

KENNETH SCHMITT
Town Supervisor

TOWN OF CARMEL
TOWN HALL

ANN SPOFFORD
Town Clerk

SUZANNE MC DONOUGH
Town Councilwoman
Deputy Supervisor

60 McAlpin Avenue
Mahopac, New York 10541

KATHLEEN KRAUS
Receiver of Taxes

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

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

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

TOWN BOARD SPECIAL VOTING MEETING/ WORK SESSION
Wednesday, October 24, 2018 7:00pm

Pledge of Allegiance – Moment of Silence

6:00pm Executive Session:

1. Richard Franzetti, PE, Town Engineer – Budget F/Y 2019 Personnel
2. Contract Negotiations Meeting-Legal Counsel

Town Board Special Voting Meeting:

1. Res: Accepting Bid and Awarding Contract for Water Main Replacement Project Carmel Water District #9 Water Distribution System Upgrades Contract C-242

Town Board Work Session:

- Review of Town Board Minutes, September 26, and October 3, 17,2018
1. Richard Franzetti, PE, Town Engineer – Consider Request to Submit MS4 Semi-Annual Report
 2. Richard Franzetti, PE, Town Engineer – Consider Request to Authorize Request for Proposals for Roof Replacement and Repairs – CSD#2, CWD#s 8 & 9
 3. Michael Simone, Highway Superintendent – Consider Request to Authorize Purchase of Painting Reflecterize Stripes Service – Atlantic Pavement Marking, Inc. Putnam County Bid Contract #RFP 31-17
 4. Nina Kallmeyer, Sr. Recreation Leader - Recreation & Parks, Mary Ann Maxwell Town Comptroller – Consider Request to Accept Proposal for Credit Card Payment Services - Community Pass Payment Processing
 5. Nina Kallmeyer, Sr. Recreation Leader - Recreation & Parks – Consider Request to Authorize Submission of Application to NYS Office of Children and Family Services Grant Funding (\$4,233)
 6. Det. Frank Chibbaro, Carmel PD Youth Officer – Consider Request to Authorize Submission of Application to NYS Office of Children and Family Services – Grant Funding (\$3,975)

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

Open Forum:

- **Public Comments on New Town Related Business (Three (3) Minutes Maximum Speaker for Town Residents, Property Owners & Business Owners Only)**
- **Town Board Member Comments**
- **Adjournment**

Executive Session:

1. Budget F/Y 2019 Personnel

Resolution #1

**RESOLUTION ACCEPTING BID AND
AWARDING CONTRACT FOR WATER MAIN REPLACEMENT PROJECT
CARMEL WATER DISTRICT #9 WATER DISTRIBUTION SYSTEM UPGRADES
CONTRACT C-242**

WHEREAS, the Town Board of the Town of Carmel has previously solicited bids for the replacement of existing water mains in Carmel Water District #9;

WHEREAS, such bid were opened on August 16, 2018 and a copy of the bid opening memorandum is on file in the office of Town Clerk Ann Spofford;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of Carmel Water District #9, and upon the recommendation of Town Engineer Richard J. Franzetti, P.E. and Design Engineer J. Robert Folchetti Associates, LLC, hereby awards the bid for said contract to Thomas M. Brennan, Inc., Brewster NY at the unit prices contained and listed within said bid dated August 16, 2018; and

BE IT FURTHER RESOLVED that Design Engineer J. Robert Folchetti Associates, LLC is hereby authorized and directed to prepare construction contract plans which exclude approximately 600 (six hundred) linear feet of pipe on Woodland Road in accordance revised plan attached hereto; and

BE IT FURTHER RESOLVED that Design Engineer J. Robert Folchetti Associates, LLC is hereby authorized and directed to prepare and issue Notice of Award of said contract pursuant to this authorization; 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

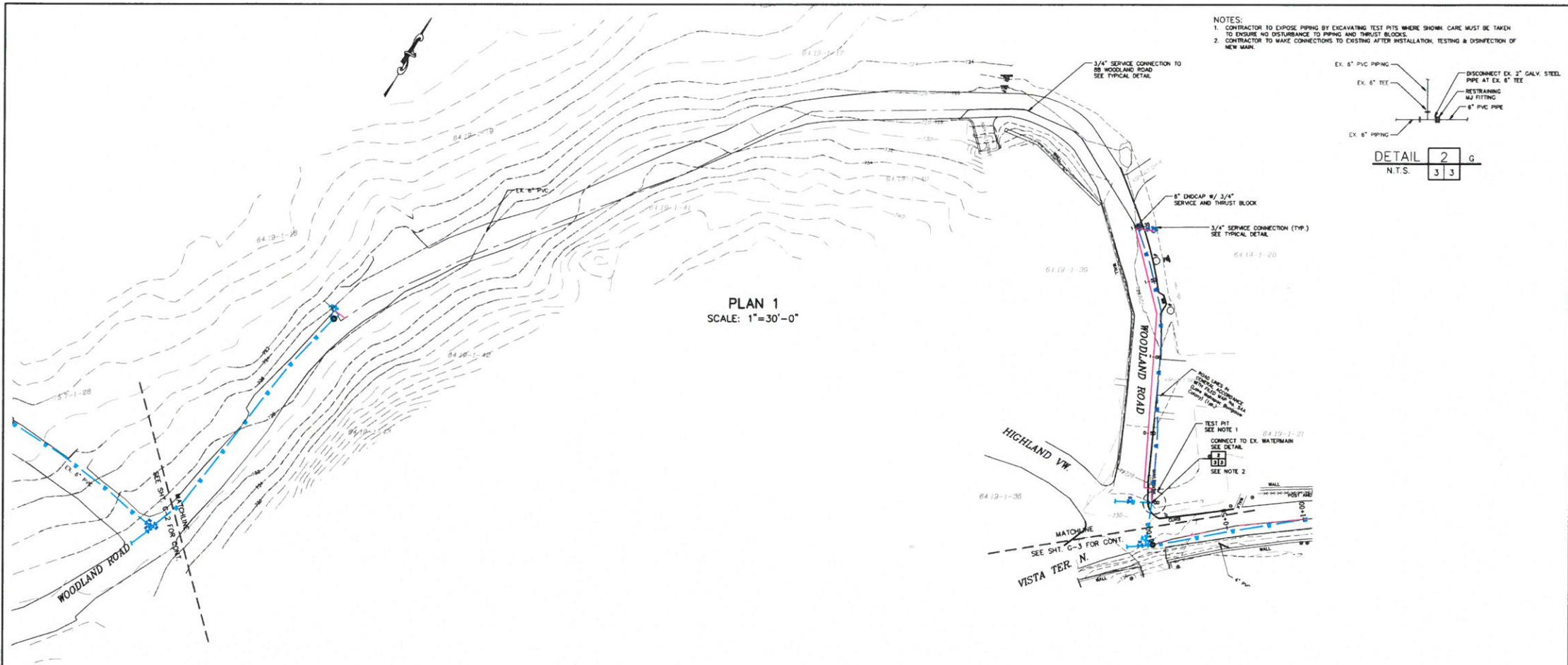
BE IT FURTHER RESOLVED upon receipt of insurance certificates, performance bond, and labor and materials bond in form acceptable to Town Counsel the work activities authorized in this resolution shall be permitted to commence.

Resolution

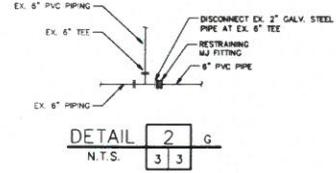
Offered by: _____

Seconded by: _____

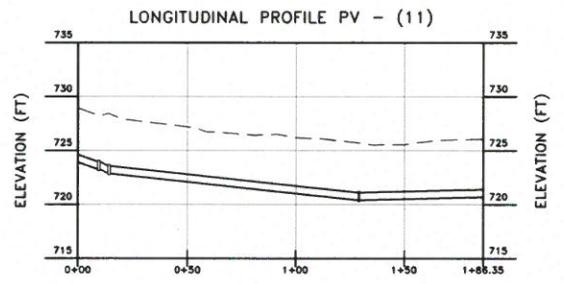
<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Michael Barile	—	—
Jonathan Schneider	—	—
John Lupinacci	—	—
Suzanne McDonough	—	—
Kenneth Schmitt	—	—



NOTES:
 1. CONTRACTOR TO EXPOSE PIPING BY EXCAVATING TEST PITS WHERE SHOWN. CARE MUST BE TAKEN TO ENSURE NO DISTURBANCE TO PIPING AND THRUST BLOCKS.
 2. CONTRACTOR TO MAKE CONNECTIONS TO EXISTING AFTER INSTALLATION, TESTING & DISINFECTION OF NEW MAIN.

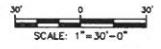


PLAN 1
 SCALE: 1"=30'-0"



PROFILE 1
 SCALE: VERT: 1"=6'-0"
 HORIZ: 1"=30'-0"

ALL PIPE, FIXTURES AND FITTINGS INSTALLED UNDER THIS CONTRACT MUST COMPLY WITH THE FEDERAL SAFE DRINKING WATER ACT, SECTION 1417 WHICH REQUIRES ALL SURFACES IN CONTACT WITH POTABLE WATER CONTAIN NO MORE THAN 0.25% LEAD BY WEIGHT.



NOTE: THIS SHEET IS INVALID AND INCOMPLETE UNLESS SIGNED AND SEALED BY THE ENGINEER AND ACCOMPANIED BY EACH OF THE OTHER SHEETS.

WARNING- IT IS A VIOLATION OF NEW YORK EDUCATION LAW, SECTION 7209.2, FOR ANY PERSON, UNLESS HE IS ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER OR LAND SURVEYOR, TO ALTER THIS DOCUMENT IN ANY WAY. IF ALTERED, THE ALTERING PERSON SHALL COMPLY WITH THE REQUIREMENTS OF NEW YORK EDUCATION LAW, SECTION 7209.2

REVISIONS		DES.	DWG.	CHK.
NO.	BY	DATE	REMARKS	
1	URJ	7/8/2018	PCSDH COMMENTS DATED JUNE 27, 2018	
2	KB	10/23/2018		

J
R
F
A

J. ROBERT FOLCHETTI & ASSOCIATES, L.L.C.
 CIVIL / ENVIRONMENTAL ENGINEERS
 www.jrfa.com
 31 SODOM ROAD
 BINGENSTER, NY 11959
 645-3634/390

TOWN OF CARMEL
 PUTNAM COUNTY, NEW YORK
CARMEL WATER DISTRICT No. 9
 WATER DISTRIBUTION SYSTEM UPGRADE

WOODLAND ROAD
 SCALE: 1"=30'-0"

JRFA
 DATE MAY 2018
 G SHEET 3 OF
 DWG. NO. 01442G001

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: October 4, 2018

Re: Semi- Annual MS4 Report

As the Board is aware, the federally mandated regulation known as Stormwater Phase II, requires permits for stormwater discharges from Municipal Separate Storm Sewer Systems (MS4s) in urbanized areas.

The Town of Carmel is an MS4 community and as such we are required to develop and submit an annual report, due by June 1 of any given year, and a semi-annual report, due by December 1 of any given year, under the New York State Department of Environmental Conservation (NYSDEC) State Pollution Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from MS4s (GP-0-15-003).

Attached for your consideration is the Semi-Annual MS4 Report. This document will need to be signed by the owner/operator (i.e., Supervisor) and then forwarded to the NYSDEC.

I respectfully request that this agenda item be placed the next Town Board Work session.

Progress Report for Part IX.A

Permit #

Watershed Name

MS4 Name

Reporting Period Ending (mm/dd/yyyy) / /

Watershed Improvement Strategy

Describe the strategy to reduce the discharge of phosphorous to this waterbody. Include new sources that may have been identified and any modifications to the strategy to better address new sources.

Public Education & Outreach

1. Description of the education program

2. Who is the target audience and what is the message delivered to each target audience?

3. Identify how many educational materials have been developed and distributed

4. Identify how many educational materials have been developed and distributed that focus on:

a. understanding the Phosphorous issues

b. Septic systems as a source of Phosphorus
Non-Traditional MS4

c. Phosphorous concerns with fertilizer use

d. Phosphorous concerns with grass clippings and leaves entering the MS4

e. Construction sites as a source of Phosphorus

f. Phosphorous concerns with detergent use

PERMIT #

5. Education plan and goals for the next 6 months

Illicit Discharge Detection and Elimination

Non-Traditional MS4 (Skip Question 6-6e)

6. Number of On-Site Wastewater Treatment Systems (OWTS) with a design capacity of less than 1000 gpd that are located in sewersheds that drain to the listed waterbody _____

a. Number of OWTS inspected in this reporting _____

b. Number of OWTS in need of maintenance or rehabilitation _____

c. Number of OWTS where maintenance or rehabilitation has been performed in this reporting period. _____

d. State the plan for OWTS that have not been addressed in 6c this reporting period

e Describe the OWTS inspection program: Who is responsible for performing OWTS inspections? (eg:Septage Haulers, DOH, engineer, consultant); What methods are used? Are there trends in systems that need maintenance vs systems that need rehabilitation?

7. Number of Illicit Discharges detected within sewershed of listed waterbody in this reporting period. _____

a. Number reported in 7 that have been eliminated _____

b. List of Illicit Discharge locations that have not been eliminated in this reporting period and the target date for elimination

Location	Target Date (mmddyyyy)
<input type="text"/>	___/___/_____

PERMIT #

Location

Target Date (mmddyyyy)

___/___/_____
___/___/_____
___/___/_____
___/___/_____
___/___/_____

Construction Site Stormwater Runoff Control

Non-Traditional MS4 (Skip Question 8)

8. Number of SWPPPs reviewed and approved during this reporting period

9. Number of active construction sites within sewersheds of impaired waterbody during this reporting period:

a. Number of sites reported in 9 that are between 5000 sqft and 1 acre

b. Number of sites inspected in this reporting period

c. Number of sites in need of corrective action

d. Number of sites where corrective action was completed in this reporting period

e. Discuss inspections. Discuss trends that may have been observed in this reporting period. State reasoning for not inspecting all active construction sites. (if applicable)

10. Construction Site Stormwater Runoff Control plan and goals for the next 6 months

Post Construction Stormwater Management

11. Number of Stormwater Management Practices (SMPs) located in sewersheds that drain to the listed waterbody

a. Number reported in 11 that have been inspected in this reporting period

b. Number of SMPs in need of maintenance or rehabilitation

c. Number of SMPs where maintenance or rehabilitation has been performed in this reporting period.

d. Number of SMPs where phosphorous pollutant problems have been identified.

e. Number reported in 11d where the pollutant problem has been addressed.

f. Who is responsible for performing SMP inspections?

PERMIT #

g. Is the criteria in Ch 5, 6, and 10 of the NYS Stormwater Management Design Manual being applied? (If no, please describe deviations) Y N

h. State procedures to identify sites with post construction controls that are not functioning as designed (ie, rill erosion, pollutant bypass)?

12. Describe the retrofit program. Include the funding sources and design description of retrofits. Identify all retrofits that have been constructed and maintained during this reporting period.

13. Post-Construction Stormwater Management plan and goals for the next 6 months

Municipal Operations Pollution Prevention/Good Housekeeping

Non-Traditional MS4 (Skip Question 14)

14. Number of catch basin and manhole sumps within sewersheds discharging to listed waterbody _____

a. Number reported in 14 that have been inspected in this reporting period _____

b. Number reported in 14a cleaned in this reporting period _____

15. Number of conveyance system outfalls within sewersheds discharging to listed waterbody _____

a. Number reported in 15 that have been inspected in this reporting period. _____

b. Number reported in 15a maintained in this reporting period. _____

c. Number reported in 15a repaired in this reporting period. _____

16. Amount by weight in pounds of turf fertilizer containing phosphorous that was applied on municipally owned lands in this reporting period. _____

17. Describe turf management practices implemented during this reporting period. Include strategies implemented to introduce native plants to reduce fertilization and mowing

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: October 18, 2018
Re: CSD2, CWD8 and CWD 9 Roof repairs/replacement

Inframark, the operators of Carmel Water District 2 (CWD 2) and Bee and Jay the operators of CWD8 and 9 have advised the Engineering Department the following are in need of repair/replacement:

- CSD 2 – Sand Filter building, Size ~ 7,000 sq ft,
- CWD 8 – Pump House (next to Bee and Jay office), Size ~400 sq ft;
- CWD 9 – Storage Tank building, Size ~ 2,500 sq ft;

The proposed scope of work involves the complete removal of the existing roofs on the existing structures. The sand filter roof at CSD2 must consider structural concerns and mechanical and electrical components contained in the roof.

Based on the unit bid prices from the Carmel Sewer District 7 roof it is anticipated that the pricing for these projects will exceed the GML threshold of \$35,000.00. The Town Board would have to authorize formal, public bidding in conformance with GML.

Due to the similarity of these projects it is recommended that these projects be let out as one bid for design and construction as there may be a cost savings realized for these districts.

At this time, the Engineering Department requests authorization to issue Requests for Proposal (RFP) to develop for the necessary plans and specifications in order to let these projects out to bid.

TOWN OF CARMEL HIGHWAY DEPARTMENT



Carmel Highway Department
55 McAlpin Avenue
Mahopac, NY 10541

MICHAEL SIMONE
Superintendent of Highways

845.628.7474
FAX 845.628.1471
MSimone@bestweb.net

FROM THE DESK OF: *Michael Simone*

TO: SUPERVISOR KENNETH SCHMITT
TOWN BOARD

DATE: OCTOBER 15, 2018

RE: REQUEST TO PURCHASE SERVICES "ATLANTIC PAVEMENT MARKING, INC."

The Highway Department requests authorization to purchase "Painting of Reflectorized Pavement Stripes" from Putnam County BID # RFP-31-17, which has been extend for the contract period September 1, 2018 to August 31, 2019 –see attached.

cc Comptroller MaryAnn Maxwell
Comptroller's Office Michelle Tenefrancia
Town Clerk Ann Spofford
Deputy Town Clerk Phyllis Bourges

ALESSANDRO MAZZOTTA
Director



MARYELLEN ODELL
County Executive

PURCHASING

June 29, 2018

Atlantic Pavement Marking Inc.
15 Industrial Road
Prospect, CT 06712

Re: RFB-31-17 Painting of Stripes on County Roads
Current Bid Period: 9/1/17-8/31/18
Extension Period: 9/1/18-8/31/19

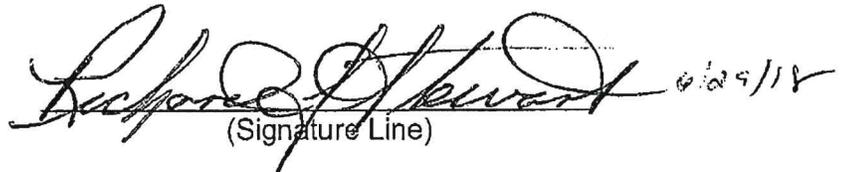
Dear Sir/Madame:

The above-referenced bid is due to expire on 8/31/18. Putnam County would like to extend the bid for one (1) additional year, September 1, 2018 through August 31, 2019. All terms and conditions of the proposal will remain in effect throughout the revised term.

If you agree to the extension, please sign below and return to me as soon as possible via email to alessandro.mazzotta@putnamcountyny.gov.

COMPANY NAME: Atlantic Pavement Marking Inc.
ADDRESS: 15 Industrial Road
Prospect, CT 06712

BY:

A handwritten signature in black ink, appearing to read "Richard Stewart", with a date "6/29/18" written to the right. Below the signature is a horizontal line with the text "(Signature Line)" centered underneath it.

Yours truly,

A handwritten signature in black ink, appearing to read "Alex Mazzotta".

Alessandro Mazzotta
Putnam County Purchasing Department



PURCHASING AND CENTRAL SERVICES
Telephone No.: (845) 808-1088 Fax No.: (845) 808-1915

CONTRACT AWARD NOTIFICATION

RFB NUMBER: RFB 31-17
TITLE: Painting of Stripes on County Roads
CONTRACT PERIOD: September 1, 2017 – August 31, 2018
OPTIONAL EXTENSION: One additional one year term
AUTHORIZED USER: Putnam County
DESCRIPTION: Painting of stripes on County roads
CONTRACTOR INFORMATION: ^{Atlantic} American Pavement Marking Inc. - see price sheet
15 Industrial Road
Prospect, CT 06712
203-758-0800
PC Notified *[Signature]*

PURCHASING AGENT: Alex Mappia **DATE:** 8/18/17

DEPARTMENT HEAD: [Signature] **DATE:** 8/29/17
PP

COUNTY EXECUTIVE: Maryellen Odell **DATE:** 9.1.17.

COUNTY OF PUTNAM - PURCHASING
40 Gleneida Ave.-1st Floor-Room 105, Carmel, NY 10512
TELEPHONE: 845-808-1088 / TELEFAX: 845-808-1915

TITLE: PAINTING OF STRIPES ON COUNTY ROADS

BID NUMBER: RFB 31-17

PARTICULAR BID SPECIFICATIONS

PAINTING REFLECTORIZED PAVEMENT STRIPES ON COUNTY HIGHWAYS

I. GENERAL:

All final, interim, and temporary markings shall be furnished and applied in locations directed by the Commissioner in accordance with the Manual of Uniform Traffic Control Devices and the Standard Specifications, Construction and Materials prepared by the New York State Department of Transportation Office of Engineering, dated May 1, 2008 with all errata and updates, and in particular, provisions of Section 640, unless modified by these Particular Specifications.

It shall be the responsibility of the Bidder, before submitting a bid, to make himself fully familiar with the work to be done. A contractor will be barred from pleading misunderstanding or deception because of estimates of quantities, character of scope of work, location of other conditions surrounding the same.

Work is to begin as directed by the Commissioner or designated representative.

II. SAFETY & MAINTENANCE OF TRAFFIC:

The contractor shall be responsible for conducting operations with all precautions for the safety of the traveling public and its own employees.

Hard hats and orange colored reflective safety vests shall be worn by all personnel working along County highways.

The striping machine shall carry warning signs, supplied by the Bidder, which are adequate in size and clearly visible. A truck, supplied by the Bidder, with warning signs shall follow the striping machine at an adequate distance in order to prevent traffic from tracking wet pavement markings. The Bidder shall place traffic cones on the wet centerline and remove the cones when the centerline is dry.

Flagmen and signs supplied by the Bidder, in accordance with the aforesaid Manual of Uniform Traffic Control Devices shall be used wherever necessary.

The Bidder shall maintain traffic at all times and with as little interference or inconvenience as possible. No County Highway or portion thereof may be closed to traffic at any time.

The Bidder shall take such other safety measures as may be ordered by the Commissioner of Highways & Facilities or his designated representative.

III. DURATION, AWARD BASIS, QUANTITIES, CONTRACTOR QUALIFICATIONS:

This bid shall be in effect from September 1, 2017 – August 31, 2018. This contract may be renewed for one (1) additional year under identical prices and conditions, upon mutual agreement of both parties.

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TITLE: PAINTING OF STRIPES ON COUNTY ROADS

BID NUMBER: RFB 31-17

The contract will be awarded to the lowest responsible bidder meeting these specifications for each of the pavement striping and pavement marking (stop bars, crosswalks, symbols, etc.) categories.

Actual quantities ordered under this contract will be determined by the Commissioner of Highways & Facilities or his authorized agent.

Only contractors experienced with traffic line painting for 'NYSDOT' or at least five (5) Counties are eligible to bid on this work.

Truck mounted equipment with at least two spray guns shall be used.

IV. WORK PERIODS:

Painting shall be done Mondays through Fridays and not on a holiday or the day before or after a Holiday. The major painting work shall be done approximately between May 15th and October 15th. However, due to the necessities of maintenance and construction of the County highways, smaller quantities may be needed from time to time.

V. ROAD AND WEATHER CONDITIONS:

For water based paint, no painting shall be undertaken when the temperature is below 50 degrees Fahrenheit. No water based painting shall be undertaken when the relative humidity is greater than 85%. No water based painting shall be undertaken during period of rain or if rain is imminent unless specifically approved by the Commissioner of Highways & Facilities. Waterborne traffic paint shall not be applied if rain is expected within 4 hours after application.

The Putnam County Department of Highways & Facilities shall be responsible for cleaning the pavement before striping.

The Bidder shall notify the Commissioner or designated representative at least 48 hours prior to starting operations in order for the County to provide any required road cleaning.

VI. LAYOUT:

The Putnam County Department of Highways & Facilities shall provide all layouts for pavement marking and the required lane width. All edge lines shall be placed as measured from the centerline.

VII. WAGES:

The Bidder agrees to pay a minimum wage which shall be equal to the hourly wage as scheduled by the State of New York Department of Labor, for the various classes of occupations required for the indicated work. Such schedule shall include the prevailing wage rates in effect in the County of Putnam in accordance with the provisions of Section 220-D of the New York State Labor Law.

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BID NUMBER: RFB 31-17

VIII. MATERIAL DELIVERY & STORAGE:

All paint required shall be delivered to the County Highway Facility at 842 Fair Street in the Town of Patterson. Paint shall be delivered in 55-gallon drums prior to the start of work. The County shall be given 24-hour notice before any delivery of paint or beads.

The County will provide outside storage for paint and will provide a forklift to assist with truck unloading only if prior notice of a delivery is given. Inside storage of reflectorized glass beads will be provided if prior notice is given.

The Contractor will remove all excess materials and empty paint drums within sixty (60) days after the completion of the season's final application. By providing storage, the County is not liable for any damages, theft or any other losses that could be incurred by the Contractor who must maintain insurance on the stored materials and clean up any spills that may occur.

IX. QUALITY CONTROL:

The Bidder should only use striping equipment equipped with "Flow Meters" and "Foot Distance Meters" for calibrating and measuring the work performed.

The Bidder will take all necessary and reasonable precautions to insure that motorists using the highways being striped do not get paint on their vehicles. In such event, the bidder will directly respond to and rectify all verifiable incidents of paint damage on such vehicles.

X. QUALITY ASSURANCE:

The Bidder shall be responsible for all complaints from the public arising out of the striping of the County highways. The Bidder must have a "Field Complaint Procedure" in place. **A copy of the "Field Complaint Procedure" should be submitted with the bid.**

XI. INSPECTION:

The Bidder shall advise the Commissioner of Highways & Facilities at least 24 hours before any application is to be done or before resuming work after a delay or postponement. The Commissioner, or his authorized representative, will inspect the applications of paint on the County Highways & Facilities.

The Commissioner or his authorized representative shall have the authority to stop work, at any time when, in his opinion, the material, workmanship, operation or end product is unsatisfactory or does not comply with N.Y.S.D.O.T. Standard Specifications Section 640-3 as amended or any safety requirement. In case of a Stop Work Order, work shall not be resumed until authorized by the Commissioner or his authorized representative.

Should workmanship not meet the specifications, the Commissioner of Highways & Facilities may, at his own discretion, terminate the contract.

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TITLE: PAINTING OF STRIPES ON COUNTY ROADS

BID NUMBER: RFB 31-17

The Commissioner or his designated inspector shall have the right to enter the Contractor's equipment and to read painting unit flow and mileage gauges at any time during work within the County.

XII. RECORDS AND PAYMENT:

The Commissioner or his designated inspector, shall be given a daily report prepared by the Contractor that summarizes the day's work. For each road painted, said report shall show: beginning and ending point, length in miles, lineal feet of painted line applied, gallons of paint and pounds of beads used. The striping machine operator shall verify all daily reports with the County and shall sign said reports.

The required paint wet film thickness application rate for this contract is 20 mils (approximately 20 gallons per 4 inch wide line per mile).

The report shall compare the actual quantities of materials used with the theoretical quantities required by the specified application rates. The County reserves the right to withhold payment from the Contractor for any day's work for which a daily report is not provided.

No payment will be made during the course of each mobilization. Payment will be made for all work after completion of that work, provided such work is satisfactory to the County Engineer. Prior to any payments being made, the Contractor shall submit certification that all labor and material have been paid in full. Copies of certified payrolls are required with each invoice.

XIII. STOP LINES, HATCH LINES, CROSSWALKS AND CROSSBARS (Items No. P640.24 and P640.25):

All provisions of Section 640 shall apply to these items of work, except that Items 640.20 and 640.21 shall be used to pay for only centerlines, lane lines, and edge lines (measured in miles to the closest hundredth, not feet).

Stop lines, hatch lines, crosswalk markings and crossbars shall be paid for under Item Nos. P640.24 and P640.25, and shall be measured to the nearest tenth of a square foot of area painted, by calculating the product of the length and width of the markings applied.

XIV. MOBILIZATION (Item No. P699):

The Contractor shall provide a lump sum price for each mobilization requested by the County.

A mobilization shall be defined as the Contractor responding to a single request by the County to paint traffic lines in Putnam County, regardless of quantity. Once all work requested by the County under the mobilization is completed and the Contractor has left the County, that mobilization will be considered completed. Subsequent requests for work by the County will be subject to a new mobilization fee. (The County may add work during the on-going mobilization before the Contractor has left the County without being subject to new mobilization charges.)

The price bid for mobilization shall cover all of the Contractor's costs for supplying labor, equipment and materials to complete the work requested by the County associated with a single request. The

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BID NUMBER: RFB 31-17

Contractor shall begin work for a particular mobilization within five (5) workdays of written notice to proceed. Once mobilized, the Contractor shall work exclusively and continuously on the work requested by the County until completed.

VENDORS:		ATLANTIC				SENECA	
ITEM NO.	DESCRIPTION	UNIT	QNTY	UNIT PRICE	SUBTOTAL	QNTY	UNIT PRICE
640.2	WHITE PAINT RELECTORIZED PAVEMENT STRIPES --20 MILS	Mile	250	\$205.00	\$51,250.00	250	\$262.00
640.21	YELLOW PAINT REFLECTORIZED PAVEMENT STRIPES --20 MILS	Mile	250	\$185.00	\$46,250.00	250	\$232.00
P699	MOBILIZATION	Each	3	\$0.00	\$0.00	3	\$2,000.00
TOTAL BID ALL ITEMS					\$97,500.00		
640.22	WHITE PAINT REFLECTORIZED PAVEMENT LETTTERS --20 MILS	Each	20	\$25.00	\$500.00	20	\$75.00
640.23	WHITE PAINT REFLECTORIZED PAVEMENT SYMBOLS --20 MILS	Each	10	\$37.00	\$370.00	10	\$150.00
P640.24	WHITE PAINT REFLECTORIZED STOP LINES, HATCH LINES, CROSSWALKS AND CROSSBARS--20 MILS	S.F.	500	\$0.70	\$350.00	500	\$0.70
P640.25	YELLOW PAINT REFLECTORIZED HATCH LINES --20 MILS	S.F.	500	\$0.70	\$350.00	500	\$0.70
P699	MOBILIZATION	EACH	3	\$0.00	\$0.00	3	\$2,000.00
TOTAL BID ALL ITEMS					\$1,570.00		
GRAND TOTAL					\$99,070.00		

Estimate

*15,050.500 * M*

10/26/17 → Requested (11/8 work session)
 10/15/18 → extension Request



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: October 16, 2018

TO: Carmel Town Board
Carmel Town Hall

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

SUBJECT: Community Pass Payment Processing

Community Pass is ending support of the payment processing programs Authorize.net and Elavon in favor of a new embedded solution. Therefore, Elavon, our current credit card processing service, is no longer compatible and will be unable to process our credit card payments. As of January 1, 2019, Community Pass will be providing this service for us. Nina met with Mary Ann Maxwell, and we agree, by using Community Pass instead of an outside e-commerce provider we will streamline the workflow. We should also see a savings based on the pricing quoted.

I've attached a copy of the Community Pass Payment Processing Application for your review, as well as correspondences between Community Pass, Mary Ann Maxwell and Nina Kallmeyer.

Please add this to the next Town Board Work Session agenda and contact me with any questions.

/ns
Attachments

Kallmeyer,Nina

From: Kallmeyer,Nina
Sent: Tuesday, October 16, 2018 12:45 PM
To: Nancy Slattery
Subject: FW: ACTION REQUIRED: Authorize. Net Discontinuation

From: CommunityPass [mailto:jay@capturepoint.ccsend.com] **On Behalf Of** CommunityPass
Sent: Wednesday, August 29, 2018 2:50 PM
To: Kallmeyer,Nina
Subject: ACTION REQUIRED: Authorize. Net Discontinuation

CommunityPass To End Support of Authorize.Net on December 31, 2018



Dear Nina,

After many years of working together to provide an integrated payment processing solution, Capturepoint has decided to end support of Authorize.Net in favor of our new embedded solution. We will complete the transition by **December 31, 2018**. Recent events at Authorize.Net have provided a basis for our decision:

- Incompatibility between older and newer versions of Authorize.Net are creating failures when refunds are issued for older transactions.
- We have experienced a significant increase in dropped payments where customers' cards are charged without CommunityPass receiving a successful response.
- Authorize.Net security features are preventing card payments from being successfully completed. Many are held for approval without notice that approval is required.

What replaces Authorize.Net?

CommunityPass Payment Processing is a credit card and E-Check processing solution that combines payment gateway and credit card processing into a single solution. It is our intention to make this transition cost-neutral and potentially a cost-saving migration for your organization with no associated one-time training or implementation fees.

Will this be easy for me?

The move **will take less than an hour to execute**, and we can do it together on the phone. There will be no additional work required of you or your staff.

To make the transition easy, we will be reaching out no later than October 1, 2018 to schedule a cutover timeline. We want to be sure you have everything in place before year-end. If you already started the process, please disregard this email.

Please feel free to call me if you have any questions at 201-689-2323 x223.

Regards,

Jay Baney
201-689-2323 ext. 223
jbaney@capturepoint.com
www.communitypass.net

Capturepoint | 201-689-2323 | www.communitypass.net

STAY CONNECTED



Capturepoint | 141 Dayton St, Ridgewood, NJ 07450

[Unsubscribe nkallmeyer@ci.carmel.ny.us](mailto:nkallmeyer@ci.carmel.ny.us)

[Update Profile](#) | [About our service provider](#)

Sent by communitypass@capturepoint.com in collaboration with

Constant Contact 

Try it free today

CommunityPass Payment Processing is a fully-integrated e-commerce solution included with your CommunityPass subscription.

BENEFITS

- ◆ **Competitive, Fixed Rates for Simplified Budgeting.** Rates are fixed for all transactions, regardless of where payment is made, card type or card brand. No monthly minimums or hidden fees. Budgeting for credit card and E-Check fees has never been easier.
- ◆ **Easy, No Cost Implementation.** Setup and configuration is done by our professional implementation team. No time commitment is required from your staff, and there is no cost for implementation.
- ◆ **Securely Integrated into CommunityPass.** Payment processing is embedded into CommunityPass for one complete solution. The CommunityPass Payment Processing integration platform will streamline your workflow and save you time and effort.
- ◆ **Supported Directly by CommunityPass.** No more coordination between software and e-commerce provider. CommunityPass customer service answers any questions relating to payment processing, reporting and reconciliation.
- ◆ **PCI Compliance.** The CommunityPass Payment Processing integration platform is PCI Compliant, and all of the required tasks associated with maintaining your PCI Compliant status will be performed; saving you time and money.



FEATURES

- | | |
|------------------------------|-------------------------------------|
| √ Online Console | √ Card Present / Card Not Present |
| √ Monthly Statements | √ Card on File / Recurring Payments |
| √ Daily Settlement Reporting | √ E-Check |
| √ 24-Hour Fund Deposits | √ PCI Compliance |

GETTING STARTED

To proceed with CommunityPass Payment Processing setup, follow these simple steps:

1. Complete the CommunityPass Payment Processing application on page two of this document.
2. Sign, scan and return the completed CommunityPass Payment Processing application to:
Joyce Sponholz
jsponholz@capturepoint.com
201-689-2323 x230.

Questions? Contact Jay Baney at 201-689-2323 x223 or email jbaney@capturepoint.com for assistance completing the CommunityPass Payment Processing application.

1. ORGANIZATION INFORMATION

Organization Name	Carmel Parks & Recreation	Organization ID	464
Address	790 Long Pond Rd	City / State / Zip	Mahopac, NY 10514

2. PRIMARY CONTACT

First & Last Name	Nina Kallmeyer	Email	nkallmeyer@ci.carmel.ny.us
Work Phone	(845) 628-7888	Cell Phone	

3. TAX INFORMATION

EIN		Not for Profit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Legal Name *		* This is the name that appears within your Federal W-9 form – please attach a copy of W-9 to this document.	

4. BANKING INFORMATION

	Deposits (daily credit to account)	Fees (monthly debit from account)
Bank Name		
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other
Routing Number		
Account Number		

5. RATES & FEES

V/MC/D	2.6%	Monthly Fee	\$0.00
American Express	3.6%	Monthly Minimum	\$0.00
E-Check	1.0%	Chargeback Fee	\$25.00
Transaction Fee	\$0.19	Insufficient Funds	\$35.00

6. TERMS & CONDITIONS

By signing below, I agree to terms and conditions in <https://info.communitypass.net/payment-terms-and-conditions/>

Printed Name _____ **Title** _____

Signature _____ **Date** _____

Date for Cutover to CommunityPass Payment Processing _____

Nancy Slattery

To: Kallmeyer,Nina
Subject: RE: Credit card processing application

From: Maxwell,Mary Ann
Sent: Monday, October 01, 2018 11:55 AM
To: Kallmeyer,Nina
Cc: Tenefrancia,Michelle
Subject: RE: Credit card processing application

Hi Nina...happy Monday... ☺

In reviewing the application for Community Pass Payment Processing it does appear that we will see a savings based on the pricing quoted:

	<u>Elavon</u>	<u>Community Pass</u>
Visa/MC/Discover	2.99%	2.6%
Transaction Fee	\$0.19	\$0.19 (matched price)
Monthly Fee	\$30.00	\$0.00

I agree that by using Community Pass to process the credit cards will streamline the workflow since we will be cutting out that outside e-commerce provider.

I met with Beth Lewis from Tompkins Bank to inform her of the switch and she understood the reason for our decision.

Will you be sending Anne P a memo for next week's work session? If so I would attach this email along with the application attached as backup.

Let me know if you have any questions!

Thanks...Mary Ann

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

From: Baney, Jay [<mailto:jbaney@capturepoint.com>]
Sent: Friday, September 07, 2018 1:15 PM
To: Kallmeyer,Nina
Cc: Maxwell,Mary Ann; Tenefrancia,Michelle
Subject: RE: Credit card processing application

Hello Nina and Team:

It was nice speaking with you this morning. Per our conversation, I've lowered the flat per transaction fee from \$0.25 to \$0.19 to match your current rate. When you are ready to proceed at the lower rates, please fill out, print, sign and scan the document. You can either e-mail it back to me or fax to my attention at 201-689-2123.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
INDIVIDUAL PROGRAM APPLICATION
Program Information

Program Title: Carmel Recreation		QYDS ID# (For County Use Only):	Program Year: 2019
FUNDING INFORMATION			
Funding Category: <input checked="" type="checkbox"/> Youth Development Funding <input type="checkbox"/> RHYA-Part I <input type="checkbox"/> RHYA-Part II		County: PUTNAM	
FUND AMOUNTS			
Total Program Amount: 63,000.00		OCFS Funds Requested: \$ 4,233	
Amount Allocated:	60% State Aid [RHYA Programs ONLY]		% Tax Match
	% Agency Cash:		% In Kind
AGENCY INFORMATION:			
This Agency is: <input type="checkbox"/> Private, Not for Profit <input checked="" type="checkbox"/> Public <input type="checkbox"/> Religious Corporations		Federal ID #: 14-6002109	Charities Reg.#:
Agency Website:		Implementing Agency: Town of Carmel	
Mailing Address: 60 McAlpin Avenue			
Address Line 2:			
City: Mahopac		State: NY	Zip Code: 10541
EXECUTIVE DIRECTOR FOR AGENCY			
Last Name: Schmitt		First Name: Kenneth	
Title: Town Supervisor		Phone Number: 845-628-1500	Extension:
Fax Number: 845-628-6836		E-Mail: ks@ci.carmel.ny.us	
CONTACT PERSON FOR AGENCY:			
Last Name: Gilchrist		First Name: James R.	
Title: Director of Recreation		Phone Number: 845-628-7888	Extension:
Fax Number: 845-628-2820		E-Mail: jrg@ci.carmel.ny.us	
PERIOD OF ACTUAL PROGRAM OPERATION:		HOURS OF OPERATION:	
FROM: 1/1/19	TO: 12/31/19	FROM: 9:00 a.m.	TO: 5:00 p.m.
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Other (Explain)			

EXECUTIVE DIRECTORY/BOARD CHAIRPERSON SIGNATURE

Disclaimer: Please note that submission of these forms to the County Youth Bureau does NOT guarantee funding will be allocated to your program.

Changes have been submitted on the electronic OCFS-5001, 5002, 5003.

PUTNAM COUNTY YOUTH BUREAU

NOTICE OF APPLICATION TO CERTIFY COMPLIANCE WITH NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES REGULATIONS

WITH RESPECT TO REIMBURSEMENT

The COUNTY may, in its sole discretion and insofar as may statutorily and/or otherwise be permitted, advance funds to CONTRACTOR in anticipation of reimbursement of such funds from the STATE. Inasmuch as the COUNTY'S contribution is based on a ratio set forth by the STATE, in the event such ratio is changed, the COUNTY reserves the right to change its contribution accordingly.

Notwithstanding, the COUNTY may, where permitted, applicable and in its sole discretion, advance funds to CONTRACTOR in anticipation of reimbursement of such funds from the STATE. In the event the COUNTY does not receive reimbursement from the STATE for funds advanced to the CONTRACTOR by the COUNTY in its discretion, CONTRACTOR agrees to return to the COUNTY such advanced funds which are not reimbursed by the STATE but were advanced to the CONTRACTOR in anticipation of such reimbursement from the STATE.

Signature: _____ Date _____

Print Name: Kenneth Schmitt

Title: Town Supervisor

Address: 60 McAlpin Avenue, Mahopac, NY 10541

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
INDIVIDUAL PROGRAM APPLICATION
Program Information

Program Title: Carmel Juvenile Aid Bureau		QYDS ID# (For County Use Only):	Program Year: 2019
FUNDING INFORMATION			
Funding Category: <input checked="" type="checkbox"/> Youth Development Funding <input type="checkbox"/> RHYA-Part I <input type="checkbox"/> RHYA-Part II		County: PUTNAM	
FUND AMOUNTS			
Total Program Amount:		OCFS Funds Requested: \$ 3,795.00	
Amount Allocated: \$ 3,795	60% State Aid [RHYA Programs ONLY]		% Tax Match
	% Agency Cash:		% In Kind
AGENCY INFORMATION:			
This Agency is: <input type="checkbox"/> Private, Not for Profit <input checked="" type="checkbox"/> Public <input type="checkbox"/> Religious Corporations		Federal ID #: 14-6002109	Charities Reg #:
Agency Website:		Implementing Agency: Town of Carmel	
Mailing Address: 60 McAlpin Avenue			
Address Line 2:			
City: Carmel		State: NY	Zip Code: 10541
EXECUTIVE DIRECTOR FOR AGENCY			
Last Name: Schmitt		First Name: Kenneth	
Title: Town Supervisor		Phone Number: 845-628-1500	Extension:
Fax Number: 845-628-6836		E-Mail: ks@ci.carmel.ny.us	
CONTACT PERSON FOR AGENCY:			
Last Name: Chibbaro		First Name: Frank	
Title: Director		Phone Number: 845-628-1300	Extension:
Fax Number: 845-628-2597		E-Mail: frc@ci.carmel.ny.us	
PERIOD OF ACTUAL PROGRAM OPERATION:		HOURS OF OPERATION:	
FROM: 1/1/19 TO: 12/31/19		FROM: TO:	
<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Other (Explain) 24 hours/day			

EXECUTIVE DIRECTORY/BOARD CHAIRPERSON SIGNATURE

Disclaimer: Please note that submission of these forms to the County Youth Bureau does NOT guarantee funding will be allocated to your program.

Changes have been submitted on the electronic OCFS-5001, 5002, 5003.

PUTNAM COUNTY YOUTH BUREAU

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Notwithstanding, the COUNTY may, where permitted, applicable and in its sole discretion, advance funds to CONTRACTOR in anticipation of reimbursement of such funds from the STATE. In the event the COUNTY does not receive reimbursement from the STATE for funds advanced to the CONTRACTOR by the COUNTY in its discretion, CONTRACTOR agrees to return to the COUNTY such advanced funds which are not reimbursed by the STATE but were advanced to the CONTRACTOR in anticipation of such reimbursement from the STATE.

Signature: _____ Date_____

Print Name: Kenneth Schmitt

Title: Town Supervisor

Address: 60 McAlpin Avenue, Mahopac, NY 10541