

**KENNETH SCHMITT**  
*Town Supervisor*

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

**ANN SPOFFORD**  
*Town Clerk*

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

**60 McAlpin Avenue**  
**Mahopac, New York 10541**  
**Tel. (845) 628-1500 • Fax (845) 628-6836**  
[www.carmelny.org](http://www.carmelny.org)

**KATHLEEN KRAUS**  
*Receiver of Taxes*

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

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

**AGENDA**  
**TOWN BOARD WORK SESSION/SPECIAL VOTING MEETING**  
**Wednesday, October 23, 2013 7:00pm**

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**Pledge of Allegiance – Moment of Silence**

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1. **Public Hearing:** On a Proposed Local Law Amending Chapter 104 of the Town Code entitled "NOISE"
  - 1A. SEQR Review
  - 1B. Consider Resolution Making SEQR Determination
  - 1C. Consider Enactment of Law
2. Res: Adopting the Tentative Budget as the Preliminary Budget
3. Res: Authorizing the Scheduling of Public Hearing in Connection with the Preliminary Budget (November 6, 2013)

**Town Board Work Session:**

1. Review of Town Board Minutes, September 25 and October 3 & 16, 2013
2. Ann Spofford, Town Clerk - Consider Agreement With Town of Carmel and NYS DEC - License Issuing Agent Agreement
3. James Gilchrist, Director of Recreation and Parks - Mary Ann Maxwell, Town Comptroller – Consider Transfer of Funds from Parkland Trust for Electrical Upgrades and Repairs - Chamber Park
4. Mary Ann Maxwell, Town Comptroller – Consider Budget Revisions #2013-3
5. Mary Ann Maxwell, Town Comptroller – Consider Revisions to User Fee Schedule
6. Ronald Gainer, PE, Town Engineer – Consider Request for Pavilion Installation – Lake Secor Park District
7. Ronald Gainer, PE, Town Engineer – Consider Request for Proposal for Consulting Engineering Services - Bathroom/Concession Stand at Camarda Park
8. Robert Vara, Engineering Projects Coordinator – Consider Application for Carting License – AAA Carting
9. Robert Vara, Engineering Projects Coordinator – Consider Application for Carting License – R & S Waste
10. Consider East of Hudson Watershed Corporation as Lead Agency for All Retrofit Projects Undertaken by the East of Hudson Watershed Corporation

11. Police Chief Michael Johnson – Consider Request for Proposals for Cleaning Service in the Police Department for F/Y 2014
12. Police Chief Michael Johnson – Consider Advertise for Bids for the Purchase and Dry Cleaning of Police Uniforms for F/Y 2014

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

**Open Forum:**

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

**Executive Session:**

1. Councilman Jonathan Schneider, Glenn Droese, Town Assessor, John Wolham, NYS Office of Real Property – Consider Proposals for Town Wide Reassessment
2. MVFD – Contractual
3. Budget Fiscal Year Ending 2014 – Personnel

Office of the Town Clerk

Carmel Town Hall  
60 McAlpin Avenue  
Mahopac, NY 10541

Published 10/17/13  
Posted 10/18/13  
cc: supervisor

PH#1

Ann Spofford, Town Clerk

Phyllis Bourges, Deputy Town Clerk

Telephone: 845-628-1500

Fax: 845-628-7434

**LEGAL NOTICE**

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Carmel will conduct a Public Hearing at the Town Hall, 60 McAlpin Avenue, Mahopac, New York 10541 on Wednesday, October 23, 2013 at 7:00 p.m. or as soon thereafter that evening as possible on a proposed Local Law amending Chapter 104 of the Town Code entitled "NOISE", as follows:

**PROPOSED LOCAL LAW # OF THE YEAR 2013**  
A Local Law to Amend the Code of the Town of Carmel, Chapter 104, thereof, entitled "NOISE".

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

**SECTION 1. Chapter 104** of the Code of the Town of Carmel is hereby amended to read as follows:

**§104-5 Restrictions on Permits and Permit Issuance**

A. No permit for the use or operation of any sound device, loudspeaker, amplifier or apparatus shall be issued:

(1) For any location within 500 feet of a school, courthouse or place of worship, during the hours of such school, courthouse or place of worship, respectively, or within 500 feet of any hospital or similar institution.

(2) For any location where the Town Board shall determine that the conditions of vehicular or pedestrian traffic, or both, are such that the use or operation of such sound device, loudspeaker, amplifier or apparatus will constitute a threat to the safety of pedestrians or vehicular operations.

(3) For any location where the Town Board shall determine that physical conditions are such that the use or operation of a sound device, loudspeaker, amplifier or apparatus will deprive the public of the right to the safe, comfortable, convenient and peaceful enjoyment of any public street or place, or will constitute a threat to the safety or pedestrians or vehicle operators.

(4) For any vehicle or other device while it is in transit.

B. Notwithstanding the issuance of any permit pursuant to this Chapter, the operation of any sound device, loudspeaker, amplifier or apparatus as defined herein, shall be prohibited during the following times:

(1) Before 10:00 a.m. or after 8:00 p.m. Sunday through Thursday;

(2) Before 10:00 a.m. or after 11:59 p.m. on Friday and Saturday;

(3) Before 10:00 a.m. or after 11:59 p.m. on Federal Holidays or any other day as designated by resolution of the Town Board.

**§104-6 Permit Fees; duration; exemptions.**

A. The Town clerk shall collect a fee for each permit for the use and operation of sound devices, loudspeakers, amplifier(s) and/or apparatus as defined herein.

B. Each permit issued by the Town Clerk shall be valid for a period not to exceed three (3) calendar days.

C. Prior to the issuance of any such permit under this Chapter, the applicant shall provide proof to the Town Clerk that the owner of each improved property located within fifty (50) feet of any boundary of the applicant's parcel for which the permit is sought hereunder has been notified in writing of the pending application under this chapter. Such proof shall be by means of sworn affidavit provided in form to the applicant by the Town Clerk and/or by any other means of notice that the Town Board may otherwise direct by resolution.

D. Subsequent to the issuance of any permit by the Clerk pursuant to this Chapter, no additional permit shall be issued for the same parcel or property, regardless of ownership thereof, prior to thirty (30) calendar days having elapsed since the expiration of the prior permit issued for said parcel or property.

E. No fee shall be charged to or collected from any bureau or department of the United States Government, The State of New York, The County of Putnam or the Town of Carmel.

F. The fee referenced in subparagraph (A) hereunder shall be established annually by the Town of Carmel Town Board and shall be on file in the Office of the Town Clerk.

**SECTION 2.** This Local Law shall take effect immediately in accordance with the law.

At said Public Hearing, all interested persons shall be heard on the subject thereof. The Town Board will make every effort to assure that the Public Hearing is accessible to persons with disabilities. Anyone requiring special accommodations should contact the Town Clerk.

By Order of the Town Board of the Town of Carmel  
Ann Spofford, Town Clerk

617.20  
Appendix B  
Short Environmental Assessment Form

#1A

**Instructions for Completing**

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

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

<b>Part 1 - Project and Sponsor Information</b>							
Town of Carmel							
Name of Action or Project: Local Law Amending Chapter 104 of Town Code entitled "Noise"							
Project Location (describe, and attach a location map): Town-wide							
Brief Description of Proposed Action: Miscellaneous revisions to Chapter 104 of Town of Carmel Town Code entitled "Noise" amending and revising the permissible hours and durations of permitted use of amplified sound devices, loudspeakers, amplifiers and other noise projection devices within the Town of Carmel.							
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: 10541				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action?		Town wide acres					
b. Total acreage to be physically disturbed?		N/A acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		N/A acres					
4. Check all land uses that occur on, adjoining and near the proposed action.							
<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input checked="" type="checkbox"/> Parkland							

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<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	YES	
	<input type="checkbox"/>	<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	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
	<input checked="" type="checkbox"/>	<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	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<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	YES	
	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input checked="" type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES	
a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	<input checked="" type="checkbox"/>	<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"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

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

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

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
<hr/> <div style="display: flex; justify-content: space-between;"> <span>Name of Lead Agency</span> <span>Date</span> </div>	
<hr/> <div style="display: flex; justify-content: space-between;"> <span>Print or Type Name of Responsible Officer in Lead Agency</span> <span>Title of Responsible Officer</span> </div>	
<hr/> <div style="display: flex; justify-content: space-between;"> <span>Signature of Responsible Officer in Lead Agency</span> <span>Signature of Preparer (if different from Responsible Officer)</span> </div>	

**PRINT**

## #1B

### SEQR DETERMINATION OF SIGNIFICANCE NEGATIVE DECLARATION

**WHEREAS**, the Town Board of the Town of Carmel is considering enacting a local law to protect and enhance the public health and welfare of the Town of Carmel by amending the Chapter 104 of the Town Code entitled "NOISE"; and

**WHEREAS**, this local law has been developed 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

**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 for the reasons enumerated in the attached Negative Declaration Form.

#### Resolution

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

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

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



## #2

### RESOLUTION ADOPTING THE TENTATIVE BUDGET AS THE PRELIMINARY BUDGET

RESOLVED that the Town Board of the Town of Carmel hereby adopts the Tentative Budget as the Preliminary Budget for fiscal year 2014.

#### Resolution

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

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

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

### #3

#### RESOLUTION AUTHORIZING THE SCHEDULING OF PUBLIC HEARING IN CONNECTION WITH PRELIMINARY BUDGET

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the scheduling of a Public Hearing in regard to the Preliminary Budget for fiscal year 2013 including the General Town Fund, Highway Funds as well as all Water Districts, Sewer Districts, Park Districts, Fire Districts, Fire Protection Districts and Lighting Districts; and

BE IT FURTHER RESOLVED that said Public Hearing shall be held on the 6th day of November, 2013 at Town Hall, 60 McAlpin Avenue, Mahopac, New York at 7:00 PM or as soon thereafter that evening as possible, at which all interested persons shall be heard; and

BE IT FURTHER RESOLVED that the proposed salaries of the following officials for fiscal year 2014 shall be advertised, as required by Section 108 of the Town Law of the State of New York, as follows in said notice:

**Supervisor - \$100,812.00**

**Town Councilman - \$19,645.00**

**Town Clerk - \$81,886.00**

**Town Superintendent of Highways - \$103,845.00**

BE IT FURTHER RESOLVED that Town Clerk Ann Spofford is hereby authorized and directed to publish the Notice of said Public Hearing in the official newspapers of the Town a minimum of five (5) days prior to November 6<sup>th</sup>, 2013, and

BE IT FURTHER RESOLVED that the Town Clerk of the Town of Carmel is hereby authorized and directed to post the Notice of said Public Hearing on the Town Bulletin Board a minimum of five (5) days prior to November 6<sup>th</sup>, 2013; and

BE IT FURTHER RESOLVED that a copy of the preliminary budget be available at the Office of the Town Clerk where it may be inspected by any interested person during office hours.

Resolution

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

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

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

**Pasquerello, Anne**

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**Subject:** FW: NYSDEC - License Issuing Agent Agreement  
**Attachments:** DEC Agent Agreement.pdf

WS#2

**From:** Spofford, Ann  
**Sent:** Wednesday, October 09, 2013 10:30 AM  
**To:** Pasquerello, Anne  
**Cc:** gfolchetti  
**Subject:** NYSDEC - License Issuing Agent Agreement

☒ Work Session 10/23/13  
☐ Agenda \_\_\_\_\_

Hi Anne,

Would you please include the attached NYSDEC License Issuing Agent Agreement for Town Board authorization on the next available Work Session agenda. Thank you.

*Ann Spofford*

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

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NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
Division of Fish, Wildlife & Marine Resources  
License & Promotional Sales  
625 Broadway, 1<sup>st</sup> Floor, Albany, New York 12233-4790  
Phone: (518) 402-8843 • Fax: (518) 473-2105  
Website: [www.dec.ny.gov](http://www.dec.ny.gov)



Joe Martens  
Commissioner

September 30, 2013 ☒ Work Session 10/23/13

☐ Agenda \_\_\_\_\_

Dear License Sales Agent:

Just to clarify some enhancements in your Agent Agreement which is enclosed. There was concern that the Agent of Record would not always be the actual person doing the selling. We have addressed that in the new agreement. In Section 2 ~ Appointment, you now have the option to identify someone to be trained and therefore would be able to sell and train other clerks under your agent number. Alternatively, you may have the same name in both the License Issuing Agent and the Assistant License Issuing Agent. This enhancement will assist Town Clerks so they can appoint their deputy while still being the Agent of Record. It will also be appropriate for our large retail store Agents to be able to allow a designated clerk to do the selling to attend training and then train others in their department. The person identified will be the contact for our Revenue Office.

Please remember that with any personnel changes at your establishment, either someone being transferred from one store to another for retail Agents or changes within the municipalities, a new Agent Agreement **must** be submitted to our Revenue Department. The new Agent Agreement outlines this in detail under Section 11 ~ Termination subsection F. If you do not notify Revenue of your changes, the Agent of Record on file will be held accountable for any discrepancies.

Additionally, please remember that we are limited to only one License Issuing Agent or Assistant License Issuing Agent participating in the hands-on training from each agent location. Please make sure you return your Agent Agreement in the postage paid envelope no later than December 15, 2013.

Sincerely,

Donna Kalled  
Project Specialist

Enc. Agent Agreement  
Training Invitation

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
LICENSE ISSUING AGENT AGREEMENT**

(Do not alter this Agreement. If information is incorrect, please call the New York State Department of Environmental Conservation at 518-402-9365.)

This Agreement entered into between the New York State Department of Environmental Conservation (hereinafter referred to as the "Department"), with offices at 625 Broadway, Albany, New York 12233, and \_\_\_\_\_

as the            ☐ owner            ☐ municipal clerk            ☐ manager            of

\_\_\_\_\_  
Business/Municipality Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/Town/Village

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

(hereinafter collectively referred to as the "License Issuing Agent")

**WITNESSETH:**

WHEREAS, the Department is authorized by § 11-0713 of the Environmental Conservation Law and applicable rules and regulations to appoint agents to issue licenses for the privilege of hunting and fishing in New York State; and

WHEREAS, the License Issuing Agent has applied to the Department for appointment as such a License Issuing Agent; and

WHEREAS, the Department has determined that the License Issuing Agent is qualified to be appointed as a license issuing agent.

NOW THEREFORE, the parties hereto agree as follows:

**1. DEFINITIONS**

As used in this Agreement, the following terms shall have the meaning provided herein:

*License Issuing Agent* – shall mean both the *License Issuing Agent* and the *License Issuing Officer* as provided in 6 NYCRR § 177.1(f) and (g) of the Department regulations and shall also mean the duly appointed owner, municipal clerk, or manager set forth above.

*Assistant License Issuing Agent* – shall mean the individual appointed by the Licensing Issuing Agent to receive Department sponsored training for the purpose of issuing sportsman licenses and to be the point of contact for any Department inquiries.

*Approved location* – shall mean the business' or municipality's address as set forth in the beginning of this Agreement.

2. **APPOINTMENT**

A. The Department hereby appoints the License Issuing Agent and their duly appointed Assistant License Issuing Agent (designed below) to be an agent issuing hunting, trapping, and fishing licenses at the approved location.

B. The License Issuing Agent hereby appoints \_\_\_\_\_,  
Name  
\_\_\_\_\_, as the Assistant License Issuing Agent.  
Title

(See paragraph [11. F] herein for information regarding changes in appointment of the Assistant License Issuing Agent.)

3. **DEPARTMENT REPRESENTATIONS**

The Department hereby agrees that it will:

A. Provide the License Issuing Agent with a license printer (and necessary supplies) at the approved location for the sale and reporting of hunting and fishing licenses and provide necessary support for the printer.

B. Pay a commission to the License Issuing Agent for each license sold as prescribed in Department laws, rules and regulations.

C. Provide appropriate training and training materials to the Assistant License Issuing Agent, including a toll free telephone "help desk" service to answer questions and assist with problems.

D. Provide informational materials for use at the approved location for the License Issuing Agent and their authorized employees to distribute to hunters, anglers, etc., regarding regulatory requirements for all authorized licenses issued.

4. **AGENT REPRESENTATIONS**

The Agent hereby agrees that it will:

A. Provide authorization attached hereto as Attachment "A" for the Department to access a bank account for electronic fund transfers to pay for all licenses sold. Fund transfers shall be scheduled on a regular basis as determined by the Department.

B. Provide reasonable and necessary security to protect equipment and supplies from damage and unauthorized use.

C. Ensure that all Department license issuing equipment is maintained in good working condition and returned to the Department when license sales are no longer provided at the approved location.

D. Pay all amounts due to the Department. Failure to maintain an adequate balance in the License Issuing Agent's account may result in immediate termination of this Agreement.

E. The License Issuing Agent must provide a compatible computer system including a plain paper printer and access to the internet at no charge to the Department.

F. The License Issuing Agent agrees that it will indemnify and save harmless the Department and the State of New York from and against all losses from claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against it in a court of competent jurisdiction, to the extent such loss is attributable to a negligent omission or tortious act of the License Issuing Agent, its agents or employees, in the performance of this Agreement.

G. The License Issuing Agent is solely responsible for the supervision and direction of the performance of this Agreement by the Assistant License Issuing Agent and other authorized license issuing employees other than as specifically provided herein.

#### 5. AGENT RESPONSIBILITY

A. General Responsibility: The License Issuing Agent shall at all times during the Agreement term remain responsible. The License Issuing Agent agrees, if requested by the Commissioner or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

B. Suspension of Work (for Non-Responsibility): The Commissioner or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Agreement, at any time, when he or she discovers information that calls into question the responsibility of the License Issuing Agent. In the event of such suspension, the License Issuing Agent will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the License Issuing Agent must comply with the terms of the suspension order. Agreement activity may resume at such time as the Commissioner or his or her designee issues a written notice authorizing a resumption of performance under the Agreement.

#### 6. LICENSE ISSUING CONDITIONS

A. All licenses authorized to be sold pursuant to this Agreement may only be sold by the Assistant License Issuing Agent or authorized employees of the License Issuing Agent at the approved location set forth in this Agreement.

B. All employees authorized to issue licenses by the License Issuing Agent pursuant to paragraph "A" of this section, shall be appropriately trained in the use of the license issuing system by the Assistant License Issuing Agent prior to using the issuance system.



C. The Assistant License Issuing Agent must receive recurring training sponsored by the Department at least once every three years or sooner as circumstances warrant as determined by the Department.

D. The License Issuing Agent and its employees who are authorized to issue licenses pursuant to this Agreement must abide by New York State Regulations 6 NYCRR Part 177 ([www.dec.ny.gov/regs/3936.html](http://www.dec.ny.gov/regs/3936.html)) and 6 NYCRR Part 183 ([www.dec.ny.gov/regs/3931.html](http://www.dec.ny.gov/regs/3931.html)).

E. All personal data provided by customers shall be kept confidential to the extent required by Law.

F. All documents considered returnable documents as well as all voided licenses for which credit is requested must be returned to the Department within one month of the transaction.

G. All funds received from the sale of licenses, less the commission fee established by the Department, will be held in trust for the Department. Monies collected from the sale of licenses are Department funds and any other use of such funds is prohibited. The License Issuing Agent accepts the responsibility and duties of trustee for all funds collected for the benefit of the Department under this Agreement.

H. No license may be sold for a fee in excess of or less than the amount established by the Department.

I. The complete catalog of sportsman licenses must be available for sale at the License Issuing Agent's approved location as designated in this Agreement.

#### **7. USE OF EQUIPMENT AND SUPPLIES**

A. Supplies and equipment assigned to the License Issuing Agent for the printing of licenses are to be used for that purpose only, unless prior approval for such use is provided by the Department. Equipment is not transferable to other license issuing agent locations.

B. In the event that defective equipment is replaced, the License Issuing Agent shall return the defective equipment immediately to the specified repair center. The License Issuing Agent shall pay for any such equipment not returned, or equipment that shows obvious abuse. Failure to remit payment for abused or unreturned equipment may result in the immediate termination of this Agreement.

#### **8. CHANGE IN OWNERSHIP**

In the event of a change in ownership of the License Issuing Agent's business, the Department must be notified 30 days in advance of any such change, and this Agreement becomes immediately terminated at the time of such change in ownership. At the time of termination, all Department-provided licensing equipment must be returned to the Department or the

Department's representative. This License Issuing Agent's appointment is not transferable and shall apply only to the License Issuing Agent's appointment to sell hunting and fishing licenses.

9. **CHANGE IN MUNICIPAL CLERK**

In the event of a change in municipal clerk from that who entered into this Agreement, the Department must be notified within 30 days of such change and this Agreement will become void at the time of such change. To avoid a disruption in service, a new Agreement should be submitted in advance of such change signed by the new municipal clerk. If the municipality intends to submit a new Agreement, Department-provided equipment does not need to be returned.

10. **COMPLIANCE INSPECTIONS**

The Department reserves the right to inspect the approved location for the purpose of determining compliance with this Agreement.

11. **TERMINATION**

In addition to any termination event appearing elsewhere in this Agreement, or provided in the applicable Department regulations, the following shall apply:

A. This Agreement may be terminated for cause if the Department determines that any false statements or omissions were made on the License Issuing Agent's application.

B. This Agreement may be terminated for cause for failure to comply with the terms of this Agreement at any or all approved locations at any time by the Department.

C. Either party may terminate this Agreement for convenience by 15 days written notice to the other party.

D. In the event of termination of this Agreement, the License Issuing Agent shall pay for all licenses sold and not previously paid for and return all equipment and supplies to the Department within 30 days of such termination.

E. Termination for Non-Responsibility: Upon written notice to the License Issuing Agent, and a reasonable opportunity to be heard with appropriate Department officials or staff, the Agreement may be terminated by the Commissioner or his or her designee at the License Issuing Agent's expense where the License Issuing Agent is determined by the Commissioner or his or her designee to be non-responsible. In such event, the Commissioner or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach.

F. In the event of a change in the appointment of the Assistant License Issuing Agent, the License Issuing Agent shall notify the Department of such change within 15 business days by submitting to the Department a completed revised License Issuing Agent Application

Form attached hereto as Attachment "B," which shall provide, among other things, the name and title of the newly appointed Assistant Licensing Issuing Agent. In the Department's sole discretion, this agreement may be suspended or terminated in the event the Department is not notified of any change in appointment of the Assistant License Issuing Agent as provided herein.

12. **TERM**

This Agreement shall remain in effect from the date of execution until such termination.

13. **APPLICABLE LAWS**

A. This Agreement shall be governed by the laws of the State of New York.

B. All licenses shall be issued in accordance with the provisions of the New York Codes, Rules and Regulations of the State of New York (<http://www.dec.ny.gov/regs/2494.html>) and New York State Law and the policies and procedures of the Department.

14. **TOTAL AGREEMENT**

This Agreement together with any laws, documents and instruments herein referenced, shall constitute the entire agreement and any previous communication pertaining to this Agreement is hereby superseded.

15. **CONTRACT AMENDMENT**

Any agreement revisions, including payment adjustments or time extensions, shall be made by a written amendment to the agreement, signed by both parties.

Signature \_\_\_\_\_  
License Issuing Agent  
(notarization required below)

Date: \_\_\_\_\_

**LICENSE ISSUING AGENT ACKNOWLEDGMENT**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) s.s.:

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, the undersigned, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her /their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Date Notary Expires

\_\_\_\_\_  
Notary Public

Signature \_\_\_\_\_  
DEC Representative

Date: \_\_\_\_\_

**NOTE:** A faxed copy of this agreement and the associated application will not be accepted.

Completed applications and agreements in their original form should be mailed to:

Attn: Revenue and Accounting Unit  
New York State Department of Environmental Conservation  
625 Broadway, 10<sup>th</sup> Floor  
Albany, New York 12233-4900

**Attachment A**

**New York State Department of Environmental Conservation**  
**Division of Management & Budget Services**  
**Bureau of Revenue Management -10<sup>th</sup> Floor**  
625 Broadway, Albany, New York 12233-5012  
Phone: (518) 402-9365 • FAX: (518) 402-9023  
Website: www.dec.state.ny.us

Please complete, review and sign this form. Attach a voided check or a statement from your bank that includes the routing number and account number for the account from which the ACH debits will be drawn and mail this items to the address above.

**New York State Department of Environmental Conservation Authorization Agreement for Direct Payments (ACH Debits) relative to the Department's automated sporting license system.**

Agent/Officer Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_

I hereby authorize the New York State Department of Environmental Conservation, hereinafter called DEPARTMENT, to initiate debit entries to my account indicated below at the financial institution named below, hereinafter called DEPOSITORY, and to debit the same account. I acknowledge that the origination of ACH Transactions to my account must comply with the provisions of U.S. law.

Branch Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name \_\_\_\_\_  
Account Type: ☐ Checking ☐ Savings ☐

This authorization is to remain in full force and effect until DEPARTMENT has received written notification from me of its termination in such manner as to afford DEPARTMENT and DEPOSITORY a reasonable opportunity to act on it.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**NOTE: ALL WRITTEN DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.**

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
LICENSE ISSUING AGENT APPLICATION  
ATTACHMENT "B"**



<b>LICENSE ISSUING AGENT PERSONAL INFORMATION</b>		
FIRST, MIDDLE INITIAL, LAST NAME:		
HOME ADDRESS:		
STREET/PO BOX:		
CITY:	STATE:	ZIP CODE:
HOME TELEPHONE NUMBER: _____		WORK TELEPHONE NUMBER: _____
HAS APPLICANT SOLD NEW YORK STATE HUNTING AND FISHING LICENSES PREVIOUSLY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE AGENT NUMBER: _____		
HAVE YOU EVER BEEN DENIED A BOND OR BEEN THE DEFENDANT IN COURT PROCEEDINGS INVOLVING THE NONPAYMENT OF DEBTS? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE AGENT 18 YEARS OF AGE OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
POSITION OF APPLICANT: <input type="checkbox"/> OWNER <input type="checkbox"/> MUNICIPAL CLERK <input type="checkbox"/> MANAGER		
<b>BUSINESS INFORMATION</b>		
LEGAL NAME OF BUSINESS OR MUNICIPALITY:		
FEDERAL EMPLOYER IDENTIFICATION NUMBER:		
TYPE OF BUSINESS: <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP		
BUSINESS MAILING ADDRESS:		
STREET/PO BOX:		
CITY:	STATE:	ZIP CODE:
BUSINESS SHIPPING ADDRESS (If Different From Above)		
STREET ADDRESS		
CITY	STATE:	ZIP CODE:
BUSINESS TELEPHONE NUMBER:		BUSINESS FAX NUMBER:
BUSINESS E-MAIL ADDRESS:		
HAS THIS BUSINESS LOCATION SOLD NEW YORK STATE HUNTING AND FISHING LICENSES PREVIOUSLY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE AGENT NUMBER: _____		

<b>BUSINESS OPERATIONS</b>		
<b>DAYS/HOURS OF OPERATION</b>		
DAY OF WEEK	OPENING TIME	CLOSING TIME
SUNDAY	__ AM __ PM	__ AM __ PM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
<b>IS THIS BUSINESS OPEN YEAR AROUND?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>IF NO, STATE MONTHS OF OPERATION:</b> _____		
<b>ASSISTANT LICENSE ISSUING AGENT INFORMATION</b> (To be appointed by the License Issuing Agent listed above)		
<b>FIRST, MIDDLE INITIAL, LAST NAME:</b>		
<b>HOME ADDRESS:</b>		
<b>STREET/PO BOX:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>HOME TELEPHONE NUMBER:</b>		<b>WORK TELEPHONE NUMBER:</b>
<b>HAVE THE ASSISTANT AGENT EVER BEEN CONVICTED OF A FELONY?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IS THE ASSISTANT AGENT 18 YEARS OF AGE OR OLDER?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		

**License Issuing Agent Applicant Certification and Signature:**

The undersigned recognizes that this application is submitted for the express purpose of inducing the State of New York, through the Department, to appoint me as a license issuing agent with the authority to issue hunting, trapping, and fishing privileges in the State of New York; acknowledges that the State or the Department may, by means which it may choose, determine the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony or misdemeanor under Penal Law § 210; and states that the information submitted in this application and any attached pages is true, accurate and complete.

Signed: \_\_\_\_\_  
                     License Issuing Agent

Dated: \_\_\_\_\_

**Pasquerello, Anne**

WS#3

**From:** Gilchrist, Jim  
**Sent:** Thursday, October 17, 2013 4:39 PM  
**To:** Maxwell, Mary Ann  
**Cc:** Pasquerello, Anne  
**Subject:** Parkland Trust Fund  
**Attachments:** im3511\_20131018\_053218.pdf

☒ Work Session 10/23/13

☐ Agenda \_\_\_\_\_

Mary Ann,

The Recreation and Parks Committee recommends transferring \$6,800 from the Parkland Trust Fund to the Chamber Park Line 7113.0040 to fund the upgrades to the electrical system. The engineering department has inspected the job and the contractor has been paid. I have attached the claim form and invoice for your reference.

Thanks,

**James R. Gilchrist, CPRP, Director**

Sycamore Park  
790 Long Pond Road  
Mahopac, NY 10541  
Office – 845.628.7888  
Email – [jrg@ci.carmel.ny.us](mailto:jrg@ci.carmel.ny.us)



**VENDOR CLAIM FORM**

TOWN OF CARMEL  
60 McALPIN AVENUE  
MAHOPAC, NY 10541

RECREATION DEPARTMENT

**VENDOR #2261**

CLAIMANT'S  
NAME AND  
ADDRESS

**Lawrence Light Electrical  
Contractor's Co. Inc.  
P.O. Box 745**

VOUCHER NO.	
PURCHASE ORDER NC 7928	
Date Voucher Received	
P.O.# - APPROPRIATION NO.	AMOUNT
7113.4	6,800.00
TOTAL	\$ 6,800.00
Abstract No.	

VENDOR TAX 2261

TAX EXEMPT No. A-158985

Date	Invoice Number	Description of Materials or Services	Unit Price	Amount
07/30/13	750	Work at Chamber Park 2013		6,800.00
		Total	\$	6,800.00

### VENDOR'S/CLAIMANT'S CERTIFICATION

I, Lawrence Light, certify that the above account in the amount of \$ 6800.00 is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

Date \_\_\_\_\_

**Signature**

**Title**

(Space below for Municipal Use)

**TOWN DEPARTMENT APPROVAL**

The above services or materials were rendered or furnished to the municipality on the date stated and the charges are correct.

Date

**Authorized Official**

**APPROVAL FOR PAYMENT**

The claim is approved and ordered paid from the appropriations indicated above.

**Authorized Official's Signatures**

Lawrence Light Electrical Contractors Co. Inc.  
PO Box 745  
Mahopac, NY 10541  
Phone: 914-879-8725  
fax: 845-821-5971

#2261

Invoice

Entered?  
9/6/13  
7/13.40

Bill To:
SYCAMORE PARK
790 Long Pond Rd.
Mahopac, NY 10541

Chamber Park

Park Land Trust  
Fund..

Date	Invoice No.	P.O. Number	Terms	Project
07/30/13	750		Due on receipt	

Item	Description	Quantity	Rate	Amount
1	TOTAL LABOR AND MATERIAL FOR ABOVE.		6,800.00	6,800.00
	THANK YOU.		7.25%	0.00
			Total	\$6,800.00

**TOWN OF CARMEL**  
**BUDGET REVISIONS FOR PERIOD ENDING 9/30/13 - #2013/03**

(WS#4)

Work Session 10/23/13

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>GENERAL FUND</b>				
01	100-1989-9876 100-1930-0040	RESERVE FOR CERTIORARI SETTLEMENTS CERTIORARI SETTLEMENT EXPENSE - PROVIDE FOR CERTIORARI SETTLEMENT	* 13,092.00 13,092.00	
02	100-3120-0045 100-1989-2681	POLICE VEHICLE REPAIR EXPENSE INSURANCE RECOVERY - PROVIDE FOR ACCIDENT REPAIR COSTS	 * 7,690.00	
03	100-3120-0029 100-1989-1522	POLICE SPECIAL EXPENSE FROM SEIZED ASSETS POLICE SPECIAL REVENUE - PROVIDE FOR POLICE EXPENSES FROM SEIZED ASSETS	 * 4,051.00	
04	100-3120-0012 100-3121-0012 100-3120-0011 100-3120-0016 100-3120-0080 100-3120-0082 100-3120-0084 100-3120-0085 100-1989-3391 100-1989-3391	POLICE OVERTIME POLICE LAKE PATROL OVERTIME POLICE UNIFORM STAFF PAY POLICE HOLIDAY PAY POLICE RETIREMENT EXPENSE POLICE FICA/MED EXPENSE POLICE HEALTH BENEFIT EXPENSE POLICE DENTAL/OPTICAL EXPENSE STATE AID - POLICE SPECIAL ERT REIMB STATE AID - POLICE SPECIAL FUTURE ERT REIMB - PROVIDE/TRANSFER FOR POLICE OT EXPENSE FROM PO SALARY/BENEFIT LINE AND ERT FUNDS	        * 9,600.00 * 11,400.00	
05	100-1310-0040 100-1315-0044	FINANCIAL ADVISOR EXPENSE COMPTROLLER CONSULTING EXPENSE - TRANSFER FOR FIN ADVISOR EXP	  250.00	
06	100-1420-0042 100-1420-0043 100-1420-0044 100-1420-0041	JUSTICE COURT PROSECUTION SPECIAL COUNSEL BOARDS LABOR LEGAL SERVICES LITIGATION LEGAL SERVICES - TRANSFER FOR LEGAL EXPENSE	  5,000.00 10,000.00 5,000.00	
07	100-1620-0020 100-1620-0040 100-1620-0013 100-1620-0045	BLDG EQUIPMENT BLDG CONTRACTUAL EXPENSE BLDG TEMP STAFF EXPENSE BLDG SPECIAL IMPROVEMENT EXP - TRANSFER FOR EQUIPMENT & CONTRACTUAL EXP	  5,980.00 4,000.00	
08	100-1680-0020 100-1680-0040 100-1610-0044	INFO TECH EQUIP EXPENSE INFO TECH CONTRACTUAL EXPENSE CENTRAL SERVICE EXPENSE - TRANSFER FOR INFO TECH EXPENSE	  545.00 2,455.00	
09	100-3120-0020 100-3120-0027 100-3120-0047	POLICE UNIFORM EXPENSE POLICE EQUIPMENT EXPENSE POLICE CONFERENCE TRAINING EXPENSE - TRANSFER FOR POLICE EXPENSES	  3,000.00 1,000.00	
10	100-3310-0020 100-3310-0040	TRAFFIC SIGNS EQUIP EXPENSE TRAFFIC SIGNS CONTRACTUAL EXPENSE - TRANSFER FOR TRAFFIC EXPENSES	  500.00	
11	100-3620-0013 100-3620-0011	CODES ENFORCEMENT TEMP STAFF EXP CODES ENFORCEMENT SALARY STAFF EXP - TRANSFER FOR TEMP STAFF EXPENSES	  20,000.00	

**TOWN OF CARMEL**  
**BUDGET REVISIONS FOR PERIOD ENDING 9/30/13 - #2013/03**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
12	100-7110-0013	PARK TEMP STAFF EXP	5,000.00	
	100-7110-0040	PARK CONTRACTUAL EXP	7,000.00	
	100-7020-0048	RECREATION PUBLICATION EXP	50.00	
	100-7113-0040	CHAMBER PARK CONT EXPENSE	1,500.00	
	100-7118-0040	BALDWIN MEADOWS CONT EXP	300.00	
	100-7118-0042	BALDWIN MEADOWS UTILITY EXP	700.00	
	100-7310-0040	YOUTH CONTRACTUAL EXPENSE	5,450.00	
	100-7180-0013	BEACH TEMP STAFF EXP		5,000.00
	100-7110-0045	PARK MAINTENANCE CONT EXP		7,000.00
	100-7020-0047	REC STAFF TRAINING EXP		50.00
	100-7140-0013	PLAYGROUND TEMP STAFF EXP		2,500.00
	100-7310-0045	YOUTH SELF SUSTAINING PROGRAM EXPENSE		5,450.00
		- TRANSFER FOR RECREATION EXPENSES		
12a	100-7113-0040	CHAMBER PARK CONT EXPENSE	6,800.00	
	100-1989-5030	INTERFUND TRANSFER - PARKLAND TRUST	6,800.00	
		- PROVIDE FOR ELECTRICAL UPGRADES FROM PARKLAND TRUST		
13	100-8010-0040	ZONING BOARD CONTRACTUAL EXP	250.00	
	100-8020-0047	PLANNING BOARD TRAINING EXP		250.00
		- TRANSFER FOR CONT EXP		
<b>HIGHWAY FUND</b>				
15	500-5130-0040	MACHINERY REPAIR EXPENSE	50,000.00	
	500-5140-0012	WEEDS BRUSH OVERTIME EXPENSE	5,000.00	
	500-5140-0048	WEEDS BRUSH CLEANUP EXPENSE	25,000.00	
	500-5010-4321	FEDERAL AID - FEMA SANDY	60,000.00	
	500-5010-2681	INSURANCE RECOVERY	20,000.00	
		- PROVIDE FOR MACHINERY REPAIR/WEEDS BRUSH EXPENSE		
16	500-5148-0040	OTHER GOVT EXP	1,700.00	
	500-5010-2650	SALE OF SCRAP AND MATERIALS	1,700.00	
		- PROVIDE FOR OTHER GOVT EXP		
17	500-5110-0020	GENERAL REPAIR TOOL EXPENSE	100.00	
	500-5142-0040	SNOW REMOVAL RENTAL EXPENSE	200.00	
	500-5110-0046	GENERAL REPAIR RENTAL EXPENSE		300.00
		- TRANSFER FOR GENERAL REPAIR EXPENSE		
<b>CARMEL AMBULANCE DISTRICT</b>				
18	201-4540-0048	OTHER EXPENDITURES	100.00	
	201-9025-0040	LOSAP ADMIN EXPENSE		100.00
		- TRANSFER FOR CERT SETTLEMENT EXP		
<b>CARMEL FIRE PROTECTION DISTRICT #2</b>				
19	302-3410-0048	OTHER EXPENDITURES	1,800.00	
	302-9025-0090	LOSAP CONTRIBUTION EXPENSE		1,800.00
		- TRANSFER FOR CERT SETTLEMENT EXP		
<b>CARMEL FIRE PROTECTION DISTRICT #3</b>				
20	303-3410-0048	OTHER EXPENDITURES	300.00	
	303-9025-0040	LOSAP ADMIN EXPENSE		300.00
		- TRANSFER FOR CERT SETTLEMENT EXP		
21	303-9901-0099	TRANSFER TO OTHER FUNDS	561.00	
	303-9025-0090	LOSAP CONTRIBUTION EXPENSE		561.00
		- PROVIDE FOR TRANS TO CARMEL FIRE DIST 351		
<b>CARMEL FIRE DISTRICT #3</b>				
22	351-3410-0048	OTHER EXPENDITURES	561.00	
	351-3410-5030	TRANSFER FROM OTHER FUNDS	561.00	
		- PROVIDE FOR CERT SETTLEMENT EXP		

**TOWN OF CARMEL**  
**BUDGET REVISIONS FOR PERIOD ENDING 9/30/13 - #2013/03**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>TEAKETTLE LAKE PARK DISTRICT</b>				
23	403-7140-0041	SUPPLIES & MATERIAL EXP	9,900.00	
	403-7140-9888	REPAIR RESERVE APPROPRIATION - PROVIDE FOR HYDRAULIC STUDY AND EMERGENCY ACTION PLAN EXPENSE PER TB RESOLUTION	* 9,900.00	
<b>LAKE SECOR PARK DISTRICT</b>				
24	404-7140-0041	SUPPLIES & MATERIAL EXP	100.00	
	404-7140-0099	REPAIR RESERVE FUND - TRANSFER FOR SUPPLIES/MATERIAL EXP		100.00
<b>CARMEL WATER DISTRICT #1</b>				
25	601-8310-0047	EMERGENCY REPAIRS	1,500.00	
	601-8310-0020	EQUIPMENT EXPENSE		1,000.00
	601-8310-0042	UTILITY EXPENSE - TRANSFER FOR EMERGENCY REPAIR EXPENSE		500.00
<b>CARMEL WATER DISTRICT #2</b>				
26	602-8310-0040	CONTRACTUAL EXPENDITURES	8,000.00	
	602-8310-0047	EMERGENCY REPAIRS	21,000.00	
	602-8310-0048	OTHER OPERATING EXPENSE	2,960.00	
	602-8310-0090	CONTINGENCY		8,000.00
	602-8310-0046	PURCHASE OF WATER		15,000.00
	602-8310-4321	FEDERAL AID - FEMA - PROVIDE/TRANSFER FOR EMERGENCY REPAIR EXPENSE	* 8,960.00	
26a	602-8310-0049	OTHER OPERATING EXPENSE	5,443.00	
	602-8310-2140	WATER RENT REVENUE - PROVIDE FOR WATER ACT REFUND	* 5,443.00	
<b>CARMEL WATER DISTRICT #3</b>				
27	603-8310-0020	EQUIPMENT EXPENSE	100.00	
	603-8310-0040	CONTRACTUAL EXPENDITURES - TRANSFER FOR EQUIPMENT EXPENSE		100.00
<b>CARMEL WATER DISTRICT #4</b>				
28	604-8310-0047	EMERGENCY REPAIRS	9,838.00	
	604-8310-2681	INSURANCE RECOVERY ASSET	* 5,926.00	
	604-8310-4321	FEDERAL AID - FEMA - PROVIDE FOR EMERGENCY REPAIR EXPENSE	* 3,712.00	
<b>CARMEL WATER DISTRICT #5</b>				
29	605-8310-0047	EMERGENCY REPAIRS	1,982.00	
	605-8310-4321	FEDERAL AID - FEMA - PROVIDE FOR EMERGENCY REPAIR EXPENSE	* 1,982.00	
<b>CARMEL WATER DISTRICT #8</b>				
30	608-8310-0020	EQUIPMENT EXPENSE	17,800.00	
	608-8310-0048	OTHER OPERATING EXPENSE	1,200.00	
	608-8310-0047	EMERGENCY REPAIRS		4,000.00
	608-8310-0090	CONTINGENCY		6,000.00
	608-8310-0099	REPAIR RESERVE FUND - TRANSFER FOR EQUIPMENT EXPENSE		9,000.00
<b>CARMEL WATER DISTRICT #9</b>				
31	609-8310-0047	EMERGENCY REPAIRS	7,000.00	
	609-8310-0090	CONTINGENCY		5,000.00
	609-8310-0099	REPAIR RESERVE FUND - TRANSFER FOR EMERGENCY REPAIR EXPENSE		2,000.00

**TOWN OF CARMEL**  
**BUDGET REVISIONS FOR PERIOD ENDING 9/30/13 - #2013/03**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>CARMEL WATER DISTRICT #12</b>				
32	612-8310-0040	CONTRACTUAL EXPENDITURES	29,570.00	
	612-8310-0047	EMERGENCY REPAIRS	12,000.00	
	612-8310-9909	APPROPRIATE FUND BALANCE	*	35,000.00
	612-8310-2681	INSURANCE RECOVERY ASSET	*	5,910.00
	612-8310-4321	FEDERAL AID - FEMA	*	660.00
		- PROVIDE FOR CONT/EMERGENCY REPAIR EXPENSE		
<b>CARMEL WATER DISTRICT #13</b>				
33	613-8310-0047	EMERGENCY REPAIRS	1,883.00	
	613-8310-0099	REPAIR RESERVE FUND		1,300.00
	613-8310-4321	FEDERAL AID - FEMA	*	583.00
		- PROVIDE/TRANS FOR EMERGENCY REPAIR EXPENSE		
<b>CARMEL WATER DISTRICT #14</b>				
34	614-8310-0047	EMERGENCY REPAIRS	8,209.00	
	614-8310-2681	INSURANCE RECOVERY ASSET	*	8,209.00
		- PROVIDE FOR EMERGENCY REPAIR EXPENSE		
35	614-8310-0040	CONTRACTUAL EXPENDITURES	4,000.00	
	614-8310-0047	EMERGENCY REPAIRS		4,000.00
		- TRANSFER FOR CONT REPAIR EXP		
<b>CARMEL SEWER DISTRICT #2</b>				
36	702-8130-0140	CONTRACTUAL EXPENSES - MICROFILTRATION	25,760.00	
	702-8130-0040	CONTRACTUAL EXPENSES		25,760.00
		- REVISE BUDGET FOR MICROFILTRATION COSTS		
37	702-8130-0040	CONTRACTUAL EXPENSES	7,600.00	
	702-8130-0041	CHEMICAL EXPENSES	5,000.00	
	702-8130-0099	REPAIR RESERVE FUND		12,600.00
		- TRANSFER FOR CONT/CHEMICAL EXP		
<b>CARMEL SEWER DISTRICT #4</b>				
38	704-8130-0140	CONTRACTUAL EXPENSES - MICROFILTRATION	40,000.00	
	704-8130-0142	UTILITY EXPENSES - MICROFILTRATION	3,000.00	
	704-8130-0040	CONTRACTUAL EXPENSES		40,000.00
	704-8130-0042	UTILITY EXPENSES		3,000.00
		- REVISE BUDGET FOR MICROFILTRATION COSTS		
39	704-8130-0020	EQUIPMENT EXPENSES	7,000.00	
	704-8130-0040	CONTRACTUAL EXPENSES	8,000.00	
	704-8130-0099	REPAIR RESERVE FUND		15,000.00
		- TRANSFER FOR EQUIP/CONT EXP		
<b>CARMEL SEWER DISTRICT #5</b>				
40	705-8130-0040	CONTRACTUAL EXPENSES	5,000.00	
	705-8130-0099	REPAIR RESERVE FUND		5,000.00
		- TRANSFER FOR CONTRACTUAL EXPENSES		
<b>CARMEL SEWER DISTRICT #6</b>				
41	706-8130-0040	CONTRACTUAL EXPENSES	7,000.00	
	706-8130-0099	REPAIR RESERVE FUND		7,000.00
		- TRANSFER FOR CONTRACTUAL EXPENSES		

**TOWN OF CARMEL**  
**BUDGET REVISIONS FOR PERIOD ENDING 9/30/13 - #2013/03**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>CARMEL SEWER DISTRICT #7</b>				
42	707-8130-0140	CONTRACTUAL EXPENSES - MICROFILTRATION	35,000.00	
	707-8130-0141	CHEMICAL EXPENSES - MICROFILTRATION	1,000.00	
	707-8130-0142	UTILITY EXPENSES - MICROFILTRATION	4,000.00	
	707-8130-0040	CONTRACTUAL EXPENSES		35,000.00
	707-8130-0041	CHEMICAL EXPENSES		1,000.00
	707-8130-0042	UTILITY EXPENSES		4,000.00
		- REVISE BUDGET FOR MICROFILTRATION COSTS		
43	707-8130-0042	UTILITY EXPENSES	5,300.00	
	707-8130-0099	REPAIR RESERVE FUND		5,300.00
		- TRANSFER FOR UTILITY EXP		
<b>CARMEL SEWER DISTRICT #8</b>				
44	708-8130-0040	CONTRACTUAL EXPENDITURES	14,000.00	
	708-8130-0047	SLUDGE HAULING EXPENSE		1,000.00
	708-8130-0099	REPAIR RESERVE FUND		3,000.00
	708-8130-9909	APPROPRIATE FUND BALANCE	*	10,000.00
		- PROVIDE FOR EMER GENERATOR RENTAL EXPENSE		
<b>CARMEL SEWER DISTRICT #2 DEBT FUND</b>				
45	882-8130-0048	OTHER EXPENSES	2,145.00	
	882-8130-0040	CONTRACTUAL EXPENSES		2,145.00
		- TRANSFER FOR CERT SETTLEMENT EXP		
<b>HIGHWAY RESURFACING CAPITAL PROJECT</b>				
46	950-5112-0082	FICA/MED EXPENSE	1,500.00	
	950-5112-0080	EMPLOYEE BENEFIT EXPENSE		1,500.00
		- REVISE CAPITAL BORROWING EXPENSE		
<b>HIGHWAY SPECIAL IMPROVEMENT CAPITAL FUND</b>				
47	952-5112-0012	PROJECT OVERTIME EXPENSE	900.00	
	952-5112-0082	FICA/MED EXPENSE	100.00	
	952-5112-0040	PROJECT ENGINEERING EXP		1,000.00
		- REVISE CAPITAL BORROWING EXPENSE		
<b>CARMEL WATER DISTRICT #8 CAPITAL FUND</b>				
48	968-8310-0044	PROJECT ENGINEERING EXPENSE	4,500.00	
	968-8310-0045	CONTRACT IMPROVEMENTS	37,000.00	
	968-8310-0048	OTHER PROJECT EXPENDITURES		41,500.00
		- REVISE CAPITAL BORROWING EXPENSE		
<b>AGENCY &amp; TRUST FUNDS</b>				
49	990-0037-0099	TRANSFER TO OTHER FUNDS - (100 Fund - Chamber Park)	6,800.00	
	990-0037-9909	PARKLANDS TRUST FUND APPROPRIATION	*	6,800.00
		- PROVIDE FOR PARK IMPROVEMENTS		

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

WS#5  
Work Session 10/23/13

Agenda

FEE DESCRIPTION	2013 ADOPTED USER FEES	2014 "Proposed" USER FEES	
<b>TOWN CLERK'S OFFICE</b>			
<b>Certification:</b>			
Registrar's Certification (Birth/Death)	10.00	10.00	
Town Clerks Certification (Marriage/Other)	10.00	10.00	
<b>Genealogy Fee Schedule:</b>			
	1 - 3 years - \$22.00	1 - 3 years - \$22.00	
	4 - 10 years - \$42.00	4 - 10 years - \$42.00	
	11 - 20 years - \$62.00	11 - 20 years - \$62.00	
	21 - 30 years - \$82.00	21 - 30 years - \$82.00	
	31 - 40 years - \$102.00	31 - 40 years - \$102.00	
	41 - 50 years - \$122.00	41 - 50 years - \$122.00	
	51 - 60 years - \$142.00	51 - 60 years - \$142.00	
	61 - 70 years - \$162.00	61 - 70 years - \$162.00	
<b>Copies:</b>			
Copies of Town Ordinance or Other Documents - Per Page	0.25	Remove	
Facsimile/Fax - Per Page	2.00	Remove	
Map (Zoning, Election, Other) - Black & White/Color	10.00/15.00	Remove	
Miscellaneous Ordinance-Full Text			
<b>Licenses:</b>			
Auctioneering License - Annual	300.00	300.00	
Auctioneering License - One Day	150.00	150.00	
Annual Dog License Fee - spayed/neutered	7.50	7.50	
Annual Dog License Fee - unsplayed/un-neutered	15.50	15.50	
Garbage Carting License - Renewal *	2,000.00	2,000.00	* Plus \$150 per truck inspection annually
Garbage Carting License - NEW *	2,500.00	2,500.00	* Plus \$150 per truck inspection annually
Marriage License	40.00	40.00	
Peddling License - 3 Months	500.00	500.00	
<b>Miscellaneous:</b>			
Cemetery Grave Marker - Each	100.00	100.00	
Dog Pick-Up	50.00	50.00	
Dog Shelter Fee - First Impoundment	25.00	25.00	+ 10.00 Each Additional 24 Hours
Second Impoundment - within one year	35.00	35.00	+ 10.00 Each Additional 24 Hours
Third Impoundment - within one year	45.00	45.00	+ 10.00 Each Additional 24 Hours
Subsequent Impoundment - within one year			
Electronic Records - Computer Use - Per Hour			
Personal Use - Per Hour			
CD - Each	0.62	Remove	
Petition to Amend Zoning Ordinance	1,500.00	1,500.00	
<b>Permits:</b>			
Canvassing/Soliciting Permit - 3 Months	350.00	350.00	
Public Assembly Permit - Each Event	200.00	200.00	
Shooting Contest Permit - Each Event	25.00	25.00	
Sound Amplification Permit Commercial - 1 Day/30 Days	100.00/500.00	100.00/500.00	
Sound Amplification Permit Residential - 1 Day/30 Days	50.00/300.00	50.00/300.00	
<b>Town Code:</b>			
Annual Town Code Book Supplement	75.00	75.00	
Code Book	300.00	300.00	
Freshwater Wetlands Chapter Pamphlet	35.00	35.00	
Street Specifications	10.00	10.00	
Subdivision of Land Ordinance Pamphlet	35.00	35.00	
Vehicle and Traffic Chapter Pamphlet	25.00	25.00	
Zoning Chapter Pamphlet	35.00	35.00	



TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014

FEE DESCRIPTION	2013 ADOPTED USER FEES	2014 "Proposed" USER FEES	
<b>POLICE DEPARTMENT</b>			
Accident Report - Business	0.25	0.25	per page
Accident Report - Personal	0.25	0.25	per page
Finger Printing Service - Non Residents - Per Person	35.00	35.00	
Photograph	20.00	20.00	per photo
Police Special Escort Service - Per Hour	-	-	
Special Event or Special Services - Per Hour	-	-	
CD of Photographs from Casefile	50.00	50.00	
Tow License Fee	1,500.00	1,500.00	Annual License Fee
Vehicle Impound Fee	100.00	100.00	per vehicle
<b>ALARM ORDINANCE</b>			
Alarm Permit - 1 Year - Residential & Commercial	40.00	40.00	* All alarm fees: 10% of outstanding balance after 90 days past due.
One False Alarm	-	-	
Two False Alarms	-	-	
Three False Alarms	25.00	25.00	
Four False Alarms	50.00	50.00	
Five False Alarms	100.00	100.00	
Six-Nine False Alarms	200.00	200.00	
Ten or more False Alarms	200.00	225.00	* Increase
<b>HIGHWAY DEPARTMENT</b>			
Driveway Bond - "Refundable"	750.00	750.00	
Driveway Permit - Includes two Inspections	215.00	215.00	
Road Opening Bond - "Refundable" - Entire Road	1,000.00	1,000.00	
Road Opening Bond - "Refundable" - Half Road	500.00	500.00	
Road Opening Permit	215.00	215.00	

TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014

FEE DESCRIPTION	2013 ADOPTED USER FEES	2014 "Proposed" USER FEES	
<b>PARKS &amp; RECREATION DEPARTMENT</b>			
<b>Camp:</b>			
Playground Camp	450.00	460.00	* Increase
* Early Bird Registration Fee - Playground Camp	400.00	410.00	* Increase
Primary Camp [9:30 AM to 2:30 PM]	500.00	510.00	Extended Day = + \$190.00 * Increase
* Early Bird Registration Fee - Primary Camp	450.00	460.00	* Increase
<b>Classes/Lessons:</b>			
Additional Swimming Lessons	60.00	70.00	* Increase
Adult Classes	\$65.00 - \$320.00	\$65.00 - \$320.00	
CPR Review	60.00	70.00	* Increase
Lifeguard Training Aid/Safety	\$350.00	\$375.00	Non-Resident \$500.00 - * Increase
Lifeguard Training Review	\$180.00	\$190.00	* Increase
Pre School Classes	FREE - \$175.00	FREE - \$175.00	
RTE - Responding to Emergencies	210.00	220.00	* Increase
Special Tennis, Aerobics, or Other Lessons	Cost	Cost	
Swimming Lessons Including Permit	130.00	140.00	* Increase
Tennis Lessons - 6 One Hour Sessions	110.00	120.00	* Increase
<b>Facilities Rental:</b>			
Ballfield Rental - 2 Hour Limit	\$150.00/\$250.00 w/lights	\$150.00/\$250.00 w/lights	
Boat Rental Fee	4.00 - 7.00	4.00 - 7.00	
Civic Building Rental/Pavilion	200.00	200.00	+ Supervisor Hourly Rate
Group Picnic	150.00	150.00	
Private Building Rental	300.00	300.00	+ Supervisor Hourly Rate
Sycamore Park Concession [Seasonal]	4,000.00	4,600.00	* Increase
<b>ID/Permits:</b>			
Beach Guest Card	50.00	50.00	
Adult Swimming Permit	90.00	100.00	* Increase
Daily Adult Beach Fee	8.00	8.00	
Daily Adult Guest Beach Fee	10.00	10.00	
Daily Youth Beach Fee	7.00	7.00	
Daily Youth Guest Beach Fee	9.00	9.00	
Family Swimming Permit	175.00	200.00	* Increase
Family Tennis Permit	70.00	80.00	* Increase
Identification Card	6.00	6.00	
Senior Citizen Identification Card	No charge	No charge	
Nanny Identification Card	10.00	10.00	
Nanny Swim Permit	100.00	100.00	
Individual Tennis Permit	45.00	50.00	* Increase
Tennis Guest Fee	6.00	6.00	
Youth Swimming Permit	70.00	80.00	* Increase
<b>Dog Park:</b>			
Sycamore Dog Park User Fee - Resident	25.00	25.00	Annual
Sycamore Dog Park User Fee - Non-Resident	75.00	75.00	Annual

TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014

FEE DESCRIPTION	2013 ADOPTED USER FEES	2014 "Proposed" USER FEES	
<b>BUILDING &amp; CODES DEPARTMENT</b>			
Accessory Apartment Permit	400.00	400.00	
Bed & Breakfast Special Application	400.00	400.00	
Building Permits -- Flat Rate PLUS Estimated Cost of Construction	50.00	50.00	Flat Rate PLUS
Estimated Cost of Construction -- Calculated as:	12.00	12.00	per \$1,000 Calculated Estimated Cost
Residential -- New construction	100.00	100.00	per sq. ft.
Residential -- Finish existing space to living space	20.00	20.00	per sq. ft.
Commercial	150.00	150.00	per sq. ft.
Commercial - Garage	75.00 - 80.00	75.00 - 80.00	per sq. ft.
Decks	35.00	35.00	per sq. ft.
Garage	75.00	75.00	per sq. ft.
Shed	25.00	25.00	per sq. ft.
Certificates of Compliance	80.00/150.00	80.00/150.00	Residential/Commercial
Certificates of Occupancy	80.00/150.00	80.00/150.00	Residential/Commercial
Excavation or Fill Permit for the first 2,000 cubic yards	200.00	200.00	Plus \$100 for each additional 1,000 CY
Inspection Fee for Clearance of Title Search Violation	50.00	50.00	Each Inspection
Mother/Daughter Permit	200.00	200.00	
Plumbing Permit Per Fixture	15.00 each	15.00 each	\$75.00 minimum fee
Plumbing/ Air Conditioning Inspection			
Re-Inspection Fee When Inspection Requested but Job Not Ready	50.00	50.00	Paid in Advance of 2nd Inspection
Sign Permit	150.00	150.00	
Swimming Pool Permit - Above Ground	150.00	150.00	
Swimming Pool Permit - In Ground	300.00	300.00	
HVAC Fee	50.00	50.00	Flat Rate plus
	10.00	10.00	per \$1,000 Estimated Cost of Installation
Title Search	100.00/200.00	100.00/200.00	Residential/ Commercial + \$100 per establishment
Zoning Letter	75.00	75.00	
Outdoor Dining Annual Fee	100.00	100.00	Annual Fee
Outdoor Dining (fee per 10 or more seats)	+ 50.00/up to 10 seats	+ 50.00/up to 10 seats	An add'l \$50.00 for 11 or more seats
Fire Inspection: Multifamily / Commercial	150.00 / 100.00	150.00 / 100.00	Commercial \$100 per establishment
Blasting Permit	100.00	100.00	per month ("Resolution adopted 7/11)
Operational Permits *	100.00	100.00	
* (NYS DOS requires towns to issue permits for storage of certain materials and certain uses)			
Natural Gas Inspections			
Residential	50.00	50.00	(5 Fixtures) \$10 each additional
Commercial	100.00	100.00	(5 Fixtures) \$20 each additional
Liquid Propane Gas Inspections			
Residential	50.00	50.00	(5 Fixtures) - \$10 each additional
Commercial	100.00	100.00	(5 Fixtures) - \$20 each additional
<b>ARCHITECTURAL REVIEW BOARD</b>			
New Commercial Structure Review	225.00	225.00	
Modification to Existing Commercial Structure Review	150.00	150.00	
Other Structure or Sign Review	50.00	50.00	
Single Family Residential Structure Review	100.00	100.00	
Two or More Family Residential Structure Review	100.00	100.00	Plus 50.00 each Additional Unit over two

TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014

FEE DESCRIPTION	2013 ADOPTED USER FEES	2014 "Proposed" USER FEES	
<b>ENVIRONMENTAL CONSERVATION REVIEW BOARD</b>			
ECB Wetlands Sign	10.00	10.00	
Permit Renewal/Extension Fee	50.00	50.00	For each one year permit renewal/extension
Application Withdrawal	50.00	50.00	
Letter of Maintenance	50.00	50.00	
Letter of Permission (In lieu of application)	100.00	100.00	
Major Interagency Review - Over 5 Acres - Per Acre or Part Thereof	60.00	60.00	Total Wetland Include. 100' Control Area
Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof	50.00	50.00	Total Wetland Include. 100' Control Area
Private Consultation/Conference with Wetland Inspector Per Hour	100.00	100.00	
Public Hearing	minimum \$150.00 or cost	minimum \$150.00 or cost	
SEQR - DEIS	1%	1%	of Bond
Site Plan Inspection - Single Lot - Per Acre or Part Thereof	300.00	300.00	Total Wetland Include. 100' Control Area
Subdivision Plan Inspection - Per Acre or Part Thereof	300.00	300.00	Total Wetland Include. 100' Control Area
Tree Cutting - Up to 25 Acres	300.00	300.00	+ 25.00 acre and ind. monitoring of escrow fees
Tree Cutting - Over 25 Acres	300.00	300.00	+ 75.00 acre and ind. monitoring of escrow fees
Minor Wetland Permit Application - for projects disturbing 1,000 sq ft in the 100 ft buffer area.	225.00	225.00	
* Escrow Fee for Minor Project	500.00	500.00	*as determined by the Town's Wetland Inspector
Major Wetland Permit Application - for projects disturbing 1,000 sq ft in the 100 ft buffer area or any disturbance in the buffer.	500.00	500.00	*plus \$100 for each add'l 1,000 sq ft disturbance (or part thereof) in the 100 ft buffer. Maximum fee \$1,000
* Escrow Fee for Major Project	1,000.00	1,000.00	*as determined by the Town's Wetland Inspector
Wetland Determination for Health Dept	150.00	150.00	
<b>ZONING BOARD OF APPEALS</b>			
280A Exemption	400.00	400.00	
Accessory Apartment Application	250.00	250.00	
Application Withdrawal	100.00	100.00	
Area Variance Application	200.00	200.00	
Bed and Breakfast Special Permit Application	400.00	400.00	
Interpretation of Ordinance	400.00	400.00	
Use Variance Application	400.00	400.00	
Computer address labels for variance mailing	25.00	25.00	
NOTIFICATION SIGN	25.00	25.00	
<b>PLANNING BOARD</b>			
<b>PLANNING SUBDIVISION FEES:</b>			
Sketch fee	500.00	500.00	One time fee
<b>Preliminary Fees</b>			
Major Subdivision	3,000.00	3,000.00	Plus \$750 per lot
Minor Subdivision	2,500.00	2,500.00	Plus \$750 per lot
<b>Final Fees:</b>			
Amendment to Final Plat	1,500.00	1,500.00	
Major Subdivision	1,500.00	1,500.00	Plus \$500 per lot
Minor Subdivision	1,500.00	1,500.00	Plus \$500 per lot
Re-approval of Final Approval	1,500.00	1,500.00	(Does not include SEQR fees)
Extension of final approval	1,000.00	1,000.00	
<b>OPEN DEVELOPMENT REVIEW FEE</b>	2,500.00	2,500.00	
<b>LOT LINE ADJUSTMENT FEE</b>	2,500.00	2,500.00	

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

FEE DESCRIPTION	2013 ADOPTED USER FEES	2014 "Proposed" USER FEES	
<b>SITE PLAN FEES:</b>			
Commercial Site Plan -- Flat Rate PLUS Parking Spaces	2,000.00	2,000.00	Plus \$100 per Parking Spaces
Residential Site Plan -- Flat Rate PLUS Unit Fee	3,000.00	3,000.00	PLUS \$500 per Dwelling Unit
Amendment to Previous Approved Site Plan -- with no new parking spaces	3,000.00	3,000.00	
Amendment to Previous Approved Site Plan -- with new parking spaces	3,000.00	3,000.00	Plus \$100 per Parking Spaces
Re-grant of Site Plan Approval	1,500.00	1,500.00	
Extension of Site Plan Approval	1,000.00	1,000.00	
<b>SPECIAL SITE PLAN FEES</b>			
Boat House/Bathhouse	800.00	800.00	
Parking Lot	800.00	800.00	
Pools/Tennis Courts/ Playgrounds	800.00	800.00	
Residential Barns	800.00	800.00	
Residential Dock	800.00	800.00	
Residential Horse Riding Ring	800.00	800.00	
Home Office	800.00	800.00	
<b>LANDFILL, SURFACE GRADING, &amp; OTHER EXCAVATION</b>			
Up to 5 Acres	300.00	300.00	
Over 5 Acres	300.00	300.00	Plus \$40.00/Acre
<b>PLANNING/MISCELLANEOUS FEES:</b>			
Engineering Fee (Site Plans & Subdivisions) - Technical Review and Construction Inspections	5%	5%	% of Bond Amount - * Fee title change
Public Hearings Including Bond Returns and Reductions	175.00	175.00	Per Hearing
Planning Board SEQR Escrow Fees - DEIS	2.00%	2.00%	Not to exceed 2% of Project Value
Planning Board SEQR Escrow Fees - FEIS	2.00%	2.00%	Not to exceed 2% of Project Value
Recreation Fee in Lieu of Parklands	7,500.00	7,500.00	Per Residential Lot
Recreation Fee Sr. Cit. Multi Family Dwelling/Apt.	3,500.00	3,500.00	Per Dwelling/Apartment
Recreation Fee Multi Family Developments	5,000.00	5,000.00	Per Dwelling
Computer address labels	25.00	25.00	
NOTIFICATION SIGN	35.00	35.00	
<b>DEPARTMENT MISCELLANEOUS TOWN SERVICES:</b>			
Computer Labels	0.05	0.05	Each Label - 5.00 Minimum
Computer Report of Tax Parcels	0.25	0.25	Per Page - 5.00 Minimum
Copies of Plans/Maps - 24" x 36"	10.00	10.00	
Copies of Records/Documents	0.25	0.25	Per Page
Mail Reminder Notices	2.00	2.00	
Returned Deposited Bad Check - Each Item	20.00	20.00	
Tax or Record Search and Copy	5.00	5.00	
Tax or Record Search and Copy with Letter	10.00	10.00	

TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014

FEE DESCRIPTION	2013 ADOPTED USER FEES	2014 "Proposed" USER FEES	
<b>SPECIAL DISTRICTS</b>			
<b>PARK DISTRICTS:</b>			
Building Rental - District Resident	150.00	150.00	
Building Rental - Non-District Resident	N/A	N/A	
Building Rental Deposit - "Refundable"	150.00	150.00	
Building Rental Cleaning Fee	100.00	100.00	
<b>SEWER DISTRICTS:</b>			
Sewer System Service Application, including one inspection (where Street Lateral to Curb Line exists)	250.00 500.00	250.00 500.00	Residential Commercial
Sewer System Connection Additional Inspection - Each Inspection	50.00	50.00	
Sewer Sludge Dumping Fee, each 1000 gallons	100.00	100.00	
Out of District Application Fee - Residential/Commercial	1,000.00	1,000.00	
<b>WATER DISTRICTS:</b>			
Water System Service Application, including one inspection (where water line curb box exists)	250.00 500.00	250.00 500.00	Residential Commercial
Water System Connection Additional Inspection - Each Inspection	50.00	50.00	
New Water Meter & Installation - 3/4" Meter	325.00	325.00	
New Water Meter Purchase	275.00	275.00	
All Others	Quote	Quote	
Water Meter Repair Due To Customer's Damage	325.00	325.00	
Water Meter Test, by written request of consumer	200.00	200.00	Payable up front
Water service turned on or off	50.00	50.00	
Water sprinkler tap - Annual Fee	200.00	200.00	
Final Bill Fee	10.00	25.00	* Increase
Special water meter reading by outside vendor	10.00	10.00	
Duplicate Bill Fee	10.00	10.00	
Bulk Water Sales	10 times the normal in district rate	10 times the normal in district rate	Minimum fee \$300.00 - * New Town Engineer email comments) (See
Out of District Application Fee - Residential/Commercial	1,000.00	1,000.00	
Water Bill Adjustment from Estimate to Actual	5.00	5.00	



**Maxwell,Mary Ann**

**From:** Spofford, Ann  
**Sent:** Wednesday, September 18, 2013 11:18 AM  
**To:** Maxwell,Mary Ann  
**Cc:** Schmitt, Kenneth; Frank Lombardi; Suzanne McDonough; Lupinacci,John; Jonathan Schneider; [REDACTED]  
**Subject:** RE: 2014 User Fee Schedule

Town Clerk

Hi Mary Ann

I have reviewed the fee and revenues for my department. I report on it that no increases should be made for 2014. However, I recommend that the following highlighted items be removed from the schedule as they are not applicable any longer. Thank you.

Copies			
	Copies of Town Ordinance or Other Documents - Per Page	1.25	
	Facsimile/Fax - Per Page	2.00	
	Mail (Zoning, Election, Court) - Black & White/Color	13.00/15.00	
	Resolutions: Ordinance-Poll Text		
Electronic Records - Computer Use - Per Hour			
	Personal Use - Per Hour		
	CD - Each	1.00	

Sincerely,

**Ann Spofford**

Town Clerk  
Garrett Town Hall  
100 McAlpin Avenue  
Mahopac, NY 10541  
Phone: 845.628.1500  
Fax: 845.628.7434

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**From:** Maxwell,Mary Ann  
**Sent:** Thursday, September 12, 2013 5:25 PM  
**To:** Department\_Heads  
**Cc:** Trombetta,Rose; Schmitt, Kenneth; 'Frank Lombardi' (frank.lombardi@carmelny.gov); Lupinacci,John; 'Jonathan Schneider'; 'Suzi McDonough' (suzi.mcdonough@carmelny.gov); Pasquerello,Anne; 'gfolchetti@aol.com' (gfolchetti@aol.com)  
**Subject:** 2014 User Fee Schedule

Attached is the Adopted User Fee Schedule for 2013.



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](mailto:carmelrecreation@ci.carmel.ny.us)

WEB: <http://www.carmelrecreation.us>

*Recreation*

DATE: September 17, 2013

TO: Mary Ann Maxwell  
Comptroller's Office

FROM: James R. Gilchrist  
CPRP, Director

SUBJECT: 2014 User Fee Schedule

REFERENCE: Your e-mail dated September 12, 2013

As requested in the referenced e-mail, attached are suggested changes in recreation fees for 2014.  
Please contact me with any questions.

/sms  
attachment

*"Town Unity through Recreation"*



**PROPOSED PARKS & RECREATION DEPARTMENT -- FISCAL YEAR 2014**

<b>Camp:</b>		
Playground Camp	\$460.00	
* Early Bird Registration Fee - Playground Camp	\$410.00	
Primary Camp 9:30 - 2:30 PM	\$510.00	Extended Day = + \$190.00
* Early Bird Registration Fee - Primary Camp	\$460.00	
<b>Classes/Lessons:</b>		
Additional Swimming Lessons	\$70.00	
Adult Classes	\$65.00 - \$320.00	
CPR Review	\$70.00	
Lifeguard Training Aid/Safety	\$375.00	Non-Resident \$500.00
Lifeguard Training Review	\$190.00	
Pre School Classes	FREE - \$175.00	
RTE - Responding to Emergencies	\$220.00	
Special Tennis, Aerobics, or Other Lessons	Cost	
Swimming Lessons Including Permit	\$140.00	
Tennis Lessons - 6 One Hour Sessions	\$120.00	
<b>Facilities Rental:</b>		
Ballfield Rental - 2 Hour Limit	\$150.00/\$250.00 w/lights	
Boat Rental Fee	\$4.00 - \$7.00	
Civic Building Rental/Pavilion \$200.00		+Supervisor Hourly Rate
Group Picnic	\$150.00	
Private Building Rental \$300.00		+Supervisor Hourly Rate
Sycamore Park Concession [Seasonal]	\$4,600.00	
<b>ID/Permits:</b>		
Beach Guest Card	\$50.00	
Adult Swimming Permit	\$100.00	
Daily Adult Beach Fee	\$8.00	
Daily Adult Guest Beach Fee	\$10.00	
Daily Youth Beach Fee	\$7.00	
Daily Youth Guest Beach Fee	\$9.00	
Family Swimming Permit	\$200.00	
Family Tennis Permit	\$80.00	
Identification Card	\$6.00	
Senior Citizen Identification Card	No charge	
Nanny Identification Card	\$10.00	
Nanny Swim Permit	\$100.00	
Individual Tennis Permit	\$50.00	
Tennis Guest Fee	\$6.00	
Youth Swimming Permit	\$80.00	
<b>Dog Park:</b>		
Sycamore Dog Park User Fee	\$25.00	Annual
- Resident		
Sycamore Dog Park User Fee	\$75.00	Annual
- Non-Resident		

**Maxwell, Mary Ann**

---

**From:** Brennan, Eileen  
**Sent:** Friday, September 13, 2013 9:33 AM  
**To:** Maxwell, Mary Ann  
**Subject:** RE: 2014 User Fee Schedule

Alarms

11/11/13 10:00 AM - 11/11/13 10:00 AM  
11/11/13 10:00 AM - 11/11/13 10:00 AM

11/11/13 10:00 AM - 11/11/13 10:00 AM  
11/11/13 10:00 AM - 11/11/13 10:00 AM ✓

11/11/13 10:00 AM  
11/11/13 10:00 AM  
11/11/13 10:00 AM  
11/11/13 10:00 AM

**From:** Maxwell, Mary Ann  
**Sent:** Thursday, September 12, 2013 5:25 PM  
**To:** Department\_Heads  
**Cc:** Trombetta, Rose; Schmitt, Kenneth; [REDACTED]@aol.com; [REDACTED] Lupinacci, John;  
[REDACTED]@aol.com; 'Suzi McDonough'; [REDACTED]; Pasquerello, Anne; [REDACTED]  
**Subject:** 2014 User Fee Schedule

Attached is the Adopted User Fee Schedule for 2013.

Please review the revenues for your department, and respond to me with your recommendation by Friday September 20<sup>th</sup>. The Town Board would like to review these revenues along with the 2014 Budget.

Rose....please forward this to the Chairpersons of the various boards.

Thank you,

Mary Ann

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

**Maxwell, Mary Ann**

---

**From:** Gainer, Ron  
**Sent:** Thursday, October 03, 2013 11:49 AM  
**To:** Maxwell, Mary Ann  
**Subject:** RE: 2014 User Fee Schedule

*Engineering*

I just wanted 2 minor changes, as noted below:

Page 6: "Planning/Misc fees" – the "Engineering Inspection Fee (Site Plan & Subdivisions)" description should be changed to "Engineering Fee (Site Plans & Subdivisions) – Technical Review + Construction Inspection Fee" (see attached).

Page 7 "Bulk Water Sales" – the "Rate" of 10 x normal in district rate, per G/L, BLD in the last column ("current rate") should be maximum \$100; this is for routine encounter situations – for example, it may apply to the 1-2 BLD projects and the "revenue" for this would be paid by the owner for the cost to provide the product.

Any questions, pls call.

*Ron Gainer*

**From:** Maxwell, Mary Ann  
**Sent:** Thursday, September 12, 2013 5:25 PM  
**To:** Department\_Heads  
**Cc:** Trombetta, Rose; Schmitt, Kenneth; 'Ron Gainer' (mailto:Ron.Gainer@ci.carmel.ny.us); Lupinacci, John; 'Suzi McDonough' (mailto:Suzi.McDonough@ci.carmel.ny.us); Pasquerello, Anne; 'Mary Ann Maxwell' (mailto:mam@ci.carmel.ny.us)  
**Subject:** 2014 User Fee Schedule

Attached is the Adopted User Fee Schedule for 2013.

Please review the revenues for your department, and respond to me with your recommendation by Friday September 20<sup>th</sup>. The Town Board would like to review these revenues along with the 2014 Budget.

Rose....please forward this to the Chairpersons of the various boards.

Thank you,

Mary Ann

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

**MARK FRASER**  
Chairman

**JOHN MAXWELL**  
Vice Chair

**TOWN OF CARMEL**  
**ZONING BOARD OF APPEALS**



60 McAlpin Avenue  
Mahopac, New York 10541  
Tel. (845) 628-1500  
[www.carmelny.org](http://www.carmelny.org)

**MICHAEL CARNAZZA**  
*Director of Codes  
Enforcement*

**BOARD MEMBERS**

ROSE FABIANO  
ROGER GARCIA  
SILVIO BALZANO  
PHILIP AGLIETTI  
CRAIG PAEPRER

**MEMORANDUM**

To: Mary Ann Maxwell, Comptroller

From: Rose Trombetta, for Mark Fraser, Chairman, Zoning Board of Appeals

Date: September 13, 2013

SUBJECT: USER FEE SCHEDULE FOR FISCAL YEAR 2014

As per Chairman Fraser there are no changes to be made to the User Fee Schedule for fiscal year 2014.

RICHARD FRANZETTI  
*Chairman*

CARL STONE  
*Vice-Chair*

ROSE TROMBETTA  
*Secretary*

DAVID KLOTZLE  
*Wetland Inspector*

**TOWN OF CARMEL**  
**ENVIRONMENTAL CONSERVATION BOARD**



60 McAlpin Avenue  
Mahopac, New York 10541  
Tel. (845) 628-1500 - Ext. 190  
[www.carmelny.org](http://www.carmelny.org)

**BOARD MEMBERS**

Edward Barnett  
Anthony Dusovic  
Robert Laga  
Marc Pekowsky  
Vincent Turano

**MEMORANDUM**

To: Mary Ann Maxwell, Comptroller

From: Rose Trombetta, for Richard Franzetti, Chairman, ECB

Date: September 13, 2013

SUBJECT: USER FEE SCHEDULE FOR FISCAL YEAR 2014

Chairman Richard Franzetti recommends the User Fee Schedule for fiscal year 2014 to remain the same since numerous changes were made for fiscal year 2013.

**Frank Piccone**  
*Chairman*

**Angela Briante**  
*Vice Chair*

**TOWN OF CARMEL**  
**ARCHITECTURAL REVIEW BOARD**



60 McAlpin Avenue  
Mahopac, New York 10541  
Tel. (845) 628-1500 • Fax (845) 628-6836  
[www.carmelny.org](http://www.carmelny.org)

**BOARD MEMBERS**

Edward Arce  
William Rossiter Jr.  
Pam Blecker

**MEMORANDUM**

To: Mary Ann Maxwell, Comptroller

From: Rose Trombetta, for Frank Piccone, Chairman, ARB

Date: September 18, 2013

SUBJECT: USER FEE SCHEDULE FOR FISCAL YEAR 2014

Chairman Frank Piccone recommends the User Fee Schedule for fiscal year 2014 to remain as 2013.

HAROLD GARY  
*Chairman*  
EMMA KOUNINE  
*Vice-Chair*

**BOARD MEMBERS**  
CARL GREENWOOD  
JOHN MOLLOY  
JAMES MEYER  
RAYMOND COTE  
ANTHONY GIANNICO

**TOWN OF CARMEL  
PLANNING BOARD**



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

MICHAEL CARNAZZA  
*Director of Codes  
Enforcement*

RONALD J. GAINER, P.E.  
*Town Engineer*

PATRICK CLEARY  
*Town Planner*

**MEMORANDUM**

To: Mary Ann Maxwell, Comptroller

From: Rose Trombetta, for Harold Gary, Chairman, Planning Board

Date: October 18, 2013

SUBJECT: USER FEE SCHEDULE FOR FISCAL YEAR 2014

Chairman Harold Gary recommends the User Fee Schedule for fiscal year 2014 to remain the same as 2013.

Ronald J. Gainer, P.E.  
Town Engineer



WS#6  
(845) 628-1500  
(845) 628-2087  
Fax (845) 628-7085

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

☒ Work Session 10/23/13

☐ Agenda \_\_\_\_\_

## MEMORANDUM

TO: Carmel Town Board  
DATE: October 16, 2013  
FROM: Ronald J. Gainer, PE, Town Engineer  
RE: Lake Secor Park District- Request for Pavilion installation  
cc: Mary Ann Maxwell, Comptroller

This Department has received a request from Keith Cox from the LSPD. In short, the Park District would like to install a pavilion on the District beach property. Attached is a formal request from Keith to have the matter placed on a Work Session for general discussion. The matters that must be resolved are as follows:

Financing- See Email Correspondence from Mary Ann Maxwell.

Purchase of Steel Pavilion- the Board may wish to consider making a sole source declaration and purchase the unit from Natural Structures, the company that supplied the Camarda Park Pavilion. The Town Attorney could guide the Board as to whether this would be acceptable. Ultimately, the Board must decide how to proceed on this matter.

Installation of Pavilion- This is for a service and therefore a "sole source" declaration is not available. Nor does it fit into the generally recognized category of "Professional Service." So it is not exempt from GML bidding requirements. However, we believe that the value of the work will fall below the \$35,000.00 GML bidding threshold and may even be below the TOC \$20,000.00 procurement policy bidding threshold. Keith has indicated that he would like Blue Horizons to complete the installation as that company adequately completed the installation of the Camarda Park Pavilion. We would need direction from the Board on how they would like to proceed.

Permitting- It would appear that New York State Freshwater Wetland permit will be required. In the event that the permit requires some limited storm water treatment to deal with the impervious surface created by the Pavilion, we anticipate that the cost for this facet of the work will not exceed \$5,000.00.

I trust that this is adequate for your needs. Should you have any questions, please advise.

RECEIVED

OCT 16 2013

SUPERVISOR'S OFFICE  
TOWN OF CARMEL

Tel: (845) 628-1500 Fax: (845) 628-7085 email [rg@ci.carmel.ny.us](mailto:rg@ci.carmel.ny.us)



# LAKE SECOR PARK DISTRICT

## Park District Committee

**Jim Nyarady, Chairman**

Keith Cox, Secretary

Robin Sahovinic

Sissie Hintze

Stephen Perrotta

Linsey Hickey

George Walko

Date: October 2, 2013

To: Ken Schmitt, Supervisor, Town of Carmel

Fm: Keith Cox

Re: Pavillion request for Lake Secor

Hi Ken:

Over the past several months our park district board has been meeting to discuss using some of our reserve money for a capital improvement at Lake Secor and we decided on a pavilion for our picnic and barbecue area. We also could dedicate the Pavillion to all the veterans who have served our country that reside in our park district and have a dedication ceremony. We have asked many of the residents who use the lake this past season and they also like the Pavillion idea.

Attached is a string of emails from Rob Vara and Mary Ann on my request. No one on our board wants to increase taxes to fund this Pavillion and this would be a separate request from our 2014 budget needs that I previously submitted to you and Mary Anne. We wanted to take it from our unreserved balance fund using Option 3.

I have received (enclosed) written quotes from both Natural Structures and Blue Horizons contracting and the total price comes out to \$36,000. We have total reserve/unreserve funds of \$67,000 in our park district budget per Mary Ann's email.

The park district does not really have emergency issues. It is a beach area with floating docks and a lifeguard chair and our large unreserved fund of 40k could we believe be used for a special project such as this. If we had structures or bath houses I could see keeping a large unreserved balance but most of our repairs are minor and have been done through our yearly budgets.

The DEC will not allow us to stock carp nor place insecticides in our lake to control weed growth so no large expensive projects can really be completed at our lake because we do not nor can we build a containment gate.

Keeping a large unreserved balance is something that we feel we could tap into as a way to finance the pavilion. Also we would like to point out that we can replenish the unreserved fund in future years as we keep our spending to a minimum and we have minor surpluses each year

that can go back into the unreserved balance fund. Plus we still have the 25.5k reserved fund to be used for any special needs the park district may have.

We would like to use Blue Horizons Construction for the project. They put up the pavilion at Camarada Park and did a fantastic job. They have the experience, are members of the Mahopac Chamber of Commerce and have a proven track record for installing structures like this for the Town. But we understand that we will need to get two other bids for the project. I do not think they will be much cheaper so this gives us an idea how much the project will cost.

We also wish to purchase the pavilion from Natural Structures as **sole source**. Their pavilions are a cut above the rest after looking and researching pavilions. They were picked for Camarada Park and also they were picked to install the pavilion at Roosevelt State Park in Yorktown'

Safety is our number one issue at our park district and we want the best pavilion and the best contractor for the job. We want this structure to last for a long time and to be installed correctly so our local residents will enjoy safe wonderful times with their friends and family down at the beach

We are requesting to be placed on a town board work session so we can discuss our options with you and the town board.

If you have any questions please contact me at [REDACTED]

Keith Cox  
Chairman

Cc: Mary Ann Maxwell



---

**FW: Lake Secor Pavilion**

1 message

---

**Vara, Rob** <rjv2@ci.carmel.ny.us>

Thu, Sep 12, 2013 at 3:21 PM

To: "Keith Cox" &lt;[REDACTED]@ci.carmel.ny.us&gt;

Cc: "Gainer, Ron" &lt;rg@ci.carmel.ny.us&gt;

Keith, Please see the options described from the Comptrollers office below. If you wish to proceed, you should send in a written request to the Supervisors Office to have it placed on a work session for discussion.

Robert Vara  
Engineering Projects Coordinator  
Town of Carmel  
Carmel Town Hall  
60 McAlpin Avenue  
Mahopac, New York 10541  
Ph. 845-628-1500 ex. 183 Fax: 845-628-7085

---

**From:** Maxwell, Mary Ann**Sent:** Thursday, September 12, 2013 12:18 PM**To:** Vara, Rob**Cc:** 'Gfolchetti'; Gainer, Ron**Subject:** RE: Lake Secor Pavilion

Rob,

There is not money in the 2013 budget to do this, nor was it mentioned in the 2014 Budget request. Keith is correct that they do have over \$60K in their fund balances. However there are limits as to how they can be used.....

There is only \$25.5K in a reserved fund balance that would need board approval to transfer out of (to be paid back over a two year period through a budgeted 2014/2015 transfer). There is also \$41.5K in an unreserved fund balance, which is a total fund balance of \$67K. It would have to be decided whether to take some money from the reserve fund balance and/or the unreserved.

- Option 1 - Take \$25K from reserve to be paid back over two years as well as \$15K from unreserved. Keep in mind the Lake Secor taxpayers are used to paying \$75.00 per year in

district taxes. Adding \$12,500 to the Secor Budget for 2014/2015 to pay back the \$25K would increase that to approx. \$100.00 per taxpayer for two years.

- Option 2 - Take \$25K from reserve by holding a public hearing as well as \$15K from unreserved. If a public hearing is scheduled to take \$ from the reserve then they do not need to pay it back over a two year period.
- Option 3 – Do not touch the reserve and use \$ from the unreserved fund balance. However, that would wipe out the unreserved fund balance which is good to have for emergencies.
- Option 4 – Budget for the expense is the 2014 Budget which would increase the district tax to approx. \$150 per taxpayer for one year only.

To sum it up...this is a little more complicated than me just telling you yes or no.... Give me a call or maybe we need to set up a meeting with Keith, Ron, Greg to discuss further.

Thanks.....Mary Ann

---

**From:** Vara, Rob  
**Sent:** Thursday, September 12, 2013 10:00 AM  
**To:** Maxwell,Mary Ann  
**Cc:** 'Gfolchetti'; Gainer,Ron  
**Subject:** Lake Secor Pavilion

Max,

Secor Park District wants to purchase and install a pavilion at the District Property. Based upon what has been provided it looks like they well need about 18K for the purchase. The install with the Concrete pad should not exceed 20K (and that is high). So just a WAG would be about 40K. So, first question. Is there sufficient funds?

Greg, If you read Keith's email, he is indicating that his board is determining Natural Structures to be a sole source. Obviously that Board does not have that authority. The Town Board however could look to the Advisory Boards Recommendation and use that as a partial basis for making it's own determination of Sole Source. Does that logic make sense to you.

If Max determines that the funding is available then I think that the next step would be to put it on for a work session and allow Cox to present his desires to the Board.

Robert Vara  
Engineering Projects Coordinator  
Town of Carmel  
Carmel Town Hall  
60 McAlpin Avenue  
Mahopac, New York 10541  
Ph. 845-628-1500 ex. 183 Fax:845-628-7085

**From:** keith cox [REDACTED]  
**Sent:** Thursday, September 12, 2013 9:32 AM  
**To:** Vara, Rob; Gainer, Ron  
**Subject:**

Hi Ron and Rob, our park district board voted earlier in the week on purchasing a pavilion from natural structures as the sole source. Natural structures pavilions are above the standard and they look great. Their company was picked to for the pavilion at Camarada Park and we want something that will last for years. Attached is what we want and their quote for sending one to us.

We have over \$60,000 in our reserve fund and we finally want to start using some of the money to improve our park. Rob you mentioned that we need to go through the process with the building inspector even though it is town property so I would like to get the ball rolling. I hope to have bids from contractors and as a note Blue Horizons did not return my phone calls so I assume they do not want to install it for us.

I assume we will need to meet at the lake to show you where we want it installed which is by the picnic area, just let me know the time and I will take time off from work to meet with you guys. Thanks Keith

#### STRUCTURES RESPONSE BELOW'

Hi Keith, Attached is a budgetary quote for the Rocky Mountain structure with line item options that will make it look just like the photo, with the exception of the pressure treated T&G option, that is not done to the structure shown in the photo. The quote also has the upgrade for steel to meet the local 55LB Snow load code requirement. After you have a chance to review please contact me with any questions Regards,  
Scott R. Swanson Natural Structures From: keith cox [mailto:keithlakesecor@gmail.com]

**Pasquerello, Anne**

---

**From:** Gainer, Ron  
**Sent:** Thursday, October 17, 2013 4:32 PM  
**To:** Schmitt, Kenneth; Pasquerello, Anne  
**Subject:** Camarda Park - new Bathroom/concession stand  
**Attachments:** 10-17-13 TB memo.rjg.pdf

WS#17

Attached is a memorandum on the above matter. Pls place the matter on an upcoming Town Board agenda for discussion.

Thank you.

☒ Work Session 10/23/13

☐ Agenda \_\_\_\_\_

Ronald J. Gainer, PE, Town Engineer  
TOWN OF CARMEL  
60 McAlpin Avenue  
Mahopac, NY 10541  
(845) 628-2087; fax (845) 628-7085  
email: [rg@ci.carmel.ny.us](mailto:rg@ci.carmel.ny.us)

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---

Ronald J. Gainer, 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: Ken Schmitt, Supervisor and Town Board      DATE: October 17, 2013

FROM: Ronald J. Gainer, PE, Town Engineer      RE: Camarda Park - New Concession Stand

cc: Jim Gilchrist, Recreation Director  
Rob Vara

---

As you know, Jim Gilchrist previously obtained Town Board authorization to advertise for bids for the construction of a Bathroom/Concession Stand for the park. This is a facility which the Town Recreation Committee and Town residents have long sought for the park.

He subsequently sought the assistance of the Engineering Department to accomplish the development of design/bid documents in order to release the project for bid. Unfortunately, with our very limited staff and significant other workload in managing the operation of the Town's water & sewer districts as well as providing routine technical support to other Town Departments, we have been unable to devote sufficient time to provide the assistance requested.

As a result, in order to permit this design work to move forward in any reasonable time frame, I am seeking the authorization of the Town Board to prepare a formal "Request for Proposals" (RFP) for these necessary professional engineering services, in order to obtain cost proposals from area consultants. Upon receipt of proposals, the Town can then determine if they wish to retain the services of an engineering consultant to bring the project to fruition.

Mr. Gilchrist has indicated that sufficient monies exist in the Town's Parkland Trust Fund to cover these professional engineering services as well as the construction of the bathroom/ concession stand and necessary utility extensions to service the building.

Please place this matter on an upcoming Town Board worksession for discussion. If you have any questions, please don't hesitate to contact me.

Ronald J. Gainer, P.E.  
Town Engineer




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

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

WS#8

☒ Work Session 10/23/13

☐ Agenda \_\_\_\_\_

To: Ken Schmitt, Supervisor  
From: Robert Vara, Eng. Project Coordinator   
Date: October 16, 2013  
Subject: AAA - Application for Carting License

Attached please find a completed application from AAA Carting, along with insurance certificates.

I am forwarding the application to Counsel for review of insurance certificates. This matter should be placed on the next Town Board work session.

Fees are as follows:

Application Fee \$2,000 (Renewal)

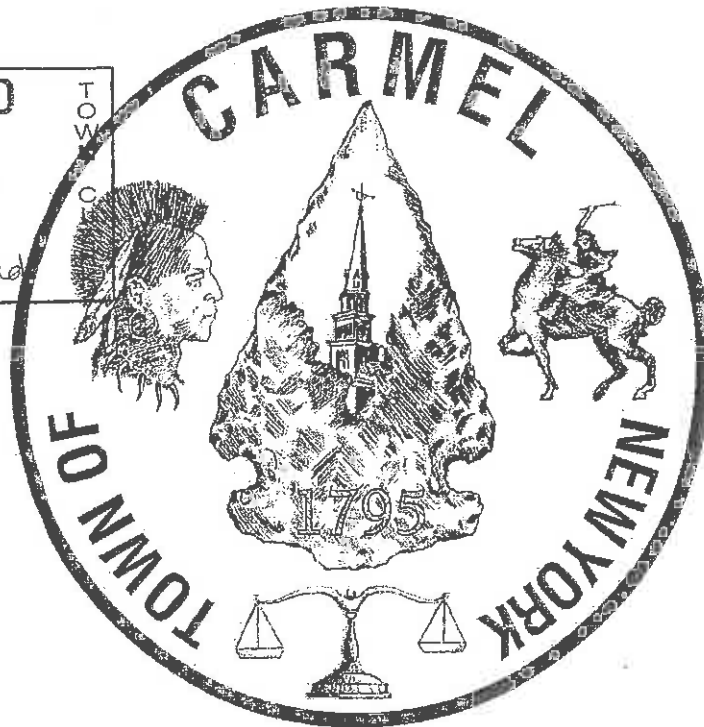
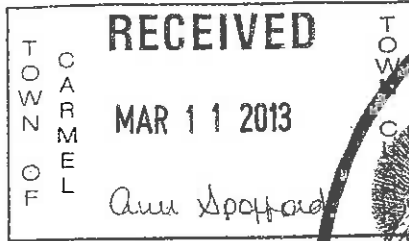
Truck Inspection Fee at \$150 per truck x (2) trucks =	\$ 300
Total Amount Paid in Full	\$2,300





cc: Rob Vana

13-05



# TOWN OF CARMEL LICENSE APPLICATION TO COLLECT AND DISPOSE OF REFUSE

KENNETH SCHMITT  
Town Supervisor

FRANK D. LOMBARDI  
Town Councilman  
Deputy Supervisor

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

**TOWN OF CARMEL**  
TOWN HALL



60 McAlpin Avenue  
Mahopac, New York 10541  
Tel. (845) 628-1500 • Fax (845) 628-6836  
www.carmelny.org

ANN GARRIS  
Town Clerk

KATHLEEN KRAUS  
Receiver of Taxes

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

APPLICATION FOR A LICENSE TO COLLECT AND DISPOSE OF REFUSE  
IN THE TOWN OF CARMEL  
TO THE TOWN BOARD OF THE TOWN OF CARMEL

Pursuant to Chapter 95 of the Code of the Town of Carmel, any person or entity who desires to collect or engage in the business of collecting refuse and garbage within the Town of Carmel starting on January 1, 1986, shall file a written, certified application for a license with the Town Board containing the following information. If you require additional space for any item, kindly place it on a separate sheet of paper and attach same to this application.

**OFFICE USE ONLY**

☐ New Application  
☒ Renewal Application – Date of Expiration: \_\_\_\_\_

PLEASE PRINT CLEARLY

1. Business Name of Applicant

Business Address

Business Telephone Number

Business Fax Number

Emergency Telephone Number

Place of Business

Employer ID Number

Email Address

Web Site

AAA CARTING & Rubbish Removal

480 Furnace Neck Rd Cortlandt

845-628-5000

914 739 4967

914 [REDACTED]

3 Greentown Road Buchanan NY 10511

13 406 8572

AAA CARTING @ aol.com

www.AAAcarting.com

2. Please List a Schedule of the Fees or Rates to be Charged to Customers ( See Chapter 95 for mandatory services and rates)

Residential

Commercial

Between '8-15 per yard

Number of Pick Ups per Week:

Refuse: 1-7 Days Recycling: 1-7 Days

3. Billing Cycle: ☒ Monthly ☐ Bi-Monthly ☐ Quarterly ☐ Other\*\*

\*\* If Other, Please Explain:

4. Trucks or Equipment to be Utilized in Service to Customers in the Town of Carmel:

Year	Make	Body Type	Plate No.	Condition	Owned or Lease
2003	Mark	Rearload	26759JU	Excellent	Owned
1998	Mark	Rearload	41543JZ	Excellent	Owned

5. The Approximate Volume and Tonnage Each Vehicle will Handle Per Day:

Year	Make	Body Type	Plate No.	Average Tonnage Volume Per Day
2003	Mark	Rearload	26759JU	8
1998	Mark	Rearload	41543JZ	5

6. Contingency Plans for Providing Service in the Event of Equipment Failure:

We have plenty of spare vehicles

7a. Contingency Plans for Providing Service in the Event of Labor Disputes or Other Factors which Cause an Interruption of Service (If contingency plan is implemented, you must contact the Town of Carmel Engineering Department):

No chance of Labor Disputes

7b. Contingency Plans for providing service in the event of an equipment failure (if contingency plan is implemented, you must contact the Town of Carmel Engineering Department):

Same as 6

8a. Specifically, what Materials Will Be Recycled? (Please Use Additional Sheets, if Necessary. All materials required under Chapter 95 must be recycled):

Plastics 1-7, Aluminum cans, Bottles,  
Cardboard, Newspapers, and all other paper.

8b. Describe the Manner in Which Recyclables will be Collected:

Single Stream - Separate Day Residential  
Separate Day Different Trucks Commercial

9. Where Will Trucks be Stored?

Property Location:

3 Greentown Rd Buchanan

Owner of Property:

PAT Cartalenti

10. Names and Location where Refuse will be Disposed (i.e. landfill/waste to energy facility/material recovery station/transfer station):

Wheelabrator Westchester + Charles PL  
Rockville 10566 + Hudson Buler  
508 Fishkill Ave Beacon, NY 12508

11. Location(s) of Transfer Station(s) (NOTICE: THERE CAN BE NO TRANSFER OF GARBAGE IN A RESIDENTIAL ZONE OF THE TOWN)

SLA

12. Are Your Employees Members of a Union? Yes ☐ No ☒ If Yes, Please List Union(s)?

13. Please List Names and Addresses of Three (3) Major Creditors:

1. Carsi Tire - 200 Highland Ave Ossining
2. Danson Oil - 701 N. Division St Peekskill
3. Levins Auto - Highland Ave Peekskill

14. Owner(s) of the Applicant Business, if not Incorporated:

Name	Home Address	Phone Number	Age
------	--------------	--------------	-----


15. If Incorporated, List All Officers and Directors:

Name	Title	Home Address	Home Phone Number
LINDA & PAT Cartabene			

Any Other Waste Industry Businesses Owned by and/or Associated with the Applicant? ☐ Yes ☒ No (If Yes, Please List Name(s) and Address(es) of Business(es))


Name	Title	Home Address	Home Phone Number
------	-------	--------------	-------------------


Any Other Waste Industry Businesses Owned by and/or Associated with the Applicant? ☐ Yes ☒ No (If Yes, Please List Name(s) and Address(es) of Business(es))


Name	Title	Home Address	Home Phone Number
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Any Other Waste Industry Businesses Owned by and/or Associated with the Applicant? Yes ☒ No (If Yes, Please List Name(s) and Address(es) of Business(es))

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Name	Title	Home Address	Home Phone Number
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Any Other Waste Industry Businesses Owned by and/or Associated with the Applicant? Yes ☒ No (If Yes, Please List Name(s) and Address(es) of Business(es))

---

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16. Applicant Must Submit with its Application a Completed Employer Information Report Detailing the Applicant's Work Force Composition.

17. Applicant Must Provide Certificates of Insurance Satisfactory to the Town of Carmel with this Application in Accordance with Chapter 95 of the Town Code as follows:

A. Public Liability            \$1,000,000 Single Coverage;  
   \$100,000 Per Person;  
   \$300,000 Per Accident.

B. Motor Vehicle Bodily  
   Injury:                        \$500,000 Per Person;  
   \$1,000,000 Per Occurrence;  
   \$50,000 Property Damage

C. Property Damage        \$100,000 Per Occurrence

D. Workers' Compensation Insurance

E. Disability Insurance

All Required Insurance shall be Carried Throughout the Term of the License.

The Town of Carmel shall be Noticed as "Additional Insured" on All Insurance Certifications.

All Insurance Policies shall Specify that They Cannot be Canceled, Materially Changed or Modified Without at Least Thirty (30) Days Prior Written Notice, by Certified Mail, Return Receipt Requested to the Town Clerk, Town of Carmel, 60 McAlpin Avenue, Mahopac, NY 10541.

The Applicant Warrants that These Insurance Specifications have been Reviewed with the Insurance Agent or Broker and That the Agent or Broker has been Instructed to Procure the Insurance Coverage Required Herein and to Comply with

all Requirements Involving Policy Conditions, Additional Insured(s) and Prompt Delivery of Proper Certificates of Insurance, Binders of Insurance and Actual Insurance Policies.

18a. Do you hold a License to Collect Refuse in Any Other Municipality?  
Yes X No     

18b. If You Answered Yes, Please List the Names and Addresses:

Name of Municipality	Address
Westchester County	100 East First St. Utvernon
Rockland County	80 Sanitation Rd Blvd Pomona
Yorktown Heights	313 Under Hill Ave Yorktown
Pound Ridge	179 Westchester Ave
Quaker Ridge	167 Rock Hook Rd
Putnam Valley	265 Osawanna Rd Putney

19. The Attention of the Applicant (and all Officers, Directors, Partners and Employees of Said Applicant) is called to the Federal, State and Local Rules and Regulations Regarding Environmental Matters that must be Observed by the Applicant in the Performance of the Licensed Work, Consisting, of Among Others, Safety of Operations, Noise Control, Prevention and/or Control of Air Pollution, Removal of Waste Materials, Storage of Containers, Minimum Disturbance of Pedestrian and Vehicular Traffic, Maintaining use of Public Facilities and Protection Against Dust Hazards. This enumeration is not a Complete List of Environmental Matters to be Observed.

20. The Applicant shall Furnish to the Town of Carmel all Relevant Documents or information as requested. Failure to Answer Any of These Questions will Result in a Follow-Up Why the Question Was Not Answered. While a "Yes" Answer to Any Question will not Automatically Result in a Negative Finding on the Question of the Applicant.

21a. During the Past Three (3) Years, Has the Applicant or Any Principal, Director, Officer, or Shareholder Owning 50% or More of the Stock of the Applicant (if a Corporation) or Managerial Employee thereof, in Connection with the Business of the Applicant or any Other Firm which is Related by Common Ownership, Control or Otherwise, been Convicted of or Adjudicated as Having Violated any Federal or New York State Environmental Law, Including, But Not Limited to, The Federal Water Pollution Control Act (a/k/a the Clean Water Act), 33 U.S.C. Sections 1251 et Seq.; the Oil Pollution Sections 136 et Seq.; Toxic Substances Control Act, 15 U.S.C. Sections 2601 et Seq.; the New York State Public Health Law; the New York State Environmental Conservation Law; the New York State Navigation Law; the Westchester County Source Separation Law; and the Westchester County Solid Waste and Recycling Collection Licensing Law? Yes X No     

Violation for Westchester County Source Separation Law.

21b. During the Past Three (3) Years, has the Applicant, or any Principal, Director, Officer or Shareholder Owning 50% or More of the Stock of the Applicant (if a Corporation) or Managerial Employee Thereof in Connection with the Business of the Firm or any Other Firm which is Related by Common Ownership, Control or Otherwise been Convicted of or Adjudicated by a Court of Competent Jurisdiction in New York as Having Committed Unfair Trade Practices or Conduct in Restraint of Competition, Including but not Limited to the Violation of the Sherman Anti-Trust Act (15 U.S.C. §1, §2), the Clayton Act (15 U.S.C. §18) the Robinson Patman Act (15 U.S.C. § 12 et Seq.), the Federal Trade Commission Act (15 U.S.C. §45 et Seq.) Section 340 et Seq. of the New York State General Business Law or Equivalent Violation of the Laws of any other Jurisdiction? Yes \_\_\_\_\_ No X

21c. During the Past Three Years has the Applicant, or any Principal, Director, Officer or Shareholder Owning 50% or More of the Stock of the Applicant (if a Corporation) or Managerial Employee thereof, in Connection with the Business of the Applicant or any other Firm which is Related by Common Ownership, Control or Otherwise, been Convicted of Racketeering Activity, Including but not Limited to an Offense Listed in §1961(1) of the Racketeer Influence and Corrupt Organizations Statute (18 U.S.C. §1961, et Seq.) or an Offense Listed in Subdivision 1 of §460.10 of the Penal Law as Such Statutes may be Amended from Time to Time? Yes \_\_\_\_\_ No X

21d. To the Best of Your Knowledge, is the Applicant or Any Principal, Director, Officer, or Shareholder Owning 50% or More of the Stock of the Applicant (if a Corporation) or Managerial Employee Thereof, in Connection with the Business of the Firm or any other Firm which is Related by Common Ownership, Control or Otherwise, Currently the Subject of Pending Investigation by any Grand Jury, Commission, or Other Entity or Agency or Authority in the State of New York in Connection with any Conduct Listed in 16A and/or B above? Yes \_\_\_\_\_ No X (We assume you mean 16A + 21b)

21e. During the Past Three (3) Years, has the Applicant, or any Principal, Director, Officer or Shareholder Owning 50% or More of the Stock of the Applicant (if a Corporation) or Managerial Employee Thereof, in Connection with the Business of the Applicant or any Other Firm which is Related by Common Ownership, Control or Otherwise, been the Subject of a Civil or Criminal Investigation Involving Environmental Laws or Regulations of the State of New York, Including but Not Limited to Those Listed in Question 16A above, or Unfair Trade Practices or Conduct in Restraint of Trade, Including but Not Limited to Those Listed in Question 16B Above? Yes \_\_\_\_\_ No X

21f. As a Result of Any Such Investigation, Referenced in any Subparagraph Above, has any Determination been made by any Federal, New York State or Local Governmental Authority? Yes \_\_\_\_\_ No X

21g. Has the Applicant, or any Principal, Director, Officer or Shareholder Owning 50% or More of the Stock of the Applicant, if a Corporation, or Managerial Employee Thereof, ever been Denied or Refused a Collection License in the State of New York? Yes \_\_\_\_\_ No X

If the Answer to Any of the Above Subparagraphs is "Yes," Please Annex to this License Application a Response Setting Forth the Court or Agency in which the Conviction or Determination was Made, the Agency Number, Civil Action Number or Index Number of the Determination, a Copy of the Conviction, Plea Agreement or Determination and a Description of the Conviction or the Determination; and

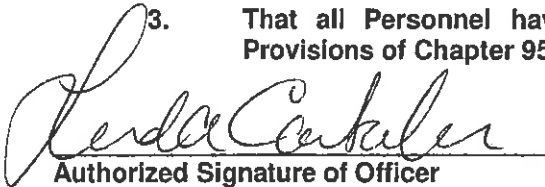


If You have Answered "Yes" to the Subparagraph Inquiring, About an Investigation, Please Set Forth the Court or Agency Conducting or that Conducted the Investigation, the Approximate Date that the Investigation Commences and, if Applicable, Concluded, the Subject Matter of the Investigation and the Identity of the Person or Entity Involved, and the Result of Said Investigation.

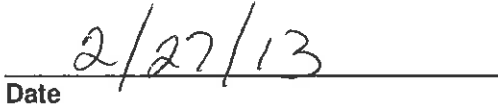
If a Written Determination was Issued, Enclose a Copy of Said Determination.

I DO HEREBY CERTIFY AND DECLARE UNDER PENALTIES OF PERJURY:

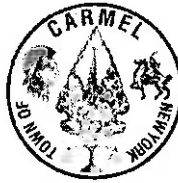
1. That of the Statements Herein Contained are True and Correct
2. That I have Received a Copy of and have Read and Understand and Shall Comply with all of the Provisions of Chapter 95 of the Code of the Town of Carmel
3. That all Personnel have Been Instructed to Comply with the Provisions of Chapter 95 of the Code of the Town of Carmel

  
Authorized Signature of Officer

  
Name and Title of Authorized Officer (Please Print)

  
Date


Ronald J. Gainer, P.E.  
Town Engineer



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

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

WS#9

To: Ken Schmitt, Supervisor  
From: Robert Vara, Eng. Project Coordinator   
Date: October 16, 2013  
Subject: R&S Waste - Application for Carting License

☒ Work Session 10/23/13

☐ Agenda \_\_\_\_\_

Attached please find a completed application from R&S Waste, along with insurance certificates.

I am forwarding the application to Counsel for review of insurance certificates. This matter should be placed on the next Town Board work session.

Fees are as follows:

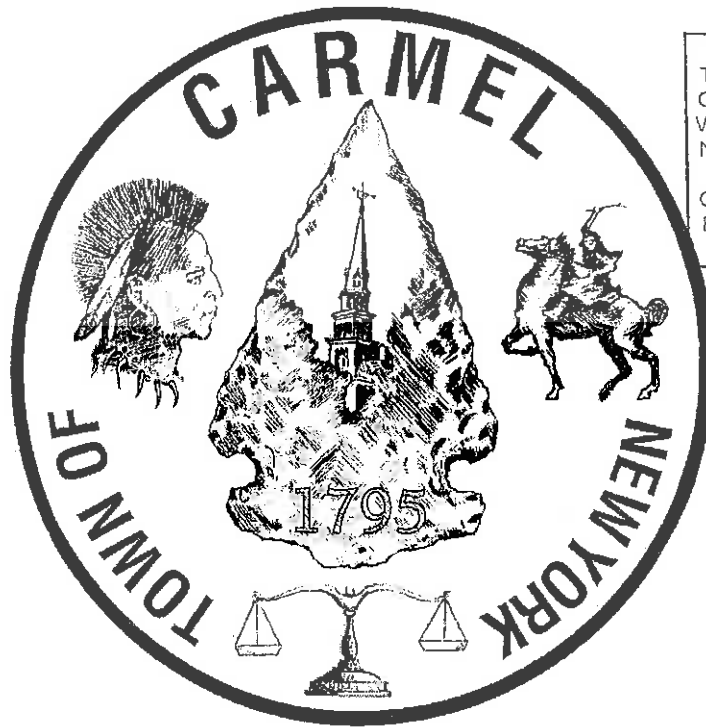
Application Fee \$2,000 (Renewal)

Truck Inspection Fee at \$150 per truck x (5) trucks      \$ 750

Total Amount Paid in Full      \$2,750



cc: Rob Vane



TOWN OF CARMEL	RECEIVED	TOWN CLERK
	FEB 27 2013	
	<i>Ann Spofford</i>	

TOWN OF CARMEL  
LICENSE APPLICATION  
TO COLLECT AND  
DISPOSE OF REFUSE

KENNETH SCHMITT  
Town Supervisor

FRANK D. LOMBARDI  
Town Councilman  
Deputy Supervisor

JOHN D. LUPINACCI  
Town Councilman  
SUZANNE MC DONOUGH  
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ANN GARRIS  
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KATHLEEN KRAUS  
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MICHAEL SIMONE  
Superintendent of Highways  
Tel. (845) 628-7474

**APPLICATION FOR A LICENSE TO COLLECT AND DISPOSE OF REFUSE  
IN THE TOWN OF CARMEL  
TO THE TOWN BOARD OF THE TOWN OF CARMEL**

Pursuant to Chapter 95 of the Code of the Town of Carmel, any person or entity who desires to collect or engage in the business of collecting refuse and garbage within the Town of Carmel starting on January 1, 1986, shall file a written, certified application for a license with the Town Board containing the following information. If you require additional space for any item, kindly place it on a separate sheet of paper and attach same to this application.

**OFFICE USE ONLY**

☐ New Application  
☒ Renewal Application – Date of Expiration: \_\_\_\_\_

**PLEASE PRINT CLEARLY**

1. Business Name of Applicant

Business Address

Business Telephone Number

Business Fax Number

Emergency Telephone Number

Place of Business

Employer ID Number

Email Address

Web Site

*R&S Waste Services LLC*  
*PO Box 736, Yonkers NY 10710*  
*914-378-0100*  
*914-992-8430*  
*[REDACTED]*  
\_\_\_\_\_  
\_\_\_\_\_  
*JDE@RSWasteservices.com*  
\_\_\_\_\_

2. Please List a Schedule of the Fees or Rates to be Charged to Customers ( See Chapter 95 for mandatory services and rates)

Residential

N/A

Commercial

# 15<sup>00</sup> YARD

Number of Pick Ups per Week: Refuse: 2 Recycling: 1

3. Billing Cycle: ☒ Monthly ☐ Bi-Monthly ☐ Quarterly ☐ Other\*\*

\*\* If Other, Please Explain: \_\_\_\_\_

4. Trucks or Equipment to be Utilized in Service to Customers in the Town of Carmel:

	Year	Make	Body Type	Plate No.	Condition	Owned or Lease
G-5	2001	MAK	PACKER	56262MB	GOOD	OWNED
G-7	2006	GMC	PACKER	56264MB	GOOD	OWNED
FL-1	2011	MAK	PACKER	26816PC	GOOD	LEASE
FL-2	2011	MAK	PACKER	26817PC	GOOD	LEASE
FL-5	2008	MAK	PACKER	23883PC	GOOD	OWNED

5. The Approximate Volume and Tonnage Each Vehicle will Handle Per Day:

	Year	Make	Body Type	Plate No.	Average Tonnage Volume Per Day
G-5	2001	MAK	PACKER	56262MB	20-25 YARDS
G-7	2006	GMC	PACKER	56264MB	10-14 YARDS
FL-1	2011	MAK	PACKER	26816PC	20-25 YARDS
FL-2	2011	MAK	PACKER	26817PC	20-25 YARDS
FL-5	2008	MAK	PACKER	23883PC	12-15 YARDS

6. Contingency Plans for Providing Service in the Event of Equipment Failure:

WE HAVE MULTIPLE SPARE TRUCKS  
AVAILABLE

7a. Contingency Plans for Providing Service in the Event of Labor Disputes or Other Factors which Cause an Interruption of Service (If contingency plan is implemented, you must contact the Town of Carmel Engineering Department):

7b. Contingency Plans for providing service in the event of an equipment failure (if contingency plan is implemented, you must contact the Town of Carmel Engineering Department):

We have sufficient equipment  
in the event of equipment failure

8a. Specifically, what Materials Will Be Recycled? (Please Use Additional Sheets, if Necessary. All materials required under Chapter 95 must be recycled):

CARDBOARD, PAPER, BOTTLES, CANS, PLASTIC

8b. Describe the Manner in Which Recyclables will be Collected:

RECYCLABLES WILL BE COLLECTED IN SEPARATE  
TRUCKS

9. Where Will Trucks be Stored?

Property Location:

Owner of Property:

10. Names and Location where Refuse will be Disposed (i.e. landfill/waste to energy facility/material recovery station/transfer station):

Waste Management, Rockskill N.Y.

11. Location(s) of Transfer Station(s) (NOTICE: THERE CAN BE NO TRANSFER OF GARBAGE IN A RESIDENTIAL ZONE OF THE TOWN)

Waste Management Rockskill N.Y.

12. Are Your Employees Members of a Union? Yes ☒ No ☐ If Yes, Please List Union(s)? 726

13. Please List Names and Addresses of Three (3) Major Creditors:

1. General Electric
2. Bank Financial
3. Westchester Bank

14. Owner(s) of the Applicant Business, if not Incorporated:

Name	Home Address	Phone Number	Age
------	--------------	--------------	-----

<u>Joseph F. Spicciardi</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>

15. If Incorporated, List All Officers and Directors:

Name	Title	Home Address	Home Phone Number
------	-------	--------------	-------------------

<u>N/A</u>			
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Any Other Waste Industry Businesses Owned by and/or Associated with the Applicant? ☒ Yes ☐ No (If Yes, Please List Name(s) and Address(es) of Business(es))

① Frontline Waste Management Corp d/b/a  
Competitive Costing

Name	Title	Home Address	Home Phone Number
------	-------	--------------	-------------------

<u>SAME</u>			
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Any Other Waste Industry Businesses Owned by and/or Associated with the Applicant? ☐ Yes ☒ No (If Yes, Please List Name(s) and Address(es) of Business(es))

Name	Title	Home Address	Home Phone Number
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Any Other Waste Industry ~~Businesses~~ Owned by and/or Associated with the Applicant?        Yes   ✓   No (If Yes, Please List Name(s) and Address(es) of Business(es))

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Name	Title	Home Address	Home Phone Number
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Any Other Waste Industry ~~Businesses~~ Owned by and/or Associated with the Applicant?        Yes   ✓   No (If Yes, Please List Name(s) and Address(es) of Business(es))

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16. Applicant Must Submit with its Application a Completed Employer Information Report Detailing the Applicant's Work Force Composition.

17. Applicant Must Provide Certificates of Insurance Satisfactory to the Town of Carmel with this Application in Accordance with Chapter 95 of the Town Code as follows:

A. Public Liability           \$1,000,000 Single Coverage;  
                                      \$100,000 Per Person;  
                                      \$300,000 Per Accident.

B. Motor Vehicle Bodily  
   Injury:                     \$500,000 Per Person;  
                                      \$1,000,000 Per Occurrence;  
                                      \$50,000 Property Damage

C. Property Damage       \$100,000 Per Occurrence

D. Workers' Compensation Insurance

E. Disability Insurance

All Required Insurance shall be Carried Throughout the Term of the License.

The Town of Carmel shall be Noticed as "Additional Insured" on All Insurance Certifications.

All Insurance Policies shall Specify that They Cannot be Canceled, Materially Changed or Modified Without at Least Thirty (30) Days Prior Written Notice, by Certified Mail, Return Receipt Requested to the Town Clerk, Town of Carmel, 60 McAlpin Avenue, Mahopac, NY 10541.

The Applicant Warrants that These Insurance Specifications have been Reviewed with the Insurance Agent or Broker and That the Agent or Broker has been Instructed to Procure the Insurance Coverage Required Herein and to Comply with



all Requirements Involving Policy Conditions, Additional Insured(s) and Prompt Delivery of Proper Certificates of Insurance, Binders of Insurance and Actual Insurance Policies.

18a. Do you hold a License to Collect Refuse in Any Other Municipality?  
Yes ☒ No ☐

18b. If You Answered Yes, Please List the Names and Addresses:

Name of Municipality	Address	
CITY OF NEW ROCHELLE	515 NORTH AVE	10801
CITY OF YONKERS	40 SOUTH BROADWAY	10701
TOWN OF BEDFORD	321 BEDFORD RD	10507
TOWN OF EASTCHESTER	40 MILL RD	10909
TOWN OF GREENBURGH	177 HILLSIDE AVE	10607
PUTNAM COUNTY	1 GENEVA RD BREWSTER	10509

19. The Attention of the Applicant (and all Officers, Directors, Partners and Employees of Said Applicant) is called to the Federal, State and Local Rules and Regulations Regarding Environmental Matters that must be Observed by the Applicant in the Performance of the Licensed Work, Consisting, of Among Others, Safety of Operations, Noise Control, Prevention and/or Control of Air Pollution, Removal of Waste Materials, Storage of Containers, Minimum Disturbance of Pedestrian and Vehicular Traffic, Maintaining use of Public Facilities and Protection Against Dust Hazards. This enumeration is not a Complete List of Environmental Matters to be Observed.

20. The Applicant shall Furnish to the Town of Carmel all Relevant Documents or information as requested. Failure to Answer Any of These Questions will Result in a Follow-Up Why the Question Was Not Answered. While a "Yes" Answer to Any Question will not Automatically Result in a Negative Finding on the Question of the Applicant.

21a. During the Past Three (3) Years, Has the Applicant or Any Principal, Director, Officer, or Shareholder Owning 50% or More of the Stock of the Applicant (if a Corporation) or Managerial Employee thereof, in Connection with the Business of the Applicant or any Other Firm which is Related by Common Ownership, Control or Otherwise, been Convicted of or Adjudicated as Having Violated any Federal or New York State Environmental Law, Including, But Not Limited to, The Federal Water Pollution Control Act (a/k/a the Clean Water Act), 33 U.S.C. Sections 1251 et Seq.; the Oil Pollution Sections 136 et Seq.; Toxic Substances Control Act, 15 U.S.C. Sections 2601 et Seq.; the New York State Public Health Law; the New York State Environmental Conservation Law; the New York State Navigation Law; the Westchester County Source Separation Law; and the Westchester County Solid Waste and Recycling Collection Licensing Law? Yes ☐ No ☐

21b. During the Past Three (3) Years, has the Applicant, or any Principal, Director, Officer or Shareholder Owning 50% or More of the Stock of the Applicant (if a Corporation) or Managerial Employee Thereof in Connection with the Business of the Firm or any Other Firm which is Related by Common Ownership, Control or Otherwise been Convicted of or Adjudicated by a Court of Competent Jurisdiction in New York as Having Committed Unfair Trade Practices or Conduct in Restraint of Competition, Including but not Limited to the Violation of the Sherman Anti-Trust Act (15 U.S.C. §1, §2), the Clayton Act (15 U.S.C. §18) the Robinson Patman Act (15 U.S.C. § 12 et Seq.), the Federal Trade Commission Act (15 U.S.C. §45 et Seq.) Section 340 et Seq. of the New York State General Business Law or Equivalent Violation of the Laws of any other Jurisdiction? Yes \_\_\_\_\_ No ✓

21c. During the Past Three Years has the Applicant, or any Principal, Director, Officer or Shareholder Owning 50% or More of the Stock of the Applicant (if a Corporation) or Managerial Employee thereof, in Connection with the Business of the Applicant or any other Firm which is Related by Common Ownership, Control or Otherwise, been Convicted of Racketeering Activity, Including but not Limited to an Offense Listed in §1961(1) of the Racketeer Influence and Corrupt Organizations Statute (18 U.S.C. §1961, et Seq.) or an Offense Listed in Subdivision 1 of §460.10 of the Penal Law as Such Statutes may be Amended from Time to Time? Yes \_\_\_\_\_ No ✓

21d. To the Best of Your Knowledge, is the Applicant or Any Principal, Director, Officer, or Shareholder Owning 50% or More of the Stock of the Applicant (if a Corporation) or Managerial Employee Thereof, in Connection with the Business of the Firm or any other Firm which is Related by Common Ownership, Control or Otherwise, Currently the Subject of Pending Investigation by any Grand Jury, Commission, or Other Entity or Agency or Authority in the State of New York in Connection with any Conduct Listed in 16A and/or B above? Yes \_\_\_\_\_ No ✓

21e. During the Past Three (3) Years, has the Applicant, or any Principal, Director, Officer or Shareholder Owning 50% or More of the Stock of the Applicant (if a Corporation) or Managerial Employee Thereof, in Connection with the Business of the Applicant or any Other Firm which is Related by Common Ownership, Control or Otherwise, been the Subject of a Civil or Criminal Investigation involving Environmental Laws or Regulations of the State of New York, Including but Not Limited to Those Listed in Question 16A above, or Unfair Trade Practices or Conduct in Restraint of Trade, Including but Not Limited to Those Listed in Question 16B Above? Yes \_\_\_\_\_ No ✓

21f. As a Result of Any Such Investigation, Referenced in any Subparagraph Above, has any Determination been made by any Federal, New York State or Local Governmental Authority? Yes \_\_\_\_\_ No ✓

21g. Has the Applicant, or any Principal, Director, Officer or Shareholder Owning 50% or More of the Stock of the Applicant, if a Corporation, or Managerial Employee Thereof, ever been Denied or Refused a Collection License in the State of New York? Yes \_\_\_\_\_ No ✓

If the Answer to Any of the Above Subparagraphs is "Yes," Please Annex to this License Application a Response Setting Forth the Court or Agency in which the Conviction or Determination was Made, the Agency Number, Civil Action Number or Index Number of the Determination, a Copy of the Conviction, Plea Agreement or Determination and a Description of the Conviction or the Determination; and

If You have Answered "Yes" to the Subparagraph Inquiring, About an Investigation, Please Set Forth the Court or Agency Conducting or that Conducted the Investigation, the Approximate Date that the Investigation Commences and, if Applicable, Concluded, the Subject Matter of the Investigation and the Identity of the Person or Entity Involved, and the Result of Said Investigation.

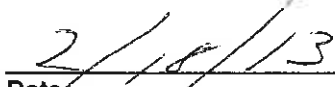
If a Written Determination was Issued, Enclose a Copy of Said Determination.

I DO HEREBY CERTIFY AND DECLARE UNDER PENALTIES OF PERJURY:

1. That of the Statements Herein Contained are True and Correct
2. That I have Received a Copy of and have Read and Understand and Shall Comply with all of the Provisions of Chapter 95 of the Code of the Town of Carmel
3. That all Personnel have Been Instructed to Comply with the Provisions of Chapter 95 of the Code of the Town of Carmel

  
Authorized Signature of Officer

  
Name and Title of Authorized Officer (Please Print)

  
Date



**EAST OF HUDSON  
WATERSHED CORPORATION**

PO Box 176  
Patterson, NY 12563  
Tel: 845-319-6349  
Fax: 845-319-6391

WS# 10

September 26, 2013

Kenneth Schmitt, Supervisor  
Town of Carmel  
60 McAlphin Avenue  
Mahopac, NY 10541

☒ Work Session 10/23/13  
☐ Agenda \_\_\_\_\_

Re: Coordination of SEQRA Review on Stormwater Retrofit Projects

Dear Supervisor Schmitt:

EOHWC is responsible for implementing over a hundred stormwater retrofit projects ("SRPs") within the next year and a half on behalf of its member municipalities. Most of the projects require environmental review under the State Environmental Quality Review Act ("SEQRA"). For administrative efficiency, it is EOHWC's policy to coordinate the SEQRA reviews and to serve as lead agency on all SRPs it undertakes. This is being done at the request of the member municipalities, of which you are one.

Accordingly, we request that you agree to EOHWC serving as lead agency in the coordinated review of any and all SRPs that it may be undertaking in your municipality in 2013 and 2014 by so indicating on the attached form. We will request that the agreement be renewed annually. This agreement is limited to SRPs to be constructed by EOHWC. It does not include reimbursement requests for SRPs undertaken by a municipality. In such cases, we expect the municipality to serve as the lead agency.


Lead agency agreements are permissible in accordance with § 617.14(d) of the SEQRA regulations, which provides that "agencies are strongly encouraged to enter into cooperative agreements with other agencies regularly involved in carrying out or approving the same actions for purposes of coordinating their procedures." The SEQRA Handbook elaborates on this section and suggests that agencies:

[d]evelop intra- or inter-agency agreements for administering SEQR. Where there is good communication between agencies, prior agreement on the lead agency for specified, repetitive actions can substantially reduce the amount of time spent on the initial steps of a SEQR review by resolving the lead agency question in advance, when there are no other involved agencies. [SEQRA Handbook, 3d. Ed., 2010, p. 172].

The lead agency agreement will help ensure that when and if the need arises, EOHWC can act efficiently to conduct an environmental review of an SRP and complete the SRP by the deadline set forth in the State Pollution Discharge Elimination System General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s).

We appreciate your cooperation in this matter. If you or your municipal attorney has any legal question or concern about the agreement, please contact George A. Rodenhausen at (845) 473-7766 or via e-mail at [grodenhausen@rapportmeyers.com](mailto:grodenhausen@rapportmeyers.com). I am also, of course, available to answer any questions. If you would like me to meet with your board to discuss this agreement or the SRP program in general, please let me know and I will be happy to schedule a meeting.

Sincerely,

  
Rahul Verma P.E. LEED AP  
Executive Director





**EAST OF HUDSON  
WATERSHED CORPORATION**

PO Box 176  
Patterson, NY 12563  
Tel: 845-319-6349  
Fax: 845-319-6391

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**RESPONSE TO REQUEST THAT THE ABOVE NAMED AGENCY  
SERVE AS LEAD AGENCY FOR ALL RETROFIT PROJECTS UNDERTAKEN BY THE EAST OF HUDSON  
WATERSHED CORPORATION**

On behalf of the Town of Carmel (involved agency), I acknowledge receipt of the lead agency notice in this matter.

The above named involved agency hereby: **(please check one)**

- ( ) **CONSENTS** that the EOHWC serve as lead agency for all retrofit projects undertaken by the EOHWC for the years 2013 and 2014 and requests that the undersigned be notified of SEQRA determinations, proceedings and hearings in all matters which involve this agency.
- ( ) **DOES NOT CONSENT** to the EOHWC serving as lead agency for all retrofit projects undertaken by the EOHWC for the years 2013 and 2014 and requests that individual lead agency requests be sent to this agency on a project by project basis.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Agency Name (printed)

\_\_\_\_\_  
Supervisor Name (printed)

**Please return to:**

**Rahul Verma, P.E. LEED AP  
Executive Director  
East of Hudson Watershed Corporation  
P.O. Box 176  
Patterson, NY 12563**

WS#11

☒ Work Session 11/13/13

☐ Agenda \_\_\_\_\_

# Memorandum

**To:** Supervisor Schmitt  
Members of the Town Board  
**From:** Chief Michael Johnson  
**Date:** 10/21/2013  
**Re:** 2014 Cleaning Service for the Carmel Police Dept.

---

Please review the attached specifications for the daily cleaning services that need to be done in the Police Department. If this meets with your approval, please authorize the Town Clerk to have the bid notices published and mailed.

Thank you for your cooperation,

  
Michael Johnson



/lmp

CLEANING SERVICE SPECIFICATIONS  
TOWN OF CARMEL POLICE DEPARTMENT

2014

The following is a list of services to be performed at the Carmel Police Station, 60 McAlpin Ave., Mahopac, New York. These services are to be performed five (5) days per week (Friday, Saturday, Sunday, Tuesday and Wednesday) and are applicable to all offices, storage rooms, foyers and bathrooms within the department.

**On a Daily Basis:**

1. **Empty and replace liners in all trash receptacles and place in appropriate containers.**
2. **Dust all horizontal surfaces up to 60".**
3. **Thoroughly vacuum and spot clean all carpeted floors as needed.**
4. **Vacuum all upholstered chairs and dust other chairs.**
5. **Wash, with disinfectant cleaner, all furniture, file cabinets, vinyl cover chairs, tables and benches.**
6. **Clean all doormats**
7. **Thoroughly sweep and mop all non-carpeted floors using a sanitizer/disinfectant equal to Lysol products.**
8. **Clean all sinks, fixtures, mirrors, toilet dispenses with a disinfectant cleaner and chrome dry to shine using a non-abrasive cleaner.**
9. **Clean interior and exterior of toilet bowl using a disinfectant cleaner. Acidic cleaner may be used to remove excess build up.**
10. **Spot wash all bathroom partitions, baseboards, walls and doors as needed.**
11. **Wipe down all doorknobs, telephones, chrome handles, towel dispensers and waste containers with a disinfectant cleaner and dry to a shine.**
12. **Clean all mirror surfaces.**

13. Fill all papers and soap dispensers.
14. Empty waste receptacle at entrance to police station and at the gas pump.
15. Windex the main doors to the Police Station and the windows at the Dispatch station and the window and door by the Records clerk.
16. Cleaning Services for weekdays shall start at 8:30 a.m. with flexible hours to start between 8:00 a.m. and 11:00 a.m. on weekends

**On a Monthly Basis:**

1. Scrub and thoroughly rinse all bathroom floors with a disinfectant cleaner.

**Twice a Year:**

1. Strip and refinish all vinyl floors
  2. Shampoo all carpeted areas
- Soap and paper products will be supplied by the Town of Carmel
  - Cleaning Service will supply all necessary janitorial equipment and supplies to carry out the above outlined services.



October, 2013

To Whom It May Concern:

The Town of Carmel Police Department is in the process of requesting proposals for daily cleaning of the department. Please review the attached specification list of the required services to be performed on a daily, monthly and yearly basis. If you have questions, or wish to view the department and discuss the specifications, please contact my secretary Lisa Parent at 845-628-1300 to schedule an appointment with her.

All proposals must be in writing and include a current Certificate of Liability Insurance and of Workers' Compensation Insurance.

Thank You,

A handwritten signature in black ink, reading "Michael R. Johnson". The signature is fluid and cursive, with the first name "Michael" and last name "Johnson" clearly legible. The middle initial "R." is smaller and less distinct. The signature is written over the printed name "Michael R. Johnson".

Michael R. Johnson

Chief of Police

WS#12  
☒ Work Session 11/13/13  
☐ Agenda \_\_\_\_\_

Town of Carmel Police Department

# Memorandum

**To:** Supervisor Schmitt and the Carmel Town Board

**From:** Chief Michael Johnson

**Date:** 10/21/2013

**Re:** 2014 Bid Specifications for Police Uniforms and Dry Cleaning

---

Please review the attached bid specifications. If they meet with the Board's approval, please authorize the Town Clerk to have the bid notices mailed and published.

Thank you for your cooperation,



Michael Johnson

/Imp



2014

**BID SPECIFICATIONS  
FOR UNIFORM CLEANING BID**

The one unit \* price is for the dry cleaning of the following articles comprising a police uniform and a civilian suit.

\* One unit shall consist of EITHER a shirt, OR a (1) pair of pants, OR a jacket, OR a tie, OR a skirt, OR a sweater, OR a uniform hat.

The bid includes the replacing of missing buttons; said missing buttons and necessary stitching thread must match the originally placed button(s) and stitching thread. The price for alterations of pants is for one pair (two legs).

Billing invoices must be submitted monthly.

The business must be located in the Town of Carmel, and must be open at least five (5) days a week from 8 am to 5 pm for pick up and drop off.

=====

**BID FORM**

My one (1) unit bid is \_\_\_\_\_ \$ \_\_\_\_\_  
(written form)

My bid for pants alteration is \_\_\_\_\_ \$ \_\_\_\_\_  
(Lengthen/shorten legs) (written form)

Legal name of bidder: \_\_\_\_\_

A/k/a (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Print Representative's name: \_\_\_\_\_

\_\_\_\_\_  
(Representative's signature)

Date: \_\_\_\_\_, 20\_\_\_\_

2014

## BID SPECIFICATIONS FOR UNIFORM BID

Blauer Gore-Tex Coat with liner, with reflective collar and reflective sleeves – model # 9010

Dress Blouse – Class A \$\_\_\_\_\_ each

NYPD Style – Model# 100 \$\_\_\_\_\_ each  
Hope Manufacturer

Cap (summer) 8 point \$\_\_\_\_\_ each

Cap (winter) 8 point \$\_\_\_\_\_ each

IKE Jacket \* \$\_\_\_\_\_ each

Rain Coat \$\_\_\_\_\_ each

Shirt (summer) \*  
Blauer # 8910 \$\_\_\_\_\_ each  
80% Polyester – 20 % Rayon

Shirt (winter) \*  
Blauer #8900 \$\_\_\_\_\_ each  
80% Polyester – 20% Rayon

Pants – Blauer (14.5 oz., 75-25% wool blend, and side seaming waist to hem,  
#8561P7 according to Rank, ½ braid for Police Officer and 1” braid for  
Sergeant(s) and Lieutenant(s).

\$\_\_\_\_\_ each

Pants – Blauer (6.6 oz Twill, 65/35 Cotton Blend Fabric)  
#8810X 3 X Dry feelgood- technology

\$\_\_\_\_\_ each

\* Includes sewing flag & patch on garment. U.S. Flag to be included as part of garment price.  
Patch to be supplied by Department.

Instructions to bidders:

1. The bidder must maintain a showroom within a seventy-five-- (75) mile radius of the Town of Carmel.
2. The bidder, upon request, must schedule at least three (3) measurements at the Town of Carmel Police Department headquarters to accommodate the three (3) Tour rotation work schedule.
3. The bidder must have on-site facilities for the alterations and repair of uniforms.
4. All articles of clothing shall be free of damage and defects of any kind. Upon the Police Department's request, each bidder must submit samples, without any expense to the Town of Carmel Police Department.
5. The Town of Carmel has the option to choose the vendor that would best serve the interest of the Department.