

**KENNETH SCHMITT**  
*Town Supervisor*

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

**ANN SPOFFORD**  
*Town Clerk*

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

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**KATHLEEN KRAUS**  
*Receiver of Taxes*

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

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

**AGENDA**  
**TOWN BOARD VOTING MEETING**  
**Wednesday, December 18, 2013 7:00pm**

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**Pledge of Allegiance – Moment of Silence**

**Executive Session:**

1. Personnel – Interview for Police Chief Vacancy in Police Department

**Town Board Voting Meeting:**

1. Accepting Town Board Minutes, November 20, 2013
2. Res: Authorizing Entry into Agreement for Consulting Engineering Services
3. Res: Authorizing Return of Zoning Board Application Fee- American Legion Post 1080
4. Res: Amending and Adopting User Fee Schedule for Year Ending 2014
5. Res: Authorizing Budget Modifications #2013-04
6. Res: For Review and Renewal of the Town of Carmel Procurement Policy
7. Res: Authorizing Renewal/Extension of Agreement with County of Putnam-Outreach Worker
8. Res: Reappointing Dave Fufaro to the Town of Carmel Recreation and Parks Advisory Committee
9. Res: Reappointing Joyce Picone to the Town of Carmel Recreation and Parks Advisory Committee
10. Res: Accepting Proposal for Architectural & Engineering Design Services – Sycamore Park Community Recreation Center
11. Res: Authorizing Improvements to Mahopac Chamber Park
12. Res: Awarding Bid for Police Department Uniforms
13. Res: Awarding Bid for Dry Cleaning of Police Department Uniforms
14. Res: Awarding Bid for Daily Cleaning Services Town of Carmel Police Department

- **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. **Personnel – Interview for Police Chief Vacancy in Police Department**

## #2

### RESOLUTION AUTHORIZING ENTRY INTO AGREEMENT FOR CONSULTING ENGINEERING SERVICES

WHEREAS, at a previously held meeting The Town Board of the Town of Carmel unanimously passed a motion authorizing the entry into an agreement for the provision of engineering consulting services for the Town of Carmel and its Engineering Department with J. Robert Folchetti Associates, LLC of Brewster, NY; and

WHEREAS, the Town Board further desires to pass a formal resolution embodying the authorization previously approved by the Town Board;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the entry into an agreement for the provision of engineering consulting services to the Town of Carmel and its Engineering Department with J. Robert Folchetti Associates, LLC of Brewster, NY, said agreement to be effective December 1, 2013, and in form and content as currently on file in the Office of the Town Supervisor.

#### 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	_____	_____

### #3

#### **RESOLUTION AUTHORIZING RETURN OF ZONING BOARD APPLICATION FEE – AMERICAN LEGION POST 1080**

RESOLVED, that the Town Board of the Town of Carmel, upon the recommendation of Director of Codes Enforcement Michael Carnazza, hereby authorizes the refund of the zoning application fee in the amount of \$400.00 (Four Hundred and No/Hundredths Dollars) paid by American Legion Post 1080 on or about October 10, 2013.

#### 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	_____	_____

## #4

### RESOLUTION AMENDING AND ADOPTING 2014 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 2014 as attached hereto and made a part hereof.

#### Resolution

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

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

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

**TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014**

FEE DESCRIPTION		2014 Adopted USER FEES	
<b>TOWN CLERK'S OFFICE</b>			
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:			
Miscellaneous Ordinance-Full Text			
Licenses:			
Auctioneering License - Annual		300.00	
Auctioneering License - One Day		150.00	
Annual Dog License Fee - spayed/neutered		7.50	
Garbage Carting License - Renewal *		15.50	
Garbage Carting License - NEW *		2,000.00	* Plus \$150 per truck inspection annually
Marriage License		2,500.00	* Plus \$150 per truck inspection annually
Peddling License - 3 Months		40.00	
Miscellaneous:		500.00	
Cemetery Grave Marker - Each		100.00	
Dog Pick-Up		50.00	
Dog Shelter Fee - First Impoundment		25.00	+ 10.00 Each Additional 24 Hours
Second Impoundment - within one year		35.00	+ 10.00 Each Additional 24 Hours
Third Impoundment - within one year		45.00	+ 10.00 Each Additional 24 Hours
Subsequent Impoundment - within one year			
Electronic Records - Computer Use - Per Hour			
Personal Use - Per Hour			
Petition to Amend Zoning Ordinance		1,500.00	
Permits:			
Canvassing/Soliciting Permit - 3 Months			
Public Assembly Permit - Each Event		350.00	
Shooting Contest Permit - Each Event		200.00	
Sound Amplification Permit Commercial - 1 Day/30 Days		25.00	
Sound Amplification Permit Residential - 1 Day/30 Days		100.00/500.00	
Town Code:		50.00/300.00	
Annual Town Code Book Supplement			
Code Book		75.00	
Freshwater Wetlands Chapter Pamphlet		300.00	
Street Specifications		35.00	
Subdivision of Land Ordinance Pamphlet		10.00	
Vehicle and Traffic Chapter Pamphlet		35.00	
Zoning Chapter Pamphlet		25.00	
		35.00	

**TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014**

FEE DESCRIPTION		2014 Adopted USER FEES	
<b>POLICE DEPARTMENT</b>			
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 Caserfile		50.00	
Tow License Fee		1,500.00	Annual License Fee
Vehicle Impound Fee		100.00	per vehicle
<b>ALARM ORDINANCE</b>			
Alarm Permit - 1 Year - Residential & Commercial		40.00	
One False Alarm			
Two False Alarms		25.00	
Three False Alarms		50.00	
Four False Alarms		100.00	
Six-Nine False Alarms		200.00	
Ten or more False Alarms		225.00	
<b>HIGHWAY DEPARTMENT</b>			
Driveway Bond - "Refundable"		750.00	
Road Opening Permit - "Refundable" - Entire Road		1,000.00	
Road Opening Bond - "Refundable" - Half Road		500.00	
Road Opening Permit		215.00	

\* All alarm fees: 10% of outstanding balance after 90 days past due.

**TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014**

FEE DESCRIPTION	2014 Adopted USER FEES	
<b>PARKS &amp; RECREATION DEPARTMENT</b>		
Camp:		
Playground Camp	460.00	
* Early Bird Registration Fee - Playground Camp	410.00	
Primary Camp [9:30 AM to 2:30 PM]	510.00	Extended Day = + \$190.00
* Early Bird Registration Fee - Primary Camp	460.00	
Classes/Lessons:		
Additional Swimming Lessons	70.00	
Adult Classes	\$65.00 - \$320.00	
CPR Review	70.00	
Lifeguard Training Aid/Safety	\$375.00	Non-Resident \$500.00
Lifeguard Training Review	\$190.00	
Pre School Classes	FREE - \$175.00	
RTE - Responding to Emergencies	220.00	
Special Tennis, Aerobics, or Other Lessons	Cost	
Swimming Lessons Including Permit	140.00	
Tennis Lessons - 6 One Hour Sessions	120.00	
Facilities Rental:		
Ballfield Rental - 2 Hour Limit	\$150.00/\$250.00 w/lights	
Boat Rental Fee	4.00 - 7.00	
Civic Building Rental/Pavilion	200.00	+Supervisor Hourly Rate
Group Picnic	150.00	
Private Building Rental	300.00	+Supervisor Hourly Rate
Sycamore Park Concession [Seasonal]	4,600.00	
ID/Permits:		
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	
Identification Card	6.00	
Senior Citizen Identification Card	No charge	
Nanny Identification Card	10.00	
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	Annual
Sycamore Dog Park User Fee - Non-Resident	75.00	Annual



**TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014**

<b>FEE DESCRIPTION</b>	<b>2014 Adopted USER FEES</b>	
<b>BUILDING &amp; CODES DEPARTMENT</b>		
Accessory Apartment Permit	400.00	
Bed & Breakfast Special Application	400.00	
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	
Plumbing Permit Per Fixture	15.00 each	\$75.00 minimum fee
Re-Inspection/ Air Conditioning Inspection		
Re-Inspection Fee When Inspection Requested but Job Not Ready	50.00	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	Residential/ Commercial + \$100 per establishment
Zoning Letter	75.00	
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	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
<b>ARCHITECTURAL REVIEW BOARD</b>		
New Commercial Structure Review	225.00	
Modification to Existing Commercial Structure Review	150.00	
Other Structure or Sign Review	50.00	
Single Family Residential Structure Review	100.00	
Two or More Family Residential Structure Review	100.00	Plus 50.00 each Additional Unit over two

**TOWN OF CARMEL USER SERVICE FEES -  
FISCAL YEAR 2014**

FEE DESCRIPTION	2014 Adopted USER FEES	
<b>ENVIRONMENTAL CONSERVATION REVIEW BOARD</b>		
ECB Wetlands Sign	10.00	
Permit Renewal/Extension Fee	50.00	For each one year permit renewal/extension
Application Withdrawal	50.00	
Letter of Maintenance	50.00	
Letter of Permission (in lieu of application)	100.00	
Major Interagency Review - Over 5 Acres - Per Acre or Part Thereof	60.00	Total Wetland Include, 100' Control Area
Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof	50.00	Total Wetland Include, 100' Control Area
Private Consultation/Conference with Wetland Inspector Per Hour	100.00	
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
Subdivision Plan Inspection - Per Acre or Part Thereof	300.00	Total Wetland Include, 100' Control Area
Tree Cutting - Up to 25 Acres	300.00	+ 25.00 acre and ind. monitoring of escrow fees
Minor Wetland Permit Application - for projects disturbing 1,000 sq ft in the 100 ft buffer area.	300.00	+ 75.00 acre and ind. monitoring of escrow fees
* Escrow Fee for Minor Project	225.00	
Major Wetland Permit Application - for projects disturbing 1,000 sq ft in the 100 ft buffer area or any disturbance in the buffer.	500.00	*as determined by the Town's Wetland Inspector
* Escrow Fee for Major Project	500.00	*plus \$100 for each add'l 1,000 sq ft disturbance (or part thereof) in the 100 ft buffer. Maximum fee \$1,000
Wetland Determination for Health Dept	1,000.00	
	150.00	*as determined by the Town's Wetland Inspector
<b>ZONING BOARD OF APPEALS</b>		
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	
NOTIFICATION SIGN	25.00	
<b>PLANNING BOARD</b>		
<b>PLANNING SUBDIVISION FEES:</b>		
Sketch fee	500.00	One time fee
Preliminary Fees		
Major Subdivision	3,000.00	Plus \$750 per lot
Minor Subdivision	2,500.00	Plus \$750 per lot
Final Fees:		
Amendment to Final Plat	1,500.00	
Major Subdivision	1,500.00	Plus \$500 per lot
Minor Subdivision	1,500.00	Plus \$500 per lot
Re-approval of Final Approval	1,500.00	(Does not include SEQR fees)
Extension of final approval	1,000.00	
OPEN DEVELOPMENT REVIEW FEE	2,500.00	
LOT LINE ADJUSTMENT FEE	2,500.00	

**TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014**

FEE DESCRIPTION		2014 Adopted USER FEES	
<b>SITE PLAN FEES:</b>			
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	
Extension of Site Plan Approval		1,000.00	
<b>SPECIAL SITE PLAN FEES</b>			
Boat House/Bathhouse		800.00	
Parking Lot		800.00	
Pools/Tennis Courts/ Playgrounds		800.00	
Residential Barns		800.00	
Residential Dock		800.00	
Residential Horse Riding Ring		800.00	
Home Office		800.00	
<b>LANDFILL, SURFACE GRADING, &amp; OTHER EXCAVATION</b>			
Up to 5 Acres		300.00	
Over 5 Acres		300.00	Plus \$40.00/Acre
<b>PLANNING/MISCELLANEOUS FEES:</b>			
Engineering Fee (Site Plans & Subdivisions) - Technical Review and Construction Inspections			5% of Bond Amount
Public Hearings Including Bond Returns and Reductions		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	Per Residential Lot
Recreation Fee Sr. Cit. Multi Family Dwelling/Apt.		3,500.00	Per Dwelling/Apartment
Recreation Fee Multi Family Developments		5,000.00	Per Dwelling
Computer address labels		25.00	
NOTIFICATION SIGN		35.00	
<b>DEPARTMENT MISCELLANEOUS TOWN SERVICES:</b>			
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	

**TOWN OF CARMEL USER SERVICE FEES --**  
**FISCAL YEAR 2014**

FEE DESCRIPTION		2014 Adopted USER FEES	
<b>SPECIAL DISTRICTS</b>			
<b>PARK DISTRICTS:</b>			
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	
<b>SEWER DISTRICTS:</b>			
Sewer System Service Application, including one inspection (where Street Lateral to Curb Line exists)		250.00 500.00	Residential Commercial
Sewer System Connection Additional Inspection - Each Inspection		50.00	
Sewer Sludge Dumping Fee, each 1000 gallons		100.00	
Out of District Application Fee - Residential/Commercial		1,000.00	
<b>WATER DISTRICTS:</b>			
Water System Service Application, including one inspection (where water line curb box exists)		250.00 500.00	Residential 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 Repair Due To Customer's Damage		325.00	
Water Meter Test, by written request of consumer		200.00	Payable up front
Water service turned on or off		50.00	
Water sprinkler tap - Annual Fee		200.00	
Final Bill Fee		25.00	
Special water meter reading by outside vendor		10.00	
Duplicate Bill Fee		10.00	
Bulk Water Sales	10 times the normal in district rate		Minimum fee \$300.00
Out of District Application Fee - Residential/Commercial		1,000.00	
Water Bill Adjustment from Estimate to Actual		5.00	

## #5

### RESOLUTION AUTHORIZING BUDGET MODIFICATIONS #2013-04

WHEREAS the Town Comptroller has reviewed the 2013 year-to-date Budget Modifications/Revisions for the period ending November 30, 2013 with the Town Board, which are detailed and explained on the attached Budget Revisions Schedule identified as #2013-04;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the 2013 year-to-date Budget Modifications/Revisions for the period for the period ending November 30, 2013 as itemized on Schedule #2013-04 which is attached hereto, incorporated herein and made a part hereof.

#### Resolution

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

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

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

**TOWN OF CARMEL**  
**BUDGET REVISIONS FOR PERIOD ENDING 11/30/13 - #2013/04**

**#5**  
☒ Work Session 12/11/13

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>GENERAL FUND</b>				
1	100-1989-2556	CERTIFICATES OF OCCUPANCY	30,000.00	
	100-1989-3005	MORTGAGE TAX REVENUE	150,000.00	
	100-1989-2557	FIRE INSPECTION FEES		40,000.00
	100-1989-2001	PARK RECREATION FEES		10,000.00
	100-1989-2555	BUILDING PERMIT FEES		20,000.00
	100-1989-2115	PLANNING BOARD FEES		15,000.00
	100-1989-2116	ENGINEER & INSPECTION FEES		15,000.00
	100-1989-2610	COURT FEES AND FINES		80,000.00
		- ADJUST REVENUES TO ACTUAL YTD		
2	100-3120-0029	POLICE SPECIAL EXPENSE FROM SEIZED ASSETS	18,982.00	
	100-1989-1522	POLICE SPECIAL REVENUE	18,982.00	
		- PROVIDE FOR POLICE EXPENSES FROM SEIZED ASSETS		
3	100-7310-0045	YOUTH SELF SUSTAINING PROGRAM EXPENSE	5,000.00	
	100-1989-2050	PARK SELF SUSTAINING FEES	5,000.00	
		- PROVIDE FOR YOUTH REC PROGRAM EXPENSE		
4	100-1010-0011	TN BOARD STAFF EXPENSE	400.00	
	100-1010-0046	TN BOARD CONSULTING SERVICES EXPENSE	700.00	
	100-1220-0040	SUPERVISOR OFFICE EXPENSE	3,000.00	
	100-1315-0040	COMPTROLLER OFFICE EXPENSE	500.00	
	100-1330-0040	TAX RECEIVER OFFICE EXPENSE	1,000.00	
	100-1620-0040	BLDG UNDIST EXPENSE	2,000.00	
	100-1620-0043	BLDG ALARM EXPENSE	1,857.00	
	100-1970-0040	OFFICE SUPPLIES - UNDIST	1,500.00	
	100-1010-0080	TN BOARD BENEFIT EXPENSE		1,100.00
	100-1220-0080	SUPERVISOR BENEFIT EXPENSE		3,000.00
	100-1315-0080	COMPTROLLER BENEFIT EXPENSE		500.00
	100-1330-0080	TAX RECEIVER BENEFIT EXPENSE		1,000.00
	100-1610-0080	CENTRAL SERV EMPLOYEE BENEFIT EXPENSE		1,000.00
	100-1610-0086	CENTRAL SERV RETIREE BENEFIT EXPENSE		2,857.00
	100-1950-0040	TAXES & ASSESSMENT EXPENSE		1,500.00
		- TRANSFER FOR MISCELLANEOUS EXPENSE		
5	100-1440-0011	ENGINEER STAFF SALARY EXPENSE	5,000.00	
	100-1440-0080	ENGINEER STAFF BENEFIT EXPENSE	5,686.00	
	100-1440-0010	ENGINEER SALARY EXPENSE		4,736.00
	100-1440-0012	ENGINEER STAFF OT EXPENSE		2,000.00
	100-1440-0013	ENGINEER TEMP STAFF EXPENSE		3,000.00
	100-1440-0086	ENGINEER RETIREE BENEFIT EXPENSE		950.00
		- TRANSFER FOR ENGINEER DEPT STAFF EXPENSE		
6	100-1420-0044	LABOR LEGAL SERVICES	4,500.00	
	100-1420-0046	BOND LEGAL SERVICES		2,000.00
	100-1420-0049	LEGAL MISC SERVICES		2,500.00
		- TRANSFER FOR LEGAL EXPENSE		
7	100-3120-0010	POLICE NON-UNIFORM STAFF EXPENSE	4,000.00	
	100-3120-0040	POLICE CONTRACTUAL EXPENSE	4,000.00	
	100-3120-0041	POLICE FUEL EXPENSE	10,000.00	
	100-3120-0045	POLICE EQUIPMENT MAINT EXPENSE	18,000.00	
	100-3120-0046	POLICE RENTAL LEASE EXPENSE	20,000.00	
	100-3120-0013	POLICE TEMP STAFF EXPENSE		4,000.00
	100-3120-0081	POLICE RETIREMENT EXPENSE		4,000.00
	100-3120-0082	POLICE FICA/MED EXPENSE		10,000.00
	100-3120-0083	POLICE W/C EXPENSE		18,000.00
	100-3120-0086	POLICE RETIREE BENEFIT EXPENSE		20,000.00
		- TRANSFER FOR POLICE EXPENSEES		

**TOWN OF CARMEL**  
**BUDGET REVISIONS FOR PERIOD ENDING 11/30/13 - #2013/04**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
8	100-3310-0045	TRAFFIC STREET LINES EXPENSE	3,810.00	
	100-3310-0012	TRAFFIC OVERTIME EXPENSE		1,410.00
	100-3310-0080	TRAFFIC RETIREMENT EXPENSE		1,500.00
	100-3310-0084	TRAFFIC BENEFIT EXPENSE		900.00
		- TRANSFER FOR TRAFFIC EXPENSES		
9	100-3620-0012	CODES ENFORCEMENT OT STAFF EXP	3,000.00	
	100-3620-0013	CODES ENFORCEMENT TEMP STAFF EXP	7,000.00	
	100-3620-0011	CODES ENFORCEMENT SALARY STAFF EXP		10,000.00
		- TRANSFER FOR TEMP STAFF/OT EXPENSES		
10	100-5132-0040	HIGHWAY GARAGE CONT EXPENSE	10,000.00	
	100-5132-0020	HIGHWAY GARAGE EQUIP EXPENSE		10,000.00
		- TRANSFER FOR HIGHWAY GARAGE EXPENSE		
11	100-7110-0040	PARK CONTRACTUAL EXP	5,000.00	
	100-7110-0046	PARK FACILITY LEASE EXP	5,000.00	
	100-7112-0040	MCDONOUGH FIELDS CONT EXP	160.00	
	100-7117-0040	CAMARDA PARK CONT EXP	200.00	
	100-7118-0040	BALDWIN MEADOWS CONT EXP	250.00	
	100-7118-0042	BALDWIN MEADOWS UTILITY EXP	50.00	
	100-7190-0042	SKATING RINK UTILITY EXPENSE	200.00	
	100-7310-0040	YOUTH CONT EXPENSE	648.00	
	100-7110-0080	PARK EMPLOYEE BENEFIT EXP		5,000.00
	100-7111-0040	SYCAMORE FIELD CONT EXP		160.00
	100-7116-0040	VOLZ PARK CONT EXP		200.00
	100-7140-0013	PLAYGROUND TEMP STAFF EXP		5,000.00
	100-7140-0040	PLAYGROUND CONT EXP		300.00
	100-7190-0040	SKATING RINK CONT EXPENSE		200.00
	100-7270-0040	CONCERT SERIES EXP		648.00
		- TRANSFER FOR RECREATION EXPENSES		
12	100-8010-0013	ZONING BOARD TEMP STAFF EXP	2,300.00	
	100-8010-0040	ZONING BOARD CONTRACTUAL EXP	100.00	
	100-8010-0080	ZONING BOARD EMPLOYEE BENEFIT EXP	300.00	
	100-8020-0013	PLANNING BOARD TEMP STAFF EXP	2,700.00	
	100-8010-0086	ZONING BOARD RETIREE EXP		2,700.00
	100-8020-0086	PLANNING BOARD RETIREE EXP		2,700.00
		- TRANSFER FOR BOARDS TEMP STAFF EXP		
<b>HIGHWAY FUND</b>				
13	500-5130-0040	MACHINERY REPAIR EXPENSE	50,000.00	
	500-9902-0099	TRANSFER TO OTHER FUND	50,000.00	
	500-5010-4321	FEDERAL AID - FEMA SANDY	100,000.00	
		- PROVIDE FOR MACHINERY REPAIR/LOAN REPAYMENT EXPENSE		
14	500-5110-0020	GENERAL REPAIR TOOL EXPENSE	2,000.00	
	500-5110-0040	GENERAL REPAIR CONT EXPENSE	15,500.00	
	500-5110-0041	GENERAL REPAIR FUEL EXPENSE	9,000.00	
	500-5140-0041	WEEDS & BRUSH FUEL EXPENSE	3,000.00	
	500-5110-0083	GENERAL REPAIR W/C EXPENSE		19,500.00
	500-5110-0086	GENERAL REPAIR RETIREE EXPENSE		7,000.00
	500-5140-0080	WEEDS & BRUSH RETIREMENT EXPENSE		3,000.00
		- TRANSFER FOR CONTRACTUAL/FUEL EXPENSE		
<b>TEAKETTLE LAKE PARK DISTRICT</b>				
15	403-7140-0044	ENGINEERING SERVICES	1,000.00	
	403-7140-0040	CONTRACTUAL EXPENSES		1,000.00
		-TRANSFER FOR ENGINEER EXPENSE		

**TOWN OF CARMEL**  
**BUDGET REVISIONS FOR PERIOD ENDING 11/30/13 - #2013/04**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>LAKE SECOR PARK DISTRICT</b>				
16	404-7140-0044	ENGINEERING SERVICES	1,000.00	
	404-7140-0099	REPAIR RESERVE FUND		1,000.00
		-TRANSFER FOR ENGINEER EXPENSE		
17	404-7140-0050	SPECIAL IMPROVEMENT EXPENSE	40,000.00	
	404-7140-9909	APPROPRIATE FUND BALANCE	*	40,000.00
		- PROVIDE FOR LAKE SECOR PAVILLION EXPENSE		
<b>CARMEL GARBAGE DISTRICT</b>				
18	571-8160-0048	MISCELLANEOUS EXP	10,000.00	
	571-8160-0099	REPAIR RESERVE FUND		10,000.00
		- TRANSFER FOR TAX REFUND TO COUNTY EXPENSE		
<b>CARMEL WATER DISTRICT #2</b>				
19	602-8310-0020	EQUIPMENT EXPENSE	8,000.00	
	602-8310-0044	ENGINEERING SERVICES EXPENSE	1,500.00	
	602-8310-0047	EMERGENCY REPAIRS	20,000.00	
	602-8310-0041	CHEMICAL EXPENSE		8,000.00
	602-8310-0040	CONTRACTUAL REPAIR EXPENSE		1,500.00
	602-8310-0046	PURCHASE OF WATER		20,000.00
		- TRANSFER FOR EMERGENCY REPAIR EXPENSE		
<b>CARMEL WATER DISTRICT #4</b>				
20	604-8310-0020	EQUIPMENT EXPENSE	500.00	
	604-8310-0040	CONTRACTUAL REPAIR EXP	9,500.00	
	604-8310-0047	EMERGENCY REPAIRS		3,500.00
	604-8310-0099	REPAIR RESERVE FUND		6,500.00
		- TRANSFER FOR CONTRACTUAL REPAIR EXPENSE		
<b>CARMEL WATER DISTRICT #5</b>				
21	605-8310-0040	CONTRACTUAL REPAIR EXP	1,000.00	
	605-8310-0047	EMERGENCY REPAIRS		1,000.00
		- TRANSFER FOR CONTRACTUAL REPAIR EXPENSE		
<b>CARMEL WATER DISTRICT #8</b>				
22	608-8310-0020	EQUIPMENT EXPENSE	500.00	
	608-8310-0040	CONTRACTUAL REPAIR EXPENSE	9,500.00	
	608-8310-0044	ENGINEERING SERVICES EXP	5,000.00	
	608-8310-0047	EMERGENCY REPAIR EXP		6,000.00
	608-8310-0049	SERVICES OTHER GOVT EXPENSE		9,000.00
		- TRANSFER FOR CONTRACTUAL REPAIR EXPENSE		
<b>CARMEL WATER DISTRICT #9</b>				
23	609-8310-0047	EMERGENCY REPAIRS	13,091.00	
	609-8310-2681	INSURANCE RECOVERY ASSET	*	13,091.00
		- PROVIDE FOR CONT/EMERGENCY REPAIR EXPENSE		
<b>CARMEL WATER DISTRICT #12</b>				
24	612-8310-0020	EQUIPMENT EXPENSE	300.00	
	612-8310-0044	ENGINEERING SERVICES EXP	1,500.00	
	612-8310-0047	EMERGENCY REPAIRS	2,000.00	
	612-8310-0049	SERVICES OTHER GOVT EXPENSE	1,200.00	
	612-8310-0041	CHEMICAL EXPENSE		3,500.00
	612-8310-0048	OTHER OPERATING EXPENSE		1,500.00
		- TRANSFER FOR EMERGENCY REPAIR EXPENSE		



**TOWN OF CARMEL**  
**BUDGET REVISIONS FOR PERIOD ENDING 11/30/13 - #2013/04**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>CARMEL WATER DISTRICT #13</b>				
25	613-8310-0048	OTHER OPERATING EXPENSE	2,000.00	
	613-8310-0049	SERVICES OTHER GOVT EXPENSE		2,000.00
		- TRANSFER FOR TAX REFUND TO COUNTY EXPENSE		
<b>CARMEL WATER DISTRICT #14</b>				
26	614-8310-0045	OPER & MAINT CONT EXPENSE	141.00	
	614-8310-0049	SERVICES OTHER GOVT EXPENSE	859.00	
	614-8310-0099	REPAIR RESERVE FUND		1,000.00
		- TRANSFER FOR CONTRACT EXP		
<b>CARMEL SEWER DISTRICT #2</b>				
27	702-8130-0040	CONTRACTUAL EXPENSES	18,775.00	
	702-8130-0044	ENGINEERING SERVICES EXP	2,000.00	
	702-8130-0047	SLUDGE REMOVAL EXPENSE	48,500.00	
	702-8130-0090	CONTINGENCY		14,000.00
	702-8130-4321	FEDERAL AID - FEMA	*	55,275.00
		- PROVIDE FOR CONTRACTUAL/SLUDGE REMOVAL EXPENSE		
<b>CARMEL SEWER DISTRICT #4</b>				
28	704-8130-0040	CONTRACTUAL EXPENSES	2,539.00	
	704-8130-0047	SLUDGE REMOVAL EXPENSE	2,000.00	
	704-8130-4321	FEDERAL AID - FEMA	*	4,539.00
		- PROVIDE FOR CONTRACTUAL/SLUDGE REMOVAL EXPENSE		
29	704-8130-0141	CHEMICAL EXPENSES - MICROFILTRATION	3,000.00	
	704-8130-0041	CHEMICAL EXPENSES		3,000.00
		- REVISE BUDGET FOR MICROFILTRATION COSTS		
<b>CARMEL SEWER DISTRICT #5</b>				
30	705-8130-0040	CONTRACTUAL EXPENSES	17,696.00	
	705-8130-0047	SLUDGE REMOVAL EXPENSE	5,000.00	
	705-8130-0099	REPAIR RESERVE FUND		10,000.00
	705-8130-4321	FEDERAL AID - FEMA	*	5,196.00
	705-8130-9909	APPROPRIATE FUND BALANCE	*	7,500.00
		- PROVIDE FOR CONTRACTUAL/SLUDGE REMOVAL EXPENSE		
<b>CARMEL SEWER DISTRICT #6</b>				
31	706-8130-0040	CONTRACTUAL EXPENSES	11,785.00	
	706-8130-0048	OTHER OPERATING EXPENSE	100.00	
	706-8130-0047	SLUDGE REMOVAL EXPENSE		10,000.00
	706-8130-4321	FEDERAL AID - FEMA	*	1,885.00
		- TRANSFER/PROVIDE FOR CONT REPAIRS		
<b>CARMEL SEWER DISTRICT #7</b>				
32	707-8130-0141	CHEMICAL EXPENSES - MICROFILTRATION	592.00	
	707-8130-0142	UTILITY EXPENSES - MICROFILTRATION	1,003.00	
	707-8130-0041	CHEMICAL EXPENSES		592.00
	707-8130-0042	UTILITY EXPENSES		1,003.00
		- REVISE BUDGET FOR MICROFILTRATION COSTS		
33	707-8130-0043	INSURANCE EXPENSE	50.00	
	707-8130-0049	SERVICES OTHER GOVT EXPENSE	2,950.00	
	707-8130-0099	REPAIR RESERVE FUND		3,000.00
		- TRANSFER FOR MISC EXP		

**TOWN OF CARMEL**  
**BUDGET REVISIONS FOR PERIOD ENDING 11/30/13 - #2013/04**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>CARMEL SEWER DISTRICT #8</b>				
34	708-8130-0044	ENGINEERING SERVICES EXP	1,500.00	
	708-8130-0041	CHEMICAL EXPENSES		1,500.00
		- TRANSFER FOR MISC EXP		
<b>HIGHWAY DEBT FUND</b>				
35	850-9710-0060	BOND PRINCIPAL - ROADS	7,544.00	
	850-9710-0061	BOND PRINCIPAL - MACHINERY		7,544.00
		- TRANSFER FOR DEBT PAYMENT EXPENSE		
<b>CARMEL SEWER DISTRICT #2 DEBT FUND</b>				
36	882-9790-0070	SRLF INTEREST PAYMENT	3,144.00	
	882-8130-9909	APPROPRIATE FUND BALANCE	3,144.00	
		- PROVIDE FOR DEBT PMT EXPENSE		
<b>CARMEL WATER DISTRICT #14 DEBT FUND</b>				
37	884-9710-0070	BOND INTEREST	332.00	
	884-9710-0060	BOND PRINCIPAL		332.00
		- TRANSFER FOR DEBT PAYMENT EXPENSE		
<b>DRAINAGE CAPITAL PROJECT</b>				
38	900-1989-0012	PROJECT OVERTIME EXPENSE	1,500.00	
	900-1989-0040	CONTRACTUAL EXPENSES	3,000.00	
	900-1989-0048	OTHER PROJECT EXPENSES		3,000.00
	900-1989-0080	FICA/MED EXPENSE		1,500.00
		- REVISE CAPITAL BORROWING EXPENSE		
<b>TECHNOLOGY CAPITAL PROJECT</b>				
39	903-1989-0048	OTHER PROJECT EXPENSES	7,150.00	
	903-1989-0040	CONTRACTUAL EXPENSES		7,150.00
		- REVISE CAPITAL BORROWING EXPENSE		
<b>HIGHWAY RESURFACING CAPITAL PROJECT</b>				
40	950-5112-0045	CONTRACTUAL PAVING EXPENSES	61,500.00	
	950-5112-0048	OTHER PROJECT EXPENSES		61,500.00
		- REVISE CAPITAL BORROWING EXPENSE		
<b>HIGHWAY SPECIAL IMPROVEMENT CAPITAL FUND</b>				
41	952-5112-0040	CONTRACTUAL EXPENSES	25,000.00	
	952-5112-0044	PROJECT ENGINEERING EXP		25,000.00
		- REVISE CAPITAL BORROWING EXPENSE		

## #6

### 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

WHEREAS the Town Board deems that no revisions are necessary at this time,

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>
Jonathan Schneider	_____	_____
John Lupinacci	_____	_____
Suzanne McDonough	_____	_____
Frank Lombardi	_____	_____
Kenneth Schmitt	_____	_____

# **TOWN OF CARMEL**

## **PROCUREMENT POLICY AND PROCEDURES**

(Revised December 2013)

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 \$10,000	X		<b>103 GML</b>
2. Purchase Contract – Below \$10,000		X	<b>104 GML</b>
3. Contract for Public Work – Above \$35,000	X		<b>103 GML</b>
4. Contract for Public Work – Below \$35,000		X	<b>104 GML</b>
<b>Procurement Exempt from GML §103 and §104-b</b>			
5. Agencies for Blind or Severely Handicapped, etc.		X	<b>175-b SFL</b>
6. Correctional Institutions		X	<b>184 CL</b>
7. State Contract		X	<b>104 GML</b>
8. County Contract		X	<b>103(3) GML</b>
<b>Procurement Exempt from GML §103 and 104b</b>			
9. Emergencies (See section below)		X	<b>103(4) GML</b>
10. Sole Source (See section below)		X	<b>103(4) GML</b>
11. Professional Services		X	<b>103(4) GML</b>
12. True Leases		X	<b>103(4) GML</b>
13. Insurance		X	<b>103(4) GML</b>
14. Second-Hand Equipment from Another Government		X	<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	More Than 3	3	More Than 3		
Purchase Contracts Below \$10,000							
200 – 999		X					
1,000 – 2,999			X				
3,000 – 9,999				X			
Public Work Contracts Below \$35,000							
Under 1,000	X						
1,000 – 2,000		X					
3,000 – 9,999				X			
10,000 – 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 INCREASED BID LIMIT \$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

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, 2014, 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
Town Civil Engineer	Richard Franzetti
Town Engineering Project Coordinator	Robert Vara
Principal Clerk	Eileen Brennan
Highway Superintendent	Michael Simone
Deputy Highway Superintendent	Robert Erickson
Lieutenant	Michael Cazzari
Lieutenant	Brian Karst
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. Receipts should be attached to claims for reimbursement whenever possible: regardless of the dollar amount.**

## #7

### RESOLUTION AUTHORIZING RENEWAL/EXTENSION OF AGREEMENT WITH COUNTY OF PUTNAM --OUTREACH WORKER

RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the renewal and extension of its existing agreement with the County of Putnam for the provision of an Outreach Worker to the Town of Carmel and its residents, said agreement to be on the same terms and in the same form and content as reflected in the current agreement on file with the Office of the Town Supervisor, and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorizes to execute said agreement and all ancillary documentation required to effectuate the agreement on the terms and provisions 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	_____	_____

## #8

### RESOLUTION RE-APPOINTING DAVID FURFARO TO THE RECREATION AND PARKS ADVISORY COMMITTEE

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints David Furfaro to the Recreation and Parks Advisory Committee for a term commencing immediately and ending December 31, 2016.

#### 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	_____	_____

## #9

### RESOLUTION RE-APPOINTING JOYCE PICONE TO THE RECREATION AND PARKS ADVISORY COMMITTEE

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints Joyce Picone to the Recreation and Parks Advisory Committee for a term commencing immediately and ending December 31, 2016.

#### Resolution

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

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

#### Roll Call Vote

Jonathan Schneider	_____	_____
John Lupinacci	_____	_____
Suzanne McDonough	_____	_____
Frank Lombardi	_____	_____
Kenneth Schmitt	_____	_____

## #10

### RESOLUTION ACCEPTING PROPOSAL FOR ENGINEERING DESIGN SERVICES – SYCAMORE PARK COMMUNITY RECREATION CENTER

WHEREAS, James Gilchrist, Director of the Town of Carmel Recreation and Parks Department has solicited professional proposals for engineering design services to be rendered in connection with the development of a Community Recreation Center at Sycamore Park in the Town of Carmel ;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of James Gilchrist, hereby accepts the proposal of Insite Engineering, Carmel, NY for the professional engineering services to be rendered in connection with the design of the proposed Community Recreation Center at a price not to exceed \$129,100 (ONE HUNDRED TWENTY NINE-THOUSAND ONE HUNDRED DOLLARS); and

BE IT FURTHER RESOLVED that the Town Supervisor Kenneth Schmitt is hereby authorized to execute all documentation necessary to accept said proposal on the terms and conditions 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	_____	_____

# #11

## RESOLUTION AUTHORIZING IMPROVEMENTS MAHOPAC CHAMBER PARK

WHEREAS, James Gilchrist, Director of the Town of Carmel Recreation and Parks Department has advised the Town Board that DeLomba Masonry, Thornwood, NY has offered to perform certain masonry improvements at Mahopac Chamber Park at no charge to the Town of Carmel or its residents;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of James Gilchrist, hereby authorizes DeLomba Masonry to perform such improvements, consisting of the provision of and installation of jumbo Belgian block curbing in and around the Gazebo perimeter at Mahopac Chamber Park; and

BE IT FURTHER RESOLVED, that upon presentation of Insurance certificates in form acceptable to Town Counsel, DeLomba Masonry is hereby authorized to commence performance of the improvements at Mahopac Chamber Park which are 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	_____	_____

## #12

### RESOLUTION AWARDING BID FOR POLICE DEPARTMENT UNIFORMS

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for Police Department uniforms for the Town of Carmel Police Department in fiscal year 2014, and

WHEREAS such bids were received and opened on December 3, 2013; and

WHEREAS Lieutenant Michael Cazzari has recommended the awarding of the bid as set forth hereafter,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the bids for Police Department uniforms to Buckshollow Emergency Equipment Corporation, 15 Secor Road, Mahopac, NY, the lowest responsible bidder who met specifications, at the following bid prices:

- Blauer Gore-Tex with liner: \$195.00 each;
- Summer Cap 8 point: \$20.50 each;
- Winter Cap 8 point: \$19.50 each;
- IKE Jacket: \$68.00 each;
- Rain Coat: \$112.00 each;
- Summer shirt: \$38.00 each;
- Winter shirt: \$42.00 each;
- Blauer #8561P7 pants: \$75.00 each;
- Blauer #8810X pants: \$50.00 each.

#### 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	_____	_____

## #13

### RESOLUTION AWARDING BID FOR DRY CLEANING OF POLICE DEPARTMENT UNIFORMS

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for dry cleaning of Police Department uniforms for the Town of Carmel Police Department in fiscal year 2014, and

WHEREAS such bids were received and opened on December 3, 2013; and

WHEREAS Lieutenant Michael Cazzari has recommended the awarding of the bid as set forth hereafter,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the dry cleaning of Police Department uniforms to Carmel Cleaners, 1862 Route 6, Carmel, NY the lowest responsible bidder who met specifications.

#### 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	_____	_____



## #14

### **RESOLUTION AWARDING BID FOR DAILY CLEANING SERVICES TOWN OF CARMEL POLICE DEPARTMENT**

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for daily cleaning services for the Police Department for fiscal year 2014 , and

WHEREAS such bids were received and opened on December 3, 2013; and

WHEREAS Lieutenant Michael Cazzari has recommended the awarding of the bid as set forth hereafter,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the contract for cleaning services for the Police Department for the year 2014 to CTE Incorporated–Reliable Cleaning Systems, Carle Place, NY, the lowest responsible bidder who met specifications at a total cost of \$9,468.00; and

BE IT FURTHER RESOLVED that upon presentation of insurance certificates, as required by the bid specifications and in form as approved by the Town Counsel, the Supervisor is authorized to sign the contract, in form as contained in the bid specifications for the performance of said services.

#### 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	_____	_____