frequencies, please refer to the Calculating Days Worked instructions available in the 'Reporting Elected & Appointed Officials' section of our website: http://www.osc.state.ny.us/retire/employers/elected_appointed_officials/index.php

**RS 2417-B**[illegible]

RESOLUTION #2

RESOLUTION AUTHORIZING BUDGET MODIFICATIONS

WHEREAS the Town Comptroller MaryAnn Maxwell has reviewed the proposed Final Budget Modifications for the period ending June 30, 2018 with the Town Board which are detailed and explained on the attached Budget Revisions Schedule 2018/03;

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 June 30, 2018 as shown itemized on schedule 2018/03 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>
Michael Barile	_____	_____
Jonathan Schneider	_____	_____
John Lupinacci	_____	_____
Suzanne McDonough	_____	_____
Kenneth Schmitt	_____	_____

TOWN OF CARMEL
BUDGET REVISIONS MAY-JUNE 2018 - #2018/03

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
GENERAL FUND				
1	100.8090.0019	RECYCLING STAFF	31,870.00	
	100.8090.0082	SOCIAL SECURITY	2,000.00	
	100.1989.9877	FUND BALANCE FOR COMPENSATED ABSENCES	*	33,870.00
		- PROVIDE FOR RETIREMENT PAYOUT OF ACCRUED TIME AND BENEFITS		
2	100.1110.0011	JUSTICE STAFF PERSONNEL SERVICES	19,861.00	
	100.1110.0080	JUSTICE COURT EMPLOYEE BENEFITS	1,589.00	
	100.1010.0016	TOWN BOARD RESERVE COMPENSATION		21,450.00
		- TRANSFER FOR SALARY AND BENEFIT INCREASES PER APPROVED RESOLUTIONS		
3	100.1330.0011	TAX RECEIVER STAFF	2,858.00	
	100.1010.0016	TOWN BOARD RESERVE COMPENSATION		2,858.00
		- TRANSFER FOR SALARY INCREASE PER APPROVED RESOLUTION		
4	100.1330.0045	TAX RECEIVER SOFTWARE UPGRADE	27,850.00	
	100.1990.0040	CONTINGENT ACCOUNT		27,850.00
		- TRANSFER FOR TAX RECEIVER SOFTWARE UPGRADE		
5	100.1620.0044	BUILDING MAINTENANCE CONTRACT	1,300.00	
	100.1620.0048	BUILDING CLEANING SERVICES		1,300.00
		- TRANSFER FOR GRASS CUTTING AT TOWN HALL		
6	100.3121.0012	LAKE PATROL OVERTIME	30,000.00	
	100.3121.0040	LAKE PATROL CONTRACTUAL EXPENSES	6,000.00	
	100.3120.0011	POLICE PERSONNEL SERVICES - UNIFORM		30,000.00
	100.3120.0084	POLICE HEALTH INSURANCE		6,000.00
		- TRANSFER FOR LAKE PATROL EXPENSES		
7	100.7117.0042	CARMADA PARK UTILITIES	1,000.00	
	100.7270.0040	CONCERT SERIES CONTRACTUAL EXPENSES	200.00	
	100.7117.0040	CARMADA PARK CONTRACTUAL EXPENSES		1,000.00
	100.7180.0022	MAHOPAC LAKEFRONT		200.00
		- TRANSFER FOR MISC RECREATION EXPENSES		
LAKE SECOR PARK DISTRICT				
8	404.7140.0042	UTILITIES EXPENSE	800.00	
	404.7140.0099	REPAIR RESERVE FUND		800.00
		- TRANSFER FOR UTILITIES EXPENSE		
MULTIPLE WATER DISTRICTS				
9	601.8310.0047	EMERGENCY REPAIRS	1,033.53	
	608.8310.0047	EMERGENCY REPAIRS	6,571.89	
	610.8310.0047	EMERGENCY REPAIRS	2,190.63	
	613.8310.0047	EMERGENCY REPAIRS	1,437.95	
	601.8310.2681	INSURANCE RECOVERY	*	1,033.53
	608.8310.2681	INSURANCE RECOVERY	*	6,571.89
	610.8310.2681	INSURANCE RECOVERY	*	2,190.63
	613.8310.2681	INSURANCE RECOVERY	*	1,437.95
		- PROVIDE FOR EMERGENCY REPAIRS FROM INSURANCE CLAIM		
CARMEL WATER DISTRICT #13				
10	613.8310.0047	EMERGENCY REPAIRS	2,500.00	
	613.8310.0099	REPAIR RESERVE		2,500.00
		- TRANSFER FOR EMERGENCY REPAIRS		
MAHOPAC LIGHTING DISTRICT				
11	751.5182.0040	CONTRACTUAL EXPENSES	2,500.00	
	751.5182.0042	CONTRACTUAL UTILITIES		2,500.00
		- TRANSFER FOR CONTACTUAL EXPENSES		
CARMADA PARK CAPITAL FUND				
12	911.7140.0045	CONTRACTED IMPROVEMENTS	50,000.00	
	911.7140.3050	STATE AID	*	50,000.00
		- PROVIDE FOR CAPITAL PAVING EXPENSE FROM DASNY STATE AID		
CARMEL WATER DISTRICTS CONSOLIDATED CAPITAL FUND				
13	989.8310.0020	CAPITAL EQUIPMENT	2,000,000.00	
	989.8310.0045	CONTRACTED CAPITAL IMPROVEMENTS	1,000,000.00	
	989.8310.0048	OTHER CAPITAL EXPENSES	350,000.00	
	989.8310.5710	PROCEEDS OF BORROWING	*	3,350,000.00
		- PROVIDE FOR CAPITAL EXPENSE FROM APPROVED BORROWING		

RESOLUTION #3

RESOLUTION ACCEPTING ANNUAL FINANCIAL REPORT OF THE TOWN'S INDEPENDENT AUDITOR FOR FISCAL YEAR 2017

RESOLVED that the Town Board of the Town of Carmel hereby accepts the Comprehensive Financial Independent Audit Report of the Town's independent auditor, the PKF O'Connor Davies for fiscal year 2017 and hereby directs Town Clerk Ann Spofford to publish all notices required in connection herewith in the official newspapers of the Town.

Resolution

Offered by: _____

Seconded by: _____

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

RESOLUTION #4

AUTHORIZATION FOR PAYMENT OF 2016/2017 CLAIMS FROM FISCAL YEAR 2018 OPERATING FUNDS

WHEREAS the Town Comptroller's Office has received late voucher claims from for expenditures incurred in fiscal year 2016 and 2017 and which were not encumbered; and

WHEREAS the Town Board must authorize and approve the payment of fiscal 2016 and 2017 claims from funds budgeted for fiscal year 2018;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the payment from 2018 fiscal year operating funds for 2016 and 2017 claims itemized below which are incorporated herein and made a part thereof.

<u>Vendor</u>	<u>Amount</u>	<u>Date</u>	<u>Government Fund Description</u>
NY Tactical Officers Assoc.	\$1,199.96	Feb 2016	Gen Fund – Police 2016 Training
NY Tactical Officers Assoc.	\$599.98	March 2017	Gen Fund – Police 2017 Training

Resolution

Offered by: _____

Seconded by: _____

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

RESOLUTION #5

AMENDED RESOLUTION SETTING RATES FOR 2018 PART-TIME/TEMPORARY HELP

RESOLVED that the Town Board of the Town of Carmel hereby sets the following rates for part-time/temporary help in the following departments for fiscal year 2018:

<u>Department</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Comments</u>
Accounting	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Assessor	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Police	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Town Clerk	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Engineering	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Recreation	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Planning	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Highway	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Recycling	\$12.00/hr	\$15.00/hr	Commensurate with Experience

Resolution

Offered by: _____

Seconded by: _____

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

RESOLUTION #6

RESOLUTION AUTHORIZING PAYMENT FOR CONSTRUCTION DEBRIS REMOVAL

RESOLVED, the Town Board of the Town of Carmel hereby authorizes payment to Mike's Blue Wheels, Mahopac, NY for services rendered in connection with construction debris removal for the premises at 628 Route Six, Mahopac, NY in the amount of \$15, 011.36 and in accordance with the invoice dated July 5, 2018; and

BE IT FURTHER RESOLVED, that Town Comptroller MaryAnn Maxwell is hereby authorized to make any necessary budget modifications required in connection with the payment authorized hereunder.

Resolution

Offered by: _____

Seconded by: _____

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