

ORGANIZATIONAL MEETING  
TOWN HALL, MAHOPAC, N.Y.

The 2017 Organizational Meeting of the Town Board of the Town of Carmel was called to order by Supervisor Kenneth Schmitt on the 4<sup>th</sup> day of January 2017 at 7:16 p.m. at Town Hall, 60 McAlpin Avenue, Mahopac, New York. Members of the Town Board present by roll call were: Councilman Schneider, Councilman Lupinacci, Councilwoman McDonough, Councilman Lombardi and Supervisor Schmitt.

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

SUBMISSION OF GRANT APPLICATION WITH COUNTY OF PUTNAM LOCAL  
GOVERNMENT RECORD MANAGEMENT IMPROVEMENT FUND - AUTHORIZED

WHEREAS Town Clerk Ann Spofford has advised the Town Board that a Local Government Records Management Improvement Fund (LGRMIF) grant will enable the Town of Carmel and the Office of the Town Clerk to acquire and employ technological resources that will enable more efficient records management and provide more effective methods of providing public access to such records as well; and

WHEREAS, the County of Putnam is partnering with local municipalities within Putnam County to apply for LGRMIF grants to facilitate the above objectives;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the submission of the referenced LGRMIF grant application in conjunction with the County of Putnam; and

BE IT FURTHER RESOLVED, that Town Clerk Ann Spofford is authorized to work with County of Putnam personnel in connection with the referenced grant application and to attend any meetings, conferences or seminars held in connection with this matter.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci and Councilman Lombardi

Roll Call Vote	YES	NO
Jonathan Schneider	X	
John Lupinacci	X	
Suzanne McDonough	X	
Frank Lombardi	X	
Kenneth Schmitt	X	

Prior to the resolution being offered, Putnam County Clerk Michael Bartolotti explained the benefits of utilizing a shared services approach when applying for a Local Government Records Management Improvement Fund (LGRMIF) grant. He detailed the advantages of the Town of Carmel collaborating with Putnam County in a digital records cooperative. Town Clerk Ann Spofford added that if received, the grant will allow for the digitization of Planning and Zoning records and noted that without this funding, a project such as this would be cost prohibitive for the Town.

SEATING ORDER OF THE TOWN BOARD MEMBERS SET

RESOLVED that the Town Board Members will be seated as follows (left to right): facing the dais: Jonathan Schneider, Frank Lombardi, Kenneth Schmitt, John Lupinacci and Suzanne McDonough.

Resolution

Offered by: Councilman Schneider  
Seconded by: Councilman Lombardi

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(Cont.)

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

**ROLL CALL VOTING ORDER OF TOWN BOARD MEMBERS SET**

RESOLVED that the Roll Call Voting Order of the Town Board shall be as follows:

Jonathan Schneider  
John Lupinacci  
Suzanne McDonough  
Frank Lombardi  
Kenneth Schmitt

Resolution  
Offered by: Councilman Lombardi  
Seconded by: Councilman Lupinacci

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

**DATES, TIME AND LOCATION OF TOWN BOARD MEETINGS ESTABLISHED**  
**AMENDED 6/21/17**

RESOLVED that all regular meetings of the Town Board of the Town of Carmel shall be held on the first and third Wednesdays of each month, commencing Wednesday, January 18, 2017, at Carmel Town Hall, 60 McAlpin Avenue, Mahopac, New York at 7:00 PM except in the months of July and August where there shall be one meeting on July 19, 2017 and one meeting on August 16, 2017 and there shall be a meeting on Tuesday, September 19, 2017 instead of Wednesday, September 20, 2017, and

BE IT FURTHER RESOLVED that all work sessions of the Town Board of the Town of Carmel shall be held on the second and fourth Wednesdays of each month commencing Wednesday, January 11, 2017, with the exception of the months of July where there shall be one work session on Wednesday, July 26, 2017 and one work session on Wednesday, August 9, 2017 and in November where the work session shall be held on Tuesday, November 21, 2017, instead of Wednesday, November 22, 2017, and the month of December when no work session meeting shall be held on the fourth Wednesday. All work sessions shall be held at Carmel Town Hall, 60 McAlpin Avenue, Mahopac, New York at 7:00 PM, with the exception of the work session meeting to be held on Wednesday, April 26, 2017, which shall be held in the hamlet of Carmel at the Carmel Firehouse, Vink Drive, Carmel, NY at 7:00 PM.

Resolution  
Offered by: Supervisor Schmitt  
Seconded by: Councilman Lupinacci

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

**RULES OF ORDER FOR TOWN BOARD MEETINGS SET**

RESOLVED that the Rules of Order for Town Board Meetings shall be Roberts' Rules of Order Newly Revised.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilman Schneider

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

**OFFICIAL NEWSPAPERS OF THE TOWN DESIGNATED - PUTNAM COUNTY COURIER AND THE MAHOPAC NEWS (JOURNAL NEWS - DAILY)**

RESOLVED that the Town Board of the Town of Carmel designates the Putnam County Courier and the Mahopac News as the official newspapers of the Town of Carmel for the year 2017; and

BE IT FURTHER RESOLVED that, in those situations where the Town is required by law to publish in a daily newspaper, the Journal News is hereby designated as the daily newspaper in which publication shall be made.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci and Councilman Lombardi

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

**OFFICIAL DEPOSITORIES DESIGNATED**

RESOLVED that the Town Board of the Town of Carmel hereby designates any commercial bank authorized to do business in the State of New York as an official depository for Town of Carmel funds and investments provided all deposits are properly collateralized in accordance with New York State law and hereby authorizes the Town Supervisor to deposit funds in any authorized depository for fiscal year 2017 in order to obtain the maximum rate of interest on said deposits.

Resolution

Offered by: Councilman Schneider  
Seconded by: Councilman Lombardi

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

**INSURANCE AGENT DESIGNATED - SPAIN AGENCY**

RESOLVED that the Town Board of the Town of Carmel hereby appoints the Spain Agency, 625 Route Six, Mahopac, New York as Insurance Agents and Brokers of Record for the Town of Carmel for the year 2017.

Resolution

Offered by: Councilman Lombardi  
Seconded by: Councilman Schneider

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

**PETTY CASH FUNDS AUTHORIZED FOR FISCAL YEAR 2017**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the establishment of Petty Cash Funds in the following departments at the following amounts for fiscal year 2017:

Supervisor \$200	Town Clerk \$200
Receiver of Taxes \$500	Police Chief \$200
Justice Court \$200	Bldg. Maintenance \$100
Recreation \$200	Supt. of Highways \$200

Resolution

Offered by: Supervisor Schmitt  
Seconded by: Councilman Lupinacci and Councilman Lombardi

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

**MILEAGE RATE SET FOR FISCAL YEAR 2017**

RESOLVED that the Town Board of the Town of Carmel hereby establishes the mileage reimbursement rate for 2017 at the IRS rate for 2017.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilman Lombardi

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

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**HIGHWAY DEPARTMENT - RATES SET FOR 2017 TEMPORARY HELP**

RESOLVED that the Town Board of the Town of Carmel hereby sets the following rates for Highway Department temporary help for fiscal year 2017:

- Private Plowers (minimum 2500 Series Truck/1 Ton Truck with plow) - \$60.00/hour
- Drivers (Labor only in Town trucks) - \$30.00/hour

Resolution

Offered by: Councilwoman McDonough

Seconded by: Councilman Lupinacci

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

**COUNCIL MEMBERS AS LIAISONS TO SPECIAL COMMITTEES - DESIGNATED**

BE IT RESOLVED that the Town Board of the Town of Carmel hereby designates the following Town Council Members as liaisons for the following purposes:

**Councilman Frank Lombardi** – Liaison to Police Department, Highway Department, Special Legal Counsel, other Governmental Agencies including County, State and School Districts, local School Boards and Libraries

**Councilwoman Suzanne McDonough** – Liaison to Planning Board, Recreation, all Lake Park District Advisory Boards (Casse, Secor, Teakettle Spout & Mahopac), Cable TV Advisory Board, other Governmental Agencies including County, State and School Districts, local School Boards, Liaison to the Hamlet of Carmel Civic Association, Local Chambers of Commerce and Liaison to CSEA

**Councilman John Lupinacci** – Liaison to Police Department, Recreation, and all Lake Park District Advisory Boards (Casse, Secor, Teakettle Spout & Mahopac) Administrative Boards to include Planning, Zoning, ECB, Ethics Board and Libraries

**Councilman Jonathan Schneider** – Liaison to Highway Department, Administrative Boards to include Zoning, ECB, Ethics Board, Liaison to Hamlet of Carmel Civic Association, other Government agencies including County, State and School Districts, local School Boards and the local Chambers of Commerce, and Liaison to CSEA

Resolution

Offered by: Councilman Lupinacci

Seconded by: Councilman Schneider

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

The resolution as drafted was offered by Councilman Schneider and seconded by Councilman Lombardi.

Supervisor Schmitt stated that the addition of local school boards to the list is new this year. The Town Board will be working with these colleagues to address the nationwide heroin and opioid epidemic as well as to partner in connection with fiscal issues.

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Councilman Lombardi indicated that both he and Councilwoman McDonough have been speaking with school board members and State representatives for the purpose of improving local drug-fighting initiatives.

Discussion ensued regarding the matter. At the conclusion of which, Councilman Lupinacci reoffered the resolution to include amendments to add Councilwoman McDonough and Councilman Schneider as liaisons to CSEA as well as to remove the ARB from the list of special committees.

Councilman Lupinacci pointed out that with three Town Board members serving as liaisons to the local school boards, they must be cognizant not to all attend a meeting at the same time.

**APPOINTMENT OF DEPUTY TOWN CLERK ACKNOWLEDGED - ALICE DALY**

RESOLVED that the Town Board of the Town of Carmel hereby acknowledges the appointment by Town Clerk Ann M. Spofford of Alice Daly as Deputy Town Clerk at the salary contained in the 2017 budget as adopted.

Resolution  
Offered by: Councilman Lombardi  
Seconded by: Councilman Lupinacci

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

Supervisor Schmitt and Town Clerk Ann Spofford commended Alice Daly for her exemplary job performance.

**CHAIRMAN OF PLANNING BOARD APPOINTED FOR 2017 - HAROLD GARY**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Harold Gary as Chairman of the Town of Carmel Planning Board for the year 2017.

Resolution  
Offered by: Supervisor Schmitt  
Seconded by: Councilman Lupinacci

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

**VICE-CHAIRMAN OF PLANNING BOARD APPOINTED FOR 2017 - CRAIG PAEPRER**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Craig Paeprer as Vice-Chairman of the Town of Carmel Planning Board for the year 2017.

Resolution  
Offered by: Councilman Lupinacci  
Seconded by: Councilman Lombardi and Councilwoman McDonough

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(Cont.)

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

**APPOINTMENT MADE TO PLANNING BOARD - KIM KUGLER - 1/1/17 THROUGH 12/31/23**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Kim Kugler to the Town of Carmel Planning Board for a term commencing, January 1, 2017 and expiring December 31, 2023.

Resolution  
Offered by: Councilwoman McDonough  
Seconded by: Councilman Lombardi

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

**CHAIRMAN OF ZONING BOARD OF APPEALS APPOINTED FOR 2017 - JOHN MAXWELL**

RESOLVED that the Town Board of the Town of Carmel hereby appoints John Maxwell as Chairman of the Town of Carmel Zoning Board of Appeals for the year 2017.

Resolution  
Offered by: Councilman Schneider  
Seconded by: Councilman Lupinacci

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

**APPOINTMENT MADE TO ZONING BOARD OF APPEALS - PHILIP AGLIETTI - 1/1/17 THROUGH 12/31/21**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Philip Aglietti to the Town of Carmel Zoning Board of Appeals for a term commencing, January 1, 2017 and expiring December 31, 2021.

Resolution  
Offered by: Councilman Lombardi  
Seconded by: Councilwoman McDonough

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(Cont.)

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

**VICE-CHAIRMAN OF ZONING BOARD OF APPEALS APPOINTED FOR 2017 - PHILIP AGLIETTI**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Philip Aglietti as Vice-Chairman of the Town of Carmel Zoning Board of Appeals for the year 2017.

Resolution

Offered by: Supervisor Schmitt  
 Seconded by: Councilman Lombardi

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

**APPOINTMENT MADE TO ZONING BOARD OF APPEALS - ROSE MARIE FABIANO - 1/1/17 THROUGH 12/31/21**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Rose Marie Fabiano the Town of Carmel Zoning Board of Appeals for a term commencing, January 1, 2017 and expiring December 31, 2021.

Resolution

Offered by: Councilman Lupinacci  
 Seconded by: Councilwoman McDonough

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

**CHAIRMAN OF ENVIRONMENTAL CONSERVATION BOARD APPOINTED FOR 2017 - ROBERT LAGA**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Robert Laga as Chairman of the Town of Carmel Environmental Conservation Board for the year 2017.

Resolution

Offered by: Councilwoman McDonough  
 Seconded by: Councilman Schneider



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(Cont.)

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

**VICE-CHAIRMAN OF ENVIRONMENTAL CONSERVATION BOARD APPOINTED FOR 2017 - NICHOLAS FANNIN**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Nicholas Fannin as Vice-Chairman of the Town of Carmel Environmental Conservation Board for the year 2017.

Resolution  
Offered by: Councilman Schneider  
Seconded by: Councilman Lombardi and Councilman Lupinacci

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

**WETLANDS INSPECTOR APPOINTED FOR 2017 - RICHARD FRANZETTI**  
**AMENDED 1/18/17**

RESOLVED that the Town Board of the Town of Carmel hereby reappoints Richard Franzetti, PE as Interim Wetlands Inspector for the year 2017 at the salary contained in the 2017 Budget as adopted.

Resolution  
Offered by: Councilman Lombardi  
Seconded by: Councilman Lupinacci and Councilwoman McDonough

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

**SALARIES SET FOR FISCAL YEAR 2017 FOR CERTAIN OFFICIALS OF THE TOWN AND FOR EMPLOYEES OF THE TOWN NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT**

RESOLVED that the Town Board of the Town of Carmel hereby sets the salaries for fiscal year 2017 for the following officials and employees of the Town not covered under the terms of a Collective Bargaining Agreement: Town Comptroller, Receiver of Taxes, Town Justices, Director of Parks & Recreation, Town Assessor, Deputy Town Clerk, Deputy Highway Superintendent, Deputy Receiver of Taxes, Confidential Secretary to the Supervisor/Assistant to the Town Board, at the amounts set forth in the 2017 budget as adopted.

Resolution  
Offered by: Supervisor Schmitt  
Seconded by: Councilman Lupinacci

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(Cont.)

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

**DEPARTMENT OF RECREATION AND PARKS - SENIOR RECREATION LEADER  
APPOINTED ON A PROBATIONARY BASIS - NINA KALLMEYER**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Nina Kallmeyer as Senior Recreation Leader on a probationary basis effective January 1, 2017, at a Group 6, Step 1 position within the collective bargaining agreement and subject to the provisions of Civil Service Law and the Civil Service Rules and Regulations.

Resolution

Offered by: Councilman Lupinacci  
 Seconded by: Councilman Lombardi

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

Supervisor Schmitt explained that Nina Kallmeyer was originally hired as Senior Recreation Leader provisionally because at the time, there was no Civil Service eligible list. Since Ms. Kallmeyer has recently successfully passed the required Civil Service examination and is reachable on the eligible list, she is being appointed on a probationary basis. Upon completion of the probationary period, a vote will be taken by the Town Board for consideration of her permanent status.

**PROPOSAL ACCEPTED FOR PLANNING CONSULTING SERVICES - PATRICK  
CLEARY OF CLEARY CONSULTING - ANNUAL SUM NOT TO EXCEED \$70,000.00**

RESOLVED that the Town Board of the Town of Carmel hereby accepts the proposal of Patrick Cleary of Cleary Consulting, Northport, NY, for the provision of planning consulting services, commencing immediately, for an annual sum not to exceed \$70,000.00, and

BE IT FURTHER RESOLVED that upon presentation of insurance certificates in form and content satisfactory to counsel, Supervisor Kenneth Schmitt is authorized to execute a contract for said services and any other documentation necessary to accept the aforementioned proposal.

Resolution

Offered by: Councilwoman McDonough  
 Seconded by: Councilman Lupinacci

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

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**APPOINTMENTS MADE TO LAKE CASSE PARK DISTRICT ADVISORY BOARD -  
1/1/17 THROUGH 12/31/17**

RESOLVED that the Town Board of the Town of Carmel hereby appoints the following residents to the Town of Carmel Lake Casse Park District Advisory Board for a term commencing retroactive to January 1, 2017 and expiring December 31, 2017:

Jon Aquina  
Amanda Guszack  
Stacey Ann Kelly  
Kim Kugler  
William Siclari  
Scott Sterbens  
Mario Viscovich

Resolution  
Offered by: Councilman Schneider  
Seconded by: Councilman Lombardi

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

**APPOINTMENTS MADE TO LAKE MAHOPAC PARK DISTRICT ADVISORY BOARD  
AND SUB COMMITTEE - 1/1/17 TO 12/31/17**

RESOLVED that the Town Board of the Town of Carmel hereby appoints the following residents to the Town of Carmel Lake Mahopac Park District Advisory Board for a term commencing retroactive to January 1, 2017 and expiring December 31, 2017:

Edward A. Barnett  
Jay Crawford  
Martin Greenberg  
Charles Langlitz  
James Maxwell

BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby appoints the following residents to the Town of Carmel Lake Mahopac Park District Sub-Advisory Committee for a term commencing retroactive to January 1, 2017 and expiring December 31, 2017:

William Frumkin  
Joseph Massaro  
John Maxwell  
Bert Melchner  
Mark Robertson  
William Spain

Resolution  
Offered by: Councilman Lombardi  
Seconded by: Councilman Lupinacci

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

4 JANUARY 2017  
ORGANIZATIONAL MEETING

**ATTENDANCE OF OFFICERS AND EMPLOYEES TO ATTEND THE 2017 ASSOCIATION OF TOWNS CONFERENCE - AUTHORIZED**

WHEREAS the Annual Meeting and Training School of the Association of Towns is to be held in New York, NY from February 19<sup>th</sup> through the 22<sup>nd</sup>, 2017; and

WHEREAS in the past, the information and training available at said meeting and the seminars conducted there have proved to be helpful to Town Officers and employees in the performance of their duties and it is in the best interest of the Town of Carmel to have certain of its officers and employees attend such meeting and training schools;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the following officers and employees of the Town to attend the Association of Towns Conference in New York, NY and that the reasonable and necessary expenses of said persons be reimbursed by the Town upon audit and approval by the Town Comptroller to the extent reserved in the 2017 Conference and Seminars line of the Court Budget:

Joseph Spofford – Town Justice  
Thomas Jacobellis – Town Justice  
Patricia Genna – Court Clerk  
Francine Schmansky – Account Clerk  
Marie Paprocki – Clerk to Justice  
Lisa Laquidara – Clerk to Justice

BE IT FURTHER RESOLVED that the entire Town Board of the Town of Carmel is also authorized to attend the Association of Towns Conference in New York, NY and that their reasonable and necessary expenses be reimbursed by the Town upon audit and approval by the Comptroller’s Office.

Resolution

Offered by: Supervisor Schmitt  
Seconded by: Councilman Lupinacci

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

**TOWN OF CARMEL VOTING DELEGATE AND ALTERNATE VOTING DELEGATE AT THE 2017 ASSOCIATION OF TOWNS ANNUAL BUSINESS SESSION DESIGNATED - COUNCILMAN JOHN LUPINACCI, DELEGATE AND COUNCILWOMAN SUZANNE MCDONOUGH, ALTERNATE VOTING DELEGATE**

RESOLVED that Councilman John Lupinacci is hereby designated as the voting delegate and Councilwoman McDonough is hereby designated as the alternate voting delegate of the Town of Carmel to the 2017 Annual Business Session of the Association of Towns of the State of New York to be held in New York City from February 19<sup>th</sup> through the 22<sup>nd</sup>, 2017 and are hereby authorized to cast the vote of the Town of Carmel pursuant to Section 6 of Article III of the Constitution and By-Laws of said Association.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilman Schneider

(Cont.)

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

**2017 TOWN OF CARMEL SUBJECT MATTER LIST AND OFFICE RETENTION SCHEDULE - ADOPTED**

RESOLVED that, upon the recommendation of Ann Spofford, Town Clerk, the Town Board of the Town of Carmel hereby adopts the Town of Carmel 2017 Subject Matter List and Record Retention Schedule as pre-filed with the Town Clerk.

Resolution  
Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

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

**EXECUTION OF MEMBER AGREEMENT ENDORSEMENT WITH NEW YORK STATE MUNICIPAL WORKERS' COMPENSATION ALLIANCE FOR 2017 - AUTHORIZED**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town Supervisor Kenneth Schmitt to execute the member agreement endorsement form with New York State Municipal Workers' Compensation Alliance (NYMWCA) in connection with the provision of workers compensation insurance coverage to the Town of Carmel for 2017.

Resolution  
Offered by: Councilman Schneider  
Seconded by: Councilman Lupinacci

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

**TOWN OF CARMEL PROCUREMENT POLICY - RENEWED**

WHEREAS Section 104-b of the General Municipal Law requires the governing body of every municipality to annually review their Official Procurement Policy, for the purchase of all goods and services which are not required by law to be publicly bid; and  
WHEREAS the Town Board deems that no revisions are necessary at this time,  
NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Carmel hereby renews the Procurement Policy which is pre-filed in the Office of the Town Comptroller and designates the Town Comptroller to distribute the policy to all department heads; and

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(Cont.)

BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby designates the responsible purchasing agents and titles as set forth within the aforesaid policy.

Resolution  
Offered by: Councilman Lombardi  
Seconded by: Councilman Lupinacci

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

**SEASONAL/TEMPORARY AND PART-TIME WORKERS WAGE RATES - ESTABLISHED**

RESOLVED that the Town Board of the Town of Carmel hereby sets the Seasonal/Temporary-Full-Time Workers maximum wage rates for the following title effective January 1, 2017:

**SEASONAL/TEMPORARY FULL TIME WORKERS**

<u>POSITION AND/OR TITLE</u>	<u>HOURLY WAGE RATE BASED ON CUMULATIVE HOURS OF SERVICE:</u>			
	<u>0-500</u>	<u>501-1000</u>	<u>1001-1500</u>	<u>1501-XXXX</u>
Seasonal/Temp.	12.50	13.50	14.50	15.50

Resolution  
Offered by: Supervisor Schmitt  
Seconded by: Councilman Lombardi

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

**RATES SET FOR 2017 PART-TIME/TEMPORARY HELP - OFFERED AS PARAPHRASED AND PRE-FILED**

RESOLVED that the Town Board of the Town of Carmel hereby sets the following rates for part-time/temporary help in the following departments for fiscal year 2017:

<u>Department</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Comments</u>
Accounting	13.00/hr	\$20.00/hr	Commensurate with Experience
Assessor	13.00/hr	\$20.00/hr	Commensurate with Experience

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Police	13.00/hr	\$20.00/hr	Commensurate with Experience
Town Clerk	13.00/hr	\$20.00/hr	Commensurate with Experience
Engineering	13.00/hr	\$20.00/hr	Commensurate with Experience
Recreation	13.00/hr	\$20.00/hr	Commensurate with Experience
Planning	13.00/hr	\$20.00/hr	Commensurate with Experience

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilwoman McDonough

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

**PUBLIC COMMENTS - AGENDA ITEMS**

No member of the public wished to comment at this time.

**TOWN BOARD MEMBER COMMENTS - AGENDA ITEMS**

No member of the Town Board wished to comment at this time.

**PUBLIC COMMENTS - OPEN FORUM**

Thomas Ianniccari, licensed broker in the State of New York for insurance and local chamber of commerce member addressed the appointment of the Spain Agency as insurance agents for the Town. He asked if the adoption of the resolution prevents other brokerages from competing for the Town’s policies or if it is a statement of fact.

Supervisor Schmitt replied that it is a statement of fact.

Mr. Ianniccari asked when was the last time that the Town solicited open requests for proposals in connection with their insurance policies.

Councilman Schneider responded that it has not been in the last five years. He explained that when he inquired about the issue years ago, he was advised by representatives of other insurance agencies as well as the Spain Agency, that there is a basic set rate put forth for the coverage that the Town maintains that can be offered only by insurance agents that are authorized to do so. He stated that the agency that the Town has been retaining is exceptional and since there is no savings to be gained for the product received, he was in favor of retaining them.

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(Cont.)

Discussion was held regarding the matter as Mr. Iannicari spoke to urge the Town Board to consider requesting proposals for the service.

**TOWN BOARD MEMBER COMMENTS - OPEN FORUM**

Supervisor Schmitt announced the details in connection with the upcoming Christmas tree pick-up for residents serviced by AAA Carting & Rubbish Removal and R & S Waste.

Supervisor Schmitt announced that registration for the Department of Recreation and Parks winter programs begins on January 9, 2017. A complete listing of classes is available on the Town of Carmel's website or by calling their office.

**ADJOURNMENT**

All agenda items having been addressed, on motion by Councilman Lombardi, seconded by Councilwoman McDonough, with all Town Board members present and in agreement, the meeting was adjourned at 8:16 p.m.

Respectfully submitted,

Ann Spofford, Town Clerk