

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
Tel. (845) 628-1500 • Fax (845) 628-6836
www.carmelny.org

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, December 19, 2018 7:00pm

Pledge of Allegiance – Moment of Silence

6:00pm Executive Session:

1. Police Chief Michael Cazzari – Personnel
2. Brad Pinsky, Esq – Contractual
3. Garbage District Contract

Town Board Voting Meeting:

- Accept Town Board Minutes November 28 & December 5, 2018
 - 1. Res: Making Appointment to Board of Assessment Review
 - 2. Res: Making Appointment to the Town of Carmel Recreation and Parks Advisory Committee
 - 3. Res: Adopting Assessment Rolls for the Operation and Maintenance of the Improvements of the Garbage Sewer and Water Districts for Fiscal Year 2019
 - 4. Res: Authorizing Approval and Execution of Agreement Pursuant to Internal Revenue Code §Section 147(f) (Mahopac Falls Volunteer Fire Department)
 - 5. Res: Scheduling Public Hearing on a Proposal Local Law Chapter 147 of the Town Code, entitled "Vehicle and Traffic" (January 23, 2019)
 - 6. Res: Authorizing Advertise for Bids for the Purchase of Police Uniforms Town of Carmel Police Department
 - 7. Res: Extending Contract for Cleaning of Police Uniforms
 - 8. Res: Authorizing Budget Modifications
 - 9. Res: Adopting 2019 User Fee Schedule
 - 10. Res: For Review and Renewal of the Town of Carmel Procurement Policy
 - 11. Res: Releasing Bond – Cargain Funeral Home Site Plan – TM# 75.15-1-6
 - 12. Res: Authorizing Reduction of Bond – Random Ridge Subdivision – TM#76.10-1-23
 - 13. Res: Authorizing Expenditure for Purchase of Equipment – Town of Carmel Highway Department
 - 14. Res: Declaring Certain Equipment Obsolete and Authorizing Disposal
 - 15. Res: Waiving the Notice Requirement in Section 64 of the New York State ABC Law with Respect to a Liquor License for 376 Route Six Corp d/b/a Mojitos Mexican Bar & Grill
 - 16. Res: Authorizing Request for Proposals Pursuant to Property Maintenance Law
 - **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**

RESOLUTION #1

RESOLUTION MAKING APPOINTMENT TO TOWN OF CARMEL BOARD OF ASSESSMENT REVIEW

RESOLVED that the Town Board of the Town of Carmel hereby appoints James Scarangella to the Town of Carmel Board of Assessment Review for a term commencing immediately and expiring September 30, 2023.

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 #2

RESOLUTION MAKING APPOINTMENT TO THE RECREATION AND PARKS ADVISORY COMMITTEE

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints Ken Foran to the Town of Carmel Recreation and Parks Advisory Committee for a term commencing January 1, 2019 and expiring December 31, 2021.

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 #3

RESOLUTION ADOPTING ASSESSMENT ROLLS FOR THE THE OPERATION AND MAINTENANCE OF THE IMPROVEMENTS OF THE GARBAGE, SEWER AND WATER DISTRICTS FOR FISCAL YEAR 2019

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 2019 as originally prepared by Town Assessor Glenn Droese and filed with the Town Clerk as the final assessment rolls for the year 2019.

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

RESOLUTION AUTHORIZING APPROVAL AND EXECUTION OF AGREEMENT FOR MAHOPAC FALLS VOLUNTEER FIRE DEPARTMENT PURSUANT TO INTERNAL REVENUE CODE §147(f)

RESOLVED, that the Town Board of the Town of Carmel, pursuant to §147(f) of the Internal Revenue Code, hereby approves the entry by Mahopac Falls Volunteer Fire Department into an agreement with principal amount thereof not exceeding \$1,200,000.00 for the financing of certain equipment consisting of two (2) 2019 Smeal Pumper Trucks for the aforesaid department; and

BE IT FURTHER RESOLVED that this approval shall in no way constitute any financial obligation or involvement in the referenced financing transaction; and

BE IT FURTHER RESOLVED, that Town Supervisor Kenneth Schmitt is hereby authorized to execute the aforesaid approval and agreement instrument in general form and substance as attached hereto 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	_____	_____

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

Section 147(f) Approval and Written Agreement

The undersigned Official of the Town of Carmel, County of Putnam, State of New York (hereinafter referred to as "Municipality") pursuant to section 147(f) of the Internal Revenue Code of 1986, as amended (the "code"), hereby approves the entering into by Mahopac Falls Volunteer Fire Department of an Agreement in an aggregate principal amount not to exceed \$1,200,000 to finance equipment consisting of two (2) 2019 Smeal Pumper Tankers which will be located at the fire house of the Mahopac Falls Volunteer Fire Department. This approval does not in any way constitute any financial involvement or obligation of the Municipality.

Furthermore, this document acknowledges that for consideration, the receipt and sufficiency of which are hereby acknowledged, the Mahopac Falls Volunteer Fire Department has provided firefighting and other services for the Municipality for many years and the Mahopac Falls Volunteer Fire Department hereby agrees to meet the requirement to continue to provide firefighting and other services for the Municipality.

Dated as of _____

Mahopac Falls Volunteer Fire Department

Town of Carmel

Randall J. Tompkins
President, Bd. Of Directors

Kenneth Schmitt
Town Supervisor

RESOLUTION #5

RESOLUTION AUTHORIZING SCHEDULING OF PUBLIC HEARING

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the scheduling of a Public Hearing at the Town Hall, 60 McAlpin Avenue, Mahopac, New York 10541 on Wednesday, January 23, 2019 at 7:00 p.m. or as soon thereafter that evening as possible on a Local Law amending Chapter 147 of the Code of the Town of Carmel entitled "Vehicles and Traffic" by amending certain Schedules therein; and

BE IT FURTHER RESOLVED that the Town Clerk is hereby authorized and instructed to publish and post the necessary notices in the official newspapers of the Town and on the Town bulletin board regarding this Public Hearing.

Resolution

Offered by: _____

Seconded by: _____

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

PROPOSED LOCAL LAW # OF THE YEAR 2019

A LOCAL LAW AMENDING CHAPTER 147 OF THE TOWN CODE OF THE TOWN OF CARMEL, ENTITLED “VEHICLES AND TRAFFIC”

SECTION 1

This Local Law shall be known as 2019 Amendments to Chapter 147 entitled “Vehicles and Traffic”.

SECTION 2.

Chapter 147 of the Town Code of the Town of Carmel, §147-54, Schedule XIII: PARKING PROHIBITED CERTAIN HOURS is hereby amended to add the following to the existing provision of said section:

In accordance with the provision of §147-22, no person shall park a vehicle between the hours listed upon any of the following described streets or parts of streets::

Name of Street	Side	Hours/Days	Location
Ryan Court	Both	7:00 a.m.–5:00 p.m. Monday-Friday	Entire Length

SECTION 3.

Chapter 147 of the Town Code of the Town of Carmel, §147-55, Schedule XIV: NO STANDING CERTAIN HOURS is hereby amended to add the following to the existing provision of said section:

In accordance with the provision of §147-23, no person shall stand a vehicle between the times specified upon any of the following described streets or parts of streets:

Name of Street	Side	Hours/Days	Location
Gleneida Boulevard	Both	7:00 a.m. –5:00 p.m. Monday-Friday	200 feet East of Baldwin Place Rd
Muscoot Road North	Both	7:00 a.m. –5:00 p.m. Monday-Friday	200 feet East of Baldwin Place Rd
Ryan Court	Both	7:00 a.m.–5:00 p.m. Monday-Friday	Entire Length

SECTION 4 HOME RULE

Nothing in this Local Law is intended, or shall be construed (a) to limit the home rule authority of the Town under State Law to limit the Town's discretion in setting fees and charges in connection with any applications requiring Town approval.

SECTION 5 SEVERABILITY

If any part or provision of this Local Law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Local Law or the application thereof to other persons or circumstances, and the Town Board of the Town of Carmel hereby declares that it would have passed this Local Law or the remainder thereof had such invalid application or invalid provision been apparent.

SECTION 6 Effective Date

This Local Law shall take effect immediately upon filing in the office of the Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

RESOLUTION #6

RESOLUTION AUTHORIZING ADVERTISING FOR BIDS PURCHASE OF POLICE UNIFORMS TOWN OF CARMEL POLICE DEPT.

RESOLVED that, pursuant to the request of Michael Cazzari, Town of Carmel Chief of Police, Town Clerk Ann Spofford is hereby authorized to advertise for bids for the purchase of Town of Carmel Police uniforms for the Town of Carmel Police Department in calendar year 2019; and

BE IT FURTHER RESOLVED that the Chief of Police is to furnish detailed specifications for the above to Town Clerk Ann Spofford to be used in conjunction with the Town's general bid conditions and specifications.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote

YES

NO

Michael Barile

Jonathan Schneider

John Lupinacci

Suzanne McDonough

Kenneth Schmitt

RESOLUTION #7

RESOLUTION EXTENDING CONTRACT FOR CLEANING OF POLICE UNIFORMS

WHEREAS the Town Board of the Town of Carmel has previously authorized the award of bid and contract for cleaning of Town of Carmel Police uniforms;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of Chief of Police Michael Cazzari hereby authorizes the extension of said contract with Mahopac Launderaid and Dry Cleaners, 960 Route 6N Mahopac, NY a period through and including December 31, 2019 at price of \$2.95 per unit.

Resolution

Offered by: _____

Seconded by: _____

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

RESOLUTION #8

RESOLUTION AUTHORIZING BUDGET MODIFICATIONS

WHEREAS the Town Comptroller MaryAnn Maxwell has reviewed the proposed Final Budget Modifications for the period ending November 30, 2018 with the Town Board which are detailed and explained on the attached Budget Revisions Schedules 2018/06 and 2018/06A;

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 November 30, 2018 as shown itemized on Schedules 2018/06 and 2018/06A; which are 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 NOVEMBER 2018 - #2018/06

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
GENERAL FUND				
1	100.1989.0040	UNCLASSIFIED EXPENDITURE	10,249.00	
	100.1989.9909	APPROPRIATED FUND BALANCE	*	10,249.00
		- PROVIDE FOR REIMBURSEMENT TO CAPITAL FUND FOR A TOPOGRAPHIC SURVEY PERFORMED IN 2007 RELATING TO THE ABANDONED WOODCREST GARDENS CAPITAL PROJECT		
2	100.1110.0011	JUSTICE COURT STAFF PERSONNEL SERVICES	2,468.00	
	100.1220.0011	SUPERVISOR STAFF PERSONNEL SERVICES	1,035.00	
	100.1315.0011	COMPTROLLER STAFF PERSONNEL SERVICES	2,436.00	
	100.1330.0011	TAX RECEIVER STAFF PERSONNEL SERVICES	891.00	
	100.1355.0011	ASSESSOR STAFF PERSONNEL SERVICES	3,692.00	
	100.1410.0011	TOWN CLERK STAFF PERSONNEL SERVICES	972.00	
	100.1440.0011	ENGINEERING STAFF PERSONNEL SERVICES	2,995.00	
	100.1610.0010	CENTRAL SERVICES PERSONNEL SERVICES	1,641.00	
	100.1610.0011	CENTRAL SERVICES STAFF PERSONNEL SERVICES	2,014.00	
	100.1620.0011	MAINTENANCE DEPARTMENT STAFF PERSONNEL SERVICES	1,327.00	
	100.3620.0010	CODE ENFORCER PERSONNEL SERVICES	2,114.00	
	100.7020.0011	RECREATION ADMIN STAFF PERSONNEL SERVICES	2,554.00	
	100.7110.0011	PARK MAINTENANCE STAFF PERSONNEL SERVICES	2,245.00	
	100.1010.0016	TOWN BOARD RESERVE COMPENSATION		26,384.00
		- TRANSFER FOR EMPLOYEE PAY INCREASES PER SETTLED CSEA CONTRACT		
3	100.1110.0046	JUSTICE COURT INTERPRETING SERVICES	2,000.00	
	100.1110.0086	RETIREE HEALTH INSURANCE		2,000.00
		- TRANSFER FOR INTERPRETING SERVICES		
4	100.1420.0046	BOND LEGAL SERVICES	1,300.00	
	100.1320.0044	AUDIT SPECIAL EXPENSE		1,300.00
		- TRANSFER FOR BOND LEGAL SERVICES		
5	100.3120.0086	POLICE RETIREE HEALTH INSURANCE	20,000.00	
	100.3120.0084	POLICE EMPLOYEE HEALTH INSURANCE		20,000.00
		- TRANSFER FOR POLICE RETIREE HEALTH INSURANCE		
6	100.3620.0012	CODE ENFORCER STAFF OVERTIME	2,500.00	
	100.3620.0013	CODE ENFORCER TEMPORARY STAFF		2,500.00
		- TRANSFER FOR CODE ENFORCER STAFF OVERTIME		
7	100.5010.0086	HIGHWAY ADMIN RETIREE HEALTH INSURANCE	11,100.00	
	100.5010.0080	HIGHWAY ADMIN EMPLOYEE HEALTH INSURANCE		11,100.00
		- TRANSFER FOR HIGHWAY ADMIN RETIREE HEALTH INSURANCE		
8	100.7020.0012	RECREATION ADMIN STAFF OVERTIME	2,500.00	
	100.7310.0013	YOUTH PROGRAM TEMPORARY STAFF	2,300.00	
	100.7020.0014	RECREATION ADMIN STAFF LONGEVITY		2,500.00
	100.7180.0013	BEACH TEMPORARY STAFF		2,300.00
		- TRANSFER FOR TEMPORARY STAFF AND STAFF OVERTIME		
9	100.7020.0086	RECREATION RETIREE HEALTH INSURANCE	300.00	
	100.7020.0080	RECREATION EMPLOYEE HEALTH INSURANCE		300.00
		- TRANSFER FOR RECREATION RETIREE HEALTH INSURANCE		
10	100.7115.0040	AIRPORT PARK CONTRACTUAL EXPENSE	100.00	
	100.7118.0040	BALDWIN MEADOWS CONTRACTUAL EXPENSE	200.00	
	100.7310.0040	YOUTH CONTRACTUAL EXPENSE	1,000.00	
	100.7110.0086	PARK RETIREE HEALTH INSURANCE		1,300.00
		- TRANSFER FOR MISC RECREATION EXPENSES		
HIGHWAY FUND				
11	500.5130.0040	MACHINERY REPAIR EXPENSE	30,000.00	
	500.5130.0046	HIGHWAY EQUIPMENT LEASES/RENTALS	1,500.00	
	500.5110.0084	HEALTH INSURANCE		15,000.00
	500.5110.0086	RETIREE HEALTH INSURANCE		15,000.00
	500.5130.0083	WORKERS COMPENSATION INSURANCE		1,500.00
		- TRANSFER FOR HIGHWAY MACHINERY REPAIR AND LEASES/RENTALS		

TOWN OF CARMEL
BUDGET REVISIONS NOVEMBER 2018 - #2018/06

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
LAKE CASSE PARK DISTRICT				
12	401.7140.0040	CONTRACTUAL EXPENSES	2,000.00	
	401.7140.0042	UTILITIES EXPENSE	2,000.00	
	401.7140.0020	EQUIPMENT		3,000.00
	401.7140.0054	CAPITAL EXPENDITURES		1,000.00
		- TRANSFER FOR UTILITIES MISC EXPENSES ANTICIPATED BEFORE YEAR END		
CARMEL WATER DISTRICT #2				
13	602.8310.0020	EQUIPMENT	10,000.00	
	602.8310.0090	CONTINGENCY		10,000.00
		- TRANSFER FOR THE PURCHASE OF A PUMP		
CARMEL SEWER DISTRICT #2				
14	702.8130.0020	EQUIPMENT	5,000.00	
	702.8130.0040	CONTRACTUAL EXPENSES	19,800.00	
	702.8130.0046	PURCHASE OF WATER	200.00	
	702.8130.0099	REPAIR RESERVE		25,000.00
		- TRANSFER FOR MISC EXPENSES INCLUDING THE PURCHASE OF A GENERATOR		
CARMEL SEWER DISTRICT #4				
15	704.8130.0040	CONTRACTUAL EXPENSES	30,000.00	
	704.8130.0140	MICROFILTRATION - CONTRACTUAL EXPENSES	30,000.00	
	704.8130.9909	APPROPRIATED FUND BALANCE	*	60,000.00
		- TRANSFER FOR PUMP REPAIR AND UV BLUBS		
CARMEL SEWER DISTRICT #5				
16	705.8130.0040	CONTRACTUAL EXPENSES	3,000.00	
	705.8130.0099	REPAIR RESERVE		3,000.00
		- TRANSFER FOR CONTRACTUAL EXPENSES		
CARMEL LIGHTING DISTRICT				
17	752.5182.0040	CONTRACTUAL EXPENSES	7,500.00	
	752.5182.2681	INSURANCE RECOVERY ASSET	*	7,500.00
		- PROVIDE FOR CONTRACTUAL EXPENSES FROM INSURANCE CLAIM		
HIGHWAY SPECIAL CAPITAL IMPROVEMENTS				
18	952.5112.0012	OVERTIME	1,000.00	
	952.5112.0082	SOCIAL SECURITY	100.00	
	952.5112.0045	CONTRACTUAL IMPROVEMENTS		1,100.00
		- TRANSFER FOR EMPLOYEE OVERTIME COSTS		

TOWN OF CARMEL
BUDGET REVISIONS NOVEMBER 2018 - #2018/06A

[illegible]



Town of Carmel
Comptroller's Office
60 McAlpin Ave.
Mahopac, NY 10541
(845) 628-1500

Invoice

DATE: 12/10/2018
INVOICE # Argenio

Argenio Brothers, Inc.
2 Argenio Drive
New Windsor, NY 12553

[illegible]

Make all checks payable to Town of Carmel
Town of Carmel Comptroller's Office 60 McAlpin Ave, Mahopac, NY 10541
Phone (845) 628-1500



P.O. Box 78 - 719 Route 6 - Mahopac, NY 10541

p: 845.628.3924 f: 845.628.4062

e: service@beeandjay.com

INVOICE

DATE	INVOICE #
11/23/2018	89631

www.BEEANDJAY.com

BILL TO:

Town of Carmel, CWD#14
Engineering Department
60 McAlpin Avenue
Mahopac, NY 10541

SERVICE LOCATION:

CWD# 14
Airport Park
Mahopac, NY

PROFESSIONAL SERVICE 54 YEARS 1964-2018

Master Plumbers Lic.#s W.C. 556 P.C. 363

CUSTOMER #	TERMS	MECHANIC	SERVICE DATE	WORK ORDER #
845 628 2087	Due Upon Receipt	EK	11/21/2018	47782
ITEM	QTY/HRS	DESCRIPTION	RATE	AMOUNT
Description		Responded to service call of Emergency - CWD# 14 Airport Park - Emergency water main break - shut down main storage tanks due to 6" water main ripped out by tree, excavating contractor, located leak, replaced section of 6" main, refilled storage tank and restored system.		
Labor TOC Mech	7	1- Mech	75.00	525.00T
Labor TOC Tech	7	1- Tech	85.00	595.00T
Labor TOC Tech	7	1- Tech	85.00	595.00T
Labor TOC Tech	7	1- Tech	85.00	595.00T
Material		2- 6" Hymax Couplings	770.00	770.00T
Material		10 feet 6" Pipe in Stock		
		Certificate on File	0.00%	0.00

** Invoices not paid when due will be subjected to a finance charge of 1.5% per month.

Total Due \$3,080.00

WE ACCEPT ALL MAJOR CREDIT CARDS !!

CARD TYPE: VISA MASTERCARD AMERICAN EXPRESS DISCOVER DINER'S CLUB OTHER _____

CARDHOLDER/NAME: _____ SIGNATURE: _____

CARD# _____ EXP. DATE: _____ CID # _____

ED KUCK EXCAVATING, INC.

ED KUCK EXCAVATING INC
20 Day Road
Carmel NY 10512

20 Day Road
Carmel, New York 10512
845-225-2400

November 26, 2018
Emergency - 6" Water Main Break

Town of Carmel Engineering Dept
60 McAlpin Avenue
Mahopac, NY 10541

CWD# 14
REQ -
Inv # TOC 113-18
Tax ID- 133851002
Vendor - 0670

Attn: Robert Vara

Job Location: Airport Park Tanks

Job Date: 11/21/18

As per: Bee & Jay

Job Description

- Excavate and expose 6" transit line cracked in half
- Cut out and remove approximately 11' of main and install plastic pipe
- Install two hymax's
- Backfill area

Materials	Total hrs, yds, qty	Price per yd,qty,day	Total
Track Hoe MR55	7 hours	\$127.50	\$892.50
Machine operator	7 hours	\$90.00	\$630.00
Laborers	2 men X 7 hours	\$48.00	\$672.00
Dump truck	7 hours	\$90.00	\$630.00
Support Vehicle	Day rate	\$155.00	\$155.00
Chop saw	Day rate	\$70.00	\$70.00
Mud sucker	Day rate	\$70.00	\$70.00
Total			\$3,119.50

RESOLUTION #9

RESOLUTION ADOPTING 2019 USER FEE SCHEDULE

RESOLVED that the Town Board of the Town of Carmel hereby adopts, effective immediately, the Town of Carmel User Fee Schedule for Fiscal Year 2019 in form as attached hereto 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 ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019**

FEE DESCRIPTION	2018 Adopted Fees	2019 "PROPOSED" ADOPTED 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	
Licenses:			
Auctioneering License - Annual		300.00	
Auctioneering License - One Day		150.00	
Annual Dog License Fee - spayed/nuetered		7.50	
Annual Dog License Fee - unsplayed/un-nuetered		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	
Peddling License - 3 Months		500.00	
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	1500.00	5000.00	
Permits:			
Canvassing/Soliciting Permit - 3 Months		350.00	
Public Assembly Permit - Each Event		200.00	
Sound Amplification Permit Commercial		100.00	
Sound Amplification Permit Residential		50.00	
Town Code:			
Annual Town Code Book Supplement		75.00	
Code Book		300.00	
Freshwater Wetlands Chapter Pamphlet		35.00	
Street Specifications		10.00	
Subdivision of Land Ordinance Pamphlet		35.00	
Vehicle and Traffic Chapter Pamphlet		25.00	
Zoning Chapter Pamphlet		35.00	

**TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019**

FEE DESCRIPTION		2018 Adopted Fees	2019 "PROPOSED" ADOPTED USER FEES	
POLICE DEPARTMENT				
Accident Report - Business			0.25	per page
Accident Report - Personal			0.25	per page
Finger Printing Service - Non Residents - Per Person			35.00	
Photograph			20.00	per photo
Police Special Escort Service - Per Hour			-	
Special Event or Special Services - Per Hour			-	
CD of Photographs from Casefile			50.00	
Tow Application Fee		\$1,500.00	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		25.00	50.00	* All alarm fees: 10% of outstanding balance after 90 days past due.
Four False Alarms		50.00	100.00	
Five False Alarms		100.00	500.00	
Six-Nine False Alarms		200.00	750.00	
Ten or more False Alarms		225.00	1,000.00	
HIGHWAY DEPARTMENT				
Driveway Bond - "Refundable"			750.00	
Driveway Permit - Includes two Inspections			215.00	
Road Opening Bond - "Refundable" - Entire Road		1,000.00	5,000.00	
Road Opening Bond - "Refundable" - Half Road		500.00	2,500.00	
Road Opening Permit		215.00	500.00	

**TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019**

FEE DESCRIPTION		2018 Adopted Fees	2019 "PROPOSED" ADOPTED USER FEES	
PARKS & RECREATION DEPARTMENT				
Camp:				
Playground Camp		\$460.00/\$920.00	465.00	Non-Resident \$925.00
* Early Bird Registration Fee - Playground Camp		\$410.00/\$820.00	415.00	Non-Resident \$825.00
Primary Camp [9:30 AM to 2:30 PM]		\$510.00/\$1,020.00	515.00	Non-Resident 1,025.00
* Early Bird Registration Fee - Primary Camp		\$460.00/\$920.00	465.00	Non-Resident \$925.00
Primary Camp Extended Day [2:30 PM to 4:30 PM]		\$190.00	195.00	
Classes/Lessons:				
Additional Swimming Lessons		\$70	\$75	Residents only
Adult Classes		\$65.00 - \$320.00	\$70.00 - \$325.00	* plus \$35.00 non residents
CPR Review		\$70	\$75	Non-Resident \$110.00
Lifeguard Training Aid/Safety		\$375.00/\$410.00	\$380.00	Non-Resident \$415.00
Lifeguard Training Review		\$190.00/\$225.00	\$195.00	Non-Resident \$230.00
Pre School Classes		FREE - \$175.00	FREE - \$180.00	* plus \$35.00 non residents
RTE - Responding to Emergencies		\$220.00	225.00	Non-Resident \$255.00
Special Tennis, Aerobics, or Other Lessons			Cost	* plus \$35.00 non residents
Swimming Lessons Including Permit		\$140.00	145.00	Residents only
Tennis Lessons - 6 One Hour Sessions		\$70.00/\$105.00	75.00	Non-Resident \$110.00
Tennis Lessons - 8 One Hour Sessions		\$90.00/\$125.00	95.00	Non-Resident \$130.00
Facilities Rental:				
Ballfield Rental - 2 Hour Limit			\$150.00/\$250.00 w/lights	
Boat Rental Fee			5.00	
Civic Building Rental/Pavilion			200.00	+Supervisor Hourly Rate
Group Picnic			150.00	Residents Only
Private Building Rental			300.00	+Supervisor Hourly Rate
Sycamore Park Concession [Seasonal]			3,500.00	
ID/Permits: "Residents Only"				
Beach Guest Card			50.00	
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	
Family Tennis Permit			80.00	
On-line Registration Fee			6.00	
Senior Citizen Identification Card			No charge	
Nanny Registration Fee			12.00	
Nanny Swim Permit			100.00	
Individual Tennis Permit			50.00	
Tennis Guest Fee			6.00	
Youth Swimming Permit			80.00	
Dog Park:				
Sycamore Dog Park User Fee - Resident		25.00	30.00	Annual
Sycamore Dog Park User Fee - Non-Resident		75.00	80.00	Annual

**TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019**

FEE DESCRIPTION	2018 Adopted Fees	2019 "PROPOSED" ADOPTED USER FEES	
BUILDING & CODES DEPARTMENT			
Accessory Apartment Permit	400.00	1,000.00	
Bed & Breakfast Special Application	400.00	1,000.00	
Building Permits -- Flat Rate PLUS Estimated Cost of Construction		50.00	Flat Rate PLUS
Estimated Cost of Construction -- Calculated as:		12.00	per \$1,000 Calculated Estimated Cost
Residential -- New construction		100.00	per sq. ft.
Residential -- Finish existing space to living space		20.00	per sq. ft.
Commercial		150.00	per sq. ft.
Commercial - Garage		75.00 - 80.00	per sq. ft.
Decks		35.00	per sq. ft.
Garage		75.00	per sq. ft.
Shed		25.00	per sq. ft.
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		50.00	Each Inspection
Mother/Daughter Permit	200.00	400.00	
Plumbing Permit Per Fixture		15.00 each	\$75.00 minimum fee
Plumbing/ Air Conditioning Inspection			
Re-Inspection Fee When Inspection Requested but Job Not Ready	50.00	100.00	Paid in Advance of 2nd Inspection
Sign Permit		150.00	
Swimming Pool Permit - Above Ground		150.00	
Swimming Pool Permit - In Ground		300.00	
HVAC Fee		50.00	Flat Rate plus
		10.00	per \$1,000 Estimated Cost of Installation
Title Search	100.00/200.00	175.00/325.00	Residential/ Commercial + \$100 per establishment
Zoning Letter	75.00	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	100.00	300.00	per month
Operational Permits *		100.00	
* (NYS DOS requires towns to issue permits for storage of certain materials and certain uses)			
Natural Gas Inspections			
Residential		50.00	(5 Fixtures) \$10 each additional
Commercial		100.00	(5 Fixtures) \$20 each additional
Liquid Propane Gas Inspections			
Residential		50.00	(5 Fixtures) - \$10 each additional
Commercial		100.00	(5 Fixtures) - \$20 each additional

**TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019**

FEE DESCRIPTION	2018 Adopted Fees	2019 "PROPOSED" ADOPTED USER FEES	
ENVIRONMENTAL CONSERVATION REVIEW BOARD			
ECB Wetlands Marker		15.00	
Permit Renewal/Extension Fee		75.00	For each one year permit renewal/extension;
Application Withdrawal		50.00	
Letter of Maintenance		75.00	
Letter of Permission (In lieu of application)		150.00	
Major Interagency Review - Over 5 Acres - Per Acre or Part Thereof		60.00	Total Wetland Include. 100' Control Area (per acre)
Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof		50.00	Total Wetland Include. 100' Control Area (per acre)
Private Consultation/Conference with Wetland Inspector Per Hour		175.00	
Public Hearing		minimum \$150.00 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	350.00	500.00	Escrow to be determined by Professional Forester
Tree Cutting - 5 to 25 Acres	350.00	1,000.00	Escrow to be determined by Professional Forester
Tree Cutting - Over 25 Acres	400.00	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	
* 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't 1,000 sq ft disturbance (or part thereof) in the 100 ft buffer. Maximum fee \$1,000
* Escrow Fee for Major Project	1,000.00	2,500.00	*as determined by the Town's Wetland Inspector
Wetland Determination for Health Dept		200.00	
Floodplain Permit Fee	*** NEW PROPOSED 2019 FEE ***	minimum \$250.00	maximum \$500
ZONING BOARD OF APPEALS			
280A Exemption		400.00	
Accessory Apartment Application		250.00	
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	25.00	50.00	
NOTIFICATION SIGN	25.00	50.00	per sign
PLANNING BOARD			
PLANNING SUBDIVISION FEES:			
Sketch fee	500.00	1,000.00	One time fee
Preliminary Fees			
Major Subdivision	3,000.00	5,000.00	Plus \$950 per lot
Minor Subdivision	2,500.00	3,500.00	Plus \$950 per lot
"Extension of Preliminary Sub-division"	500.00	1,000.00	
Final Fees:			
Amendment to Final Plat	1,500.00	2,500.00	
Major Subdivision	1,500.00	2,500.00	Plus \$750 per lot
Minor Subdivision	1,500.00	2,500.00	Plus \$750 per lot
Re-approval of Final Approval	1,500.00	2,500.00	(Does not include SEQR fees)
Extension of final approval	1,000.00	2,000.00	
OPEN DEVELOPMENT REVIEW FEE	2,500.00	3,500.00	
LOT LINE ADJUSTMENT FEE	2,500.00	3,500.00	

**TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019**

FEE DESCRIPTION	2018 Adopted Fees	2019 "PROPOSED" ADOPTED USER FEES	
<u>SITE PLAN FEES:</u>			
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-grant of Site Plan Approval	1,500.00	3,000.00	
Extension of Site Plan Approval	1,000.00	2,000.00	
<u>SPECIAL SITE PLAN FEES</u>			
Boat House/Bathhouse	800.00	1,000.00	
Parking Lot	800.00	1,000.00	
Pools/Tennis Courts/ Playgrounds	800.00	1,000.00	
Residential Barns	800.00	1,000.00	
Residential Dock	800.00	1,000.00	
Residential Horse Riding Ring	800.00	1,000.00	
Home Office	800.00	1,000.00	
<u>LANDFILL, SURFACE GRADING, & OTHER EXCAVATION</u>			
Up to 2 Acres	300.00	300.00	
From 2 to 5 Acres	300.00	600.00	
Over 5 Acres	300.00	900.00	Plus \$40.00/Acre
<u>ARCHITECTURAL REVIEW</u>			
New Commercial Structure Review	250.00	300.00	
Modification to Existing Commercial Structure Review	150.00	200.00	
Other Structure or Sign Review	50.00	100.00	
Single Family Residential Structure Review	100.00	150.00	
Two or More Family Residential Structure Review	100.00	150.00	Plus 50.00 each Additional Unit over two
<u>PLANNING/MISCELLANEOUS FEES:</u>			
Engineering Fee (Site Plans & Subdivisions) - Technical Review and Construction Inspections		5%	% of Bond Amount
Public Hearings Including Bond Returns and Reductions	175.00	175.00	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	7,500.00	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.	4,500.00	6,500.00	Per Dwelling/Apartment for site plan with approvals originating after 1/1/16
Recreation Fee Multi Family Developments	5,000.00	7,000.00	Per Dwelling
Computer address labels	25.00	50.00	
NOTIFICATION SIGN	35.00	50.00	per sign

**TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019**

FEE DESCRIPTION	2018 Adopted Fees	2019 "PROPOSED" ADOPTED 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"		10.00	
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	
Banner Permit Fee (non-waivable)		400.00	* Fee for each banner issued under permit - Revised 4/2015
SPECIAL DISTRICTS			
PARK DISTRICTS:			
Building Rental - District Resident		150.00	
Building Rental - Non-District Resident		N/A	
Building Rental Deposit - "Refundable"		150.00	
Building Rental Cleaning Fee		100.00	
SEWER DISTRICTS:			
Sewer System Service Application, including one inspection		250.00	Residential
(where Street Lateral to Curb Line exists)		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	1,500.00	2,500.00	
Out of District Application Fee - Commercial	2,500.00	3,500.00	
WATER DISTRICTS:			
Water System Service Application, including one inspection		250.00	Residential
(where water line curb box exists)		500.00	Commercial
Water System Connection Additional Inspection - Each Inspection		50.00	
New Water Meter & Installation - 3/4" Meter		325.00	
New Water Meter Purchase		275.00	
All Others		Quote	
Water Meter Replace Due To Customer's Damage	325.00	***At Replacement Cost***	plus 15%
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 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	1,500.00	2,500.00	
Out of District Application Fee - Commercial	2,500.00	3,500.00	
Water Bill Adjustment from Estimate to Actual		25.00 after 2nd adjustment	

RESOLUTION #10

RESOLUTION FOR REVIEW AND RENEWAL OF THE TOWN OF CARMEL PROCUREMENT POLICY

WHEREAS Section 104-b of the General Municipal Law requires the governing body of every municipality to annually review their Official Procurement Policy, for the purchase of all goods and services which are not required by law to be publicly bid; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Carmel hereby renews 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>	<u>NO</u>
Michael Barile	___	___
Jonathan Schneider	___	___
John Lupinacci	___	___
Suzanne McDonough	___	___
Kenneth Schmitt	___	___

TOWN OF CARMEL

PROCUREMENT POLICY AND PROCEDURES

(Revised December 2018)

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.

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

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, 2019, 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:

<u>Position Title</u>	<u>Position Incumbent</u>
Town Supervisor	Kenneth Schmitt
Town Board	Michael Barile
Town Board	John Lupinacci
Town Board	Suzanne McDonough
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	Michael Martin
Chief of Police	Michael Cazzari
Lieutenant	John Dearman
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 #11

RESOLUTION RELEASING BOND CARGAIN FUNERAL HOME SITE PLAN– TM 75.15-1-6

WHEREAS application has been made by Cargain Funeral Home, Inc. for the total release of a bond posted in accordance with Chapter 131 and/or Chapter 156 of the Town Code regarding the property known and designated as Town of Carmel Tax Map #75.15.-1-6 located at 418 Route Six, Mahopac; and

WHEREAS said applications have been reviewed by the Planning Board and The Office of the Town Engineer, both of which have recommended the release of said bonds;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the release of the bonds referenced herein specifically Ironshore Indemnity, Inc. Bond # SUR20000675 in the amount of \$132,000.00.

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 #12

RESOLUTION AUTHORIZING REDUCTION OF BOND – RANDOM RIDGE SUBDIVISION TM #76.10-1-23

WHEREAS application has been made by Blitman Mahopac, LLC for reduction of a subdivision bond posted in accordance with the Land Subdivision and/or Zoning Regulations for the Random Ridge Subdivision, Kennicut Hill Rd., Mahopac, NY, Tax Map #76.10-1-23; and

WHEREAS said application had been previously reviewed by the Town Engineer and a reduction 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 reduction of the aforementioned bond posted for the Random Ridge, from its original amount of \$1,967,000, Atlantic Specialty Insurance Co. Bond No. 800005249, to a reduced amount of \$393,400; and

BE IT FURTHER RESOLVED, that any substitution of valid collateral in form of surety bond, cash bond or letter of credit in the amount set forth herein is hereby authorized.

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 #13

RESOLUTION AUTHORIZING EXPENDITURE FOR PURCHASE OF EQUIPMENT TOWN OF CARMEL HIGHWAY DEPARTMENT

RESOLVED, the Town Board of the Town of Carmel, and upon the recommendation of Town of Carmel Highway Superintendent Michael Simone, hereby determines that an emergency exists with respect to the need to acquire certain snow removal vehicles in advance of the upcoming winter season; and

BE IT FURTHER RESOLVED that the expenditure of a sum not to exceed \$30,000 for the immediate purchase of such equipment hereby authorized; and

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

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 #14

RESOLUTION DECLARING CERTAIN EQUIPMENT OBSOLETE AND AUTHORIZING DISPOSAL

RESOLVED that, upon the recommendation of Town of Carmel Highway Superintendent Michael Simone, the Town Board of the Town of Carmel hereby declares the vehicles listed and enumerated in the memorandum dated November 27, 2018, which is incorporated herein and made a part hereof, to be obsolete and authorizes their disposal in accordance with Town Law, including but not limited to Town Law §64(2-a).

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 HIGHWAY DEPARTMENT

Carmel Highway Department
55 McAlpin Avenue
Mahopac, NY 10541

MICHAEL SIMONE
Superintendent of Highways

845.628.7474
FAX 845.628.1471
MSimone@bestweb.net

FROM THE DESK OF: *Michael Simone* 

TO: SUPERVISOR KENNETH SCHMITT
TOWN BOARD

DATE: NOVEMBER 27, 2018

RE: REQUEST TO DISPOSE OF EQUIPMENT/PURCHASE USED SNOW PLOW TRUCK

I am requesting the authorization to dispose of the following:

- 2007 Chevy Silverado VIN 1GBJK34D27E138279 – Truck #2
(Insurance Settlement DOI 11/2/18, \$9,400, after deductible)
- 2003 Chevy Silverado VIN 1GBJK341X3E338794 – Truck #15
(Blown Motor)

The loss of these 2-vehicles, which were utilized as small snow-plow trucks, will leave me short-handed in the upcoming snow season.

As this is an emergency situation, I am also requesting authorization to purchase:

- 1-USED medium-duty truck, with snow equipment

I have researched the cost and the purchase could be up to \$30,000. With the \$9,400 insurance settlement, the other \$20,000 can come from my remaining 2018 budget.

RESOLUTION #15

RESOLUTION WAIVING THE NOTICE REQUIREMENT IN SECTION 64 OF THE NEW YORK STATE ABC LAW WITH RESPECT TO A LIQUOR LICENSE FOR 376 ROUTE SIX CORP d/b/a MOJITOS MEXICAN BAR & GRILL

WHEREAS, the representatives and/or proprietors of 376 Route Six Corp., dba Mojitos Mexican Bar & Grill, 376 Route Six, Mahopac, NY 10541, have advised of the intention to apply for an on-premises liquor license for which thirty days advance notice of such application must be sent to the municipality, and

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

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

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

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

Resolution

Offered by: _____

Seconded by: _____

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

RESOLUTION #16

RESOLUTION AUTHORIZING REQUEST FOR PROPOSALS PURSUANT TO PROPERTY MAINTENANCE LAW

RESOLVED that the Town Board of the Town of Carmel, in accordance with Chapter 114 of the Town of Carmel Town Code titled "Property Maintenance" hereby authorizes Town of Carmel Director of Codes Enforcement Michael Carnazza to solicit/request proposals for the cleanup and correction of Town Code violations existing for the properties listed in the memorandum dated December 6, 2018, which is 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	_____	_____



60 McAlpin Avenue
Mahopac, New York 10541

MEMORANDUM

TO: Supervisor Kenneth Schmitt &
Members of the Town of Carmel Town Board

FROM: Michael G. Carnazza, Director of Code Enforcement

DATE: December 6, 2018

RE: Property Maintenance Clean-ups

Can I get permission to get bids to clean the below properties. The Building Dept. has received many complaints and nothing is being done by the owners.

Tm# 74.42-1-69

28 Crosshill Rd., Mahopac, NY 10541

Property needs to be mowed, weeds cut, tree removed from rear of house, clean any litter and debris

Tm# 75.65-1-43

4 Cross Dr., Mahopac, NY 10541

Property needs to be mowed, weeds cut, clean any litter and debris

TM# 75.6-2-64

615 Rt. 6N, Mahopac, NY 10541

Property needs to be mowed, weeds cut, clean any litter and debris

TM# 63.82-1-69

313 Oak Rd. West, Mahopac, N.Y. 10541

Property needs to be mowed, weeds cut, clean any litter and debris

TM#86.47-1-20

30 Shore Dr., Mahopac, N.Y. 10541

Property needs to be mowed, weeds cut, clean any litter and debris