

KENNETH SCHMITT
Town Supervisor

TOWN OF CARMEL
TOWN HALL

ANN SPOFFORD
Town Clerk

SUZANNE MC DONOUGH
Town Councilwoman
Deputy Supervisor

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KATHLEEN KRAUS
Receiver of Taxes

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

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

TOWN BOARD VOTING MEETING/WORK SESSION
Wednesday, March 14, 2018 7:00pm

Pledge of Allegiance – Moment of Silence

Town Board Voting Meeting:

- Accept Town Board Minutes, February 14, 21, 2018
- 1. Res: Authorizing Final Budget Modifications – 2017
- 2. Res: Authorizing Encumbrance of 2017 Funds for Expenditures in 2018
- 3. Res: Authorizing Mailing of Lake Casse Park District Newsletter
- 4. Res: Making Appointment to the Lake Secor Park District Advisory Committee (James M. DeToma)
- 5. Res: Accepting Proposal and Authorizing Purchase of Park District Materials & Equipment
- 6. Res: Authorizing Payment for Emergency Repairs – Town of Carmel Town Hall Facility
- 7. Res: Authorizing Request for Proposals Carmel Water District #2 Water Treatment Plant
- 8. Res: In Support of Commission of Traffic Studies Within the Town of Carmel
- 9. Res: Scheduling of Public Hearing on a Proposed Local Law Amending Chapter 147 of the Code of the Town of Carmel entitled, "Vehicle and Traffic" (March 21, 2018)
- 10. Res: Accepting Proposal and Authorizing Entry into Agreement Police Accident Report Processing
- 11. Res: Scheduling of Public Hearing on a Proposed Local Law Enacting Chapter 140 of the Code of The Town of Carmel, entitled "Towing and Storage" (March 28, 2018)
- 12. Res: Authorizing Entry into Contracts
- 13. Res: Making Negative Determination Under NY State Environmental Quality Review (SEQRA) In Regard to the Purchase of a Parcel of Land of Approximately 0.64 Acres Located at 628 Route 6
- 14. Res: Authorizing the Purchase of a Parcel of Land of Approximately 0.64 Acres Located at 628 Route 6, In and For the Town of Carmel, Putnam County, New York, at a Maximum Estimated Cost of \$1,000,000, and Authorizing the Issuance of \$1,000,000 Bonds of Said Town to Pay the Cost Thereof
- 15. Res: Designating Officials and Authorizing Funding of Real Property Acquisition
- 16. Res: Appointing Special Counsel
- 17. Res: Rejecting Bids and Authorizing Re-Advertisement for Bids Town of Carmel Highway Department

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

Town Board Work Session:

- Review of Town Board Minutes February 28, 2018
1. Supervisor Kenneth Schmitt – Consider Promotional, Probationary Appointment from Senior Typist/Office Assistant to Principal Office Assistant in the Supervisor's Office – Bella Cimadomo
 2. Supervisor Kenneth Schmitt – Consider Scheduling Public Hearing on a Proposed Local Law Chapter 52 Regarding Bingo
 3. Police Chief Michael Cazzari – Consider Request to Accept Proposal for the Purchase of Ammunition – Town of Carmel Police Department
 4. James Gilchrist, Director of Recreation and Parks – Consider Request to Accept Proposal for Concession Stand – Sycamore Park – Summer 2018
 5. James Gilchrist, Director of Recreation and Parks – Consider Request to Award Bid for Grass Cutting Services
 6. Richard Franzetti, PE, Town Engineer – Consider Request to Return Bid Bond Route 6N Downtown Mahopac Lighting/Sidewalk Project
 7. Richard Franzetti, PE, Town Engineer – Consider Request for Payment for Emergency Repair CWD#4
 8. Glenn Droese, Town Assessor - Consider Authorizing Renewal of Agreement with Putnam County Office of Real Property for the Preparation of Assessment Rolls

- **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**

RESOLUTION #1

RESOLUTION AUTHORIZING FINAL BUDGET MODIFICATIONS 2017

WHEREAS Town Comptroller MaryAnn Maxwell has reviewed the proposed Final Budget Modifications for the period ending December 31, 2017 with the Town Board which are detailed and explained on the attached Budget Revisions Schedule #2017/08;

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 December 31, 2017, as shown itemized on the schedule #2017/08 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 DECEMBER 2017 - #2017/08

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION		INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
GENERAL FUND					
1	100.1620.0040	BUILDING CONTRACTUAL EXPENSES		2,586.00	
	100.1989.2681	INSURANCE RECOVERY - ASSET	*	2,586.00	
		- PROVIDE FOR CLEAN UP OF FIRE EXTINGUISHER DISCHARGE FROM INSURANCE CLAIM			
2	100.3120.0024	POLICE ACCIDENT REPAIRS		5,968.15	
	100.1989.2681	INSURANCE RECOVERY - ASSET	*	5,968.15	
		- PROVIDE FOR POLICE VEHICLE ENGINE FROM INSURANCE CLAIM			
3	100.1930.0040	CERTIORARI SETTLEMENTS		22,000.00	
	100.1989.9876	RESERVE FOR CERTIORARI SETTLMENTS	*	22,000.00	
		- PROVIDE FOR CERTIORARI SETTLEMENTS			
4	100.1355.0011	ASSESSOR STAFF		5,100.00	
	100.1355.0080	ASSESSOR EMPLOYEE BENEFITS			5,100.00
		- TRANSFER FOR ASSESSOR STAFF EXPENSE			
5	100.1355.0040	ASSESSOR OFFICE EXPENSE		600.00	
	100.1410.0046	TOWN CODES PUBLICATIONS		400.00	
	100.1460.0045	RECORDS STORAGE EXPENSE		100.00	
	100.1620.0012	MAINTENANCE STAFF OVERTIME		200.00	
	100.1620.0042	BUILDING UTILITY EXPENSE		2,000.00	
	100.1640.0020	CENTRAL GARAGE EQUIPMENT		1,200.00	
	100.3620.0012	CODE ENFORCEMENT STAFF OVERTIME		200.00	
	100.3620.0041	CODE ENFORCEMENT ALARM POSTAGE		200.00	
	100.1355.0080	ASSESSOR EMPLOYEE BENEFITS			600.00
	100.1410.0080	TOWN CLERK EMPLOYEE BENEFITS			400.00
	100.1460.0048	RECORDS MISC EXPENSES			100.00
	100.1620.0013	MAINTENANCE TEMPORARY STAFF			200.00
	100.1620.0041	BUILDING HEATING/FUEL			2,000.00
	100.1640.0080	CENTRAL GARAGE EMPLOYEE RETIREMENT			600.00
	100.1640.0083	CENTRAL GARAGE WORKERS COMP			600.00
	100.3620.0080	CODE ENFORCEMENT EMPLOYEE BENEFITS			400.00
		- TRANSFER FOR MISC EXPENSES WITHIN THE GENERAL FUND			
6	100.1420.0047	CERTIORARI LEGAL SERVICES		17,500.00	
	100.1420.0049	LEGAL MISC EXPENSES		1,600.00	
	100.1420.0041	LITIGATION LEGAL SERVICES			11,600.00
	100.1420.0042	JUSTICE COURT PROSECUTION			7,500.00
		- TRANSFER FOR LEGAL SERVICES			
7	100.8510.0040	PARK BEAUTIFICATION EXPENSES		1,550.00	
	100.1010.0041	TOWN BOARD EXPENSES - S.M.			1,000.00
	100.1010.0043	TOWN BOARD EXPENSES - J.S.			550.00
		- TRANSFER FOR TOWN HALL HOLIDAY DECORATIONS			
8	100.3120.0042	POLICE UTILITIES EXPENSE		1,200.00	
	100.3120.0043	POLICE INSURANCE COVERAGE		3,300.00	
	100.3120.0045	POLICE VEHICLE MAINTENANCE			4,500.00
		- TRANSFER FOR MISC POLICE EXPENSES			
9	100.5132.0044	HIGHWAY GARAGE PROPERTY LEASE		1,800.00	
	100.5132.0040	HIGHWAY GARAGE CONTRACTUAL EXPENSES			1,800.00
		- TRANSFER FOR HIGHWAY GARAGE PROPERTY LEASE			
10	100.7110.0013	PARK MAINTENANCE TEMPORARY STAFF		1,200.00	
	100.7110.0040	PARK CONTRACTUAL EXPENSES		2,500.00	
	100.7110.0041	PARK & MAINTENANCE FUEL		400.00	
	100.7113.0040	CHAMBER PARK CONTRACTUAL EXPENSES		300.00	
	100.7115.0040	AIRPORT PARK CONTRACTUAL EXPENSES		50.00	
	100.7117.0042	CARMADA PARK UTILITIES		100.00	
	100.7020.0080	RECREATION ADMIN EMPLOYEE BENEFITS			4,100.00
	100.7117.0020	CARMADA PARK EQUIPMENT			450.00
		- TRANSFER FOR MISC RECREATION EXPENSES			

TOWN OF CARMEL
BUDGET REVISIONS DECEMBER 2017 - #2017/08

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
HIGHWAY FUND				
11	500.5130.0020	MACHINERY REPAIR TOOLS	500.00	
	500.5130.0040	MACHINERY REPAIR EXPENSES	34,000.00	
	500.5110.0041	GENERAL REPAIR GAS AND FUEL		34,500.00
		- TRANSFER FOR HIGHWAY EXPENSES		
CARMEL AMBULANCE				
12	201.4540.0048	CARMEL AMBULANCE OTHER EXPENDITURES	300.00	
	201.4540.0049	SERVICES FROM OTHER DEPTS/GOVTS		300.00
		- TRANSFER FOR CARMEL AMBULANCE EXPENSES		
CARMEL FIRE PROTECTION DISTRICT #1				
13	301.3410.0048	CARMEL FIRE PROTECTION DISTRICT #1 OTHER EXPENDITURES	100.00	
	301.3410.0049	SERVICES FROM OTHER DEPTS/GOVTS		100.00
		- TRANSFER FOR CARMEL FIRE PROTECTION DISTRICT #1 EXPENSES		
LAKE CASSE PARK DISTRICT				
14	401.7140.0054	CAPITAL EXPENDITURES	2,600.00	
	401.7140.9909	APPROPRIATED FUND BALANCE	*	2,600.00
		- PROVIDE FOR CAPITAL EXPENDITURES		
LAKE SECOR PARK DISTRICT				
15	404.7140.0042	UTILITIES EXPENSE	200.00	
	404.7140.0041	SUPPLIES AND MATERIALS		200.00
		- TRANSFER FOR LAKE SECOR UTILITIES EXPENSE		
CARMEL WATER DISTRICT #3				
16	603.8310.0046	PURCHASE OF WATER	1,200.00	
	603.8310.0047	EMERGENCY REPAIRS	16,250.00	
	603.8310.0040	CONTRACTUAL EXPENSES		10,000.00
	603.8310.0099	REPAIR RESERVE FUND		7,450.00
		- TRANSFER FOR EMERGENCY REPAIRS		
CARMEL WATER DISTRICT #14				
17	614.8310.0047	EMERGENCY REPAIRS	2,000.00	
	614.8310.0099	REPAIR RESERVE FUND		2,000.00
		- TRANSFER FOR EMERGENCY REPAIRS		
CARMEL SEWER DISTRICT #2				
18	702.8130.0042	UTILITIES EXPENSE	2,000.00	
	702.8130.0049	SERVICES OTHER DEPTS/GOVTS		2,000.00
		- TRANSFER FOR ELECTRICITY EXPENSES		
CARMEL SEWER DISTRICT #4				
19	704.8130.0040	CONTRACTUAL REPAIRS	450.00	
	704.8130.0099	REPAIR RESERVE FUND		450.00
		- TRANSFER FOR CONTRACTUAL REPAIRS		
CARMEL SEWER DISTRICT #1 EXT #3				
20	713.8130.0042	UTILITIES EXPENSE	100.00	
	713.8130.0099	REPAIR RESERVE APPROPRIATION		100.00
		- TRANSFER FOR UTILITIES EXPENSE		
MAHOPAC LIGHTING DISTRICT				
21	751.5182.0048	OTHER EXPENSES	600.00	
	751.5182.0042	UTILITIES EXPENSE		600.00
		- TRANSFER FOR OTHER EXPENSES		

RESOLUTION #2

RESOLUTION AUTHORIZING ENCUMBRANCE OF 2017 FUNDS FOR EXPENDITURES IN 2018

WHEREAS, it is recommended by the Town Comptroller's Office that 2017 Government Budget Funds be encumbered or reserved for the 2018 Budget Appropriations, based on recent approved Town Board Resolutions and/or specific projects in progress for various purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Carmel authorizes the Town Comptroller's Office to Encumber or Reserve unexpended 2017 Government Fund monies for expenditures in fiscal year 2018 as follows:

<u>Purpose of Encumbrance</u>	<u>Accounts</u>	<u>Maximum</u>	<u>Explanation and/or Comments</u>
<u>General Fund</u>			
Information Technology	100-1680-0020	9,168.00	Technology Upgrades (Smart TVs)
Data Imaging Equipment	100-1680-0021	45,000.00	Data Imaging Equipment.
Contingency Line	100-1990-0040	94,435.00	Software Conversion Cost
Police Other Equipment	100-3120-0027	25,000.00	Plate Reader/Cameras
Police Other Equipment	100-3120-0027	6,000.00	Rifle Lights
Police Conference Training	100-3120-0047	10,000.00	Police Mandated Training
Park Special Equipment	100-7110-0022	65,215.00	Remaining Parks Video Surveillance
Camarda Park Cont Expense	100-7117-0040	24,000.00	Basketball Court Recoating
Park Capital Improvement s	100-7999-0040	100,000.00	Park Capital Improvements
Total General Fund Encumbrances		<u>\$ 378,818.00</u>	
Highway Fund	500-5130-0041	\$ 100,000.00	Machinery/Equipment Capital Expense
<u>Special Districts</u>			
Mahopac Falls Fire Dept	301-3410-0045	\$ 56,000.00	Dry Hydrant Installation Estimate

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote:

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

RESOLUTION #3

RESOLUTION AUTHORIZING MAILING OF LAKE CASSE PARK DISTRICT NEWSLETTER

RESOLVED that the Town Board of the Town of Carmel, acting as the Commissioners of the Lake Casse Park District, hereby authorizes the mailing of the March 2018 newsletter as prepared by the Lake Casse Park District Committee to all properties within the district and further directs that the cost thereof be charged as a district expense.

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 MAKING APPOINTMENT TO LAKE SECOR PARK DISTRICT ADVISORY BOARD

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the Lake Secor Park District, hereby appoints James M. DeToma to the Town of Carmel Lake Secor Park District Advisory Board commencing immediately and to serve at the pleasure of the Town of Carmel Town Board.

Resolution

Offered by: _____

Seconded by: _____

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

RESOLUTION #5

RESOLUTION ACCEPTING PROPOSAL AND AUTHORIZING PURCHASE OF PARK DISTRICT MATERIALS & EQUIPMENT

RESOLVED THAT the Town Board of the Town of Carmel, acting as the Commissioners of the Lake Casse Park District, and upon the recommendation of Town Engineer Richard J. Franzetti, P.E., hereby accepts the proposal of ULINE.COM and authorizes the purchase of tables, chairs and Park District facility materials and equipment at a cost not to exceed \$7,309.75 and in accordance with and set forth in detail on the proposal dated January 18, 2018; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to sign any and all documentation necessary to accept the proposal and authorize the actions contained herein; and

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget transfers or modifications required to fund the cost of this authorization.

Resolution

Offered by: _____

Seconded by: _____

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

RESOLUTION #6

RESOLUTION AUTHORIZING PAYMENT FOR EMERGENCY REPAIRS TOWN OF CARMEL TOWN HALL FACILITY

RESOLVED, the Town Board of the Town of Carmel, upon the recommendation of Town Engineer Richard J. Franzetti, hereby authorizes payment to Bee & Jay Plumbing, Mahopac, NY the sum of \$6,938.00 for good and services rendered in connection with replacement of the hot water heater at Carmel Town Hall facility, all in accordance with the invoice dated February 7, 2018.

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 #7

RESOLUTION AUTHORIZING REQUEST FOR PROPOSALS CARMEL WATER DISTRICT #2 WATER TREATMENT PLANT

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of Carmel Water District #2, and upon the recommendation of Town Engineer Richard J. Franzetti, P.E., hereby authorizes the solicitation of proposals for the preparation of a comprehensive facilities and engineering study for the Carmel Water District #2 Water Treatment Plant.

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 #8

RESOLUTION IN SUPPORT OF COMMISSION OF TRAFFIC STUDIES WITHIN THE TOWN OF CARMEL

WHEREAS, the Town Board of the Town of Carmel has been advised by Lt. John R. Dearman, Jr. that the Putnam County Traffic Safety Board has recommended the investigation, study and remediation of traffic and road conditions within the Town of Carmel, for purposes including but not limited to (i) the installation of certain traffic control devices; (ii) the re-configuration or realignment of roads and/or intersections; (iii) the revision of traffic flow and traffic patterns; and (iv) the imposition of speed limits at various locations within the Town of Carmel; and

WHEREAS, the Town Board is further advised that the New York State Department of Transportation and/or the County of Putnam Department of Highways and Facilities require a resolution of support from the Town of Carmel to process said requests for investigation and study;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel hereby supports the commission of studies by the New York State Department of Transportation and/or the County of Putnam Department of Highways and Facilities for the following purposes and locations:

1. The intersection of U.S. Route Six and Crane Road for consideration of possible installation of a traffic control signal;
2. The area and intersections at Route 6N, Hill Street and Myrtle Avenue for the consideration of possible installation of traffic control signal(s);
3. Proposed imposition of a speed limit not to exceed 35mph on certain portions of Westshore Drive and 45 mph on the remainder of Westshore Drive;
4. Proposed Installation of rumble strips in double-yellow line of Croton Falls Road both east and west of its intersection with McLaughlin Drive.

BE IT FURTHER RESOLVED the Town Supervisor Kenneth Schmitt is hereby authorized to transmit a copy of this resolution to New York State Department of Transportation and the County of Putnam Department of Highways and Facilities immediately.

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 #9

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 Town Hall, 60 Mc Alpin Avenue, Mahopac, New York 10541 on Wednesday March 28, 2018 at 7:00 p.m. or as soon thereafter that evening as possible on a proposed Local Law amending Chapter 147 of the Code of the Town of Carmel, entitled "Vehicle and Traffic"; and

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

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	_____	_____

PROPOSED LOCAL LAW # OF THE YEAR 2018

A Local Law to Amend the Code of the Town of Carmel,
Chapter 147, thereof, entitled "Vehicle and Traffic."

BE IT ENACTED by the Town Board of the Town of Carmel, County of Putnam, State of New York as follows:

SECTION 1 Chapter 147 of the Code of the Town of Carmel, Section 147-43. Schedule IV, Prohibited Turns at Intersection is hereby amended by the addition of the following:

NAME OF STREET	DIRECTION OF TRAVEL	PROHIBITED TURN	HOURS	AT INTERSECTION OF	VEHICLES PROHIBITED
Hughson Road	North	Left	All	Old Route 6	Over 18,000 lbs

SECTION 2 – 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 3 – 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 4 – 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 #10

RESOLUTION ACCEPTING PROPOSAL AND AUTHORIZING ENTRY INTO AGREEMENT POLICE ACCIDENT REPORT PROCESSING

RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of Lt. John R. Dearman, Jr., hereby accepts the proposal of Lexis Nexis Coplogic Claims Solutions, Inc. Alpharetta, GA and authorizes entry into an agreement for the provision of online police accident report access for Town of Carmel Police Department investigations, said agreement in form as filed in the Office of the Chief of Police and Town Supervisor; and

BE IT FURTHER RESOLVED that Chief of Police Michael Cazzari is hereby authorized to sign said agreement on behalf of the Town of Carmel; and

BE IT FURTHER RESOLVED, that the fees charged by the end-users by the Town of Carmel for the services provided in the referenced agreement shall be established annually by resolution of the Town Board; and

BE IT FURTHER RESOLVED that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget transfers or modifications required to fund the cost of this authorization

Resolution

Offered by: _____

Seconded by: _____

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

RESOLUTION #11

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 Town Hall, 60 Mc Alpin Avenue, Mahopac, New York 10541 on Wednesday March 28, 2018 at 7:00 p.m. or as soon thereafter that evening as possible on a proposed Local Law enacting Chapter 140 of the Code of the Town of Carmel, entitled "Towing and Storage"; and

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

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 ENTRY INTO CONTRACTS

WHEREAS appropriations have been made in the 2018 Town Budget for entry into various contracts for the provision of various services to the Town of Carmel, and

WHEREAS said contracts are on file in the office of the Town Supervisor for the inspection and review of all Town Board members,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the Town Supervisor to enter into and execute, on behalf of the Town, contracts with the following contractors for the services indicated in an amount not to exceed that set forth below:

<u>Contractor</u>	<u>Services</u>	<u>Not to Exceed Amount</u>
Putnam County Society For Protection of Cruelty to Animals, Inc.	Animal Cruelty Prevention Services	<i>\$7,500.00</i>
Putnam County Humane Society, Inc.	Dog Shelter Services & Dog Control Services	<i>\$50,635.00</i>
Reed Memorial Library	Library Services	<i>\$25,000.00</i>
Mahopac Library	Library Services	<i>\$60,000.00</i>
County of Putnam	Outreach Worker	<i>\$5,000.00</i>

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 MAKING NEGATIVE DETERMINATION UNDER NY STATE ENVIRONMENTAL QUALITY REVIEW (SEQRA) IN REGARD TO THE PURCHASE OF A PARCEL OF LAND OF APPROXIMATELY 0.64 ACRES LOCATED AT 628 ROUTE 6

WHEREAS the Town Board of the Town of Carmel has reviewed the short form environmental assessment form in regard to the proposed acquisition of real property located at 628 Route 6, Mahopac NY; and

WHEREAS, the acquisition of said parcel is being proposed to promote the health, safety and general welfare of the persons and property of the Town of Carmel; and

WHEREAS, the project is defined as an Unlisted Action; and

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

NOW THEREFORE BE IT RESOLVED, that pursuant to Part 617 of the SEQR Regulations, the Town of Carmel Town Board hereby designates its intention to serve as Lead Agency for the SEQR Review of this Unlisted Action, and in this capacity will conduct an Uncoordinated Review.

BE IT FURTHER RESOLVED, that pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law, the Lead Agency has determined that the proposed Unlisted Action will not have a significant effect on the environment; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel, hereby determines that, based on the information contained in the Full Environmental Assessment Form and their analysis thereof, the proposed Project will not result in any significant adverse environmental impacts under the SEQR regulations and for the reasons enumerated in the attached Negative Declaration Form hereby adopts a Negative Declaration in regard to the proposed action.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote

YES

NO

Michael Barile

Jonathan Schneider

John Lupinacci

Suzanne McDonough

Kenneth Schmitt

SEQR

617.21

Appendix F

State Environmental Quality Review

NEGATIVE DECLARATION

Notice of Determination of Non-Significance

Project Number _____

Date March 7, 2018

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

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

Name of Action:

Acquisition of Real Property located at 628 Route Six, Mahopac, NY

SEQR Status:

Type I ☐ Unlisted ☒

Conditioned Negative Declaration:

Yes ☐

No ☒

Description of Action:

The proposed action involves the acquisition of a parcel of real property for the public purpose of constructing a municipal parking lot and/or utilizing the property as passive parkland.

SEQR Negative Declaration
Page 2

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

628 Route Six, Mahopac, NY 10541

REASONS SUPPORTING THIS DETERMINATION:

The purpose of the action is to protect and enhance the public health and welfare of the residents of the Town of Carmel by acquiring the aforesaid parcel of land for the public purpose of constructing a municipal parking lot and/or utilizing the property as passive parkland. Upon review of the Short Form EAF and the input and conclusions of its consultants, town engineer, and the Town of Carmel staff, it can be concluded that the proposed action will not result in any significant adverse environmental impacts.

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

For Further Information:

Contact Person: Kenneth Schmitt, Supervisor

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

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

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

Part 1 - Project and Sponsor Information			
Town of Carmel New York			
Name of Action or Project: Acquisition of real property located at 628 Route Six, Mahopac, NY			
Project Location (describe, and attach a location map): 628 Route Six, Mahopac, NY			
Brief Description of Proposed Action: Acquiring the aforesaid parcel of land for the public purpose of constructing a municipal parking lot and/or utilizing the property as passive parkland.			
Name of Applicant or Sponsor: Town of Carmel New York		Telephone: 845-628-1500	
		E-Mail:	
Address: 60 McAlpin Avenue			
City/PO: Mahopac		State: NY	Zip Code: 10512
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		0.64 acres	
b. Total acreage to be physically disturbed?		0.64 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0.64 acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

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

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

PRINT FORM

RESOLUTION #14

RESOLUTION AUTHORIZING THE PURCHASE OF A PARCEL OF LAND OF APPROXIMATELY 0.64 ACRES LOCATED AT 628 ROUTE 6, IN AND FOR THE TOWN OF CARMEL, PUTNAM COUNTY, NEW YORK, AT A MAXIMUM ESTIMATED COST OF \$1,000,000, AND AUTHORIZING THE ISSUANCE OF \$1,000,000 BONDS OF SAID TOWN TO PAY THE COST THEREOF.

WHEREAS, the capital project hereinafter described, as proposed, has been determined to be a Unlisted Action pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act, which it has been determined will not have any significant adverse effects on the environment; and

WHEREAS, it is now desired to authorize such capital project and its financing;

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Carmel, Putnam County, New York, as follows:

Section 1. The purchase of a parcel of land of approximately 0.64 acres located at 628 Route 6 in said Town for use for the construction of a municipal parking lot and/or passive parkland, including incidental expenses in connection therewith, in and for the Town of Carmel, Putnam County, New York, is hereby authorized at a maximum estimated cost of \$1,000,000.

Section 2. The plan for the financing of the aforesaid maximum estimated cost is by the issuance of \$1,000,000 bonds of said Town, hereby authorized to be issued therefor pursuant to the provisions of the Local Finance Law.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is thirty years, pursuant to subdivision 21(a) of paragraph a of Section 11.00 of the Local Finance Law. It is hereby further determined that the maximum maturity of the serial bonds herein authorized **will not exceed five years.**

Section 4. The faith and credit of said Town of Carmel, Putnam County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on

such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property in said Town, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Section 5. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the Supervisor of said Town, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Supervisor, consistent with the provisions of the Local Finance Law.

Section 6. All other matters except as provided herein relating to the bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue bonds with substantially level or declining annual debt service, shall be determined by the Supervisor, the chief fiscal officer of such Town. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the Supervisor shall determine consistent with the provisions of the Local Finance Law.

Section 7. The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said Town is not authorized to expend money, or
- 2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 8. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this

resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 9. This resolution, which takes effect immediately, shall be published in summary form in the official newspaper of said Town for such purpose, together with a notice of the Town Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

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 #15

RESOLUTION DESIGNATING OFFICIALS AND AUTHORIZING FUNDING OF REAL PROPERTY ACQUISITION

WHEREAS, the Town Board of the Town of Carmel previously authorized the entry into a contract for the purchase or certain real property located at 628 Route Six, Mahopac, NY 10541; and

RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to and designated to sign any and all documentation required for the Town of Carmel to acquire title to the subject property; and

BE IT FURTHER RESOLVED that Town Comptroller MaryAnn Maxwell is hereby authorized to issue all checks and funding due to Seller in the above transaction for the remainder of the \$1,000,000 purchase price as well as any necessary and related title, title insurance and recording charges incurred in connection with said transaction.

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 APPOINTING SPECIAL COUNSEL

RESOLVED that the Town Board of the Town of Carmel hereby appoints Joseph A. Charbonneau, Esq. 2 Starr Ridge Road, Brewster, New York 10509, as special counsel for the purpose of negotiation of a renewal and/or extension of the cable franchise agreement between the Town of Carmel and Comcast Cable, said counsel services to be rendered at a rate of \$205.00 per hour.

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 #17

RESOLUTION REJECTING BIDS AND AUTHORIZING RE-ADVERTISING FOR BIDS TOWN OF CARMEL HIGHWAY DEPARMENT

RESOLVED THAT Town Board of the Town of Carmel hereby rejects all unopened bids previously received and hereby authorizes re-advertisement for bids for the purchase of the following items for fiscal year 2018:

- Crushed Gravel
- Granular Base (Item 4)
- Run of Bank Gravel
- Bituminous Concrete
- Road Oils, Cut Backs, etc.
- Catch Basins & Sumps with Tops
- Tree Felling & Trimming
- Steel Culvert Drainage Pipe
- Aluminum Culvert Drainage Pipe
- Polyethylene Drainage Pipe
- Waste Wood Processing
- Street Sweeping

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

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	_____	_____

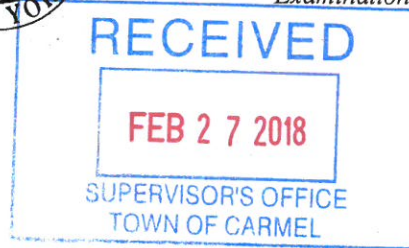
PAUL ELDRIDGE
Personnel Officer



SUSAN O'ROURKE
*Senior Coordinator of
Examinations & Transactions*

February 23, 2018

Mr. Ken Schmitt, Town Supervisor
Carmel Town Hall
McAlpin Avenue
Mahopac, New York 10541



Re: Classification Review, Incumbent: Bella Cimadomo

Dear Supervisor Schmitt:

We have reviewed the Job Analysis Questionnaire form (MSD-220) sent to our office. After careful consideration of the duties and responsibilities described, we concur with the Town's recommendation of Principal Office Assistant. The job specification in this title is enclosed.

The title of Principal Office Assistant is in the competitive civil service jurisdictional classification. This usually means that appointment must be made from an eligible list. However, Bella Cimadomo's situation meets the criteria, as set forth in Civil Service Law §52.7 and in Rule XII(3) of Putnam County Civil Service Rules, for nomination for NCP (non-competitive promotion) without examination. Specifically, these criteria are that this is a direct-line promotion, with fewer than three eligible employees in the promotion field, and the appointee, Bella Cimadomo, has permanent competitive class status.

In order to complete Bella Cimadomo's permanent appointment to the title of Principal Office Assistant, you as the appointing authority must submit the enclosed NCP Request Form, nominating Bella Cimadomo for NCP.

Please call or email with any questions or concerns, and please get the form back to us as soon as possible. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Sharona Berken".

Sharona Berken
Senior Personnel Specialist

Enclosure

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 Old Route Six, Building Three
Carmel, NY 10512
Tel: 845-808-1650 Fax: 845-808-1921

PAUL ELDRIDGE
Personnel Officer



SUSAN O'ROURKE
Senior Coordinator of
Examinations & Transactions

NON-COMPETITIVE PROMOTION (NCP) EXAMINATION REQUEST AND NEW DUTIES EVALUATION FORM

TO BE COMPLETED BY THE APPOINTING AUTHORITY:

I nominate Bella Cimadomo who is currently employed as
EMPLOYEE'S NAME
Senior Office Assistant for non-competitive promotion examination to
EMPLOYEE'S CURRENT PERMANENT TITLE
Principal Office Assistant in accordance with the requirements of §52.7
PROMOTIONAL TITLE
of Civil Service Law and Rule XII(3) of Putnam County Civil Service Rules.

COMPLETE BELOW SECTION IF APPLICABLE:

I certify that the performance of Bella Cimadomo relative to the
EMPLOYEE'S NAME
new duties listed below will be evaluated by me during the probationary period following such
non-competitive promotion to the position of Principal Office Assistant :
PROMOTIONAL TITLE

APPOINTING AUTHORITY: In the space above, please describe any new duties to be performed as part of the higher level position (for example, duties relating to supervision, increased complexity in accounts, reports, or research, independent functions, more serious consequences of error, or any duty involving knowledges, skills or abilities that were not evaluated as part of the current position).

Appointing Authority Name: Ken Schmitt

Title: Town Supervisor

Dept or Agency: Town of Carmel

Signature: [Signature]

Date: 02/27/18

PUTNAM COUNTY PERSONNEL DEPARTMENT
Donald B. Smith County Government Campus
110 Old Route Six, Building #3
Carmel, New York 10512
Tel: (845) 808-1650 ~ Fax: (845) 808-1921

PRINCIPAL OFFICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This class is characterized by high degree of responsibility calling for mature office judgment and knowledge of the policies, laws and regulations relating to the program of the agency in which the position is located. Responsibilities are varied and difficult, and will include planning and administering activities on a moderately large scale, independently performing difficult and complex tasks, and exercise of higher level independent judgment in the handling of non-routine situations and information. Secretarial duties may also be involved. The Principal Office Assistant is distinguished from the Senior Office Assistant by the greater complexity of related duties, by supervision of a number of subordinate office employees, or by a combination of those factors. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides support to administrator(s) by receiving telephone calls and visitors, answering questions and making referrals according to office policies and procedures, and regulations and policies relating to program or department, keeps administrator(s) informed and up-to-date on any changes in regulations and policies relating to the program or department;
- Coordinates clerical processing functions involving considerable internal and external communication by letter, telephone;
- Operates a personal computer, typewriter and/or other word processing related equipment to produce correspondence, reports, spreadsheets, databases, charts and other work documents;
- Composes correspondence on matters where policies and procedures are well defined;
- Makes appointments, schedules, and establishes priorities for submission to administrator(s);
- Collects, compiles, records and files a variety of records, reports, statistics and other related information;
- Operates a variety of office machines such as calculators, scanners, printers, facsimile machines, copying machines and other office equipment;
- Reviews data for completeness, accuracy and conformity with established procedure and answers difficult questions related thereto;
- Maintains and/or coordinates the maintenance of related office files and records;
- Instructs new employees in the routine and specialized work of the department, and assigns and reviews work;
- May collect fees and accounts for monies received;
- Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

PRINCIPAL OFFICE ASSISTANT (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of the policies, laws and regulations relating to the program of the agency in which the business is located insofar as it is necessary for the proper acknowledgment of the duties; thorough knowledge of business arithmetic and English; ability to plan and direct the work of others; ability to follow complex oral and written instructions; ability to prepare correspondence, reports and other materials; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; accuracy; resourcefulness; initiative; good judgment.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a comparable diploma and five (5) years of progressively responsible clerical experience which included use of computer word processing software, one (1) year of which shall have been in a supervisory or responsible capacity; or
- b) Seven (7) years of progressively responsible clerical experience which included use of computer word processing software, one (1) year of which shall have been in a supervisory or responsible capacity; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT: Depending on assignment, an incumbent of this class may be required to obtain and maintain appointment as a New York State Notary Public.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.



Knights of Columbus
OUR LADY OF THE LAKES COUNCIL, No. 6318
10 Fair Street Carmel, New York 10512
(845) 225-6318 www.carmelknights.org

Robert P. Firriolo
Grand Knight

Phone: (516) 526-8595
Email: gk@carmelknights.org

February 23, 2018

VIA EMAIL

The Honorable Kenneth Schmitt, Supervisor
Town of Carmel
Carmel Town Hall
60 McAlpin Avenue
Mahopac, NY 10541
Email: ks@ci.carmel.ny.us

Dear Supervisor Schmitt:

On behalf of the over 460 members of Our Lady of the Lakes Council # 6318 of the Knights of Columbus, I write to bring to your attention a provision of the Carmel Town Code that is antiquated and in need of immediate revision.

Carmel Town Code Chapter 52 regulates bingo games. Code § 52-6 (A) states that “No prize shall exceed the sum or value of \$250 in any single game of bingo.” Code § 52-6 (B) states that “No series of prizes on any one bingo occasion shall aggregate more than \$1000.”

These provision were adopted in 1972 – 46 years ago – and are unrealistic and impractical given both the inflation rate over these decades, and that other common games of chance – scratch-off lottery tickets, raffles, etc. – offer much higher prizes. In light of this reality, last year New York State amended its law regulating bingo, setting the maximum prize per game at \$5,000, and the per-occasion aggregate to \$15,000. [See Gen. Mun. Law §§ 479(5) and 479 (6), as amended Jul. 9, 2017.]

Our Knights of Columbus Council uses proceeds from bingo games exclusively for the public’s benefit. In 2017 alone, we made \$6,975 in donations to worthy charities and causes including Make a Wish Hudson Valley, the Putnam County Vet2Vet Program, The Putnam Heroes Memorial, the Putnam Women’s Shelter, the Putnam Children’s Committee, the Hamlet of Carmel Civic Association, and several others right here in our Carmel community.

In order to attract players and continue to raise funds for charities, we need to be able to offer prizes that are much more attractive than the \$250 / \$1000

maximums in the long-outdated Carmel Town Code. Accordingly, we respectfully request that the Town Code be amended to be in harmony with state bingo law. We offer two suggested methods of amendment:

PROPOSED AMENDMENT – METHOD 1 (REFER TO STATE LAW)

§ 52-6. Prizes

- A. Single prizes. No prize in any single game of bingo shall exceed the sum or value of the amount set forth in General Municipal Law section 479 (5).
- B. Series of prizes. No series of prizes on any one bingo occasion shall aggregate more than the sum or value of the amount set forth in General Municipal Law section 479 (6).

PROPOSED AMENDMENT – METHOD 2 (CURRENT STATE MAXIMUMS)

§ 52-6. Prizes

- A. Single prizes. No prize shall exceed the sum or value of \$5,000 in any single game of bingo.
- B. Series of prizes. No series of prizes on any one bingo occasion shall aggregate more than 15,000.

We believe Method 1 is preferable because it eliminates the need for future amendments of the Town Code to keep the code in harmony with state law.

Thank you for your attention to this matter. Please do not hesitate to contact the undersigned with any questions or to discuss this matter further.

Very truly yours,



Robert P. Firriolo

cc: Gregory Folchetti, Esquire
Town Legal Counsel

Michael Cazzari
Chief of Police

TOWN OF CARMEL
POLICE DEPARTMENT
60 McAlpin Avenue
Mahopac, New York 10541

(845) 628-1300
Fax (845) 628-2597
www.carmelny.org/police

MEMORANDUM

To: Town Board, Town of Carmel

From: Chief Michael Cazzari

Date: February 27, 2018

Ref: 2018 Ammunition Purchase

I would like the Town Board's permission to purchase ammunition to meet our anticipated training and duty ammunition needs for this year.

I have attached a quote from our NYS contract vendor Eagle Point Gun/T.J. Morris and Son Distributors in the amount of \$16,045.01 for this purchase.

Cazzari, Mike

Subject:

FW: Ammunition Quotation Carmel PD NY

From: Eagle Point Gun [mailto:majortjmorrisiii@comcast.net]

Sent: Tuesday, February 27, 2018 11:32 AM

To: Cazzari, Mike; Andrew Morris; Candace Neavin; Tim Archer; Brian Vare - Eagle Point Gun; Steve Cann; Phil Cummings; Mike Gess; Eigen, Ira

Subject: Ammunition Quotation Carmel PD NY

Hello Michael,

Good talking to you earlier this morning! Pursuant to that telephone conversation and in accordance with your below Request, the following official written quotation is provided. The prices quoted are Federal Excise Tax exempt for State/County/Municipal purchase. All items quoted on are factory new Federal Cartridge. All prices are pursuant to New York State Contract #PC66334, went into effect on 01NOV13, and will remain in effect through at least 31OCT18 which is the current expiration date of the Contract unless extended. For planning purposes the State has already asked and we have agreed to extend the Contract for another year at the same prices/terms/conditions but I have not received my formal extension agreement yet from the State. There is no minimum or maximum order BUT ammunition must be ordered in full case lots and I have quoted by the case. While I used the quantities indicated in your Request to give you totals, should you decide on different quantities, just use the Unit prices provided to determine your new totals. All prices include the freight, tailgate delivery, and would normally be a factory drop ship direct from the Manufacturer to your Department location in New York. Delivery times on factory drop ships have been running 30-120 days ARO and vary per item BUT things have been getting better. As of today, the AE223N and T223L would take 1-5 days ARO. The rest longer.

.40 cal. 180gr. HST Hollow Point Federal Premium #P40HST1 @ \$305.82 per case of 1,000 rds. X 5,000 rds. (5 cases) = \$1,529.10.

.45 cal. 230gr. HST Hollow Point Federal Premium #P45HST2 @ \$362.45 per case of 1,000 rds. X 3,000 rds. (3 cases) = \$1,087.35.

.223 cal. 64gr. JSP Federal Tactical Rifle Urban (TRU) #T223E @ \$302.23 per case of 500 rds. X 3,000 rds. (6 cases) = \$1,813.38.

.40 cal. 180gr. FMJ Federal American Eagle #AE40R1 @ \$249.18 per case of 1,000 rds. X 15,000 rds. (15 cases) = \$3,737.70.

.45 cal. 230gr. FMJ Federal American Eagle #AE45A @ \$311.48 per case of 1,000 rds. X 9,000 rds. (9 cases) = \$2,803.32.

.223 cal. 62gr. FMJ BT Federal American Eagle #AE223N @ \$181.22 per case of 500 rds. X 14,000 rds. (28 cases) = \$5,074.16.

Total Cost \$16,045.01.

The above are what you asked about. Let us know what you want to do and feel free to contact us if we can ever be

of service in the future. We appreciate your business! I will email this to you immediately and then print it off, sign it, and fax it to you so you will have a signature for your file. We sell Speedwell paper/cardboard/plastic/metal targets and accessories, and accessories, Federal Cartridge ammunition, CCI/Speer ammunition, PMC ammunition, Wolf ammunition (762X39 and 762X54R only), Dummy Training Rounds, Winchester and Federal Lake City and RWS/RUAG blank ammunition, Remington ammunition and firearms and firearms accessories, MACE, Eagle Industries nylon gun cases and accessories, Blackhawk accessories, ALS/AMTEC Less Lethal munitions, Peerless cuffs and irons, Gransfors Bruks axes, Sig Sauer firearms, Benelli firearms, Walther firearms, Heckler & Koch firearms, Savage Arms firearms, Bushmaster firearms, DPMS firearms, Rock River Firearms, Stag Arms firearms, EOTech gun sights, Aimpoint gun sights, Surefire lights, multiple brands of gun cleaning supplies, and other items. We also take used weapons in trade for credit against everything that we sell. We're here when you need us.

As always,
Tom

Thomas J. Morris III

On 2/27/2018 9:26 AM, Cazzari, Mike wrote:

From: Cazzari, Mike
Sent: Tuesday, February 27, 2018 9:23 AM
To: 'Tim Archer'
Cc: Dearman,John; Shay,Brian; Johanson,Thomas; Bierbaum,Rose
Subject: RE: Ammo quote from Eagle Point Gun

Tim,

Please provide a quote for the following ammunition:

1. 5 cases (5,000) rounds P40HST1 (.40 caliber duty ammunition)
2. 3 cases (3,000) rounds P45HST2 (.45 caliber duty ammunition)
3. 6 cases (3,000) rounds T223L (.223 caliber duty ammunition)
4. 15 cases (15,000) rounds AE40R1 (.40 caliber target ammunition)
5. 9 cases (9,000) rounds AE45A (.45 caliber target ammunition)
6. 28 cases (14,000) rounds AE223N (.223 caliber target ammunition)

Thanks,

Mike

Chief Michael Cazzari
Town of Carmel Police Department
60 McAlpin Ave
Mahopac, NY 10541
phone (845) 628-1300 ext 107
fax (845) 628-2597



**TOWN OF CARMEL RECREATION & PARKS
DEPARTMENT**

SYCAMORE PARK, 790 LONG POND ROAD
MAHOPAC, NEW YORK 10541

JAMES R. GILCHRIST, CPRP, DIRECTOR

TELEPHONE: (845) 628-7888 FAX: (845) 628-2820

EMAIL: carmelrecreation@ci.carmel.ny.us

WEB: <http://www.carmelny.org>

DATE: February 27, 2018

TO: Carmel Town Board
Carmel Town Hall

FROM: James R. Gilchrist, CPRP
Director, Recreation and Parks

SUBJECT: RFPs for Concession Stand Operator at Sycamore Park

Advertisement for the subject proposal was sent to the Mahopac/Carmel Chamber of Commerce, 9 vendors and 4 local newspapers, and posted on Channel 8, Town Hall and Sycamore Park bulletin boards. Today's 11:00 a.m. proposal opening by Town Clerk, Ann Spofford, resulted in only one vendor.

Kevin Stenger of Carmel Bagel Inc. (Carmel Bagel Deli...licious) has proposed to operate the Sycamore Park concession for 3 years, agreeing to pay an annual fee of \$3,000.00 for 2018/2019, \$3,000.00 for 2019/2020, and \$3,000.00 for 2020/2021. We are confident that Mr. Stenger will continue to do an outstanding job, as he has done in previous years. Attached are a proposed contract and his letter of interest, including the menu.

A Town Board resolution is required authorizing entry into this agreement. Please confirm your approval to let Carmel Bagel Deli...licious sign the attached 3 year Concession Agreement, allowing this vendor to legally operate on Town property.

JRG

Attachments

Concession Memo to TB and KB

CONCESSION AGREEMENT

THIS LICENSE AGREEMENT, entered into this 21st day of March, 2018, by and between the Town of Carmel, a municipal corporation organized and existing under and by virtue of the laws of the State of New York and with offices at 60 McAlpin Avenue, Mahopac, New York 10541 ("Town") and _____ having an address at _____ (herein "VENDOR").

WHEREAS, Sycamore Park, including the concession facility located thereat, is a town park facility under the jurisdiction and control of the Town of Carmel (hereinafter, the "Park"); and

WHEREAS, VENDOR has requested a license from the Town of Carmel to operate a concession stand/snack bar at the Park for the 2018/2021 season (March 21, 2018 to March 20, 2021), which will be open to the public during hours of Park operation; and

WHEREAS, the Town Board of the Town of Carmel has duly authorized such use subject to the terms and conditions contained herein.

NOW THEREFORE, in consideration of the terms and conditions herein contained, the parties agree as follows:

1. LICENSE: The Town hereby gives and grants to VENDOR, and VENDOR hereby accepts from the Town, a revocable license to operate a concession stand/snack bar at the Park, in a location specifically designated by the Director of Recreation and Parks for such use, and no other area of Park, during hours of Park operation.
2. TERM: This agreement shall commence on March 21, 2018 and shall terminate on March 20, 2021.
3. TERMINATION: The Town may terminate this Agreement by delivery, by mail, or personal service, to VENDOR at its address stated hereinabove a notice of the Town's intention to terminate the said revocable license three (3) days after the delivery of said notice.
4. FEES AND COMPENSATION: In consideration for the granting of said 3 year license, VENDOR will pay the Town of Carmel a fee of: 1) \$3,000.00 for the first year of the contract of which \$1,500.00 is to be paid at contract signing and the remaining \$1,500.00 to be paid September 22, 2018; 2) \$3,000.00 for the second year of the contract of which \$1,500.00 is payable March 22, 2019 and the remaining \$1,500.00 to be paid September 22, 2019; and 3) \$3,000.00 for the third year of the contract of which \$1,500.00 is payable March 22, 2020 and \$1,500.00 payable September 22, 2020. It is understood that the fee charged takes into consideration the collateral and intangible benefit derived by the Town and its residents by the operation of a concession stand/snack bar at the Park.
5. HEALTH DEPARTMENT PERMIT: VENDOR must obtain any and all permits required by the New York State Department of Health and Putnam County Department of Health.

6. INDEMNIFICATION: It is expressly understood that the Town of Carmel will assume no responsibility for or in relation to the operation of the concession stand/snack bar at the Park. VENDOR agrees to protect, defend, indemnify and save harmless the Town, its officers, employees and agents from any and all suits, actions or causes of action of every name and description brought against the Town for or on account of any injuries or damage received or sustained by any party or parties by or from the negligence of VENDOR, its officers, members or agents. VENDOR further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at its sole expense and agrees to bear all costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.
7. INSURANCE: VENDOR shall take out and maintain during the life of this agreement such public liability and property damage insurance as shall protect the Town and VENDOR from claims from damages for personal injury including accidental death, as well as claims for property damage which may arise from operations under this Agreement, and the amounts of such insurance shall be as follows: A single limit policy in the amount of one million dollars (\$1,000,000.00) for bodily injury and property damage claims, public liability insurance, blanket contractual liability, and broad form property damage liability. The Town shall be named as an additional insured on all such policies.
8. LITTER AND DEBRIS: VENDOR, its officers and agents, agree that the concession stand/snack bar and surrounding outside area shall at all times be kept free from litter and debris, and that at the end of each day, VENDOR will ensure that all litter and debris generated thereby will be cleaned up and placed in trash receptacles.
9. DAMAGE: VENDOR agrees to reimburse the Town for any and all damages or injury to any real property or personal property of the Town that may arise, directly or indirectly, from the negligence, acts or omissions of VENDOR, its officers and/or agents.
10. NATURE OF LICENSE: The Revocable license granted herein is not a conveyance of real property, is not intended to grant or convey to VENDOR the exclusive use of the concession stand/snack bar, and is granted subject to the rights of the Town and the public, which the Town hereby reserves, to use and enjoy the Park in any manner that does not unreasonably interfere with the right herein granted to VENDOR. VENDOR, its officers, members and agents, shall make every reasonable effort not to interfere with the use of the Park facilities, not reserved to VENDOR under this license, by the general public.
11. ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writings. It shall not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.
12. CONTROLLING LAW: This Agreement shall be construed and enforced in accordance with the laws of the State of New York. Any and all disputes and/or legal actions or proceedings arising out of this agreement shall be venued in Putnam County, New York.

13. COUNTERPART ORIGINALS: This Agreement is executed in two (2) counterpart originals, each of which shall constitute an original and all of which, when taken together, shall constitute one Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement in Carmel, New York, on the date hereinabove set forth.

TOWN OF CARMEL

CARMEL BAGEL INC.

(Signature) _____ Date _____

(Signature) _____ Date _____

Kenneth Schmitt
Town Supervisor

Kevin Stenger, President

Gilchrist, Jim

From: Spofford, Ann
Sent: Tuesday, February 27, 2018 12:14 PM
To: Gilchrist, Jim; James Gilchrist
Cc: Gregory Folchetti
Subject: Request for Proposals - Sycamore Park Concession Stand Operator
Attachments: RFP - Legal Notice.docx; Carmel Bagel Deli...licious.pdf

Good afternoon,

Sealed proposals for the operation of the concession stand at Sycamore Park were opened in the Town Clerk's Office at the Carmel Town Hall, 60 McAlpin Avenue, Mahopac, New York on the 27th day of February, 2018 at 11:00 a.m. by Ann Spofford, Town Clerk, and witnessed by Phyllis Bourges, Deputy Town Clerk and James Gilchrist, Director of Recreation and Parks.

I have attached herewith, a copy of the proposal and its attachments. The original proposal and attachments are on file in the office of the Town Clerk.

Requests for Proposals were provided to nine (9) vendors.

Ann Spofford
Town Clerk
Carmel Town Hall
60 McAlpin Avenue
Mahopac, NY 10541
Phone: 845.628.1500
Fax: 845.628.7434

This communication may be confidential and is intended for the sole use of the addressee(s). No use or reproduction of the information provided is permitted without the written consent of the Town of Carmel. If you are not the intended recipient, you should not copy, disclose or take any action in reliance on this communication. If you have received this communication in error, please notify the sender by reply e-mail and delete the message and any attached documents.

LEGAL NOTICE

**LEGAL NOTICE
REQUEST FOR
PROPOSALS**

**NOTICE IS HEREBY
GIVEN** that sealed
proposals will be received
at the Office of the Town
Clerk of the Town of
Carmel, Town Hall,
60 McAlpin Avenue,
Mahopac, New York 10541
until 11:00 a.m. on Tuesday
the 27th day of February,
2018 for the following:

**SYCAMORE PARK
CONCESSION STAND
OPERATOR**

All proposers must
comply with Section 103-a
and 103-d of the General
Municipal Law relating to
non-collusive bidding and
waiver of immunity against
criminal prosecution.

Proposal documents may
be obtained at the office
of the Town Clerk at the
above address, beginning
January 25, 2018 between
the hours of 8:30 a.m. and
4:30 p.m. Monday through
Friday.

Proposal envelopes shall
be marked "PROPOSAL"
plus proposal title.

The Town Board of the
Town of Carmel reserves
the right to reject any
and all proposals and re-
advertise at a future date.

**BY ORDER OF
THE TOWN BOARD
OF THE TOWN
OF CARMEL,
ANN SPOFFORD,
TOWN CLERK**



TOWN OF CARMEL RECREATION & PARKS PARTMENT
SYCAMORE PARK, 790 LONG POND ROAD
MAHOPAC, NEW YORK 10541

JAMES R. GILCHRIST, CPRP, DIRECTOR

TELEPHONE: (845) 628-7888 FAX: (845) 628-2820

EMAIL: carmelrecreation@ci.carmel.ny.us

WEB: <http://www.carmelny.org>

SYCAMORE PARK CONCESSION PROPOSAL

Concessionaire's Name: Carmel Baker Inc

Address: 126 Rt 52 Carmelny 10512

Telephone Number: 845-225-3630

E-Mail: KSteng24602002@yahoo.com

Year

2018-2019 Proposed Fee to Town: \$ 3000.00 (see attached sample menu/price list)

2019-2020 Proposed Fee to Town: \$ 3000.00 (see attached sample menu/price list)

2020-2021 Proposed Fee to Town: \$ 3000.00 (see attached sample menu/price list)

TIME:

[illegible]

TOWN OF CARMEL

Non-Collusive Bidding Certification

By submission of this bid or proposal, the undersigned bidder(s) (certified) (certify) that to the best of (his) (their) knowledge and belief:

- (a) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, as to any matter relating to such prices with any other bidder or with any competitor.
- (b) The prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (c) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid.

IN WITNESS WHEREOF, (we) (I) have executed this certificate and affirm the truth of the statements therein set forth under penalty of perjury the 23rd day of 2018.

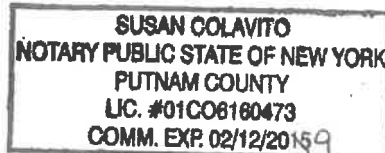


(Signature of Individual Signing Bid)

By



Corporate Seal



Carmel Bagel



Deli...Licious

JAMES GILCHRIST
CPRP, DIRECTOR
790 LONG POND RD.
MAHOPAC, N.Y. 10541

2/12/18

Dear James,

As requested here are a few highlights of my "resume" for my 2018 - 2021 concession agreement application.

Before I explain a little about myself and my experience I would like to discuss my proposal. I have given this much thought and would like to emphasize a few important aspects:

1. I have served as the concessionaire for the Town of Carmel for 13 of the last 14 seasons. I believe my past track record speaks for itself. My employees have proven that the customer and staff always come first. That the quality of food served and the standards of the Putnam County Department of Health are paramount and that the community and happiness and safety of our children can not be emphasized enough.
2. I have adjusted my prices slightly from my previous contract for the 2018 to 2019 season but kept them steady for the term of this new agreement. On average this represents a 10% increase over the period of 6 years or less than 2% per year. I believe that these prices will help the camp maintain or increase their enrollment thus benefiting the community and the Town.
3. I have once again enlarged my menu offerings to include even more healthy choices. Among these are a homemade chicken or tuna salad sandwich and a delicious protein wrap made of egg whites, turkey and alpine lace swiss cheese. I have enrolled both of my establishments in the Live Healthy Putnam Initiative and have been approved as a Trans-Fat Free food establishment. The menu offered at the camp would be Trans-Fat Free as well.
4. Although the facility at Sycamore received some much needed repairs last season my company is willing to give the interior a new coat of paint at the start of each season and maintain it to its current standard.

With respect to the fee offered to the town I am proposing:

- a. \$3,000.00 for the 2018- 2019 season
- b. \$3,000.00 for the 2019 -2020 season
- c. \$3,000.00 for the 2020- 2021 season.

With respect to the fee offered to the town I have analyzed the enrollment at the camp for the past 8 years and have noticed a decline in enrollment of approximately 27%. For this reason I will have to adjust my bid accordingly. I realize this is a decrease from my previous bids but taking the declining enrollment trend and the increase in N.Y.S minimum wage laws I believe it is fair compensation.

Sincerely,

A handwritten signature in dark ink, appearing to be 'K Stenger', written over the printed name.

Kevin Stenger
President
Carmel Bagel Inc.

Carmel Bagel



Deli...Licious

2006 – Present

Operate one lunch truck serving the Mahopac and Carmel area.

1. Develop customer base in order to create routes for each vehicle.
2. Generate breakfast and lunch menus for each route.
3. Meet all Putnam County Department of Health Codes

2005 – 2014

Provide daily lunch program for St. James the Apostle School in Carmel N.Y.

1. Create menu meeting all department of health codes as well as all state nutritional requirements.
2. Serve meals to students and faculty for the academic year.

2003 – Present

Owner / Operator of Carmel Bagel Inc.

1. Perform all necessary duties necessary to run a successful small business

2007 – 2011

Provide daily lunch program for Over the Rainbow Day Care Center in Brewster N.Y.

1. Create menu meeting all department of health codes as well as all state nutritional requirements.
2. Deliver food to location Monday to Friday 52 weeks a year.

2004 – 2010 2012 -- 2017

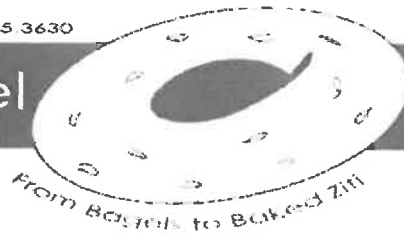
Serve as concessionaire for the Town of Carmel at Sycamore Park.

1. Fulfill all terms of the Concession Agreement now being applied for.
2. Create and adjust yearly the menu to please the customer base including but not limited to lowering the former concessionaires prices to accommodate all customer's budgets.
3. Introduce new healthier food choices on an on going basis.
4. Donate deep fryer to concession facility to expedite customer service.
5. Install 3 beverage vending machines at Sycamore Park in an effort to provide refreshments to visitors during hours when the concession stand is closed.
6. Place signage in the park informing guests of the location of the concession stand and its services.
7. Provide food service for special events such as the "Fall Halloween Fest", "Winter Fest", Movie nights and numerous other events at the park.
8. Accommodate outside town event such as the Carmel Sports Association Awards at Camarda Park by use of one of my two mobile lunch trucks.
9. Follow all Putnam County Department of Health Codes.

126 Rt. 52 Carmel, NY 10512 • 845.225.3630

www.carmelbageldeli.com

Carmel Bagel

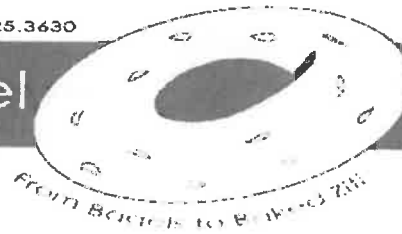


Deli...Licious

Some of the "larger" town organizations I cater to on a regular basis are:

The Town of Carmel
Putnam County Department of Health
Putnam Hospital
Arms Acres
Paladin Center
St. James the Apostle Church
Watson Labs
Events at the T.O.P.S. building
Parc
IBM Somers
Insite Engineering
Almost all schools in both the Carmel and Mahopac school district
Putnam County Sheriff's Department
Putnam County Department of Motor Vehicles
George Fisher Middle School Honor Roll Breakfast
Kent Fire House
Carmel Fire House
County Fire Training Center
Veterans Memorial Park
Carmel Sports Association Soccer Games at George Fisher Middle School
Taconic Road Runners Club
St. James C.Y.O.
St. James C.C.D.
Putnam County Fish and Game
Kent P.B.A.
Putnam County Board of Elections
Carmel Gymnastics
Putnam County Savings Bank
Putnam County Industrial Development Agency
Omega Institute
Putnam County District Attorney's Office
Putnam County Juror's Office
Melrose School
Kent Public Library

Carmel Bagel

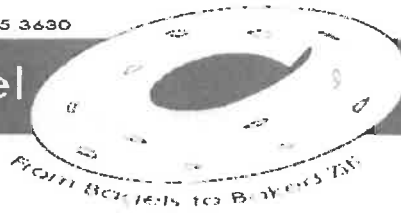


Deli...Licious

Not only do I cater to these organizations I give substantial donations to them in an effort to better our community. Some of the other town organizations I donate to are:

Carmel Sports Association
Kent Primary School PTO
Knights of Columbus
Carmel Rotary
Do the Dew
Freezin for a Reason
Post Prom Party at Carmel High School
Carmel High School Spanish Club
Carmel High School Dance Team
Carmel High School Parents Association
American Heart Association
Carmel Cub Cooperstown Team
Cornell Cooperative Extension
Habitat for Humanity
Brewster Community Food Pantry
Putman County 4-H
Lions Club
Community Cares
Boy Scouts
Girl Scouts
Carmel Gymnastics
Carmel Cardinals Breast Cancer Awareness
Lake Carmel Park District
Relay for Life
Carmel High School Gymnastics
Future Business Leaders of America
The Dan K 5K
Fraternal Order of Police
Saint James the Apostle Church
Carmel Rams Football
Carmel Rams Cheerleading
St. Andrews Church in Brewster

Carmel Bagel



Deli...Licious

In addition to these "highlights" I would like to explain a little about myself and my food service experience as well as my community involvement.

I started my food service career as a freshman at Oneonta State College as an employee in the dining hall. After my first year I was putting in 30 to 40 hours a week as a line chef while still maintaining a full course load. I graduated from Oneonta in 1987 (yes I actually did it in four years) but returned in 1988 when I was offered a position as an Assistant Dean of Students. From 1988 to 1993 I worked for the college while obtaining my masters degree.

It was during this period that I decided to open up the first of what would be numerous food service endeavors; ironically it was a mobile food truck or in its most basic form a concession stand. I'm not proud of this but my target market was "late night college revelers". I purchased a "hot dog" truck from a gentleman in New Rochelle, drove to Oneonta created TACO'S TAGO. On Thursday, Friday and Saturday nights I sold tacos, hot dogs, burritos, soda and chips to the college students as they ended their night out.

In 1993 I left Oneonta and moved to Carmel I found there was not much money being offered for a masters of counseling so I decided to go into business for myself. It was at this point in my life that I built J.V. Hot Bagels in Jefferson Valley N.Y. My partner and I operated the establishment until 1998 when we sold it to two of our employees.

From 1998 to 2003 we decided to try to make money the "easy way" by purchasing and running petroleum distribution centers a.k.a gas stations in Elmsford, White Plains and Yonkers. That lasted for about 5 years but I actually missed food service and my community.

In 2003 we purchased Debellis Deli on Rt. 52 in Carmel. I was quite excited to finally own a business in the town in which I live. The plan was always to "close up" Debellis and form Carmel Bagel...licious, which we did in March of 2004.

I am proud member of our community. Serving my neighbors and donating to them and our school district.

Sincerely,

Kevin Stenger
President
Carmel Bagel Inc.



TOWN OF CARMEL RECREATION & PARKS DEPARTMENT
SYCAMORE PARK, 790 LONG POND ROAD
MAHOPAC, NEW YORK 10541

JAMES R. GILCHRIST, CPRP, DIRECTOR


TELEPHONE: (845) 628-7888 FAX: (845) 628-2820

EMAIL: carmelrecreation@ci.carmel.ny.us

WEB: <http://www.carmelny.org>

DATE: March 9, 2018

MEMO TO: Carmel Town Board
Carmel Town Hall

FROM: James R. Gilchrist, CPRP 
Director, Recreation and Parks

SUBJECT: Landscaping/Grass Cutting Service – March 6, 2018 Bid Opening

Eight vendors picked up the bid package, and the following firms have submitted bids:

- 1) Pat Scanlan Landscaping, Inc. – New City, NY
- 2) Landwork Contractors – Cortlandt Manor, NY
- 3) Greenway Property Services – Stamford, CT
- 4) Colonial Landscaping – Cortlandt Manor, NY
- 5) Mike's Blue Wheels Service Inc. – Mahopac, NY
- 6) Coviello's Landscaping – Carmel, NY
- 7) Maple Leaf Assoc. – Putnam Valley, NY

I would recommend the lowest bidder, Greenway Property Services, be awarded the bid based on his outstanding references from White Plains City School District and the Village of Scarsdale. This morning I went over the cutting responsibilities with a representative from this firm to make sure we are in agreement with what is in the bid specifications.

/sms

"Town Unity through Recreation"

Gilchrist, Jim

From: Spofford, Ann
Sent: Tuesday, March 06, 2018 12:17 PM
To: Gilchrist, Jim; 'James Gilchrist'; Franzetti, Richard; Vara, Rob
Cc: 'Gregory Folchetti'
Subject: Bid Opening - Landscaping and Grass-Cutting Services For Various Town of Carmel Park Facilities
Attachments: Legal Notice - Landscaping Grass-Cutting Services.docx; Landscaping & Grass Cutting Services 3 6 18.pdf; Colonial Landscaping.pdf; Coviello's Landscaping.pdf; Greenway Property Services.pdf; Landwork Contractors.pdf; Maple Leaf Assoc.pdf; Mike's Blue Wheel Service.pdf; Pat Scanlon Landscaping.pdf

Good afternoon,

The above referenced bid opening was held in Meeting Room 1 at Town Hall today by Ann Spofford, Town Clerk, and witnessed by Phyllis Bourges, Deputy Town Clerk and James Gilchrist, Director of Recreation and Parks.

With the bidders present in agreement, reading of the attached legal notice was waived. All bids received were opened, publicly read and recorded. I have attached herewith, a copy of the bid opening results, copies of the bid sheets, and copies of the bid bonds/checks received. The original bid sheets and bid bonds/checks are on file in the office of the Town Clerk.

Bid specifications were provided to eight (8) potential bidders.

Ann Spofford
Town Clerk
Carmel Town Hall
60 McAlpin Avenue
Mahopac, NY 10541
Phone: 845.628.1500
Fax: 845.628.7434

This communication may be confidential and is intended for the sole use of the addressee(s). No use or reproduction of the information provided is permitted without the written consent of the Town of Carmel. If you are not the intended recipient, you should not copy, disclose or take any action in reliance on this communication. If you have received this communication in error, please notify the sender by reply e-mail and delete the message and any attached documents.

Landscaping & Grass Cutting Services For Various Town of Carmel Park Facilities For 2018 - 2021

Bid Opening: March 6, 2018 @ 11:00 AM

Totals for Year	Bidder #1	Bidder #2	Bidder #3	Bidder #4	Bidder #5	Bidder #6
2018	94,800.00	50,700.00	44,995.00	57,000.00	102,000.00	77,700.00
2019	94,800.00	50,700.00	44,995.00	58,140.00	107,100.00	77,700.00
2020	94,800.00	52,200.00	44,995.00	60,465.60	117,810.00	77,700.00
2021	94,800.00	52,200.00	44,995.00	64,093.80		77,700.00

	Bidder's Name	Address	NCBC Attached	Bid Bond / Check	Receipt of Addenda Ack.
1.	Pt Scanlon Landscaping, Inc.	P.O. Box 1136, New City, NY 10956	yes	Bond	N/A
2.	Landmark Contractors	2127 Crompond Rd, Suite 204, Cortlandt Manor, NY 10567	yes	check	N/A
3.	Greening Property Services	95 Elmcraft Rd., Stamford, CT 06902	yes	Bond	N/A
4.	Colonial Landscaping	45 Sprout Brook Rd, Cortlandt Manor, NY 10567	yes	Bond	N/A
5.	Mike Silva Wheel Service	225 Wood St, Mahopac, NY 10541	yes	check	N/A
6.	Cavrellos Landscaping	65 Everett Rd, Carmel, NY 10512	yes	check	N/A

Landscaping & Grass Cutting Services For Various Town of Carmel Park Facilities For 2018 - 2021

Bid Opening: March 6, 2018 @ 11:00 AM

Totals for Year	Bidder #7	Bidder #8	Bidder #9	Bidder #10	Bidder #11	Bidder #12
2018	135,944.77					
2019	135,944.77					
2020	135,944.77					
2021	135,944.77					

	Bidder's Name	Address	NCBC Attached	Bid Bond / Check	Receipt of Addenda Ack.
7.	Maple Leaf Assoc	4 Morrissey Lane, Putnam Valley, NY 10579	yes	Bond	N/A
8.					
9.					
10.					
11.					
12.					

2018 Bid Sheet

3

Park & Address	Unit Price to Cut in Numbers	Unit	Projected Cuts	Extension (unit price x 30)
<u>Airport Property</u> 161-165 Hill Street Mahopac, NY 10541	\$174.17	Each	30	\$5,225.00
<u>Camarda Park</u> 226 Seminary Hill Road Carmel, NY 10512	\$580.67	Each	30	\$17,420.00
<u>Jimmy McDonough Memorial Park</u> 20 Dixon Road Carmel, NY 10512	\$387.67	Each	30	\$11,630
<u>Chamber Park</u> Routes 6/6N Mahopac, NY 10541	\$56.67	Each	30	\$1,700.00
<u>Carmel Town Hall</u> 60 McAlpin Avenue Mahopac, NY 10541	\$76.67	Each	30	\$2,300.00
<u>Red Mills Park</u> 6 Hill Street Mahopac, NY 10541	\$156.17	Each	30	\$4,685.00
<u>Highway Department</u> 55 McAlpin Avenue Mahopac, NY 10541	\$38.67	Each	30	\$1,160.00
<u>Carmel Historical Building</u> 40 McAlpin Avenue Mahopac, NY 10541	\$19.50	Each	30	\$585.00
<u>Carmel Vacant land</u> 33 McAlpin Avenue Mahopac, NY 10541	\$9.67	Each	30	\$290.00

Total for All Facilities in 2018

Total price for all Locations \$ 44,995.00

Total Bid in words: forty four thousand and nine hundred and ninety five dollars

2019 Bid Sheet

Park & Address	Unit Price to Cut in Numbers	Unit	Projected Cuts	Extension (unit price x 30)
<u>Airport Property</u> 161-165 Hill Street Mahopac, NY 10541	\$174.17	Each	30	\$5,225.00
<u>Camarda Park</u> 226 Seminary Hill Road Carmel, NY 10512	\$580.67	Each	30	\$17,420.00
<u>Jimmy McDonough Memorial Park</u> 20 Dixon Road Carmel, NY 10512	\$387.67	Each	30	\$11,630.00
<u>Chamber Park</u> Routes 6/6N Mahopac, NY 10541	\$56.67	Each	30	\$1,700.00
<u>Carmel Town Hall</u> 60 McAlpin Avenue Mahopac, NY 10541	\$76.67	Each	30	\$2,300.00
<u>Red Mills Park</u> 6 Hill Street Mahopac, NY 10541	\$156.17	Each	30	\$4,685.00
<u>Highway Department</u> 55 McAlpin Avenue Mahopac, NY 10541	\$38.67	Each	30	\$1,160.00
<u>Carmel Historical Building</u> 40 McAlpin Avenue Mahopac, NY 10541	\$19.50	Each	30	\$585.00
<u>Carmel Vacant land</u> 33 McAlpin Avenue Mahopac, NY 10541	\$9.67	Each	30	\$290.00

Total for All Facilities in 2019

Total price for all Locations **\$ 44,995.00**

Total Bid in words: **forty four thousand and nine hundred and ninety five dollars**

2020 Bid Sheet

Park & Address	Unit Price to Cut in Numbers	Unit	Projected Cuts	Extension (unit price x 30)
<u>Airport Property</u> 161-165 Hill Street Mahopac, NY 10541	\$174.17	Each	30	\$5,225.00
<u>Camarda Park</u> 226 Seminary Hill Road Carmel, NY 10512	\$580.67	Each	30	\$17,420.00
<u>Jimmy McDonough Memorial Park</u> 20 Dixon Road Carmel, NY 10512	\$387.67	Each	30	\$11,630.00
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<u>Carmel Vacant land</u> 33 McAlpin Avenue Mahopac, NY 10541	\$9.67	Each	30	\$290.00

Total for All Facilities in 2020

Total price for all Locations \$ 44,995.00

Total Bid in words: forty four thousand and nine hundred and ninety five dollars

2021 Bid Sheet

Park & Address	Unit Price to Cut in Numbers	Unit	Projected Cuts	Extension (unit price x 30)
<u>Airport Property</u> 161-165 Hill Street Mahopac, NY 10541	\$174.17	Each	30	\$5,225.00
<u>Camarda Park</u> 226 Seminary Hill Road Carmel, NY 10512	\$580.67	Each	30	\$17,420.00
<u>Jimmy McDonough Memorial Park</u> 20 Dixon Road Carmel, NY 10512	\$387.67	Each	30	\$11,630.00
<u>Chamber Park</u> Routes 6/6N Mahopac, NY 10541	\$56.67	Each	30	\$1,700.00
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<u>Carmel Vacant land</u> 33 McAlpin Avenue Mahopac, NY 10541	\$9.67	Each	30	\$290.00

Total for All Facilities in 2021

Total price for all Locations \$ 44,995.00

Total Bid in words: forty four thousand and nine hundred and ninety five dollars

THE NEXT PAGE "BIDDERS SIGNATURE PAGE" MUST BE COMPLETED

BIDDER SIGNATURE PAGE

BIDDER Greenway Property Services

ADDRESS 95 Elmcroft Rd. Stamford, CT 06902

AUTHORIZED SIGNATURE 

TITLE President/CEO)

TELEPHONE 203.569.2942

DATE 3/5/18

TOWN OF CARMEL

NON-COLLUSIVE BIDDING CERTIFICATION

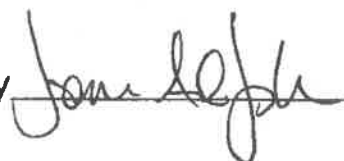
By submission of this bid or proposal, the undersigned bidder(s) (certified) (certify) that to the best of (his) (their) knowledge and belief:

- (a) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, as to any matter relating to such prices with any other bidder or with any competitor.
- (b) The prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (c) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid.

IN WITNESS WHEREOF, (we) (I) have executed this certificate and affirm the truth of the statements therein set forth under penalty of perjury the 5TH day of MARCH 20 13.



(Signature of Individual Signing Bid)

by  JASON ADOLPH

Bond Number: 72008267

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we

Greenway Property Services, Inc.

as Principal, and

Western Surety Company

a corporation duly authorized to do business in New York as Surety,
are held firmly bound unto Town of Carmel

as Obligee, (hereinafter called the "Obligee"), in the penal sum
of \$5,000.00 Dollars, lawful money of the United States of
America, for the payment of which, well and truly to be made, we
bind ourselves, our heirs, executors, administrators, successors
and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said principal is herewith submitting bid for

Landscaping and Grass-Cutting Services for Various

Town of Carmel Park Facilities for 2018

NOW, THEREFORE, the condition of the above obligation is
such that if the said Principal shall execute a contract and give
bond for faithful performance, within five (5) days after being
notified in writing of the award of such contract to the Principal,
or in the event of the failure of the Principal to enter into such
contract and give such bond, if the Principal shall pay the Obligee
the difference not to exceed the penalty hereof between the
amount specified in said bid and such larger amount for which
the Obligee may in good faith contract with another party to
perform the work covered by such bid, then this obligation shall
be null and void, otherwise to remain in full force and effect.

WITNESS our signatures this 6th day
March A.D., 20 18

Greenway Property Services, Inc.

95 Elmcroft Road

Stamford, CT 06902

Principal

Western Surety Company

333 South Wabash Avenue, 41st Floor

Chicago, IL 60604



Patricia A. Tinsman, Attorney-In-Fact

Surety

NOTE: We only consider multi-year service contracts of this nature on our annual renewable bond forms, which give us the option to renew. This bid bond is approved conditioned that if awarded the contract, the performance and payment bonds will be issued on our annual renewable bond forms. We will not support the performance and payment bonds on any other bond forms.

CONSENT OF SURETY

KNOW ALL MEN BY THESE PRESENTS, That

we Greenway Property Services, Inc. as principal

and Western Surety Company

under the Laws of the State of South Dakota and having its
principal office at _____

333 South Wabash Avenue, 41st Floor, Chicago, IL 60604

(Address of Surety Company)

are held firmly bound unto Town of Carmel

_____ hereby jointly and
severally and binding our heirs, successors, administrators,
executors, legal representatives and assigns by these presents.

THE CONDITIONS OF THIS OBLIGATION are such that
whereas, the above named principal submits the herewith
proposal for the construction of

Landscaping and Grass-Cutting Services for Various Town of Carmel Park Facilities for 2018

to the Town of Carmel in
(Bidder to fill in)

conformance with the Legal Notice and Information to Bidders;
we, the above

named surety will meet all stipulations and will execute the
Surety Bond as

hereinafter, to the above named principal in the event he should
be awarded a

contract and in the sum of one hundred percent (100%) of the
total bid price for

performing the work and guaranteeing its performance in
conformity with the

plans and specifications, to

Witness our signature, this 6th day of March
A.D., 2018.

Greenway Property Services, Inc.

(Contractor-Principal)

(Title)

Western Surety Company

(Name of Surety Company)



Patricia A. Tinsman, Attorney-In-Fact (Signature and Title)

NOTE: We only consider multi-year service contracts of this nature on our annual renewable bond forms, which give us the option to renew. This bid bond is approved conditioned that if awarded the contract, the performance and payment bonds will be issued on our annual renewable bond forms. We will not support the performance and payment bonds on any other bond forms.

ATTACH POWER OF ATTORNEY TO THIS PAGE

(Irrevocable)

No. SP-

26258357

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired. That Western Surety Company, a corporation, does hereby make, constitute and appoint the following

TWO

2

authorized individuals:

AUTHORIZED INDIVIDUALS	AUTHORIZED INDIVIDUALS
JOHN D WEISBROT	PATRICIA A TINSMAN

in the City of PIPERSVILLE, State of PENNSYLVANIA, with limited authority, its true and lawful Attorney(s) in fact with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, the following described bond:

ONE CONTRACT SURETY: BID, PERFORMANCE AND PAYMENT BOND, UNDERTAKING,
OR OTHER OBLIGATORY INSTRUMENT OF A SIMILAR NATURE IN AMOUNTS NOT
EXCEEDING ONE MILLION AND NO/100 DOLLARS (**1,000,000.00).

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon this Company as if such bond had been executed and acknowledged by the regularly elected officers of this Company.

All authority hereby conferred shall expire and terminate, without notice, unless used before midnight of **JANUARY 31 2023**, but until such time shall be irrevocable and in full force and effect.

WESTERN SURETY COMPANY further certifies that the following is a true and exact copy of Section 7 of the By-Laws of Western Surety Company, duly adopted and now in force, to wit: "Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

The penal amount of the bond herein described may be increased if there is attached to this Power, written authority so authorizing in the form of an endorsement, letter or telegram signed by the Underwriting Manager, Underwriting Consultant, Underwriting Specialist, Underwriter, President, Vice President, Assistant Vice President, Treasurer, Secretary or Assistant Secretary of Western Surety Company specifically authorizing said increase.

IN WITNESS WHEREOF, Western Surety Company has caused these presents to be executed by its Vice President with its corporate seal affixed this 13th day of June, 2016.

STATE OF SOUTH DAKOTA

COUNTY OF MINNEHAHA

By

Vice President

On this 13th day of June, in the year 2016, before me, a Notary Public, personally appeared Paul T. Bruffa, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.



My Commission Expires June 23, 2012

I, the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that Section 7 of the By-Laws of the company as set forth in the Power of Attorney is now in force.

In testimony whereof, I have hereunto set my hand and the seal of Western Surety Company this 07th day of March, 2018.

*** IMPORTANT:** This date must be filled in before it is attached to the bond and it must be the same date as the bond.

Form 749-B-2016

To validate bond authenticity, go to www.casualty.com > Owner/Obilee Services > Validate Bond Coverage.

NOTICE: This border must be BLUE. If it is not BLUE, this is not a certified copy. →

WESTERN SURETY COMPANY

By

Vice President

WESTERN SURETY COMPANY
Sioux Falls, South Dakota
Statement of Net Admitted Assets and Liabilities
December 31, 2016

ASSETS

Bonds	\$ 1,852,079,625
Common stocks	22,190,065
Cash, cash equivalents, and short-term investments	40,860,171
Investment income due and accrued	21,267,722
Premiums and considerations	31,990,790
Amounts recoverable from reinsurers	919,390
Current federal and foreign income taxes recoverable from CNA Financial Corporation	3,116,372
Net deferred tax asset	16,401,098
Receivable from parent, subsidiaries, and affiliates	9,896,461
Other assets	62,275
Total Assets	<u>\$ 1,998,783,969</u>

LIABILITIES AND SURPLUS

Losses	\$ 229,857,438
Loss adjustment expense	68,982,110
Commissions payable, contingent commissions and other similar charges	7,779,628
Other expenses (excluding taxes, license and fees)	1,109,441
Taxes, License and fees (excluding federal and foreign income taxes)	2,678,781
Unearned premiums	213,765,490
Advance premiums	5,316,156
Ceded reinsurance premiums payable	1,730,621
 Amounts withheld or retained by company for account of others	 10,021,647
 Provision for reinsurance	 1,671,808
Payable to parent, subsidiaries and affiliates	12,103
Other liabilities	3,447,756
Total Liabilities	<u>\$ 546,372,979</u>
 Surplus Account:	
Common stock	\$ 4,000,000
Gross paid in and contributed surplus	280,071,837
Unassigned funds	1,168,339,153
Surplus as regards policyholders	<u>\$ 1,452,410,990</u>
Total Liabilities and Capital	<u>\$ 1,998,783,969</u>

I, Troy Gray, Assistant Vice President of Western Surety Company hereby certify that the above is an accurate representation of the financial statement of the Company dated December 31, 2016, as filed with the various Insurance Departments and is a true and correct statement of the condition of Western Surety Company as of that date.

Western Surety Company

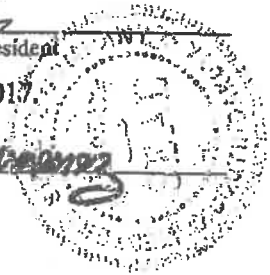
By [Signature]
Assistant Vice President

Subscribed and sworn to me this 10th day of March, 2017.

My commission expires:



[Signature]
Notary Public



CORPORATION ONLY: AFFIANT FURTHER SAYS THAT THE FOLLOWING IS A COMPLETE AND ACCURATE LIST OF THE OFFICERS, DIRECTORS AND ATTORNEYS OF SAID CORPORATION:

PRESIDENT: Rocco Lagana

VICE PRESIDENT:

SECRETARY:

TREASURER:

LOCAL MANAGER OR AGENT:

ATTORNEYS: John Crane

STATUTORY AGENT:

DIRECTORS:

And that the following officers are duly authorized to execute contracts on behalf of said corporation:

Affiant further says that the bid filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not, directly or indirectly, induced or solicited any other bidder to put in a false or sham bid, and has not, directly or indirectly, colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has bid in a manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said bidder or of any other bidder, or to fix any overhead, profit, or cost element of each bid price or that of any other bidder, or to secure any advantage against the Owner or anyone interested in the proposed contract; that all statements contained in such bid are true; that said bidder has not, directly or indirectly, submitted his bid or any break-down thereof or the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly, any money, or other valuable consideration, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, except to such person or persons as hereinabove disclosed to have a partnership or other financial interest with said bidder in his general business; and further that said bidder will not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization or to any member or agent thereof, or to any other individual, for aid or assistance in securing contract above referred to in the event the same is awarded to:

Greenway Property Services

(name of individual, partnership or corporation)

Further affiant saith not.

(sign here)



Sworn to before me and subscribed in my presence the 5th day
of MARCH A.D., 2018



(Notary Public)

Lynda A. Aubin-Clarke
Notary Public-Connecticut
My Commission Expires
December 08, 2021

Richard J. Franzetti, P.E.
Town Engineer




(845) 628-1500
(845) 628-2087
Fax (845) 628-7085

Office of the Town Engineer
60 McAlpin Avenue
Mahopac, New York 10541

MEMORANDUM

To: Carmel Town Board

From: Richard J. Franzetti P.E. Town Engineer 

Date: March 9, 2018

Re: C 240 - Route 6 N Lighting and Sidewalk Authorization to Return Bid Bond

Bids for the referenced project were received on September 28, 2017. Per the bid requirements, bids were to remain open for 180 days. Bids are set to expire on March 27, 2018.

In view of the future long-term parking solution currently being sought this Department recommends that this project not be awarded. In this regards this Department requests authorization to return the bid bonds upon expiration of the bid.

I respectfully request that this matter be placed on the next available work session for discussion.

Richard J. Franzetti, P.E.
Town Engineer




(845) 628-1500
(845) 628-2087
Fax (845) 628-7085

Office of the Town Engineer
60 McAlpin Avenue
Mahopac, New York 10541

MEMORANDUM

To: Carmel Town Board

From: Richard J. Franzetti P.E. Town Engineer 

Date: March 9, 2018

Re: Request Payment for Emergency Repairs

This memorandum is being presented to the Town Board to request payment of the attached emergency repairs invoices. These invoices are over the Town of Carmel's procurement policy threshold. The following provides a brief a summary of the emergency work that was performed.

- Carmel Water District 4 – Summit Road Booster Station
On January 11, 2018 Bee and Jay Plumbing, the operators for CWD 4, notified the Engineering Department that the recirculating pump at the Summit Road Booster Station failed and flooded the booster station damaging the existing hydro-tank . Attached is an invoice in the amount of \$5,684.00 for Bee and Jay Plumbing to perform the repair.

We have advised the Comptroller's office of this expenditure and per the attached there sufficient funds in budget for this work as describe.

The Engineering Department requests that the Town Board approve payment



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 #
1/15/2018	86316

www.BEEANDJAY.com

BILL TO:

Town of Carmel- CWD 4
Engineering Dept.
60 McAlpin Ave.
Mahopac, NY 10541

SERVICE LOCATION:

Town of Carmel- CWD 4
Summit Road Booster Station
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	Payment Due Upon Rec	EK	1/11/2018	43688
ITEM	QTY/HRS	DESCRIPTION	RATE	AMOUNT
Description		CWD# 4 Summit Road Booster Station Emergency Flooded booster pit. Technician shut down water main to Summit Road, pumped out pit, installed bypass water main to restore low pressure service to area, dismantled and removed blown out hydro tank and burnt out booster pump with all related leaking pipe valves and fittings, complete rehab required. Installation of new WX252 Hydro storage tank, related new copper piping, installed new elevated booster pump to protect and repipe complete booster station, drained 3000 gallon, old buried storage to protect pit.		
Labor TOC Mech	8	1- Mech 1/11/18	75.00	600.00T
Labor TOC Tech	8	1- Tech 1/11/18	85.00	680.00T
Labor TOC Mech	7	1- Mech 1/12/18	75.00	525.00T
Labor TOC Tech	7	1- Tech 1/12/18	85.00	595.00T
Material		1- Goulds JSJ10N Jet Pump	804.00	804.00T
Material		1- 1 hp Shallow Adapter	79.00	79.00T
Material		1- WX252 with Tank Tee Package	1,422.00	1,422.00T
Material		2- 1-1/4" Ball Valve	82.00	82.00T
Material		4- 1-1/4" Male Adapter	40.00	40.00T
Material		8- 1-1/4" Ell	72.00	72.00T
Material		1- 1-1/4" Line Check	155.00	155.00T
Total Due				



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 #
1/15/2018	86316

www.BEEANDJAY.com

BILL TO:

Town of Carmel- CWD 4
Engineering Dept.
60 McAlpin Ave.
Mahopac, NY 10541

SERVICE LOCATION:

Town of Carmel- CWD 4
Summit Road Booster Station
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	Payment Due Upon Rec	EK	1/11/2018	43688
ITEM	QTY/HRS	DESCRIPTION	RATE	AMOUNT
Material		1- 1-1/4x1 SWT Coupling	19.00	19.00T
Material		1- 1-1/4" SWT Tee	25.00	25.00T
Material		1-1/4x3/4 SWT Tee	25.00	25.00T
Material		1-1/4" SWT Union	50.00	50.00T
Material		15 feet 1-1/4" L Tubing	150.00	150.00T
Material		2- Steel Welded Brackets	75.00	75.00T
Material		1- 1" SWT Union	40.00	40.00T
Material		1- 1" ST Ell	10.00	10.00T
Material		1- 1" Male Adapter	15.00	15.00T
Material		1- 1" Brass Tee	25.00	25.00T
Material		1- 1x4 Brass Nipple	16.00	16.00T
Material		1- 3/4" Female Adapter	10.00	10.00T
Material		2- 3/4" Boiler Drain	35.00	35.00T
Material		1- 2x3/4 Brass Bushing	45.00	45.00T
Material		1- Ground Clamp	25.00	25.00T
Material		1- Pressure Gauge	25.00	25.00T
Material		4- 1-1/4" Split Rings	40.00	40.00T
		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 \$5,684.00

WE ACCEPT ALL MAJOR CREDIT CARDS !!

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

CARDHOLDER/NAME: _____ SIGNATURE: _____

CARD# _____ EXP. DATE: _____ CID # _____

From: [Maxwell, Mary Ann](#)
To: [Franzetti, Richard](#)
Cc: [Esteves, Donna](#)
Subject: RE: 03-09-18 - FUnds
Date: Friday, March 09, 2018 1:16:31 PM

Yes Rich there are sufficient funds to cover the cost of the emergency repair.

Mary Ann Maxwell
Town Comptroller
Town of Carmel
(845) 628-1500 ext 175
Fax (845) 628-7085
mam@ci.carmel.ny.us

From: Franzetti, Richard
Sent: Friday, March 09, 2018 1:13 PM
To: Maxwell, Mary Ann
Cc: Esteves, Donna
Subject: 03-09-18 - FUnds

Mary Ann,

Can you please advise if there are sufficient funds for the attached?

Thanks

Richard J. Franzetti. P.E, BCEE
Town Engineer
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"THE GUARDIANS OF FAIRNESS"

MARYELLEN ODELL
County Executive



LISA A. JOHNSON
County Director

Memorandum

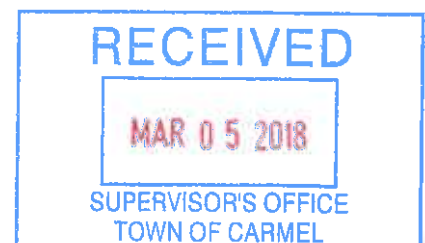
DATE: March 1, 2018
TO: Town Supervisors, School Superintendents, & Village Mayors
FROM: Lisa A. Johnson -County Director of Real Property 
RE: 2018 Contracts

Please sign enclosed contracts and return all 3 originals with resolution attached to:

Putnam County Real Property
40 Gleneida Ave. Room 104
Carmel, NY 10512

A completed signed original will be returned for your records.

If you have any questions please call.



PUTNAM COUNTY REAL PROPERTY TAX SERVICE CONTRACT

AGREEMENT MADE THIS 1st DAY OF MARCH BETWEEN: THE TOWN OF CARMEL REFERRED TO AS THE TOWN AND THE COUNTY OF PUTNAM HAVING ITS PRINCIPAL PLACE OF BUSINESS AT 40 GLENEIDA AVENUE, CARMEL, NEW YORK 10512, HEREINAFTER REFERRED TO AS COUNTY.

THE PARTIES HEREIN AGREE AS FOLLOWS:

- 1) THE COUNTY SHALL PREPARE THE TENTATIVE ASSESSMENT ROLL, FOR THE CALENDAR YEAR OF 2018 AND HAVE IT AVAILABLE ON THE COUNTY WEBSITE TO COMPLY WITH RPTL §1591
- 2) EVERY TRANSFER OF PROPERTY, CHANGE OF ADDRESS, DESCRIPTION OR VALUATION, SPECIAL FRANCHISE, PUBLIC UTILITY, SHALL BE DATA ENTERED BY ASSESSOR OF TOWN OR DESIGNATED STAFF MEMBER.
- 3) AFTER CLOSING OF THE BOOKS ON MARCH 1st, ALL CHANGES SHALL BE ENTERED ON OR BEFORE APRIL 13th BY THE TOWN, THIS IS ESSENTIAL SO THAT THE TENTATIVE ASSESSMENT ROLL IS RUN FOR THE MAY 1st DEADLINE.
- 4) ALL GRIEVANCE CHANGES, CORRECTION OF CLERICAL ERRORS, & UNLAWFUL ENTRIES SHALL BE APPROVED BY THE BOARD OF ASSESSMENT REVIEW AND ENTERED BY THE TOWN INTO THE REAL PROPERTY SYSTEM, BACKED UP AND BROUGHT TO THE REAL PROPERTY TAX SERVICE AGENCY NO LATER THAN JUNE 15th. FOR FINAL ROLL PROCESSING.
- 5) ALL CHANGES FOR THE SCHOOL TAX PROCESSING SHALL BE SUBMITTED BY AUGUST 1st.
- 6) ALL CHANGES FOR COUNTY AND TOWN TAX ROLLS SHALL BE SUBMITTED BY THE TOWN ON OR BEFORE NOVEMBER 16th.
- 7) ALL UNPAIDS TO BE MANUALLY ENTERED BY THE COUNTY MUST BE SUBMITTED BY **NOVEMBER 10th**, RPSV4 MERGEABLE FILES MUST BE SUBMITTED BY **NOVEMBER 10TH**.
- 8) A SEPARATE AGREEMENT SHALL BE NEGOTIATED FOR THE PROVISIONS OF RPTL §1537, OPTIONAL COUNTY SERVICES.

PRICE FOR THE PREPARATION OF THE FOLLOWING IS \$ 0.50 PER PARCEL:

- 1) TENTATIVE ASSESSMENT ROLL (2 COPIES*) AND ASSOCIATED REPORTS, COA'S
- 2) FINAL ASSESSMENT ROLL (2 COPIES*)
- 3) TAX ROLL (2 COPIES*)
- 4) HARD & SOFT BINDERS FOR ROLLS
- 5) BANK CODE LISTINGS
- 6) APPORTIONMENT OF SPECIAL FRANCHISE
- 7) 1 SET OF TAX BILLS IN ENVELOPES
- 8) RPS 145D1, 155D1 & 160D1 TAX EXTRACTS
- 9) DATA ENTRY FOR PRO-RATAS
- 10) 1 SET TAX MAPS 24" x 36"

UNPAID WATER, SEWER, OR OTHER UNPAIDS WILL BE CHARGED A FEE IN THE AMOUNT OF 50.00 PER HUNDRED IF THE DATA HAS TO BE MANUALLY ENTERED, OR IF TAX MAP NUMBERS PROVIDED IN COMPUTER FORMAT ARE INVALID.

IF ANY ADDITIONAL SPECIAL DISTRICT ROLLS ARE REQUIRED THE TOWN WILL BE CHARGED A FEE OF 0.01 PER PARCEL.

IF ANY INSERTS ARE REQUESTED THE TOWN WILL BE CHARGED A FEE OF 0.01 PER ENVELOPE.

*.02 PER PARCEL WILL BE DEDUCTED IF ONE (1) COPY OF EACH ROLL IS REQUESTED INSTEAD OF TWO (2)

THE TOWN OF CARMEL HEREBY REPRESENTS THAT THE AGREEMENT HEREIN HAS BEEN APPROVED BY RESOLUTION OF THE TOWN BOARD, A COPY OF WHICH IS ANNEXED HERETO AND MADE A PART HEREOF:

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT IN NEW YORK, ON THE DATE HEREIN ABOVE SET FORTH.

READ AND APPROVED BY:

_____ MaryEllen Odell County Executive	DATE: _____ _____ Lisa A. Johnson County Director, R.P.T.S.A.	DATE: <u>3/1/18</u>
_____ William J. Carlin Commissioner of Finance	DATE: _____ _____ Jennifer S. Bumgarner County Attorney	DATE: _____
_____ Adrienne Lotto Risk Manager	DATE: _____ _____ Kenneth Schmitt Town Supervisor	DATE: _____