

17 MARCH 2010

TOWN BOARD MEETING
TOWN HALL, MAHOPAC, N.Y.

Regular Meeting of the Town Board of the Town of Carmel was called to order by Supervisor Kenneth Schmitt on the 17th day of March 2010 at 7:24 p.m. at Town Hall, 60 McAlpin Avenue, Mahopac, New York. Members of the Town Board present by roll call were: Councilman Ravallo, Councilman Lombardi, Councilwoman McDonough, Councilman DiCarlo, and Supervisor Schmitt.

The Pledge of Allegiance to the Flag was observed prior to the start of official business and a moment of silence was observed to honor those serving in the United States Armed Forces.

PUBLIC HEARING HELD - CONSIDER APPROPRIATION OF \$100,000 FROM THE HIGHWAY SNOW AND ICE REMOVAL AND HIGHWAY ROAD REPAIR RESERVE FUND

Supervisor Schmitt asked the Town Clerk to read the following Notice of Public Hearing as published in the Town's official newspapers:

LEGAL NOTICE NOTICE OF PUBLIC HEARING APPROPRIATE MONIES FROM THE HIGHWAY SNOW AND ICE REMOVAL AND HIGHWAY ROAD REPAIR RESERVE FUND NOTICE IS HEREBY GIVEN , that the Town Board of the Town of Carmel will hold a Public Hearing on the 17th day of March, 2010 at 7:00 p.m. or as soon thereafter that evening as possible, at Town Hall, 60 McAlpin Avenue, Mahopac, New York to	consider the appropriation of \$100,000.00 from the Snow and Ice Removal and Highway Repair Reserve Fund to be utilized to cover the high labor and material costs caused by the heavy snow during the period of February 25, 2010 through February 27, 2010. At said Public Hearing all interested residents shall be heard for or against the subject thereof. By Order of the Town Board of the Town of Carmel Ann Garris, Town Clerk
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With no one objecting to the public notice as read, Supervisor Schmitt opened the Public Hearing for public comment at 7:25 p.m. Ten (10) people were in attendance.

With no one present wishing to be heard on the subject of the Public Hearing, on motion by Councilman DiCarlo, seconded by Councilman Ravallo, with all members of the Town Board present and in agreement, the Public Hearing was closed at 7:26 p.m.

PUBLIC HEARING HELD - CARMEL WATER DISTRICT #2 - APPROPRIATION/USE OF THE REPAIR RESERVE FUND - MAXIMUM OF \$15,000.00

Supervisor Schmitt asked the Town Clerk to read the following Notice of Public Hearing as published in the Town's official newspapers:

LEGAL NOTICE NOTICE OF PUBLIC HEARING CARMEL WATER DISTRICT #2 NOTICE IS HEREBY GIVEN , that the Town Board of the Town of Carmel, acting as Commissioners of Carmel Water District #2, will hold a Public Hearing to consider the appropriation and use of a maximum of \$15,000.00 from the repair reserve fund for Carmel Water District #2 for hydrant and valve repair and/or replacement within	Carmel Water District #2 on March 17, 2010 at 7:00 p.m. or as soon thereafter as possible, at Town Hall, 60 McAlpin Avenue, Mahopac, New York. At said Public Hearing all interested residents of Carmel Water District #2 shall be heard for or against the subject thereof. By Order of the Town Board of the Town of Carmel Ann Garris, Town Clerk
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With no one objecting to the public notice as read, Supervisor Schmitt opened the Public Hearing for public comment at 7:27 p.m. Ten (10) people were in attendance.

With no one present wishing to be heard on the subject of the Public Hearing, on motion by Councilman DiCarlo, seconded by Councilman Lombardi, with all members of the Town Board present and in agreement, the Public Hearing was closed at 7:28 p.m.

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PUBLIC HEARING HELD - CARMEL SEWER DISTRICT #2 - APPROPRIATION/USE OF THE REPAIR RESERVE FUND - MAXIMUM OF \$10,000.00

Supervisor Schmitt asked the Town Clerk to read the following Notice of Public Hearing as published in the Town’s official newspapers:

<div style="border: 1px solid black; padding: 5px;"><p style="text-align: center;">LEGAL NOTICE</p><p>NOTICE OF PUBLIC HEARING CARMEL SEWER DISTRICT #2</p><p>NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Carmel, acting as Commissioners of Carmel Sewer District #2, will hold a Public Hearing to consider the appropriation and use of a maximum of \$10,000.00 from the repair reserve fund for Carmel Sewer District #2 for hydrant repair and/or</p></div>	<p>replacement within Carmel Sewer District #2 on March 17, 2010 at 7:00 p.m. or as soon thereafter as possible, at Town Hall, 60 McAlpin Avenue, Mahopac, New York.</p> <p>At said Public Hearing all interested residents of Carmel Sewer District #2 shall be heard for or against the subject thereof.</p> <p>By Order of the Town Board of the Town of Carmel Ann Garris, Town Clerk</p>
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With no one objecting to the public notice as read, Supervisor Schmitt opened the Public Hearing for public comment at 7:29 p.m. Ten (10) people were in attendance.

With no one present wishing to be heard on the subject of the Public Hearing, on motion by Councilman DiCarlo, seconded by Councilman Lombardi, with all members of the Town Board present and in agreement, the Public Hearing was closed at 7:30 p.m.

PUBLIC HEARING HELD - CARMEL WATER DISTRICT #3 - APPROPRIATION/USE OF THE REPAIR RESERVE FUND - MAXIMUM OF \$10,000.00

Supervisor Schmitt asked the Town Clerk to read the following Notice of Public Hearing as published in the Town’s official newspapers:

<div style="border: 1px solid black; padding: 5px;"><p style="text-align: center;">LEGAL NOTICE</p><p>NOTICE OF PUBLIC HEARING CARMEL WATER DISTRICT #3</p><p>NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Carmel, acting as Commissioners of Carmel Water District #3, will hold a Public Hearing to consider the appropriation and use of a maximum of \$10,000.00 from the repair reserve fund for Carmel Water District #3 for hydrant</p></div>	<p>repair and/or replacement within Carmel Water District #3 on March 17, 2010 at 7:00 p.m. or as soon thereafter as possible, at Town Hall, 60 McAlpin Avenue, Mahopac, New York.</p> <p>At said Public Hearing all interested residents of Carmel Water District #3 shall be heard for or against the subject thereof.</p> <p>By Order of the Town Board of the Town of Carmel Ann Garris, Town Clerk</p>
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With no one objecting to the public notice as read, Supervisor Schmitt opened the Public Hearing for public comment at 7:31 p.m. Ten (10) people were in attendance.

With no one present wishing to be heard on the subject of the Public Hearing, on motion by Councilman DiCarlo, seconded by Councilman Ravallo, with all members of the Town Board present and in agreement, the Public Hearing was closed at 7:32 p.m.

HIGHWAY SNOW AND ICE REMOVAL ROAD REPAIR RESERVE FUND - \$100,000.00 APPROPRIATED

WHEREAS, the Town of Carmel has previously established a Snow and Ice Removal and Highway Repair Reserve Fund pursuant to NY General Municipal Law §6-f; and

WHEREAS, the Town of Carmel experienced heavy snow and ice events during the period of February 25, 2010 through February 27, 2010, resulting in high labor and material costs; and

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(Cont.)

WHEREAS, it is intended that monies in the amount of \$100,000 (One Hundred Thousand Dollars) from the aforesaid Reserve Fund be used towards the payment of these costs; and

WHEREAS, on March 17, 2010 a public hearing was held at the Town Hall, 60 McAlpin Avenue, Mahopac, NY with regard to the appropriation of \$100,000 (One Hundred Thousand Dollars) from the aforesaid Reserve Fund for snow and ice removal costs incurred;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby appropriates \$100,000 (One Hundred Thousand Dollars) from the aforesaid Snow and Ice Removal and Highway Repair Reserve Fund for snow and ice removal costs in fiscal year 2010; and

BE IT FURTHER RESOLVED that the Office of the Comptroller of the Town of Carmel is hereby authorized to make the necessary budget transfers to accomplish and effect the intent of this resolution.

Resolution

Offered by: Councilman Lombardi

Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

CARMEL WATER DISTRICT #2 - TOWN COMPTROLLER'S OFFICE AUTHORIZED TO APPROPRIATE THE USE OF REPAIR RESERVE FUNDS

RESOLVED, that The Town Board of the Town of Carmel, Acting as Commissioners of Carmel Water District #2, does hereby authorize the Office of the Town Comptroller to proceed with the appropriation and use of Repair Reserve Funds in the necessary and exact amount to finance payment of facility and/or equipment repairs to Carmel Water District #2.

Resolution

Offered by: Councilman DiCarlo

Seconded by: Councilman Ravallo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

CARMEL SEWER DISTRICT #2 - TOWN COMPTROLLER'S OFFICE AUTHORIZED TO APPROPRIATE THE USE OF REPAIR RESERVE FUNDS

RESOLVED, that The Town Board of the Town of Carmel, Acting as Commissioners of Carmel Sewer District #2, does hereby authorize the Office of the Town Comptroller to proceed with the appropriation and use of Repair Reserve Funds in the necessary and exact amount to finance payment of facility and/or equipment repairs to Carmel Sewer District #2.

Resolution

Offered by: Councilman Ravallo

Seconded by: Councilman DiCarlo

(Cont.)

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

CARMEL WATER DISTRICT #3 - TOWN COMPTROLLER’S OFFICE AUTHORIZED TO APPROPRIATE THE USE OF REPAIR RESERVE FUNDS

RESOLVED, that The Town Board of the Town of Carmel, Acting as Commissioners of Carmel Water District #3 does hereby authorize the Office of the Town Comptroller to proceed with the appropriation and use of Repair Reserve Funds in the necessary and exact amount to finance payment of facility and/or equipment repairs to Carmel Water District #3.

Resolution
Offered by: Councilwoman McDonough
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

BUDGET MODIFICATIONS - #2010-02- AUTHORIZED

WHEREAS the Deputy Comptroller has reviewed the February 2010 Budget Modifications with the Town Board which are detailed and explained on the attached Budget Revisions Schedule identified as #2010-02;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the February 2010 Budget Modifications/Revisions itemized on Schedule #2010-02 which are attached to this resolution, incorporated herein and made a part hereof.

Resolution
Offered by: Councilman Lombardi
Seconded by: Councilman Ravallo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

**TOWN OF CARMEL
BUDGET REVISIONS FOR FEBRUARY 2010
#2010-02**

<u>BUDGET REVISION NUMBER</u>	<u>ACCOUNT</u>	<u>ACCOUNT TITLE & TRANSFER DESCRIPTION</u>	<u>INCREASE USES & SOURCES OF FUNDS</u>	<u>DECREASE USES & SOURCES OF FUNDS</u>
<u>GENERAL FUND</u>				
2009-02-01	100-1620-0048	BLDG CLEANING SERVICES -POLICE DEPT	1,468.00	

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(Cont.)

	100-1620-0042	BLDG UTILITY EXPENSE			1,468.00
		- TRANSFER FOR POLICE DEPT CLEANING CONTRACT			
2009-02-02	100-1950-0040	TAXES & ASSESSMENTS		365.00	
	100-1989-0040	UNCLASSIFIED EXPENDITURES			365.00
		- TRANSFER FOR TOWN DISTRICT TAX INCREASE			
2009-02-03	100-1989-0040	OTHER EXPENDITURE		1,000.00	
	100-1989-2705	GIFTS AND DONATIONS	*	1,000.00	
		- RECORD SPONSOR FOR COMMUNITY CONNECT			
2009-02-04	100-8090-0012	RECYCLE STAFF OVERTIME		182.00	
	100-8090-0040	RECYCLE CONTRACTUAL EXPENDITURES			182.00
		- TRANSFER FOR RECYCLING STAFF OT			
CARMEL WATER DISTRICT #2					
2009-02-05	602-8310-0099	REPAIR RESERVE APPROPRIATION			10,000.00
	602-9901-0000	TRANSFER TO DEBT FUND			20,000.00
	602-8310-5030	TRANSFER FROM OTHER FUND	*	20,000.00	
	602-8310-9909	APPROPRIATED FUND BALANCE	*		50,000.00
		- REVISE BUDGET FOR FUND BALANCE USE			
CARMEL WATER DISTRICT #3					
2009-02-06	603-8310-0047	EMERGENCY REPAIRS		8,000.00	
	603-8310-0099	REPAIR RESERVE FUND			8,000.00
		- TRANSFER FOR EMERGENCY REPAIRS			
CARMEL WATER DISTRICT #7					
2009-02-07	607-8310-0047	EMERGENCY REPAIRS		9,500.00	
	607-8310-9909	APPROPRIATED FUND BALANCE	*	9,500.00	
		- PROVIDE FOR EMERGENCY REPAIRS			
CARMEL WATER DISTRICT #8					
2009-02-08	608-8310-0047	EMERGENCY REPAIRS		9,000.00	
	608-8310-0090	CONTINGENCY FUND			9,000.00
		- TRANSFER FOR EMERGENCY REPAIRS			
CARMEL WATER DISTRICT #13					
2009-02-09	613-8310-0047	EMERGENCY REPAIRS		1,000.00	
	613-8310-0099	REPAIR RESERVE FUND			1,000.00
		- TRANSFER FOR EMERGENCY REPAIRS			

BudgetRevisions2010-02.xls

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TOWN OF CARMEL
BUDGET REVISIONS FOR FEBRUARY 2010
#2010-02

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
CARMARDA PARK CAPITAL FUND				
2009-02-10	911-7140-0020	PARK EQUIPMENT	21,300.00	
	911-7140-5030	INTERFUND TRANSFER -PARKLAND TRUST	*	21,300.00
		- TRANSFER FOR PARK IMPROVEMENTS		
AGENCY & TRUST FUNDS				
2009-02-11	990-0037-0099	TRANSFER TO OTHER FUNDS - (911 Fund)	21,300.00	
	990-0037-9909	PARKLANDS TRUST FUND APPROPRIATION	*	21,300.00
		- PROVIDE FOR CAMARDA PARK IMPROVEMENTS		

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PETTY CASH FUNDS FOR FISCAL YEAR 2010 - REVISION AUTHORIZED

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the revisions to the Petty Cash funds in the following departments at the following amounts for the remainder of fiscal year 2010:

Supervisor:	\$200	Town Clerk:	\$200
Receiver of Taxes:	\$500	Building Dept.:	\$0
Assessor:	\$0	Police Chief:	\$200
Justice Court:	\$200	Bldg Maintenance:	\$100
Comptroller:	\$0	Recreation:	\$200
Supt. of Highways:	\$200	Central Services:	\$0
Engineering:	\$0		

Resolution

Offered by: Councilman DiCarlo
Seconded by: Councilman Ravallo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

Supervisor Schmitt explained that the aforementioned revisions to the Petty Cash funds were authorized based on a recommendation from the Town of Carmel's auditors.

2009 SERVICE AWARD PROGRAM RECORDS FOR CARMEL AMBULANCE DISTRICT NO. 1 - ACCEPTED

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of Carmel Ambulance District No.1, hereby accepts the 2009 Service Award Program Record Certification submitted by the Carmel Volunteer Ambulance Corporation, dated February 12, 2010, and hereby authorizes the Town Clerk to sign the 2009 Sponsor Approval Form and attach a certified copy of this resolution to said form, and

BE IT FURTHER RESOLVED, that upon signing of the Sponsor Approval Form of said certification, a copy of the certification list is to be returned to the Carmel Volunteer Ambulance Corporation for posting for a period of at least thirty (30) days for review by its members with a notice that all appeals must be filed with the Town Board no later than thirty (30) days from the date of posting.

Resolution

Offered by: Councilman Ravallo
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

2009 SERVICE AWARD PROGRAM FIREFIGHTER RECORDS FOR CARMEL FIRE PROTECTION DISTRICTS #1, 2 & 3 - ACCEPTED

RESOLVED, that the Town Board of the Town of Carmel, acting as Commissioners of Carmel Fire Protection Districts #1, #2 and #3, hereby accepts the 2009 Service Award Program Firefighter Record Certifications submitted by the Mahopac Falls Volunteer Fire Department, Inc., dated February 18, 2010, the Mahopac

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(Cont.)

Volunteer Fire Department, Inc., dated February 12, 2010, and the Carmel Fire Dept., Inc., dated February 23, 2010 and hereby authorizes the Town Clerk to sign the 2009 Sponsor Approval Forms and attach a certified copy of this resolution to said forms; and

BE IT FURTHER RESOLVED, that upon signing of the Sponsor Approval Forms of said certifications, a copy of each fire department's certification is to be returned to the appropriate fire department for posting in the fire company for a period of at least thirty (30) days for review by its members with a notice that all appeals must be filed with the Town Board no later than thirty (30) days from the date of posting.

Resolution

Offered by: Councilwoman McDonough

Seconded by: Councilman Ravallo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

RESOLUTION RATIFYING PUTNAM COUNTY LEGISLATURE RESOLUTION #32 OF 2010 - RATIFIED AND APPROVED - EMPIRE ZONE

RESOLVED that the Town Board of the Town of Carmel hereby ratifies and approves Putnam County Legislature Resolution #32 of 2010, dated January 28, 2010, which resolution revised the boundaries and description of the Putnam County Empire Zone to add "Region 2 Carmel Hamlet", "Region 3 Mahopac Hamlet", "Region 4 Patterson Hamlet", "Region 5 Putnam Lake A" and "Region 6 Putnam Lake B" adding 791.97 acres to the Putnam County Empire Zone

Resolution

Offered by: Councilman Lombardi

Seconded by: Councilman Ravallo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

Prior to the roll call vote, Councilman Ravallo explained that the Town of Carmel's prepared map is not being changed. The modification is being made to Putnam County's original map. Discussion regarding the revised boundaries to the Empire Zone was held along with Stephen Baranowski, a member of the Putnam County Empire Zone Board of Directors.

PROPOSAL OF PUBLIC SECTOR HR CONSULTANTS LLC FOR HUMAN RESOURCE CONSULTING SERVICES - ACCEPTED

RESOLVED that the Town Board of the Town of Carmel accepts the proposal of Public Sector HR Consultants LLC of Glenville, NY for Human Resource Consulting Services dated March 2, 2010 in form as attached hereto and made a part hereof; and

(Cont.)

BE IT FURTHER RESOLVED, that upon presentation of insurance certificates in form acceptable to Town Counsel, Town Supervisor Kenneth Schmitt is hereby authorized to sign the aforesaid proposal and any necessary related documentation in connection therewith.

Resolution

Offered by: Councilman DiCarlo
Seconded by: Councilman Lombardi

Roll Call Vote	YES	NO
Robert Ravallo	X	
Frank Lombardi	X	
Suzanne McDonough	X	
Anthony DiCarlo	X	
Kenneth Schmitt	X	

 Human Resource Solutions Made Simple	TOWN OF CARMEL Professional Services Agreement HUMAN RESOURCE CONSULTING SERVICES
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PARTIES TO AGREEMENT

This Professional Services Agreement is made by and between the Town of Carmel, herein referred to as the “Client”, and Public Sector HR Consultants LLC (PSHRC), with principal offices located at 14 Knollwood Drive, Glenville, NY, 12302.

PSHRC provides a comprehensive human resource management consulting service. PSHRC does not represent that it is in the practice of law, but provides administrative and consulting services to effectively manage the Client’s human resource management needs. In the event the Client requests that its legal counsel participates in any aspect of PSHRC’s human resource management, PSHRC will consult with the Client’s legal counsel as directed. The Client understands and agrees that PSHRC’s role is limited to an advisory capacity only and that the application and implementation of the information and services provided by PSHRC, and any employment actions pursued as a result of advice furnished by PSHRC, are solely the responsibility of the Client. Furthermore, Client understands that neither PSHRC nor any other party can determine with certainty how an appropriate government agency or other trier of fact may apply the law with regard to a specific factual situation. As a result of such, Client acknowledges that PSHRC shall not be responsible to Client as a result of a determination made by a government agency and/or other trier of fact absent gross negligence or willful misconduct of PSHRC, in which case damages shall be limited to consideration paid to PSHRC.

SCOPE OF SERVICES

Public Sector HR Consultants LLC (PSHRC) will provide professional human resource consulting services to the Town of Carmel under the terms of this agreement commencing upon its execution through December 31, 2011.

1. ON-SITE EMPLOYEE BENEFITS ADMINISTRATION and HR MANAGEMENT

PSHRC will provide on-site consultation during this twelve month period as mutually agreed upon by both parties. The focus of this consulting is to assist the Town of Carmel in managing the Town’s employee benefits program as outlined as outlined in numbers 3 through 8 below. . When not engaged in this specific activity, the on-site visits will also include providing a variety of human resource management functions as described in numbers 9 through 13 below. PSHRC will assist in processing new hires/rehires and promotions in accordance with Civil Service Rules and Regulations.

2. TELEPHONE AND E-MAIL CONSULTATION; SPECIALIZED SERVICES

PSHRC will provide telephone and e-mail consultation, available to personnel authorized by the Town to engage in such activities, on matters pertaining to human resource management issues. PSHRC will provide off-site services other than telephone and e-mail consultation, such as special projects, recruitment and screening of applicants for employment, drafting of letters or documents, extensive discussions with outside parties, etc., upon specific authorized request by the Town.

(Cont.)

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3. HEALTH, DENTAL AND OPTICAL INSURANCE ADMINISTRATION

PSHRC will provide assistance in the administration of the Town's health, dental and optical insurance programs. These services include assisting new hires with the enrollment process, interfacing with the payroll office for proper deductions and acting as a liaison between the insurance carriers and Town employees and retirees.

4. NEW YORK STATE EMPLOYEES RETIREMENT SYSTEM

PSHRC will provide assistance in the administration of the Town's retirement system plan. These services include assisting new hires with the enrollment process and interfacing with the payroll office for proper deductions and the Comptroller's Office for employee assistance.

5. WORKERS' COMPENSATION & DISABILITY INSURANCE ADMINISTRATION

PSHRC will act as a liaison between the Town's worker's compensation and disability insurance carriers and the Town regarding claims management activities. PSHRC will provide education and assistance in claims processing, Civil Service Law §§71, 72 and 73 leaves of absence, and return-to-work procedures. PSHRC will provide forms related to leaves of absence request under CSL §§71, 72 and 73, FMLA, physician's release to return-to-work, and related forms. PSHRC will assist with Police Officers on leave under GML §207-c.

6. UNEMPLOYMENT INSURANCE ADMINISTRATION

PSHRC will assist the Town in processing unemployment insurance claims by answering questions about claim forms, completing employee separation section of claim forms, and submitting claim forms to the Department of Labor. Other services in unemployment insurance administration include:

1. Provide unemployment insurance claims information to the Department of Labor as requested and protect the Town's interest on chargeability of claims.
2. Review Department of Labor rulings on unemployment insurance claims eligibility, make recommendations to the Town to appeal decisions as appropriate, and initiate appeal/hearing actions. At the request of the Town, PSHRC will provide representation at unemployment hearings for an additional fee of \$140 per hour.
3. Audit all unemployment insurance charges to the Town's account and claimants' benefit rates, and notify Department of Labor of errors as appropriate.

7. FAMILY AND MEDICAL LEAVE ACT ADMINISTRATION

PSHRC will assist the Town in administering the requirements of the Family and Medical Leave Act. These services include developing the necessary forms and employee notifications, developing a tracking system and coordinating with payroll office and insurance carrier.

8. COBRA ADMINISTRATION

PSHRC will assist the Town in COBRA administration. These services include developing the necessary forms and employee notifications, developing a tracking system and coordinating with payroll office and insurance carrier.

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Professional Services Agreement – Human Resource Consulting Services
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9. EMPLOYEE DISCIPLINE AND SEPARATION

PSHRC will make recommendations to improve communications and reduce exposure to discrimination and wrongful termination claims. These services include, but are not limited to, the following:

1. Develop corrective and progressive discipline and termination procedures in compliance with §75 of the Civil Service Law and the collective bargaining agreements.
2. Provide guidance to supervisors on proper counseling, coaching, disciplinary and separation procedures.
3. Provide forms in compliance with §75 and the collective bargaining agreements for counseling, Notice of Discipline, Stipulation of Settlement, exit interview, separation notice checklist, and related forms.

(Cont.)

Upon request of the Town, PSHRC will directly handle specific disciplinary matters to the extent requested by the Town, including but not limited to investigations, administration of contractual grievance procedures, and disciplinary actions for Police Officers in accordance with relevant laws and police department rules and regulations.

10 SUPERVISORY AND EMPLOYEE TRAINING

PSHRC will conduct on-site workshops on topics pertaining to supervisory skills and employment practices as selected by the Town Supervisor. Topics available include, but are not limited to:

- Preventing Sexual Harassment
- Investigating Employee Complaints
- Corrective & Progressive Discipline
- Recruiting and Interviewing
- EEO Compliance
- Coaching and Counseling

11. EMPLOYEE HANDBOOK

PSHRC will provide guidance on the Employee Handbook that was developed by PSHRC and approved by the Town Board. PSHRC will provide updates to the policy as needed.

12. HIPAA Compliance

PSHRC will be fully familiar with every element of the Health Insurance Portability and Accountability Act to the extent that it applies to municipal human resources, and will ensure compliance with the same.

13. Collective Bargaining Agreements

PSHRC will become familiar with all four collective bargaining agreements for each different bargaining unit and will provide interpretation of said agreements as needed and upon request will interface with Labor Counsel.

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INDEMNIFICATION AND DEFENSE

The Client acknowledges and agrees that PSHRC's role is limited to an advisory capacity and that, as such, PSHRC has no authority or responsibility to apply and/or implement the advice, information, and services provided to the Client. Moreover, the parties acknowledge and agree that PSHRC owes a duty and is responsible solely to the Client, not the employees of the Client or any third party. The application and/or implementation of the advice, information, and services provided by PSHRC are solely the responsibility of the Client. Therefore, in the event that any third party (including any employee of the Client) asserts any claims or charges against PSHRC: (a) the Client agrees to indemnify and hold harmless PSHRC against any and all liability, claims, suits, losses, costs, and legal fees caused by, arising out of, or resulting from the services provided to the Client by PSHRC, including claims arising from any negligent act or omission of PSHRC, or by any agent or employee of PSHRC, in the performance of and/or the failure to perform the agreed upon services; and (b) the Client agrees to reimburse PSHRC for all attorneys' fees and obligations for legal expenses associated with PSHRC's engagement of counsel of PSHRC's choosing.

FEE FOR SERVICES

- **On-site Human Resource Consulting** – The fee for each individual on-site consultation visit (Item 1 above) requested by the Town will be as follows: The fee for on-site consultation of four (4) hours or less will be \$750. The fee for each hour of on-site consultation greater than four (4) hours but less than six (6) hours will be \$125/hour. The fee for on-site consultation for each hour in excess of six (6) hours will be \$70/hour.
 - **Off-site Human Resource Consulting** – HR consulting services which are performed off-site shall be billable at the rate of one hundred and forty dollars (\$140) per hour.
 - **Travel Expenses** – The Town of Carmel agrees to reimburse PSHRC for all travel expenses (limited to mileage and tolls) directly related to providing services detailed in this agreement. The mileage rate that will be charged shall be the IRS mileage rate in effect at the time of travel.
 - **Payment Terms** – Fees and travel expenses will be billed to the Client on a monthly basis, at the end of each month. Invoices will be due upon receipt.
-

(Cont.)

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement through their respective representatives.

Town of Carmel

Public Sector HR Consultants LLC

Signature: _____	Signature: _____
Date: _____	Date: March 2, 2010
By: Kenneth Schmitt	By: Ronni M. Travers, SPHR
Title: Town Supervisor	Title: President

Councilman DiCarlo read aloud the fees included in the contract for human resource consulting services and noted that they remain the same as the prior two year contract.

LAKE CASSE PARK DISTRICT - CLUBHOUSE RENTAL FEE WAIVED - MSA COOPERSTOWN FUNDRAISING EVENT

WHEREAS, the Advisory Board of the Lake Casse Park District has recommended the waiver of the Lake Casse Clubhouse rental fee for the MSA Cooperstown Fundraising Event requested by Angela Nicklin;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, acting as commissioners of the Lake Casse Park District, hereby waives the rental fee for the Lake Casse Clubhouse in regard to the aforementioned MSA Cooperstown Fundraising Event scheduled for April 11, 2010

Resolution

Offered by: Councilman Ravallo
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	X	
Frank Lombardi	X	
Suzanne McDonough	X	
Anthony DiCarlo	X	
Kenneth Schmitt	X	

ADDITION TO THE ACTIVE LIST OF THE MAHOPAC VOLUNTEER FIRE DEPARTMENT - AUTHORIZED

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the addition of the following name to the active list of the Mahopac Volunteer Fire Department:

Michael Gray

Resolution

Offered by: Councilwoman McDonough
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	X	
Frank Lombardi	X	
Suzanne McDonough	X	
Anthony DiCarlo	X	
Kenneth Schmitt	X	

17 MARCH 2010
TOWN BOARD MEETING

DEDICATION OF SEWER AND WATER FACILITIES IN CARMEL SEWER DISTRICT #2 AND CARMEL WATER DISTRICT #2 ACCEPTED - ALBANO ESTATES IV SUBDIVISION

WHEREAS, Carl Albano and Anita Albano have requested that the Town Board of the Town of Carmel take and accept for dedication, certain water and sewer facilities within Carmel Sewer District #2 and Carmel Water District #2 as shown on the as-built map attached hereto and made a part hereof; and

WHEREAS, John Karell, Jr., Engineering Consultant for the Town of Carmel has recommended acceptance of the aforesaid water and sewer lines, appurtenances and facilities; and

WHEREAS, John Karell, Jr., Engineering Consultant for the Town of Carmel has reviewed the aforesaid as-built map; and

WHEREAS, Carl Albano & Anita Albano have tendered a duly executed permanent sewer and water easement for the maintenance and repair of the aforesaid water and sewer facilities, in form suitable for recording;

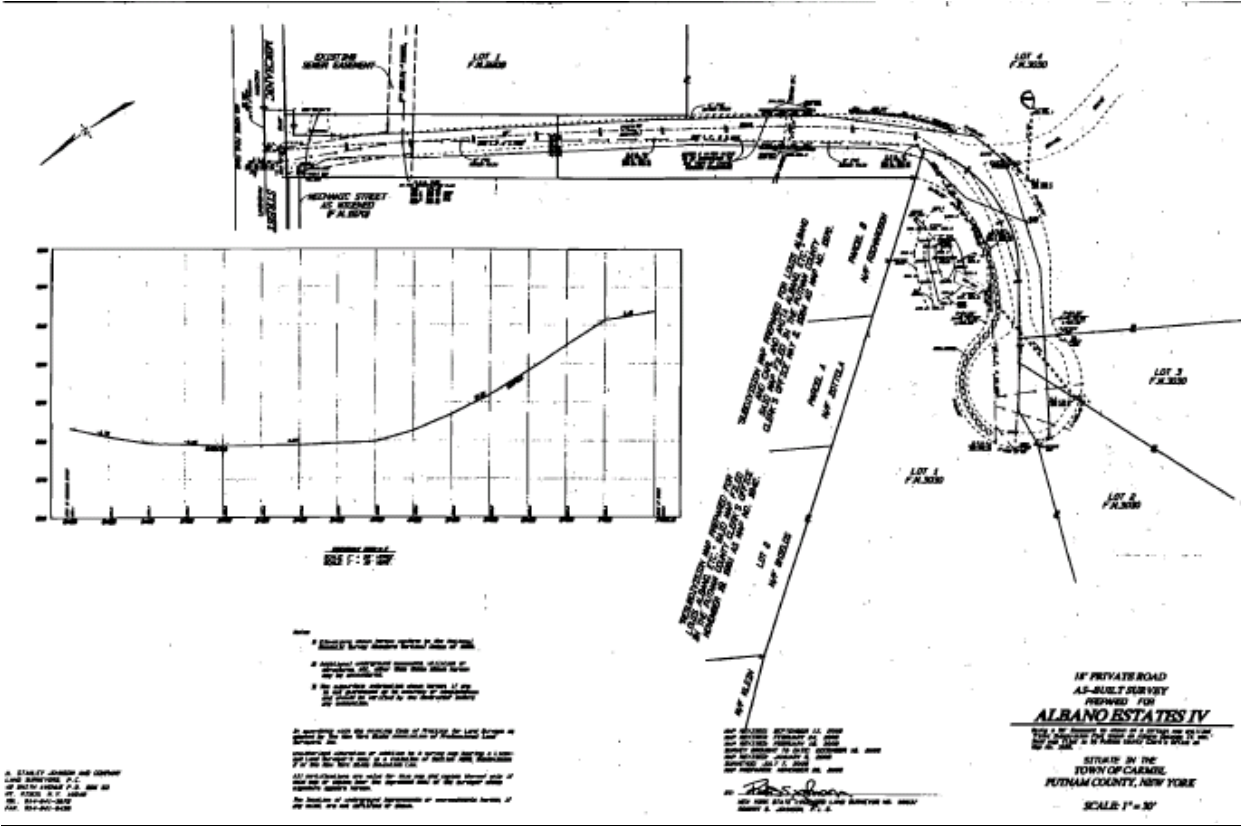
NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, Acting as Commissioners of Carmel Sewer District #2 and Carmel Water District #2, hereby accept the aforesaid water and sewer facilities, appurtenances, equipment, etc. for dedication; and

BE IT FURTHER RESOLVED that the Town Board hereby authorizes the recording of the aforesaid permanent sewer and water easement in the Office of the Clerk of the County of Putnam.

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	X	
Frank Lombardi	X	
Suzanne McDonough	X	
Anthony DiCarlo	X	
Kenneth Schmitt	X	



* A full-size map is attached to the original minutes.

ZONING BOARD OF APPEALS - REFUND OF APPLICATION FEE AUTHORIZED - GRIFFIN - TM #65.17-1-9

RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the refund of the \$200 Zoning Board of Appeals application fee previously paid by Russell and Mary Griffin for TM #65.17-1-9.

Resolution

Offered by: Councilman DiCarlo
Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

ISSUANCE OF LICENSE FOR THE COLLECTION OF REFUSE AND GARBAGE WITHIN THE TOWN OF CARMEL - AUTHORIZED - DIVERSIFIED WASTE DISPOSAL, INC.

RESOLVED that the Town Board of the Town of Carmel, upon review of the application of Diversified Waste Disposal, Inc., dated September 10, 2009, hereby authorizes the issuance of a license for the collection of refuse and garbage within the Town of Carmel pursuant to Chapter 95, Article III of the Town Code of the Town of Carmel to:

<u>APPLICANT</u>	<u>ADDRESS</u>	<u>LICENSE PERIOD</u>
Diversified Waste	Office Address: 307 White Street Danbury, CT	8/1/09 - 7/31/10
	Mailing Address: 307 White Street Danbury, CT 06810	

Resolution

Offered by: Councilman Ravallo
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

ISSUANCE OF LICENSE FOR THE COLLECTION OF REFUSE AND GARBAGE WITHIN THE TOWN OF CARMEL - AUTHORIZED - ROGAN BROTHERS SANITATION, INC.

RESOLVED that the Town Board of the Town of Carmel, upon review of the application of Rogan Brothers Sanitation, Inc., dated August 19, 2009, hereby authorizes the issuance of a license for the collection of refuse and garbage within the Town of Carmel pursuant to Chapter 95, Article III of the Town Code of the Town of Carmel to:

(Cont.)

APPLICANT	ADDRESS	LICENSE PERIOD
Rogan Brothers Sanitation, Inc.	Office Address: 1014 Saw Mill River Road Yonkers, NY	8/1/09 - 7/31/10
	Mailing Address: PO Box 1076 Yonkers, NY 10703	

Resolution
Offered by: Councilwoman McDonough
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

**BIDS REJECTED AND ADVERTISEMENT FOR RE-BID AUTHORIZED -
EMERGENCY GENERATORS FOR CARMEL WATER DISTRICTS #2, #5, #6, #7, #9
AND #14**

WHEREAS the Town Board of the Town of Carmel has previously authorized the solicitation of bids for the purchase and installation of emergency generators for Carmel Water Districts #2, #5, #6, #7, #9 and #14; and

WHEREAS said bids were received and opened by John Karell, Jr., Engineering Consultant, who has prepared and forwarded a bid opening memo to the Town Board, a copy of which is on file in the Engineering Office,

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel hereby rejects all bids received in connection therewith; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby authorizes the Town Clerk to re-advertise for bids for the purchase and installation of the aforesaid emergency generators for Carmel Water Districts #2, #5, #6, #7, #9 and #14; and

BE IT FURTHER RESOLVED that the Engineering Consultant is to furnish detailed specifications for the above to the Town Clerk to be used in conjunction with the Town's general bid conditions and specifications.

Resolution
Offered by: Councilman Lombardi
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

Supervisor Schmitt stated that the Engineering Consultant has technical and engineering questions regarding the aforesaid emergency generators and has requested additional time prior to moving forward with the bidding process. A discussion with regard to the rationale for purchasing the emergency generators ensued.

**DIRECTOR OF PARKS AND RECREATION JAMES GILCHRIST - ATTENDANCE AT
NEW YORK STATE RECREATION & PARK SOCIETY ANNUAL CONFERENCE -
AUTHORIZED - 3/23/10**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Director of Parks and Recreation James Gilchrist to attend the 70TH annual conference and business expo sponsored by the New York State Recreation and Park Society on Tuesday March 23, 2010 at the Saratoga Hilton Hotel in Saratoga, NY; and
BE IT FURTHER RESOLVED that the Town Board hereby authorizes payment of his reasonable and necessary expenses upon audit.

Resolution
Offered by: Councilman DiCarlo
Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

Supervisor Schmitt stated that the one-day budgeted cost for the conference is \$168.00 and the information provided on new “green” initiatives will prove to be beneficial to the Town.

**RESOLUTION IN SUPPORT OF APPLICATION FOR USE PERMIT WILLOW
ROAD/ROUTE SIX PARKING FOR PUTNAM COUNTY BICYCLE PATH**

WHEREAS, the Town Board of the Town of Carmel has been advised that the County of Putnam is currently seeking the issuance of a use permit from the City of New York and/or The New York City Department of Environmental Protection for the purposes of utilizing lands owned by New York City for needed vehicle parking in the vicinity of the Putnam County Bicycle Path at the Route Six and Willow Road location in the Town of Carmel;
NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel hereby expresses and conveys its support to the Putnam County Legislature in connection with the aforesaid application so as to provide needed parking for the users of the Putnam County Bicycle Path in the area of Route Six and Willow Road in the Town of Carmel; and
BE IT FURTHER RESOLVED that the Town Supervisor is hereby authorized and directed to transmit a certified copy of this resolution to the Putnam County Legislature and its Physical Services Committee.

Resolution
Offered by: Councilwoman McDonough
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>	
Robert Ravallo	<u> </u>	<u> </u>	Abstain
Frank Lombardi	<u>X</u>	<u> </u>	
Suzanne McDonough	<u>X</u>	<u> </u>	
Anthony DiCarlo	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

17 MARCH 2010
TOWN BOARD MEETING

PROPOSAL OF PENFLEX, INC. IN REGARD TO THE AMENDMENT OF THE CARMEL AMBULANCE DISTRICT NO. 1 SERVICE AWARD PROGRAM - ACCEPTED

RESOLVED that the Town Board of the Town of Carmel hereby accepts the proposal of Penflex, Inc. of Latham, NY, dated January 11, 2010, for the provision of services to amend the Carmel Ambulance District No. 1 Service Award Program at a cost of \$1,000.00, and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to sign any documents necessary to effectuate the intent of this resolution.

Resolution

Offered by: Councilman Ravallo
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

POLICE CHIEF AUTHORIZED TO LEASE TWO (2) NEW 2010 CROWN VICTORIA VEHICLES AND ONE (1) NEW 2010 FORD EXPEDITION

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Chief of Police Michael Johnson to proceed to replace three police cars by leasing two (2) new 2010 Crown Victoria vehicles and one (1) new 2010 Ford Expedition vehicle in lieu of purchasing replacement vehicles, at an annual cost of \$35,067.48 under NY State Contract #PC64893; and

BE IT FURTHER RESOLVED that the Town Supervisor is authorized to sign all necessary documents to lease said vehicles from Warnock Automotive in accordance with their contract quotations dated March 2, 2010; and

BE IT FURTHER RESOLVED that the Deputy Comptroller of the Town of Carmel is hereby authorized to make any and all necessary budget revisions to effect the aforesaid lease transactions as well as the cost of retro-fitting the leased vehicles set forth herein and de-commissioning any vehicles removed from the existing Carmel Police Department fleet.

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

ACCEPTANCE OF PROPOSALS AUTHORIZED FOR THE REPAIR AND INSTALLATION OF HEATING SYSTEM AND FACILITIES IN HIGHWAY DEPARTMENT - BEE & JAY PLUMBING & HEATING CORP. - \$32,950.00 AND SUECO FUEL OIL, INC. - \$6,487.00

WHEREAS Michael Simone, Superintendent of Highways of the Town of Carmel, NY, has advised the Town Board of the Town of Carmel that the boiler and heating system servicing the garage area and offices of the Town of Carmel Highway facility at McAlpin Avenue has incurred unexpected and catastrophic failure on or about February 25, 2010; and

(Cont.)

WHEREAS Michael Simone, Superintendent of Highways of the Town of Carmel has certified to the Town Board of the Town of Carmel that a public emergency exists as a result of the failure of the boiler and heating system at the Town of Carmel Highway facility as set forth above, adversely affecting the working conditions and safety conditions at the facility; and

WHEREAS the Superintendent of Highways has solicited multiple written proposals from prospective vendors for said repair and replacement of the heating system and its components;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel hereby declares that, based upon the foregoing, a public emergency exists which requires immediate action and cannot await competitive bidding; and

BE IT FURTHER RESOLVED that the proposal of Bee & Jay Plumbing & Heating Corp. of Mahopac, NY to replace the heating system and necessary components in the garage area of the Town of Carmel Highway facility at McAlpin Avenue , and to provide all such services and materials required at cost of \$32,950.00 is hereby authorized and approved, and

BE IT FURTHER RESOLVED that the proposal of Sueco Fuel Oil, Inc., Mahopac, NY to replace the heating system and necessary components in the office areas of the Town of Carmel Highway facility at McAlpin Avenue , and to provide all such services and materials required at cost of \$6,487.00 is hereby authorized and approved, and

BE IT FURTHER RESOLVED that upon presentation of insurance certificates in form as approved by Town Counsel, Town Supervisor Kenneth Schmitt is hereby authorized to sign the aforesaid proposals, copies of which are attached hereto and made a part hereof, and

BE IT FURTHER RESOLVED that the Deputy Comptroller is hereby authorized to make any budget modifications necessary to effect the foregoing.

Resolution


Offered by: Councilman DiCarlo
Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Anthony DiCarlo	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

MAR-04-2010 09:14

BEE AND JAY PLUMBING

8456284062 P.02




BEE & JAY PLUMBING & HEATING CORP.
PROFESSIONAL SERVICE

PO Box 78, 719 Rte. 6
Mahopac, NY 10541
Master Plumber Lic.#'s W.C 556 P.C. 363

Telephone: 845 628 3924
Fax: 845 628 4062
Email: BeeandJayPlbHtg@aol.com



PROPOSAL

TO: Town of Carmel Highway Department McAlpin Avenue Mahopac, NY 10541 Mike Simone, Superintendant of Highway	CONTACT: Phone: 845 628 7474 Fax: 845 628 1471 Date: March 1, 2010	JOB NAME & ADDRESS: Highway Garage McAlpin Avenue Mahopac, NY 
--	--	--

(Cont.)

SCOPE OF WORK: We propose to furnish the necessary labor and materials to complete the following:

EMERGENCY HEATING SYSTEM UPGRADE IN HIGHWAY GARAGE
DUE TO LEAK IN EXISTING MAIN BOILER

- A) **Highway Office Areas:** Heat zone feed by new wall hung gas boiler (by others) alter existing gas main and hook-up new boiler
 - B) **Highway Garage Area:** Installation of five (5) natural gas high efficiency radiant tube infrared heating units suspended in ceiling
- Installation of steel gas mains throughout building to feed five (5) units including new boiler per Plumbing and Gas Code.
 - Thermostats to feed all five (5) units.
 - Start up and test all systems.

WE PROPOSE: To furnish material and labor for the sum of\$32,950.00
*plus applicable taxes

ACCEPTANCE OF PROPOSAL

The above price specifications are satisfactory and are hereby accepted.
Payment will be made in accordance with the terms outlined above.

By: _____ Date: _____
(please sign)
Name: _____ Title: _____
(please print)

www.becandjayplumbing.com



TOTAL P.02

SUECO FUEL OIL, INC.

4 Veschi Lane/P.O. Box 708
Mahopac, NY 10541

Phone: 845-628-6400
Fax: 845-628-7330

Proposal

Proposal Submitted To:
Town of Carmel
55 McAlpin Ave
Mahopac NY 10541
Atten: Mike Simone

Re: Heat office space & baseboard heaters

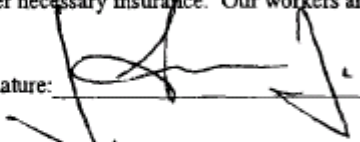
Installing Riva Plus NG Boiler wall hung condensing unit. Hook to existing water, electric, & heat piping
Gas piping done by another
Includes expansion tank, water feeder, and back flow preventer, air scoop with hi-vent-isolation valves and anti-freeze system.
(NYS Code 4)
Total \$6487.00
Putnam County License #PC-024
Westchester County License #WC-16351-H05

Payment

We propose to furnish material and labor, complete, in accordance with above specifications
Payment to be made as follows:
One third upon signing of contract, balance upon delivery of boiler.

(Cont.)

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will be an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, and delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature:  Date: 2/25/200

Acceptance of Proposal

The above prices, specification, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____

BUDGET MODIFICATION - #2010-03 - AUTHORIZED

WHEREAS, the Deputy Comptroller has reviewed the March 2010 Budget Modification with the Town Board, which are detailed and explained on the attached Budget Revision Schedule, identified as #2010-03

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the March 2010 Budget Modification/Revision itemized on Schedule #2010-03, which is attached to this resolution and incorporated herein and made a part thereof.

Resolution

Offered by: Councilman Ravallo
Seconded by: Councilman DiCarlo

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>	
Robert Ravallo	<u>X</u>	<u> </u>	
Frank Lombardi	<u>X</u>	<u> </u>	
Suzanne McDonough	<u> </u>	<u>X</u>	
Anthony DiCarlo	<u> </u>	<u> </u>	Abstain
Kenneth Schmitt	<u>X</u>	<u> </u>	

**TOWN OF CARMEL
BUDGET REVISIONS FOR MARCH 2010
#2010-03**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
HIGHWAY FUND				
	500-5110-0011	GENERAL REPAIR LABOR		53,275.00
	500-5110-0012	GENERAL REPAIR OVERTIME		1,500.00
	500-5110-0080	GENERAL REPAIR RETIREMENT		6,025.00
	500-5110-0082	GENERAL REPAIR FICA/MEDICARE		4,382.00
	500-5110-0083	GENERAL REPAIR WORKERS COMP		8,500.00
	500-5110-0084	GENERAL REPAIR HEALTH INSURANCE		13,309.00
	500-5110-0085	GENERAL REPAIR DENTAL/OPTICAL		875.00
	500-5031-0000	INTERFUND TRANSFER	*	87,866.00
		- REVISE BUDGET FOR HIGHWAY VACANCY		

Prior to the roll call vote, Councilman Ravallo explained that a Highway Department employee who had not been working since July 1, 2009 had resigned. Since the department has been operating for approximately nine months with this vacancy, Councilman Ravallo said that he saw this as an opportunity to reduce expenditures during the Town's current budget crisis and adoption of this motion would remove the funding for this position for the remainder of the year.

(Cont.)

Councilman DiCarlo stated that prior to voting, he would like to hear from the Highway Superintendent.

Michael Simone, Highway Superintendent asked that the Town Board table the motion so that the Town Counsel can research New York State Law with regard to amending his approved budget. Discussion ensued which lead to Councilman DiCarlo offering a motion, seconded by Councilwoman McDonough, with all Town Board members present and in agreement, to enter into Executive Session at 8:20 p.m. to discuss the employment history of certain individuals within the Highway Department. The Town Board resumed the Regular Meeting at 8:47 p.m.

Councilman Lombardi applauded the efforts of Michael Simone and the Highway Department. He then went on to explain that as a fiscal conservative during these difficult economic times why he would be voting in support of the resolution. Although it is a tough vote now he concluded, it would be tougher if someone had to be laid off.

Councilman Ravallo acknowledged the strength of the Highway Department and expressed his confidence that even with this reduction it will continue to operate superlatively.

Supervisor Schmitt commended the Highway Superintendent and his staff. He spoke regarding the current economic crisis. He went on to explain that he would be voting in favor of the resolution because he has a responsibility to the taxpayers of the Town to assist them in getting through these difficult times. He concluded that the position is not being eliminated and the position will remain vacant with the hope that no one will have to be laid off during the next budget cycle.

Councilman DiCarlo stated that information was brought forth in Executive Session that other members of the Town Board had been previously provided with and he had not. Councilman DiCarlo further stated that since he was not afforded the opportunity to investigate the information, he would have no other recourse but to abstain from voting on the resolution.

Councilwoman McDonough expressed her concerns with regard to the impact that leaving the position vacant would have on road safety, capital improvements and the quality of life for residents in the Town. Noting that it was a difficult decision and that she too would have preferred more time to explore the matter prior to voting, Councilwoman McDonough stated that she would like to abstain from voting, but would not be going to.

Supervisor Schmitt then commenced the roll call vote and the resolution was adopted.

PUBLIC COMMENTS

Jerry Ravnitzky spoke in favor of not filling the vacancy in the Highway Department to ease the burden of the taxpayers of the Town of Carmel. Mr. Ravnitzky took issue with a comment made by Councilman Lombardi speaking in explanation of his vote on the matter in which he referenced the "Obama economy".

Councilman Lombardi stated that for the comment, he stands corrected.

Mr. Ravnitzky stated that if a Town Board member makes a statement after the public comment portion of a meeting, the public in attendance should be permitted to respond to it. He then spoke regarding the types of businesses that he feels should be encouraged and/or discouraged in an Empire Zone, as well as, the potential for abuse of the program.

**17 MARCH 2010
TOWN BOARD MEETING**

(Cont.)

Mr. Ravnitzky inquired about expenses paid by the Town to Public Sector HR Consultants, LLC for human resource consulting services.

Supervisor Schmitt responded that they were utilized very little during the past year. He and Councilman Ravallo commented on the benefits of contracting with the professional human resource consulting service.

David Gagliardi inquired if any member of the Town Board had read the Citizens Budget Commission's report entitled "It's Time to End New York State's Empire Zone Program".

Councilman Ravallo spoke in support of the Empire Zone program.

Mr. Gagliardi requested that if the Town Board members had not read the report, to please do so.

Stephen Baranowski, as a member of the Putnam County Empire Zone Board of Directors, expressed his appreciation to the members of the Town Board for their assistance in getting the Empire Zone approved. Then as a resident of the Town, Mr. Baranowski spoke to the benefits of the Empire Zone program.

Councilman DiCarlo, Councilwoman McDonough and Councilman Lombardi expressed their support of the Empire Zone program.

TOWN BOARD MEMBER COMMENTS

Supervisor Schmitt read a recent statement made by the County Executive concerning sales tax revenue sharing. He and Councilman Ravallo spoke in favor of Putnam County sharing sales tax revenues with the towns.

Supervisor Schmitt acknowledged the efforts of Pat Genna, Court Clerk with regard to several grants received through the Justice Court Assistance Program.

Supervisor Schmitt announced that the Town of Carmel Department of Recreation and Parks along with the Lake Mahopac Rotary Club will be holding their Annual Easter Egg Hunt at the Mahopac High School on Saturday, March 20th at 11:00 a.m.

Supervisor Schmitt announced that a Breakfast with the Easter Bunny will take place on Sunday, March 21st from 8:30 a.m. to 12:30 p.m. at the Mahopac Middle School. Proceeds will benefit Wishes, the Jimmy McDonough Foundation, helping families afflicted with cancer.

Supervisor Schmitt announced that the Town of Carmel Recreation and Parks Advisory Committee has scheduled an open meeting at the Town Hall on Thursday, April 8th at 7:30 p.m. The purpose of the meeting is to obtain views from the community on ways to improve and strengthen Recreation Department programs.

Supervisor Schmitt announced that the Reed Memorial Library will hold a book sale on Sunday, March 28th. A preview breakfast will be held from 8:30 a.m. to 10:00 a.m. with the sale to follow until 3:00 p.m.

Supervisor Schmitt commended the organizers and coordinators of the recently held Northern Westchester/Putnam County St. Patrick's Day Parade and congratulated this year's grand marshal, Edward "Ted" Dwyer.

ADJOURNMENT

All agenda items having been addressed, on motion by Councilman DiCarlo, seconded by Councilman Ravallo, with all Town Board members present and in agreement, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Ann Garris, Town Clerk