

**KENNETH SCHMITT**  
*Town Supervisor*

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

**ANN SPOFFORD**  
*Town Clerk*

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

60 McAlpin Avenue  
Mahopac, New York 10541  
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[www.carmelny.org](http://www.carmelny.org)

**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, May 4, 2016 7:00pm**

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**Pledge of Allegiance – Moment of Silence**

**Town Board Voting Meeting**

1. Accept Town Board Minutes, April 20, 2016
  2. Res: Authorizing Purchase of Asphalt Scarification Services Town of Carmel Highway Department
  3. Res: Authorizing Purchase of Capital Equipment Town of Carmel Highway Department
  4. Res: Authorizing Attendance at Seminar
  5. Res: Authorizing Refund of Application Fee Town of Carmel Zoning Board of Appeals
  6. Res: Authorizing Circulation of Request for Proposals for Purchase and Installation of New Telephone System
  7. Res: Authorizing Mailing of Lake Casse Park District Newsletter
  8. Res: Authorizing Mailing of Lake Secor Park District Newsletter
  9. Res: Setting Rates for 2016 Seasonal Employees Lake Secor Park District
  10. Res: Accepting Proposal for Credit Card Processing Services Town of Carmel Department of Recreation and Parks
  11. Res: Authorizing Purchase of Pavers Town of Carmel Camarda Park
  12. Res: Authorizing Purchase of Playset Lake Secor Park District
  13. Res: Amending Town of Carmel Procurement Policy
  14. Res: Amending Standard Work Day and Reporting Resolution for Town of Carmel Employees
  15. SEQR Review In Regard to the Improvements to be Performed in the Long Pond Road Improvement District
  16. Res: Making Negative Determination under NYS Environmental Quality Review ("SEORA") in Regard to the Improvements to be Performed in the Long Pond Road Improvement District
- **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. Richard Franzetti, PE, Town Engineer / John Folchetti, PE Engineering Consultant – Personnel
2. Supervisor Kenneth Schmitt – Personnel/Contractual
3. Councilman Schneider – Personnel/Contractual

## RESOLUTION #2

### RESOLUTION AUTHORIZING PURCHASE OF ASPHALT SCARIFICATION SERVICES TOWN OF CARMEL HIGHWAY DEPARTMENT

RESOLVED, that the Town Board of the Town of Carmel, upon the recommendation of Town of Carmel Highway Superintendent Michael Simone, hereby authorizes the purchase of Hot in-place Recycling Heater Scarification of Existing Asphalt Pavement services from Highway Rehabilitation Corp., Brewster, NY in accordance with Putnam County Bid RFB54-15 for a period commencing immediately and concluding November 30, 2016.

#### Resolution

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

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

#### Roll Call Vote

#### YES

#### NO

Jonathan Schneider

\_\_\_\_\_

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John Lupinacci

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Suzanne McDonough

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Frank Lombardi

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Kenneth Schmitt

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## RESOLUTION #3

### RESOLUTION AUTHORIZING PURCHASE OF CAPITAL EQUIPMENT TOWN OF CARMEL HIGHWAY DEPARTMENT

RESOLVED, that the Town Board of the Town of Carmel, upon the recommendation of Town of Carmel Highway Superintendent Michael Simone, and pursuant to 2015 Capital Equipment purchase authorization for the Town of Carmel Highway Department, hereby authorizes the purchase of two (2) 2017 Mack Granite GU712 Chassis with Dump Body and Plow Equipment, in accordance with Onondaga Contract #7823 from Beam Mack Sales and Service, E. Syracuse, NY at a cost not to exceed \$243,073.23 per unit; and

BE IT FURTHER RESOLVED, that Town Supervisor Kenneth Schmitt his hereby authorized to execute any and all documentation reasonably necessary to effectuate the purchase authorized hereunder on the terms authorized herein; and

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all budget modifications necessary to effectuate the purchase authorized hereunder.

#### Resolution

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

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

#### Roll Call Vote

#### YES

#### NO

Jonathan Schneider

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John Lupinacci

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Suzanne McDonough

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Frank Lombardi

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Kenneth Schmitt

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## RESOLUTION #4

### RESOLUTION AUTHORIZING ATTENDANCE AT SEMINAR

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Scott McMillan and Christopher Paleo of the Office of the Town Assessor to attend the Assessment Administration and Data Collection courses offered by the New York State Office of Real Property Services on April 28, 2016 and May 3, 2016 in White Plains, NY; 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 REFUND OF APPLICATION FEE TOWN OF CARMEL ZONING BOARD OF APPEALS

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the refund of the application fee submitted to the Zoning Board of Appeals for in the amount of \$450.00 to Jonathan Schneider for TM# 64.15-37.

Resolution

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

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

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

## RESOLUTION #6

### RESOLUTION AUTHORIZING CIRCULATION OF REQUEST FOR PROPOSALS FOR THE PURCHASE AND INSTALLATION OF NEW TELEPHONE SYSTEM

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Assistant to Town Board, Anne Pasquerello and the Town of Carmel IT Consultant, Glenn Sullivan of Sullivan Data, to request proposals for the purchase and installation of a new telephone system for Town of Carmel Town Hall, Town of Carmel Police Department, Town of Carmel Highway Department and Town of Carmel Department for Recreation and Parks.

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 #7

### RESOLUTION AUTHORIZING MAILING OF LAKE CASSE PARK DISTRICT NEWSLETTER

RESOLVED that the Town Board of the Town of Carmel, acting as the Commissioners of the Lake Casse Park District, hereby authorizes the mailing to all properties within the district of the quarterly newsletter prepared by the Lake Casse Park District Committee and that the cost thereof be charged as a district expense.

#### Resolution

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

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

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

## RESOLUTION #8

### RESOLUTION AUTHORIZING MAILING OF LAKE SECOR PARK DISTRICT NEWSLETTER

RESOLVED that the Town Board of the Town of Carmel, acting as the Commissioners of the Lake Secor Park District, hereby authorizes the mailing to all properties within the district of the quarterly newsletter prepared by the Lake Secor Park District Committee and that the cost thereof be charged as a district expense.

#### Resolution

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

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

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



## RESOLUTION #9

### RESOLUTION SETTING RATES FOR 2016 SEASONAL EMPLOYEES LAKE SECOR PARK DISTRICT

RESOLVED that the Town Board of the Town of Carmel, acting as the Commissioners of the Lake Secor Park District, hereby sets the following rates for Lifeguards in 2016.

POSITION	MAXIMUM RATE OF PAY
Head Lifeguard	\$20.00/hr
Lifeguard	\$14.50/hr
Lifeguard – Two Years	\$12.00/hr
Junior Lifeguard	\$10.00/hr

#### 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 #10

### RESOLUTION ACCEPTING PROPOSAL CREDIT CARD PROCESSING SERVICES TOWN OF CARMEL DEPARTMENT OF RECREATION AND PARKS

RESOLVED, that the Town Board of the Town of Carmel, upon the recommendation of Director of Recreation and Parks James R. Gilchrist, hereby accepts the proposal of Elavon, of Atlanta, GA, in conjunction with Tompkins Mahopac Bank, to provide credit card processing services utilizing the Capturepoint Communitypass system in accordance with the terms and conditions of the proposal dated April 19, 2016; and

BE IT FURTHER RESOLVED, that Town Supervisor Kenneth Schmitt his hereby authorized to execute any and all documentation reasonably necessary to effectuate the purchase authorized hereunder on the terms authorized herein

#### Resolution

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

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

#### Roll Call Vote

#### YES

#### NO

Jonathan Schneider

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John Lupinacci

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Suzanne McDonough

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Frank Lombardi

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Kenneth Schmitt

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## RESOLUTION #11

### RESOLUTION AUTHORIZING PURCHASE OF PAVERS TOWN OF CARMEL CAMARDA PARK

RESOLVED, that the Town Board of the Town of Carmel, upon the recommendation of Director of Recreation and Parks James R. Gilchrist, hereby authorizes the purchase of pavers for Camarda Park from Mahopac Building Materials, Mahopac, NY at a cost not exceed \$7,471.00; and

BE IT FURTHER RESOLVED, that Town Supervisor Kenneth Schmitt his hereby authorized to execute any and all documentation reasonably necessary to effectuate the purchase authorized hereunder on the terms authorized herein; and

#### 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 #12

### RESOLUTION AUTHORIZING PURCHASE OF PLAYSET LAKE SECOR PARK DISTRICT

RESOLVED, that the Town Board of the Town of Carmel, acting as commissioners of the Lake Secor Park District, and upon the recommendation of Director of Recreation and Parks James R. Gilchrist, hereby authorizes the purchase of a playset for the Lake Secor Park District from Best in Backyards, Mahopac, NY at a cost not to exceed \$4,998.00; and

BE IT FURTHER RESOLVED, that Town Supervisor Kenneth Schmitt his hereby authorized to execute any and all documentation reasonably necessary to effectuate the purchase authorized hereunder on the terms authorized herein; and

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all budget modifications necessary to effectuate the purchase authorized hereunder.

#### 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 #13

### RESOLUTION AMENDING OF THE TOWN OF CARMEL PROCUREMENT POLICY

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Carmel hereby amends the Procurement Policy which is attached hereto and made a part of hereof and designates the Town Comptroller's Office to distribute the policy to all department heads; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby designates the responsible purchasing agents and titles as set forth within the aforesaid policy.

#### Resolution

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

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

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

# **TOWN OF CARMEL**

## **PROCUREMENT POLICY AND PROCEDURES**

(Revised December 2015)

The following sets forth the policies and procedures of the Town of Carmel to meet the requirements of General Municipal Law, (GML) Sections 103 and 104.

### **PURPOSE**

Goods and services which are required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost, and to guard against favoritism, improvidence, extravagance, fraud and corruption. The Purchasing Policy confirms the commitment of The Town of Carmel to ensure that its purchases of goods and services are made legally, fairly, prudently, competently, and at the lowest possible cost offered by responsible vendors. This Purchasing Policy, General Municipal Law Sections 103 and 104, and the State Comptroller's Financial Management Guide subsection 8, provide guidance to those involved in the purchasing process. The Town of Carmel adopts the following Purchasing Policy statements in accordance with Section 104b of the General Municipal Law (GML).

### **I. ANALYZE THE PROPOSED PROCUREMENT/PURCHASE**

Generally, the official(s) responsible for making the particular procurement will make the initial determination of whether competitive bidding is required as follows:

- Determine whether it is expected that over the course of the fiscal year, the Town will spend in excess of the competitive bidding thresholds for the same or similar items or services.
- Determine whether an item is available under State or County contract.
- For legal issues regarding the applicability of competitive bidding requirements, verify with the Town Legal Counsel, as appropriate
- In the case of an emergency, determine that the statutory criteria are met (see GML, §102[4])
- In the case of a lease, determine that a document is a true lease and not an installment purchase contract
- In the case of a sole source, determine that the item is required in the public interest, has no reasonable equivalent and is in fact available only from one source.
- In the case of a combination of professional services and a purchase, determine whether the professional service is the predominate part of the transaction and is inextricably integrated with the purchase.

## **CATEGORIES OF PROCUREMENTS/PURCHASING**

This chart identifies the procurement/purchasing categories subject to the Competitive Bidding Requirements of Section 103 GML or the Town Procurement Policy required by Section 104-b GML and where further information can be found.

<b>Procurement Category</b>	<b>Subject to Competitive Bidding (§103)</b>	<b>Procurement Policy (§104-b)</b>	<b>Reference Law</b>
<b>Purchase and Public Works Contracts:</b>			
1. Purchase Contract – Above \$20,000	<b>X</b>		<b>103 GML</b>
2. Purchase Contract – Below \$20,000		<b>X</b>	<b>104 GML</b>
3. Contract for Public Work – Above \$35,000	<b>X</b>		<b>103 GML</b>
4. Contract for Public Work – Below \$35,000		<b>X</b>	<b>104 GML</b>
<b>Procurement Exempt from GML §103 and §104-b</b>			
5. Agencies for Blind or Severely Handicapped, etc.		<b>X</b>	<b>175-b SFL</b>
6. Correctional Institutions		<b>X</b>	<b>184 CL</b>
7. State Contract		<b>X</b>	<b>104 GML</b>
8. County Contract		<b>X</b>	<b>103(3) GML</b>
<b>Procurement Exempt from GML §103 and 104b</b>			
9. Emergencies (See section below)		<b>X</b>	<b>103(4) GML</b>
10. Sole Source (See section below)		<b>X</b>	<b>103(4) GML</b>
11. Professional Services		<b>X</b>	<b>103(4) GML</b>
12. True Leases		<b>X</b>	<b>103(4) GML</b>
13. Insurance		<b>X</b>	<b>103(4) GML</b>
14. Second-Hand Equipment from Another Government		<b>X</b>	<b>103(6) GML</b>

**Statutory Exceptions from These Policies and Procedures.** Exceptions include procurements made pursuant to General Municipal Law, Section 103(3) (through county contracts) or Section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or other severely handicapped, special employment programs for the mentally ill or veteran's workshops), and Correction Law, Section 186 (articles manufactured in correctional institutions).

**EMERGENCIES.** There are three basic statutory criteria to be met within this exception. These are

- (1) the situation arises out of an accident or other unforeseen occurrence or condition;
- (2) the circumstance affects public building, public property or the life, health, safety or property of the political subdivision's residents; and
- (3) the situation requires immediate action which cannot await competitive bidding.

**Sole Source.** With this exception, the town employee should document the unique benefits of the item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item is reasonable, when compared to other products or services in the marketplace.

In addition, the responsible town employee must document that, there is no possibility of competition for the procurement and there is a sole source provider.

## II. METHODS OF COMPETITION TO BE USED FOR NON-BID PROCUREMENTS

The Town Board of the Town of Carmel requires that the method to be used for seeking competition depends on the amount and type of procurement listed in the following chart.

TYPE AND AMOUNT OF PROCUREMENT	VERBAL QUOTES		WRITTEN QUOTES	OFFICIAL RFPS	EXCEPT EXEMPT
	0	3	AUTHORIZING RESOLUTION REQUIRED 3		
Purchase Contracts Below \$20,000					
200 – 999	X				
1,000 – 4,999		X			
5,000 – 9,999			X		
10,000 – 19,999				X	
Public Work Contracts Below \$35,000					
Under 1,000	X				
1,000 – 4,999		X			
5,000 – 19,999			X		
* 20,000 – 34,999				X	
Emergencies					X
Insurance					X
Professional Services				X	X
True Leases					X
Second-Hand Equipment from other Govts.					X
Sole Source Providers					X

\* NOTES: THE TOWN WILL CONTINUE TO MONITOR PUBLIC WORK CONTRACTS FOR COMPETITIVE PRICING IN THE BID CATEGORY \$20,000 – \$34,999; FOR EXEMPTIONS, OFFICIAL REQUESTS FOR PROPOSALS (RFP'S) ARE STILL ENCOURAGED.

General Municipal Law, Section 104-b, subdivision 2, paragraph (b) requires that alternative proposals for goods and services be secured by the responsible employee by use of written requests for proposals, written quotations, verbal quotations or any other methods which further the objectives of Section 104-b.

## III. DOCUMENT ACTIONS TAKEN

With respect to any Purchase Contract or Public Works Contract requiring verbal or written quotes pursuant to this policy, all quotes received must be submitted to the Comptroller's Office for review prior to any purchase or commencement of any public work.

Any purchase or public works contract \$4,999.00 or below in value, as well as certain purchase contracts and/or public works contracts for Highway Department, may be authorized for payment by General Resolution of the Town Board upon Audit and Review by the Town Comptroller.

Documentation of actions taken shall include board resolutions, memoranda, written quotes, telephone logs for verbal quotes, requests for proposals, contracts and other appropriate forms of documentation.

Distinguish between contracts for public works and purchase contracts. In general, purchase contracts involve the acquisition of commodities, materials, supplies or equipment, while contracts for public work



involve services, labor or construction. Each procurement must be reviewed on a case-by-case basis and a determination made as to what kind of contract is involved.

For other items not subject to competitive bidding, such as professional services, emergencies, purchases under State or County contracts or procurements from sole sources, documentation could include a memo to the files which details why the procurement is not subject to competitive bidding and include:

- a description of the facts giving rise to an emergency and a statement of how the situation meets the statutory criteria
- a description of the particular professional services and a statement of what general criteria apply
- copies of state or county contracts
- opinions of the municipal attorney
- a description of sole source items and how such determinations were made.

Verbal Quotations. The responsible employee should record at a minimum: date, item or service desired, price quoted, name of vendor, name of vendor's representative.

Written or Fax Quotations. Vendors should provide at a minimum: date, description of item or details of service to be provided, price quoted, name of contact.

Requests for Proposals. Public notice and a minimum number of professionals are contacted directly asking for the submission of written proposals. A request for proposals and evaluation of proposals should consider price plus other factors like experience, staffing and suitability for needs and may include negotiations on a fair and equal basis. The award should be the most advantageous to the Town.

**NOTE:\* TOWN LEGAL COUNSEL SHOULD REVIEW RFPS AND CONTRACTS TO BE EXECUTED WITH THE FIRM SELECTED.**

#### IV. PROCUREMENT FROM OTHER THAN LOWEST RESPONSIBLE DOLLAR OFFERED

Whenever any contract is awarded to other than the lowest responsible vendor or contractor there must be justification and documentation of the reason why the purchase is in the best interest of the Town and otherwise furthers the purposes of Section 104-b.

For example, if a vendor submitting the lowest proposal has a history of not making deliveries on time or of delivering goods of inferior quality, such facts might be justification for taking other than the lower offer, but such decision must be documented with facts.

#### V. GOVERNING BOARD EXCEPTIONS

The Town Board sets forth the following circumstance where types of procurements for which it would not be in the best interests of the Town to solicit alternative proposals or quotations:

- emergencies where time is a crucial factor
- procurements for which there is no possibility of competition (sole source items)
- very small procurements for which solicitations of competition would not be cost effective.

VI. INPUT FROM OFFICERS INVOLVED IN PROCUREMENT

Comments concerning the policies and procedures shall be solicited from officers of the Town of Carmel therein involved in the procurement process from time to time, to be used in amending the policy when circumstances warrant changes.

VII. UPDATING THE POLICIES AND PROCEDURES

The Town Board shall annually review these policies and procedures. The Comptroller's Office shall be responsible for conducting an annual review of the Procurement Policy and for evaluation of the internal control structure established to ensure compliance with the procurement policy.

VIII. UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to fully comply with the provisions of General Municipal Law Section 104-b shall not be grounds to avoid action taken or give rise to a cause of action against the Town of Carmel or any officer or employee thereof.

**IX. RESPONSIBLE PURCHASING AGENTS – NAMES AND TITLES**

Pursuant to Chapter 402 of the Laws of 2007, effective January 1, 2016, as required under Section 104 of the NYS General Municipal Law, the Town is including the names of the municipal officials responsible for purchasing decisions, as follows:

<b><u>Position Title</u></b>	<b><u>Position Incumbent</u></b>
Town Supervisor	Kenneth Schmitt
Town Board	Frank Lombardi
Town Board	Suzanne McDonough
Town Board	John Lupinacci
Town Board	Jonathan Schneider
Town Justice	Joseph Spofford
Town Justice	Thomas Jacobellis
Court Clerk	Patricia Genna
Comptroller	Mary Ann Maxwell
Town Assessor	Glenn Droese
Town Clerk	Ann Spofford
Deputy Town Clerk	Phyllis Bourges
Receiver of Taxes	Kathleen Kraus
Deputy Receiver of Taxes	Gary Kiernan
Town Civil Engineer	Richard Franzetti
Town Engineering Project Coordinator	Robert Vara
Principal Clerk	Eileen Brennan
Highway Superintendent	Michael Simone
Deputy Highway Superintendent	Robert Erickson
Chief of Police	Michael Cazzari
Lieutenant	Brian Karst
<b>Lieutenant</b>	<b>John Dearman</b>
Codes Enforcer	Michael Carnazza
Director of Parks and Recreation	James Gilchrist

**X. REIMBURSEMENT FOR EXPENSES \$15.00 OR LESS**

From time to time a department head or employee attends a town business function or makes a minor purchase for which they lost a receipt, did not receive a receipt or forgot to obtain a receipt. Documentation representing what was paid for, how much was paid for it, that it was for town business, and the signature of the claimant verifying such will be acceptable in lieu of a receipt. The town reserves the right to reject such claim if claims lacking receipts become more frequent, or if it becomes known that receipts are readily available. Original receipts should be attached to claims for reimbursement whenever possible: regardless of the dollar amount.

## RESOLUTION #14

### RESOLUTION AMENDING STANDARD WORK DAY AND REPORTING RESOLUTION FOR TOWN OF CARMEL EMPLOYEES

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Carmel hereby establishes the following as standard workdays for Fire Inspector, Senior Office Assistant, Health Officer, Gate Guard and Town Engineer, and will report the employees 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 employees to the Town Clerk as submitted on the attached "Standard Work Day and Reporting Resolution for Employees" form RS 2418 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>
Jonathan Schneider	_____	_____
John Lupinacci	_____	_____
Suzanne McDonough	_____	_____
Frank Lombardi	_____	_____
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 Resolution for Employees\* RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the \_\_\_\_\_, Location code \_\_\_\_\_, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature of clerk) Date enacted: \_\_\_\_\_

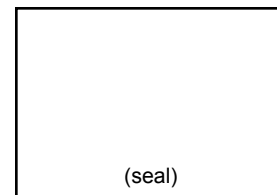
I, \_\_\_\_\_, clerk of the governing board of the \_\_\_\_\_,  
(Name of Employer)

of the State of New York, 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.

I further certify that the full board, consists of \_\_\_\_ members, and that \_\_\_\_ of such members were present at such meeting and that \_\_\_\_ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto  
Set my hand and the seal of the

\_\_\_\_\_  
(Name of Employer)




\*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

**See Instructions for Completing Form on Back**

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

MEMO TO: Carmel Town Board

FROM: John E. Folchetti, P.E., Chief Engineering Consultant 

DATE: April 26, 2016

SUBJECT: **LONG POND ROAD IMPROVEMENT DISTRICT  
ROADWAY RECONSTRUCTION PROJECT  
STATE ENVIRONMENTAL QUALITY REVIEW ACT**

On December 16, 2015 the Town Board declared itself Lead Agency under the New York State Environmental Quality Review Act (SEQRA) for the subject project. The project includes the dedication of approximately 7500 liner feet of existing private roads to the Town. Construction includes modifications to the vertical and horizontal alignment in certain sections to improve sight distances, improve motorist safety, and to comply with Town Highway standards. A portion of roadway known as Highland Road will be re-aligned at the intersection of Wixon Pond Road. Identified as an unlisted action, the Town resolved to undertake a coordinated review under applicable provisions of SEQRA. Accordingly, circulation of the declaration, the Environmental Assessment Form and project plans was made to three involved and interested agencies:

1. Putnam County Department of Planning
2. New York City Department of Environmental Protection
3. New York State Department of Environmental Protection

None challenged the declaration. Putnam County Department of Planning provided approval under Section 239 on January 6, 2016. The New York State Department of Environmental Conservation (the DEC) and the New York City Department of Environmental Protection (the DEP) both provided comments. Responses and resolutions to both DEC and DEP comments have been provided under separate cover. In summary, comments have either been resolved or appropriate permits have been applied for. The permits required are:

1. A Nationwide General Permit from the Army Corps of Engineers for culvert replacement on Highland Road.
2. A Land Use Permit from the DEP to accommodate realignment of the Highland Road/Wixon Pond Road intersection in order to improve motorist safety.

While these agencies have not yet issued the respective permits, the responses acknowledge that all conditions associated with their issuance will be complied with.

Based on the foregoing we conclude that, in accordance with 6 NYCRR Part 617.7, the proposed project will not create significant adverse environmental impact. Accordingly, we recommend that the Town adopt a Negative Declaration in accordance with 6 NYCRR Part 617.7.

31 Sodom Road  
Brewster, New York 10509  
845-363-1560  
Fax 845-279-2062  
[www.jrfa.com](http://www.jrfa.com)

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

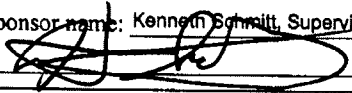
**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

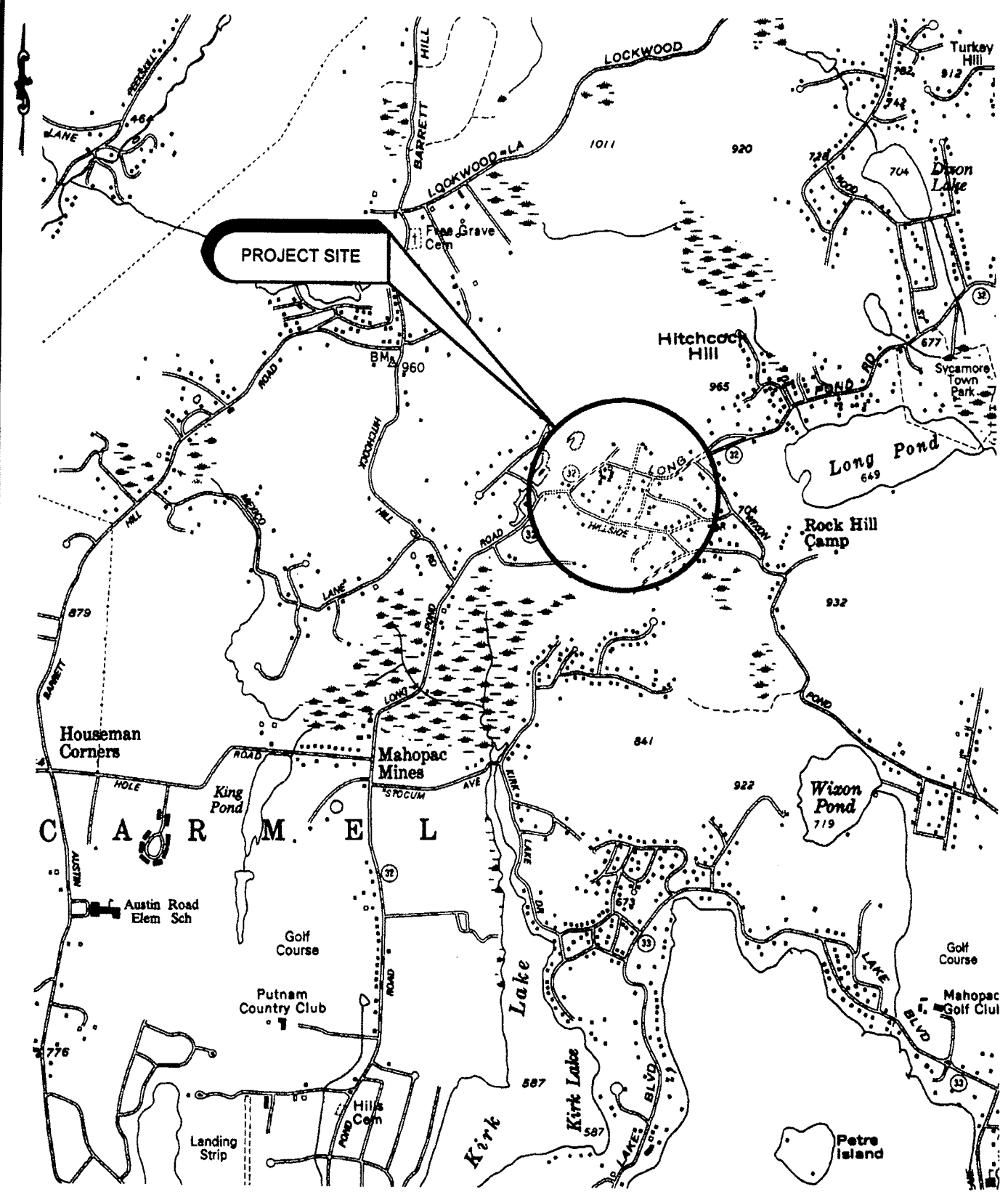
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>							
Town of Carmel, New York							
Name of Action or Project: Long Pond Road Improvement District Roadway Reconstruction Project							
Project Location (describe, and attach a location map): See Figures 1 and 2 (attached) for project site location.							
Brief Description of Proposed Action: See attached project description.							
Name of Applicant or Sponsor: Town of Carmel, New York		Telephone: 845-628-1500					
		E-Mail: ks@ci.carmel.ny.us					
Address: 60 McAlpin Avenue							
City/PO: Mahopac		State: New York	Zip Code: 10541				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; text-align: center;"> <tr> <td>NO</td> <td>YES</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: - NYCDEP Land Occupancy Permit - Coverage under NYSDEC Stormwater General Permit GP-0-15-002			<table border="1" style="width: 100%; text-align: center;"> <tr> <td>NO</td> <td>YES</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
3.a. Total acreage of the site of the proposed action?		2.82 acres					
b. Total acreage to be physically disturbed?		0.97 acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		2.74 acres					
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland							

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local Wetlands +/- 320 square feet			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
16. Is the project site located in the 100 year flood plain?		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES Existing roadside swales and culvert piping will continue to convey stormwater runoff upon completion of roadway reconstruction activities.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: <u>Kenneth Schmitt, Supervisor</u>		Date: <u>12/9/2015</u>
Signature: 		



DATE: NOVEMBER 2015

TOWN of CARMEL, NEW YORK

ROADWAY RECONSTRUCTION PROJECT  
 LONG POND ROAD IMPROVEMENT DISTRICT  
 LOCATION MAP

FIGURE: 1  
 SCALE: 1" = 2,000'  
 DWG. NO. \_\_\_\_\_

J  
R  
F  
A  
 J. ROBERT FOLCHETTI &  
 ASSOCIATES, P.E., L.S.  
 CIVIL / ENVIRONMENTAL ENGINEERS  
 www.jrfa.com  
 31 BEDFORD ROAD  
 WESTWATER, NY 10996  
 845-363-1588



## 1.0 BACKGROUND AND SUMMARY

The Town of Carmel is proposing to undertake a roadway reconstruction project within the limits of a recently formed town district known formerly as the *Long Pond Road/Highway Improvement District*. The purpose of the project is to protect and enhance the public health and welfare of residents of the Town of Carmel through the provision of traveled ways that are safer for use and passage, and that more closely conform to Town highway design standards. To achieve stated safety improvements, eight (8) existing roadways within the Long Pond Road Improvement District will be reconstructed, these include: Hillside Road, Cross Road North, Highland Road, Pleasant Road, Rosemarie Lane, Birch Hill Road, Hillside Drive and Clearview Road. The general location of respective roadways is included on Figure-1, attached.

Proposed roadway reconstruction activities will include minor modifications to the horizontal and vertical alignments of various sections of roadway and roadway widening at certain locations to improve site distances. All roads will be re-surfaced with asphaltic cement concrete (i.e., asphalt) as part of the project. At present, several of the identified roads including: Hillside Road, Cross Road North, Hillside Drive and Clearview Road are surfaced with asphalt the balance of roads including: Pleasant Road, Rosemarie Lane, and Birch Hill Road are gravel (NYSDOT Item-4) surfaced. Highland Road is asphalt surfaced to the north of Cross Road North and gravel surfaced to the south. No curbing is installed on any segment of existing roadway.

Stormwater runoff from roadways and adjacent tributary areas is conveyed in existing roadside ditches and drainage swales that direct runoff to wetland areas and surface waterbodies to the south and east. Since more conventional conveyance system components are not currently installed in the identified roads, the existing roadside ditches and drainage swales shall remain. Hillside Road contains several culvert pipes that are in a deteriorated condition, as such, these have been scheduled for replacement under this project.

Roadway re-alignment and widening activities will be completed along various sections of the following: Hillside Road, Cross Road North, Highland Road-II, Pleasant Road, Rosemarie Lane and Birch Hill Road. Nominal widening activities will be completed on Hillside Drive, with asphalt pavement re-surfacing only scheduled for Clearview Road and Highland Road. The combination of Hillside Road, Cross Road North and Highland Road-II represent one continuous thoroughfare that extends in an east to west direction from Wixon Pond Road to Long Pond Road. Under this project the respective roadways will be treated as a single thoroughfare. The total length of road scheduled for reconstruction is  $\pm 7,510$  linear feet. Existing roadways widths vary from  $\pm 10$  to  $\pm 18$  feet. Widening activities will be completed on Hillside Road, Cross Road North and Highland Road-II to provide a minimum traveled-way width of 16 feet. Pleasant Road, Rosemarie Lane, Birch Hill Road and Hillside Drive will be widened to provide a minimum traveled-way width of 14 feet. Clearview Road and Highland Road-I will remain at their current respective traveled-way widths. The easterly end of Highland Road-II will be re-aligned to improve site distance at the Wixon Pond Road intersection. Re-alignment activities will extend the roadway on to lands owned by the NYC Department of Environmental Protection (NYCDEP). A land occupancy permit issued by NYCDEP to the Town will be required to execute respective modification to roadway alignment. Roadways included under this project are illustrated on Figure-2, attached.

Rosemarie Lane is divided into two branched segments at the southerly end. As part of the project the westerly branch of Rosemarie Lane will be closed to traffic and abandoned in place. Additionally, approximately 190 linear feet of Pleasant Road is located within 50 feet of an existing watercourse. Pleasant Road is currently a gravel road that will be re-surfaced with asphalt as part of the project. To

eliminate the introduction of a new impervious surface within 50 foot limiting distance to existing watercourse, respective section of Pleasant Road shall be re-surfaced with a pervious, pre-cast concrete modular paving system. Proposed roadway reconstruction activity statistics are summarized in Table-1, below.

<b>Table-1</b> <b>Proposed Roadway Reconstruction Summary</b>					
<b>Roadway Name</b>	<b>Roadway Length</b>	<b>Existing Traveled Way Area</b>	<b>Proposed Traveled Way Area</b>	<b>Change in Area</b>	<b>Change in Area</b>
	(linear feet)	(square feet)	(square feet)	(square feet)	(square feet)
Hillside Rd., Cross Rd. N. & Highland Road-II	3,037	41,324	55,057	13,733	33.23%
Pleasant Road *	771	8,971	11,555	2,584	28.80%
Rosemarie Lane	776	14,169	12,394	-1,775	-12.53%
Birch Hill Road	865	10,469	13,642	3,173	30.31%
Hillside Drive	942	14,500	15,087	587	4.05%
Clearview Road	525	6,475	6,475	0	0.00%
Highland Road-I	592	8,689	8,689	0	0.00%
<b>Total</b>	<b>7,508</b>	<b>104,597</b>	<b>122,899 *</b>	<b>18,302 *</b>	<b>17.50% *</b>

\* Proposed Traveled Way Area includes ±2,910 square feet of pervious, concrete paving units on Pleasant Road.

As demonstrated in Table-1 above, the total project traveled way area will increase from ±104,597 square feet to 122,899 square feet. Both existing and proposed traveled way areas represent impervious surface area. A portion of Pleasant Road will be re-surfaced with pervious, modular pre-cast concrete paving units to eliminate the introduction of a new impervious surface area within 50 foot limiting distance to an existing watercourse. Thus, the total impervious traveled way area will increase by approximately 15,392 square feet or 14.7%.

The aggregate watershed area, tributary to those portions of traveled way that will be expanded, measures approximately 37.26 acres (±1,623,046 sf). The proposed 15,392 square feet of expanded traveled way area represents a 0.95% increase in watershed imperviousness. With an increase of less than 1% in impervious area, the roadway reconstruction project will have a negligible impact on watershed hydrology, with no measurable change in runoff rate.

<b>Table-2</b> <b>Proposed Land Disturbance Area Summary</b>			
Roadway Name	Area to be Disturbed for Roadway Widening/Horizontal Alignment Modifications	Vegetated Areas to be Disturbed for Re-alignment Grading Activities	Total Disturbance
	(square feet)	(square feet)	(square feet)
Hillside Rd., Cross Rd. N. & Highland Road-II	13,613.39	11,921.34	25,534.73
Pleasant Road *	2,426.58	2,341.01	4,767.59
Rosemarie Lane	1,224.47	2,778.24	4,002.71
Birch Hill Road	3,035.71	2,813.79	5,849.50
Hillside Drive	436.40	754.48	1,190.88
Clearview Road	0.00	82.24	82.24
Highland Road-I	0.00	886.92	886.92
<b>Total</b>	<b>20,836.65</b>	<b>21,578.02</b>	<b>42,414.57</b>

The majority of work includes asphalt re-surfacing of existing roadways with none or limited disturbance to the existing soil sub-grade. Areas of existing roadway limited to asphalt pavement re-surfacing and/or nominal changes to vertical alignment are not included in the disturbance area calculations in Table-2 above. Temporary Erosion & Sediment Control (E&SC) practices, including silt fencing and hay bale dikes, will be installed in appropriate locations prior to the start of any land disturbance activities. Erosion & Sediment Control Plan drawing sheets have been developed as part of the project engineering plans. Coverage under SPDES General Permit GP-0-15-002 will be obtained by the Town prior to the start of any land disturbance activities. To avoid conflict with the endangered "Indiana Bat" all tree clearing activities will be completed during the period of October 1<sup>st</sup> and March 31<sup>st</sup>. Disturbance to existing local wetland areas will be limited to culvert replacement and limited earth filling activities. The total disturbance to local wetland areas measures approximately ±320 square feet (0.0073 acres). All disturbance activities will occur immediately adjacent to existing roadways where maintenance of existing roadways swales is performed periodically. As such, no adverse impacts to the endangered "Bog Turtle" are anticipated. A period of 3 to 4 consecutive months is expected for completion of the proposed roadway reconstruction project.

(\*\* END OF SECTION \*\*)

Project:

Date:

**Short Environmental Assessment Form**  
**Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

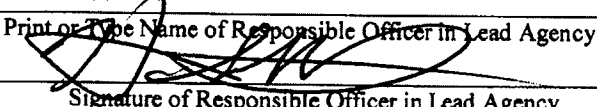
	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Agency Use Only [If applicable]	
Project:	
Date:	

### Short Environmental Assessment Form

#### Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input checked="" type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
Town of Carmel, New York	12/9/15
Name of Lead Agency	Date
Kenneth Schmitt	Supervisor
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
	Signature of Preparer (if different from Responsible Officer)
Signature of Responsible Officer in Lead Agency	

**PRINT FORM**



## **RESOLUTION #16**

### **RESOLUTION MAKING NEGATIVE DETERMINATION UNDER NY STATE ENVIRONMENTAL QUALITY REVIEW ("SEQR") IN REGARD TO THE IMPROVEMENTS TO BE PERFORMED IN THE LONG POND ROAD IMPROVEMENT DISTRICT**

WHEREAS the Town Board of the Town of Carmel has reviewed the short form EAF and attachments prepared and submitted by Town Engineering Consultant John E. Folchetti, P.E., in regard to the proposed improvements to be performed and constructed in connection with the establishment and physical improvement of the Long Pond Road Improvement District (the "Project"); and

WHEREAS, as a result of its review, the Town Board has determined the Project is an unlisted action under SEQR; and

WHEREAS, on December 15, 2015, by resolution duly passed at a regularly held meeting of said Board, in the accordance with the provisions of 6NYCRR Part 617, the Town Board of the Town of Carmel did declare its intent to act as Lead Agency for the SEQRA Review in the bidding and construction of the capital improvements of this Unlisted Action, and in this capacity, and

WHEREAS, the aforesaid Notice of Intention to Act as Lead Agency, together with a draft Short Form Environmental Assessment Form was circulated to all involved agencies; and

WHEREAS, all involved agencies were given opportunity to comment on said Declaration, and the Town Board of the Town of Carmel and its Engineering Consultant have reviewed and addressed all comments made by involved agencies in connection with the Project; and

WHEREAS the Town Board has completed Part II of the Environmental Assessment form and assessed the projected impacts and their magnitude on the environment in accordance with the SEQR regulations and given due consideration thereto;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel, hereby determines that, based on the information contained in the Short Form EAF and their analysis thereof, the proposed Project will not result in any significant adverse environmental impacts under the SEQR regulations and hereby adopts a Negative Declaration in regard to the proposed action; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to execute the Short Form Environmental Assessment Form prepared herein.

Resolution

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

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

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

SEQR

617.21

Appendix F

**State Environmental Quality Review**

**NEGATIVE DECLARATION**

**Notice of Determination of Non-Significance**

Project Number \_\_\_\_\_

Date May 4, 2016

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Town of Carmel, Town Board as lead agency, has determined that the proposed action described below will not have a significant effect on the environment and a Draft Environmental Impact Statement will not be prepared.

**Name of Action:**

Formation of Long Pond Road Improvement District pursuant to §200 of the New York Town Law and construction of physical improvements to certain roadways within the established district.

**SEQR Status:**

Type I ☐ Unlisted ☒

**Conditioned Negative Declaration:** Yes ☐ No ☒

**Description of Action:**

The proposed action involves the formation of a Road/Highway Improvement District within the Long Pond Road area of the Town of Carmel and performance of road improvements and the installation of minor drainage improvements on approximately 7500 linear feet of existing private roads in the proposed district. The purpose of the action is to protect and enhance the public health and welfare of the residents of the Town of Carmel by providing traveled ways for use within the Town which are safer for use and passage as well as in a greater degree of relative compliance to existing Town Road construction specifications.

**Location:** (Include street address and the name of the municipality/county. A location map of appropriate scale is also recommended.)

Hillside Drive, Highland Road, Cross Drive, Clearview Road, Rosemarie Lane, Garcia Trail, Birch Hill and Pleasant Road, in the Town of Carmel, Putnam County, New York.

**REASONS SUPPORTING THIS DETERMINATION:**

The purpose of the action is to protect and enhance the public health and welfare of the residents of the Town of Carmel by providing traveled ways for use within the Town which are safer for use and passage as well as in a greater degree of relative compliance to existing Town Road construction specifications. Capital improvements proposed for said roads are merely improvements to already existing private roads and not the clearing, excavating and construction of new road and/or appurtenances.

As a result, it can be concluded that the proposed action will not result in any significant adverse environmental impacts.

**If Conditioned Negative Declaration**, provide on attachment the specific mitigation measures imposed.

**For Further Information:**

Contact Person: Kenneth Schmitt, Supervisor