

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

A Regular Meeting of the Town Board of the Town of Carmel was called to order by Supervisor Kenneth Schmitt on the 18<sup>th</sup> day of December 2013 at 7:22 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.

Supervisor Schmitt stated that the Town Board had convened at 6:00 p.m. in Executive Session to conduct an interview with Lt. Michael Cazzari in connection with the Chief of Police vacancy.

**MINUTES OF TOWN BOARD MEETING HELD ON 11/20/13 - ACCEPT AS SUBMITTED BY THE TOWN CLERK**

On motion by Councilman Lombardi, seconded by Councilman Lupinacci, with all members of the Town Board present and voting "aye", the minutes of the Town Board meeting held on November 20<sup>th</sup> 2013 were accepted as submitted by the Town Clerk.

**ENTRY INTO AGREEMENT FOR CONSULTING ENGINEERING SERVICES WITH J. ROBERT FOLCHETTI ASSOCIATES, LLC - AUTHORIZED**

WHEREAS, at a previously held meeting The Town Board of the Town of Carmel unanimously passed a motion authorizing the entry into an agreement for the provision of engineering consulting services for the Town of Carmel and its Engineering Department with J. Robert Folchetti Associates, LLC of Brewster, NY; and

WHEREAS, the Town Board further desires to pass a formal resolution embodying the authorization previously approved by the Town Board;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the entry into an agreement for the provision of engineering consulting services to the Town of Carmel and its Engineering Department with J. Robert Folchetti Associates, LLC of Brewster, NY, said agreement to be effective December 1, 2013, and in form and content as currently on file in the Office of the Town Supervisor.

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>

**RETURN OF ZONING BOARD APPLICATION FEE AUTHORIZED - AMERICAN LEGION POST 1080**

RESOLVED, that the Town Board of the Town of Carmel, upon the recommendation of Director of Codes Enforcement Michael Carnazza, hereby authorizes the refund of the zoning application fee in the amount of \$400.00 (Four Hundred and No/Hundredths Dollars) paid by American Legion Post 1080 on or about October 10, 2013.

Resolution

Offered by: Councilman Lombardi  
Seconded by: Councilman Lupinacci

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(Cont.)

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

2014 USER FEE SCHEDULE - AMENDED AND ADOPTED

RESOLVED that the Town Board of the Town of Carmel hereby adopts, effective immediately, the Town of Carmel User Fee Schedule for Fiscal Year 2014 as attached hereto and made a part hereof.

Resolution  
Offered by: Councilman Lupinacci  
Seconded by: Councilwoman McDonough

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

TOWN OF CARMEL USER SERVICE FEES –  
FISCAL YEAR 2014

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

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TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014

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

TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014

FEE DESCRIPTION	2014 Adopted USER FEES	
<b>PARKS &amp; RECREATION DEPARTMENT</b>		
<b>Camp:</b>		
Playground Camp	460.00	
* Early Bird Registration Fee - Playground Camp	410.00	
Primary Camp (9:30 AM to 2:30 PM)	510.00	Extended Day = + \$190.00
* Early Bird Registration Fee - Primary Camp	460.00	
<b>Classes/Lessons:</b>		
Additional Swimming Lessons	70.00	
Adult Classes	\$65.00 - \$320.00	
CPR Review	70.00	
Lifeguard Training Aid/Safety	\$375.00	Non-Resident \$500.00
Lifeguard Training Review	\$190.00	
Pre School Classes	FREE - \$175.00	
RTE - Responding to Emergencies	220.00	
Special Tennis, Aerobics, or Other Lessons	Cost	
Swimming Lessons Including Permit	140.00	
Tennis Lessons - 6 One Hour Sessions	120.00	
<b>Facilities Rental:</b>		
Ballfield Rental - 2 Hour Limit	\$150.00/\$250.00 w/lights	
Boat Rental Fee	4.00 - 7.00	
Civic Building Rental/Pavilion	200.00	+Supervisor Hourly Rate
Group Picnic	150.00	
Private Building Rental	300.00	+Supervisor Hourly Rate
Sycamore Park Concession (Seasonal)	4,800.00	
<b>ID/Permits:</b>		
Beach Guest Card	50.00	
Adult Swimming Permit	100.00	
Daily Adult Beach Fee	8.00	
Daily Adult Guest Beach Fee	10.00	
Daily Youth Beach Fee	7.00	
Daily Youth Guest Beach Fee	9.00	
Family Swimming Permit	200.00	
Family Tennis Permit	80.00	
Identification Card	6.00	
Senior Citizen Identification Card	No charge	
Nanny Identification Card	10.00	
Nanny Swim Permit	100.00	
Individual Tennis Permit	50.00	
Tennis Guest Fee	8.00	
Youth Swimming Permit	80.00	
<b>Dog Park:</b>		
Sycamore Dog Park User Fee - Resident	25.00	Annual
Sycamore Dog Park User Fee - Non-Resident	75.00	Annual

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TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014

FEE DESCRIPTION	2014 Adopted USER FEES	
<b>BUILDING &amp; CODES DEPARTMENT</b>		
Accessory Apartment Permit	400.00	
Bed & Breakfast Special Application	400.00	
Building Permits - Flat Rate PLUS Estimated Cost of Construction	50.00	Flat Rate PLUS
Estimated Cost of Construction - Calculated as:	12.00	per \$1,000 Calculated Estimated Cost
Residential - New construction	100.00	per sq. ft.
Residential - Finish existing space to living space	20.00	per sq. ft.
Commercial	150.00	per sq. ft.
Commercial - Garage	75.00 - 80.00	per sq. ft.
Decks	35.00	per sq. ft.
Garage	75.00	per sq. ft.
Shed	25.00	per sq. ft.
Certificates of Compliance	80.00/150.00	Residential/Commercial
Certificates of Occupancy	80.00/150.00	Residential/Commercial
Excavation or Fill Permit for the first 2,000 cubic yards	200.00	Plus \$100 for each additional 1,000 CY
Inspection Fee for Clearance of Title Search Violation	50.00	Each Inspection
Mother/Daughter Permit	200.00	
Plumbing Permit Per Fixture	15.00 each	\$75.00 minimum fee
Plumbing/ Air Conditioning Inspection		
Re-inspection Fee When Inspection Requested but Job Not Ready	50.00	Paid in Advance of 2nd Inspection
Sign Permit	150.00	
Swimming Pool Permit - Above Ground	150.00	
Swimming Pool Permit - In Ground	300.00	
HVAC Fee	50.00	Flat Rate plus
	10.00	per \$1,000 Estimated Cost of Installation
Title Search	100.00/200.00	Residential/ Commercial + \$100 per establishment
Zoning Letter	75.00	
Outdoor Dining Annual Fee	100.00	Annual Fee
Outdoor Dining (fee per 10 or more seats)	+ 50.00/up to 10 seats	An add'l \$50.00 for 11 or more seats
Fire Inspection: Multifamily / Commercial	150.00 / 100.00	Commercial \$100 per establishment
Blasting Permit	100.00	per month
Operational Permits *	100.00	
* (NYSDDS requires towns to issue permits for storage of certain materials and certain uses)		
<b>NATURAL GAS INSPECTIONS</b>		
Residential	50.00	(5 Fixtures) \$10 each additional
Commercial	100.00	(5 Fixtures) \$20 each additional
<b>LIQUID PROPANE GAS INSPECTIONS</b>		
Residential	50.00	(5 Fixtures) - \$10 each additional
Commercial	100.00	(5 Fixtures) - \$20 each additional
<b>ARCHITECTURAL REVIEW BOARD</b>		
New Commercial Structure Review	225.00	
Modification to Existing Commercial Structure Review	150.00	
Other Structure or Sign Review	50.00	
Single Family Residential Structure Review	100.00	
Two or More Family Residential Structure Review	100.00	Plus \$0.00 each Additional Unit over two

User Fee Schedule 2014

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TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014

FEE DESCRIPTION	2014 Adopted USER FEES	
<b>ENVIRONMENTAL CONSERVATION REVIEW BOARD</b>		
ECB Wetlands Sign	10.00	
Permit Renewal/Extension Fee	50.00	For each one year permit renewal/extension
Application Withdrawal	50.00	
Letter of Maintenance	50.00	
Letter of Permission (in lieu of application)	100.00	
Major Interagency Review - Over 5 Acres - Per Acre or Part Thereof	60.00	Total Wetland Include. 100' Control Area
Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof	50.00	Total Wetland Include. 100' Control Area
Private Consultation/Conference with Wetland Inspector Per Hour	100.00	
Public Hearing	minimum \$150.00 or cost	
SEQR - DEIS	1%	of Bond
Site Plan Inspection - Single Lot - Per Acre or Part Thereof	300.00	Total Wetland Include. 100' Control Area
Subdivision Plan Inspection - Per Acre or Part Thereof	300.00	Total Wetland Include. 100' Control Area
Tree Cutting - Up to 25 Acres	300.00	+ 25.00 acre and ind. monitoring of escrow fees
Tree Cutting - Over 25 Acres	300.00	+ 75.00 acre and ind. monitoring of escrow fees
Minor Wetland Permit Application - for projects disturbing 1,000 sq ft in the 100 ft buffer area.	225.00	
* Escrow Fee for Minor Project	500.00	*as determined by the Town's Wetland Inspector
Major Wetland Permit Application - for projects disturbing 1,000 sq ft in the 100 ft buffer area or any disturbance in the buffer.	500.00	*plus \$100 for each add'l 1,000 sq ft disturbance (or part thereof) in the 100 ft buffer. Maximum fee \$1,000
* Escrow Fee for Major Project	1,000.00	*as determined by the Town's Wetland Inspector
Wetland Determination for Health Dept	150.00	
<b>ZONING BOARD OF APPEALS</b>		
280A Exemption	400.00	
Accessory Apartment Application	200.00	
Application Withdrawal	100.00	
Area Variance Application	200.00	
Bed and Breakfast Special Permit Application	400.00	
Interpretation of Ordinance	400.00	
Use Variance Application	400.00	
Computer address labels for variance mailing	25.00	
NOTIFICATION SIGN	25.00	

(Cont.)

<b>PLANNING BOARD</b>		
<b>PLANNING SUBDIVISION FEES:</b>		
Sketch fee	500.00	One time fee
<b>Preliminary Fees</b>		
Major Subdivision	3,000.00	Plus \$750 per lot
Minor Subdivision	2,500.00	Plus \$750 per lot
<b>Final Fees:</b>		
Amendment to Final Plat	1,500.00	
Major Subdivision	1,500.00	Plus \$500 per lot
Minor Subdivision	1,500.00	Plus \$500 per lot
Re-approval of Final Approval	1,500.00	(Does not include SEQR fees)
Extension of final approval	1,000.00	
OPEN DEVELOPMENT REVIEW FEE	2,500.00	
LOT LINE ADJUSTMENT FEE	2,500.00	

User Fee Schedule 2014

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TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014

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

User Fee Schedule 2014

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TOWN OF CARMEL USER SERVICE FEES --  
FISCAL YEAR 2014

FEE DESCRIPTION	2014 Adopted USER FEES	
SPECIAL DISTRICTS		
PARK DISTRICTS:		
Building Rental - District Resident	150.00	
Building Rental - Non-District Resident	N/A	
Building Rental Deposit - "Refundable"	150.00	
Building Rental Cleaning Fee	100.00	
SEWER DISTRICTS:		
Sewer System Service Application, including one inspection (where Street Lateral to Curb Line exists)	250.00	Residential
	500.00	Commercial
Sewer System Connection Additional Inspection - Each Inspection	50.00	
Sewer Sludge Dumping Fee, each 1000 gallons	100.00	
Out of District Application Fee - Residential/Commercial	1,000.00	

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WATER DISTRICTS:		
Water System Service Application, including one inspection (where water line curb box exists)	250.00 Residential 500.00 Commercial	
Water System Connection Additional Inspection - Each Inspection	50.00	
New Water Meter & Installation - 3/4" Meter	325.00	
New Water Meter Purchase	275.00	
All Others	Quote	
Water Meter Repair Due To Customer's Damage	325.00	
Water Meter Test, by written request of consumer	200.00	Payable up front
Water service turned on or off	50.00	
Water sprinkler tap - Annual Fee	200.00	
Final Bill Fee	25.00	
Special water meter reading by outside vendor	10.00	
Duplicate Bill Fee	10.00	
Bulk Water Sales	10 times the normal in district rate	Minimum fee \$300.00
Out of District Application Fee - Residential/Commercial	1,000.00	
Water Bill Adjustment from Estimate to Actual	5.00	

User Fee Schedule 2014

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**BUDGET MODIFICATIONS #2013-04 - AUTHORIZED**

WHEREAS the Town Comptroller has reviewed the 2013 year-to-date Budget Modifications/Revisions for the period ending November 30, 2013 with the Town Board, which are detailed and explained on the attached Budget Revisions Schedule identified as #2013-04;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the 2013 year-to-date Budget Modifications/Revisions for the period for the period ending November 30, 2013 as itemized on Schedule #2013-04 which is attached hereto, incorporated herein and made a part hereof.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

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

TOWN OF CARMEL  
BUDGET REVISIONS FOR PERIOD ENDING 11/30/13 - #2013/04

☒ Work Session 12/11/13

#5

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE IN USES & SOURCES OF FUNDS	DECREASE IN USES & SOURCES OF FUNDS
GENERAL FUND				
1	100-1989-2556	CERTIFICATES OF OCCUPANCY	30,000.00	
	100-1989-3005	MORTGAGE TAX REVENUE	150,000.00	
	100-1989-2557	FIRE INSPECTION FEES		40,000.00
	100-1989-2001	PARK RECREATION FEES		10,000.00
	100-1989-2555	BUILDING PERMIT FEES		20,000.00
	100-1989-2115	PLANNING BOARD FEES		15,000.00
	100-1989-2116	ENGINEER & INSPECTION FEES		15,000.00
	100-1989-2610	COURT FEES AND FINES		80,000.00
		- ADJUST REVENUES TO ACTUAL YTD		
2	100-3120-0029	POLICE SPECIAL EXPENSE FROM SEIZED ASSETS	18,982.00	
	100-1989-1522	POLICE SPECIAL REVENUE	18,982.00	
		- PROVIDE FOR POLICE EXPENSES FROM SEIZED ASSETS		
3	100-7310-0045	YOUTH SELF SUSTAINING PROGRAM EXPENSE	5,000.00	
	100-1989-2050	PARK SELF SUSTANING FEES	5,000.00	
		- PROVIDE FOR YOUTH REC PROGRAM EXPENSE		

12/18/13



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4	100-1010-0011	TN BOARD STAFF EXPENSE	400.00	
	100-1010-0046	TN BOARD CONSULTING SERVICES EXPENSE	700.00	
	100-1220-0040	SUPERVISOR OFFICE EXPENSE	3,000.00	
	100-1315-0040	COMPTROLLER OFFICE EXPENSE	500.00	
	100-1330-0040	TAX RECEIVER OFFICE EXPENSE	1,000.00	
	100-1620-0040	BLDG UNDIST EXPENSE	2,000.00	
	100-1620-0043	BLDG ALARM EXPENSE	1,857.00	
	100-1970-0040	OFFICE SUPPLIES - UNDIST	1,500.00	
	100-1010-0080	TN BOARD BENEFIT EXPENSE		1,100.00
	100-1220-0080	SUPERVISOR BENEFIT EXPENSE		3,000.00
	100-1315-0080	COMPTROLLER BENEFIT EXPENSE		500.00
	100-1330-0080	TAX RECEIVER BENEFIT EXPENSE		1,000.00
	100-1610-0080	CENTRAL SERV EMPLOYEE BENEFIT EXPENSE		1,000.00
	100-1610-0086	CENTRAL SERV RETIREE BENEFIT EXPENSE		2,857.00
	100-1950-0040	TAXES & ASSESSMENT EXPENSE		1,500.00
		- TRANSFER FOR MISCELLANEOUS EXPENSE		
5	100-1440-0011	ENGINEER STAFF SALARY EXPENSE	5,000.00	
	100-1440-0080	ENGINEER STAFF BENEFIT EXPENSE	5,686.00	
	100-1440-0010	ENGINEER SALARY EXPENSE		4,736.00
	100-1440-0012	ENGINEER STAFF OT EXPENSE		2,000.00
	100-1440-0013	ENGINEER TEMP STAFF EXPENSE		3,000.00
	100-1440-0086	ENGINEER RETIREE BENEFIT EXPENSE		950.00
		- TRANSFER FOR ENGINEER DEPT STAFF EXPENSE		
6	100-1420-0044	LABOR LEGAL SERVICES	4,500.00	
	100-1420-0046	BOND LEGAL SERVICES		2,000.00
	100-1420-0049	LEGAL MISC SERVICES		2,500.00
		- TRANSFER FOR LEGAL EXPENSE		
7	100-3120-0010	POLICE NON-UNIFORM STAFF EXPENSE	4,000.00	
	100-3120-0040	POLICE CONTRACTUAL EXPENSE	4,000.00	
	100-3120-0041	POLICE FUEL EXPENSE	10,000.00	
	100-3120-0045	POLICE EQUIPMENT MAINT EXPENSE	18,000.00	
	100-3120-0046	POLICE RENTAL LEASE EXPENSE	20,000.00	
	100-3120-0013	POLICE TEMP STAFF EXPENSE		4,000.00
	100-3120-0081	POLICE RETIREMENT EXPENSE		4,000.00
	100-3120-0082	POLICE FICA/MED EXPENSE		10,000.00
	100-3120-0083	POLICE W/C EXPENSE		18,000.00
	100-3120-0086	POLICE RETIREE BENEFIT EXPENSE		20,000.00
		- TRANSFER FOR POLICE EXPENSEES		

Budget Revisions 2013 OCT NOV 2013.xls

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TOWN OF CARMEL  
BUDGET REVISIONS FOR PERIOD ENDING 11/30/13 - #2013/04

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
8	100-3310-0045	TRAFFIC STREET LINES EXPENSE	3,810.00	
	100-3310-0012	TRAFFIC OVERTIME EXPENSE		1,410.00
	100-3310-0080	TRAFFIC RETIREMENT EXPENSE		1,500.00
	100-3310-0084	TRAFFIC BENEFIT EXPENSE		900.00
		- TRANSFER FOR TRAFFIC EXPENSES		
9	100-3620-0012	CODES ENFORCEMENT OT STAFF EXP	3,000.00	
	100-3620-0013	CODES ENFORCEMENT TEMP STAFF EXP	7,000.00	
	100-3620-0011	CODES ENFORCEMENT SALARY STAFF EXP		10,000.00
		- TRANSFER FOR TEMP STAFF/OT EXPENSES		
10	100-5132-0040	HIGHWAY GARAGE CONT EXPENSE	10,000.00	
	100-5132-0020	HIGHWAY GARAGE EQUIP EXPENSE		10,000.00
		- TRANSFER FOR HIGHWAY GARAGE EXPENSE		
11	100-7110-0040	PARK CONTRACTUAL EXP	5,000.00	
	100-7110-0046	PARK FACILITY LEASE EXP	5,000.00	
	100-7112-0040	MCDONOUGH FIELDS CONT EXP	160.00	
	100-7117-0040	CAMARDA PARK CONT EXP	200.00	
	100-7118-0040	BALDWIN MEADOWS CONT EXP	250.00	
	100-7118-0042	BALDWIN MEADOWS UTILITY EXP	50.00	
	100-7190-0042	SKATING RINK UTILITY EXPENSE	200.00	
	100-7310-0040	YOUTH CONT EXPENSE	648.00	
	100-7110-0080	PARK EMPLOYEE BENEFIT EXP		5,000.00
	100-7111-0040	SYCAMORE FIELD CONT EXP		160.00
	100-7116-0040	VOLZ PARK CONT EXP		200.00
	100-7140-0013	PLAYGROUND TEMP STAFF EXP		5,000.00
	100-7140-0040	PLAYGROUND CONT EXP		300.00
	100-7190-0040	SKATING RINK CONT EXPENSE		200.00
	100-7270-0040	CONCERT SERIES EXP		648.00
		- TRANSFER FOR RECREATION EXPENSES		
12	100-8010-0013	ZONING BOARD TEMP STAFF EXP	2,300.00	
	100-8010-0040	ZONING BOARD CONTRACTUAL EXP	100.00	
	100-8010-0080	ZONING BOARD EMPLOYEE BENEFIT EXP	300.00	
	100-8020-0013	PLANNING BOARD TEMP STAFF EXP	2,700.00	
	100-8010-0086	ZONING BOARD RETIREE EXP		2,700.00
	100-8020-0086	PLANNING BOARD RETIREE EXP		2,700.00
		- TRANSFER FOR BOARDS TEMP STAFF EXP		
HIGHWAY FUND				
13	500-5130-0040	MACHINERY REPAIR EXPENSE	50,000.00	
	500-8902-0099	TRANSFER TO OTHER FUND	50,000.00	
	500-5010-4321	FEDERAL AID - FEMA SANDY	100,000.00	
		- PROVIDE FOR MACHINERY REPAIR/LOAN REPAYMENT EXPENSE		

18 DECEMBER 2013  
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14	500-5110-0020	GENERAL REPAIR TOOL EXPENSE	2,000.00	
	500-5110-0040	GENERAL REPAIR CONT EXPENSE	15,500.00	
	500-5110-0041	GENERAL REPAIR FUEL EXPENSE	9,000.00	
	500-5140-0041	WEEDS & BRUSH FUEL EXPENSE	3,000.00	
	500-5110-0083	GENERAL REPAIR W/C EXPENSE		19,500.00
	500-5110-0086	GENERAL REPAIR RETIREE EXPENSE		7,000.00
	500-5140-0080	WEEDS & BRUSH RETIREMENT EXPENSE		3,000.00
		- TRANSFER FOR CONTRACTUAL/FUEL EXPENSE		
TEAKETTLE LAKE PARK DISTRICT				
15	403-7140-0044	ENGINEERING SERVICES	1,000.00	
	403-7140-0040	CONTRACTUAL EXPENSES		1,000.00
		-TRANSFER FOR ENGINEER EXPENSE		

TOWN OF CARMEL  
BUDGET REVISIONS FOR PERIOD ENDING 11/30/13 - #2013/04

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
LAKE SECOR PARK DISTRICT				
16	404-7140-0044	ENGINEERING SERVICES	1,000.00	
	404-7140-0099	REPAIR RESERVE FUND		1,000.00
		-TRANSFER FOR ENGINEER EXPENSE		
17	404-7140-0050	SPECIAL IMPROVEMENT EXPENSE	40,000.00	
	404-7140-9909	APPROPRIATE FUND BALANCE	40,000.00	
		- PROVIDE FOR LAKE SECOR PAVILLION EXPENSE		
CARMEL GARBAGE DISTRICT				
18	571-8160-0048	MISCELLANEOUS EXP	10,000.00	
	571-8160-0099	REPAIR RESERVE FUND		10,000.00
		- TRANSFER FOR TAX REFUND TO COUNTY EXPENSE		
CARMEL WATER DISTRICT #2				
19	602-8310-0020	EQUIPMENT EXPENSE	8,000.00	
	602-8310-0044	ENGINEERING SERVICES EXPENSE	1,500.00	
	602-8310-0047	EMERGENCY REPAIRS	20,000.00	
	602-8310-0041	CHEMICAL EXPENSE		8,000.00
	602-8310-0040	CONTRACTUAL REPAIR EXPENSE		1,500.00
	602-8310-0046	PURCHASE OF WATER		20,000.00
		- TRANSFER FOR EMERGENCY REPAIR EXPENSE		
CARMEL WATER DISTRICT #4				
20	604-8310-0020	EQUIPMENT EXPENSE	500.00	
	604-8310-0040	CONTRACTUAL REPAIR EXP	9,500.00	
	604-8310-0047	EMERGENCY REPAIRS		3,500.00
	604-8310-0099	REPAIR RESERVE FUND		6,500.00
		- TRANSFER FOR CONTRACTUAL REPAIR EXPENSE		
CARMEL WATER DISTRICT #5				
21	605-8310-0040	CONTRACTUAL REPAIR EXP	1,000.00	
	605-8310-0047	EMERGENCY REPAIRS		1,000.00
		- TRANSFER FOR CONTRACTUAL REPAIR EXPENSE		
CARMEL WATER DISTRICT #8				
22	608-8310-0020	EQUIPMENT EXPENSE	500.00	
	608-8310-0040	CONTRACTUAL REPAIR EXPENSE	9,500.00	
	608-8310-0044	ENGINEERING SERVICES EXP	5,000.00	
	608-8310-0047	EMERGENCY REPAIR EXP		6,000.00
	608-8310-0049	SERVICES OTHER GOVT EXPENSE		9,000.00
		- TRANSFER FOR CONTRACTUAL REPAIR EXPENSE		
CARMEL WATER DISTRICT #9				
23	609-8310-0047	EMERGENCY REPAIRS	13,091.00	
	609-8310-2681	INSURANCE RECOVERY ASSET	13,091.00	
		- PROVIDE FOR CONT/EMERGENCY REPAIR EXPENSE		
CARMEL WATER DISTRICT #12				
24	612-8310-0020	EQUIPMENT EXPENSE	300.00	
	612-8310-0044	ENGINEERING SERVICES EXP	1,500.00	
	612-8310-0047	EMERGENCY REPAIRS	2,000.00	
	612-8310-0049	SERVICES OTHER GOVT EXPENSE	1,200.00	
	612-8310-0041	CHEMICAL EXPENSE		3,500.00
	612-8310-0048	OTHER OPERATING EXPENSE		1,500.00
		- TRANSFER FOR EMERGENCY REPAIR EXPENSE		



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(Cont.)

TOWN OF CARMEL  
BUDGET REVISIONS FOR PERIOD ENDING 11/30/13 - #2013/04

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>CARMEL WATER DISTRICT #13</b>				
25	613-8310-0048	OTHER OPERATING EXPENSE	2,000.00	
	613-8310-0049	SERVICES OTHER GOVT EXPENSE		2,000.00
		- TRANSFER FOR TAX REFUND TO COUNTY EXPENSE		
<b>CARMEL WATER DISTRICT #14</b>				
26	614-8310-0045	OPER & MAINT CONT EXPENSE	141.00	
	614-8310-0049	SERVICES OTHER GOVT EXPENSE	859.00	
	614-8310-0099	REPAIR RESERVE FUND		1,000.00
		- TRANSFER FOR CONTRACT EXP		
<b>CARMEL SEWER DISTRICT #2</b>				
27	702-8130-0040	CONTRACTUAL EXPENSES	18,775.00	
	702-8130-0044	ENGINEERING SERVICES EXP	2,000.00	
	702-8130-0047	SLUDGE REMOVAL EXPENSE	48,500.00	
	702-8130-0090	CONTINGENCY		14,000.00
	702-8130-4321	FEDERAL AID - FEMA	55,275.00	
		- PROVIDE FOR CONTRACTUAL/SLUDGE REMOVAL EXPENSE		
<b>CARMEL SEWER DISTRICT #4</b>				
28	704-8130-0040	CONTRACTUAL EXPENSES	2,539.00	
	704-8130-0047	SLUDGE REMOVAL EXPENSE	2,000.00	
	704-8130-4321	FEDERAL AID - FEMA	4,539.00	
		- PROVIDE FOR CONTRACTUAL/SLUDGE REMOVAL EXPENSE		
29	704-8130-0141	CHEMICAL EXPENSES - MICROFILTRATION	3,000.00	
	704-8130-0041	CHEMICAL EXPENSES		3,000.00
		- REVISE BUDGET FOR MICROFILTRATION COSTS		
<b>CARMEL SEWER DISTRICT #5</b>				
30	705-8130-0040	CONTRACTUAL EXPENSES	17,696.00	
	705-8130-0047	SLUDGE REMOVAL EXPENSE	5,000.00	
	705-8130-0099	REPAIR RESERVE FUND		10,000.00
	705-8130-4321	FEDERAL AID - FEMA	5,196.00	
	705-8130-9909	APPROPRIATE FUND BALANCE	7,500.00	
		- PROVIDE FOR CONTRACTUAL/SLUDGE REMOVAL EXPENSE		
<b>CARMEL SEWER DISTRICT #6</b>				
31	706-8130-0040	CONTRACTUAL EXPENSES	11,785.00	
	706-8130-0048	OTHER OPERATING EXPENSE	100.00	
	706-8130-0047	SLUDGE REMOVAL EXPENSE		10,000.00
	706-8130-4321	FEDERAL AID - FEMA	1,885.00	
		- TRANSFER/PROVIDE FOR CONT REPAIRS		
<b>CARMEL SEWER DISTRICT #7</b>				
32	707-8130-0141	CHEMICAL EXPENSES - MICROFILTRATION	592.00	
	707-8130-0142	UTILITY EXPENSES - MICROFILTRATION	1,003.00	
	707-8130-0041	CHEMICAL EXPENSES		592.00
	707-8130-0042	UTILITY EXPENSES		1,003.00
		- REVISE BUDGET FOR MICROFILTRATION COSTS		
33	707-8130-0043	INSURANCE EXPENSE	50.00	
	707-8130-0049	SERVICES OTHER GOVT EXPENSE	2,950.00	
	707-8130-0099	REPAIR RESERVE FUND		3,000.00
		- TRANSFER FOR MISC EXP		

TOWN OF CARMEL  
BUDGET REVISIONS FOR PERIOD ENDING 11/30/13 - #2013/04

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>CARMEL SEWER DISTRICT #8</b>				
34	708-8130-0044	ENGINEERING SERVICES EXP	1,500.00	
	708-8130-0041	CHEMICAL EXPENSES		1,500.00
		- TRANSFER FOR MISC EXP		
<b>HIGHWAY DEBT FUND</b>				
35	850-9710-0060	BOND PRINCIPAL - ROADS	7,544.00	
	850-9710-0061	BOND PRINCIPAL - MACHINERY		7,544.00
		- TRANSFER FOR DEBT PAYMENT EXPENSE		
<b>CARMEL SEWER DISTRICT #2 DEBT FUND</b>				
36	882-9790-0070	SRLF INTEREST PAYMENT	3,144.00	
	882-8130-9909	APPROPRIATE FUND BALANCE	3,144.00	
		- PROVIDE FOR DEBT PMT EXPENSE		
<b>CARMEL WATER DISTRICT #14 DEBT FUND</b>				
37	884-9710-0070	BOND INTEREST	332.00	
	884-9710-0060	BOND PRINCIPAL		332.00
		- TRANSFER FOR DEBT PAYMENT EXPENSE		

(Cont.)

DRAINAGE CAPITAL PROJECT				
38	900-1989-0012	PROJECT OVERTIME EXPENSE	1,500.00	
	900-1989-0040	CONTRACTUAL EXPENSES	3,000.00	
	900-1989-0048	OTHER PROJECT EXPENSES		3,000.00
	900-1989-0080	FICA/MED EXPENSE		1,500.00
		- REVISE CAPITAL BORROWING EXPENSE		
TECHNOLOGY CAPITAL PROJECT				
39	903-1989-0048	OTHER PROJECT EXPENSES	7,150.00	
	903-1989-0040	CONTRACTUAL EXPENSES		7,150.00
		- REVISE CAPITAL BORROWING EXPENSE		
HIGHWAY RESURFACING CAPITAL PROJECT				
40	950-5112-0046	CONTRACTUAL PAVING EXPENSES	61,500.00	
	950-5112-0048	OTHER PROJECT EXPENSES		61,500.00
		- REVISE CAPITAL BORROWING EXPENSE		
HIGHWAY SPECIAL IMPROVEMENT CAPITAL FUND				
41	952-5112-0040	CONTRACTUAL EXPENSES	25,000.00	
	952-5112-0044	PROJECT ENGINEERING EXP		25,000.00
		- REVISE CAPITAL BORROWING EXPENSE		

Budget Revisions 2013 OCT NOV 2013.xls

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**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 attached hereto and made a part of hereof and designates the Town Comptroller's Office to distribute the policy to all department heads; and  
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 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>

**TOWN OF CARMEL**

**PROCUREMENT POLICY AND PROCEDURES**

(Revised December 2013)

The following sets forth the policies and procedures of the Town of Carmel to meet the requirements of General Municipal Law, (GML) Sections 103 and 104.

(Cont.)

**PURPOSE**

Goods and services which are required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost, and to guard against favoritism, improvidence, extravagance, fraud and corruption. The Purchasing Policy confirms the commitment of The Town of Carmel to ensure that its purchases of goods and services are made legally, fairly, prudently, competently, and at the lowest possible cost offered by responsible vendors. This Purchasing Policy, General Municipal Law Sections 103 and 104, and the State Comptroller's Financial Management Guide subsection 8, provide guidance to those involved in the purchasing process. The Town of Carmel adopts the following Purchasing Policy statements in accordance with Section 104b of the General Municipal Law (GML).

**I. ANALYZE THE PROPOSED PROCUREMENT/PURCHASE**

Generally, the official(s) responsible for making the particular procurement will make the initial determination of whether competitive bidding is required as follows:

- Determine whether it is expected that over the course of the fiscal year, the Town will spend in excess of the competitive bidding thresholds for the same or similar items or services.
- Determine whether an item is available under State or County contract.
- For legal issues regarding the applicability of competitive bidding requirements, verify with the Town Legal Counsel, as appropriate
- In the case of an emergency, determine that the statutory criteria are met (see GML, §102[4])
- In the case of a lease, determine that a document is a true lease and not an installment purchase contract
- In the case of a sole source, determine that the item is required in the public interest, has no reasonable equivalent and is in fact available only from one source.
- In the case of a combination of professional services and a purchase, determine whether the professional service is the predominate part of the transaction and is inextricably integrated with the purchase.

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**CATEGORIES OF PROCUREMENTS/PURCHASING**

This chart identifies the procurement/purchasing categories subject to the Competitive Bidding Requirements of Section 103 GML or the Town Procurement Policy required by Section 104-b GML and where further information can be found.

Procurement Category	Subject to Competitive Bidding (§103)	Procurement Policy (§104-b)	Reference Law
<b>Purchase and Public Works Contracts:</b>			
1. Purchase Contract – Above \$10,000	X		103 GML
2. Purchase Contract – Below \$10,000		X	104 GML
3. Contract for Public Work – Above \$35,000	X		103 GML
4. Contract for Public Work – Below \$35,000		X	104 GML
<b>Procurement Exempt from GML §103 and §104-b</b>			
5. Agencies for Blind or Severely Handicapped, etc.		X	175-b SFL
6. Correctional Institutions		X	184 CL
7. State Contract		X	104 GML
8. County Contract		X	103(3) GML
<b>Procurement Exempt from GML §103 and 104b</b>			
9. Emergencies (See section below)		X	103(4) GML
10. Sole Source (See section below)		X	103(4) GML
11. Professional Services		X	103(4) GML
12. True Leases		X	103(4) GML
13. Insurance		X	103(4) GML
14. Second-Hand Equipment from Another Government		X	103(6) GML

**18 DECEMBER 2013  
TOWN BOARD MEETING**

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Statutory Exceptions from These Policies and Procedures. Exceptions include procurements made pursuant to General Municipal Law, Section 103(3) (through county contracts) or Section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or other severely handicapped, special employment programs for the mentally ill or veteran's workshops), and Correction Law, Section 186 (articles manufactured in correctional institutions).

EMERGENCIES. There are three basic statutory criteria to be met within this exception. These are

- (1) the situation arises out of an accident or other unforeseen occurrence or condition;
- (2) the circumstance affects public building, public property or the life, health, safety or property of the political subdivision's residents; and
- (3) the situation requires immediate action which cannot await competitive bidding.

Sole Source. With this exception, the town employee should document the unique benefits of the item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item is reasonable, when compared to other products or services in the marketplace.

In addition, the responsible town employee must document that, there is no possibility of competition for the procurement and there is a sole source provider.

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## II. METHODS OF COMPETITION TO BE USED FOR NON-BID PROCUREMENTS

The Town Board of the Town of Carmel requires that the method to be used for seeking competition depends on the amount and type of procurement listed in the following chart.

TYPE AND AMOUNT OF PROCUREMENT	VERBAL QUOTES			WRITTEN QUOTES		OFFICIAL RFPs	EXCEPT EXEMPT
	0	3	More Than 3	3	More Than 3		
Purchase Contracts Below \$10,000							
200 – 999		X					
1,000 – 2,999			X				
3,000 – 9,999				X			
Public Work Contracts Below \$35,000							
Under 1,000	X						
1,000 – 2,000		X					
3,000 – 9,999				X			
10,000 – 19,999						X	
* 20,000 – 34,999						X	
Emergencies							X
Insurance							X
Professional Services						X	X
True Leases							X
Second-Hand Equipment from other Govts.							X
Sole Source Providers							X

\* NOTES: THE TOWN WILL CONTINUE TO MONITOR PUBLIC WORK CONTRACTS FOR COMPETITIVE PRICING IN THE INCREASED BID LIMIT \$20,000 – \$34,999; FOR EXEMPTIONS, OFFICIAL REQUESTS FOR PROPOSALS (RFP'S) ARE STILL ENCOURAGED.

General Municipal Law, Section 104-b, subdivision 2, paragraph (b) requires that alternative proposals for goods and services be secured by the responsible employee by use of written requests for proposals, written quotations, verbal quotations or any other methods which further the objectives of Section 104-b.

## III. DOCUMENT ACTIONS TAKEN

Documentation of actions taken shall include board resolutions, memoranda, written quotes, telephone logs for verbal quotes, requests for proposals, contracts and other appropriate forms of documentation.

Distinguish between contracts for public works and purchase contracts. In general, purchase contracts involve the acquisition of commodities, materials, supplies or equipment, while contracts for public work involve services, labor or construction. Each procurement must be reviewed on a case-by-case basis and a determination made as to what kind of contract is involved.

For other items not subject to competitive bidding, such as professional services, emergencies, purchases under State or County contracts or procurements from sole sources, documentation could include a memo to the files which details why the procurement is not subject to competitive bidding and include:

(Cont.)

- a description of the facts giving rise to an emergency and a statement of how the situation meets the statutory criteria

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- a description of the particular professional services and a statement of what general criteria apply
- copies of state or county contracts
- opinions of the municipal attorney
- a description of sole source items and how such determinations were made.

Verbal Quotations. The responsible employee should record at a minimum: date, item or service desired, price quoted, name of vendor, name of vendor's representative.

Written or Fax Quotations. Vendors should provide at a minimum: date, description of item or details of service to be provided, price quoted, name of contact.

Requests for Proposals. Public notice and a minimum number of professionals are contacted directly asking for the submission of written proposals. A request for proposals and evaluation of proposals should consider price plus other factors like experience, staffing and suitability for needs and may include negotiations on a fair and equal basis. The award should be the most advantageous to the Town.

**NOTE:** \* TOWN LEGAL COUNSEL SHOULD REVIEW RFPs AND CONTRACTS TO BE EXECUTED WITH THE FIRM SELECTED.

#### IV. PROCUREMENT FROM OTHER THAN LOWEST RESPONSIBLE DOLLAR OFFERED

Whenever any contract is awarded to other than the lowest responsible vendor or contractor there must be justification and documentation of the reason why the purchase is in the best interest of the Town and otherwise furthers the purposes of Section 104-b.

For example, if a vendor submitting the lowest proposal has a history of not making deliveries on time or of delivering goods of inferior quality, such facts might be justification for taking other than the lower offer, but such decision must be documented with facts.

#### V. GOVERNING BOARD EXCEPTIONS

The Town Board sets forth the following circumstance where types of procurements for which it would not be in the best interests of the Town to solicit alternative proposals or quotations:

- emergencies where time is a crucial factor
- procurements for which there is no possibility of competition (sole source items)
- very small procurements for which solicitations of competition would not be cost effective.

#### VI. INPUT FROM OFFICERS INVOLVED IN PROCUREMENT

Comments concerning the policies and procedures shall be solicited from officers of the Town of Carmel therein involved in the procurement process from time to time, to be used in amending the policy when circumstances warrant changes.

#### VII. UPDATING THE POLICIES AND PROCEDURES

The Town Board shall annually review these policies and procedures. The Comptroller's Office shall be responsible for conducting an annual review of the Procurement Policy and for evaluation of the internal control structure established to ensure compliance with the procurement policy.

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#### VIII. UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to fully comply with the provisions of General Municipal Law Section 104-b shall not be grounds to avoid action taken or give rise to a cause of action against the Town of Carmel or any officer or employee thereof.

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**IX. RESPONSIBLE PURCHASING AGENTS – NAMES AND TITLES**

Pursuant to Chapter 402 of the Laws of 2007, effective January 1, 2014, as required under Section 104 of the NYS General Municipal Law, the Town is including the names of the municipal officials responsible for purchasing decisions, as follows:

<u>Position Title</u>	<u>Position Incumbent</u>
Town Supervisor	Kenneth Schmitt
Town Board	Frank Lombardi
Town Board	Suzanne McDonough
Town Board	John Lupinacci
Town Board	Jonathan Schneider
Town Justice	Joseph Spofford
Town Justice	Thomas Jacobellis
Court Clerk	Patricia Genna
Comptroller	Mary Ann Maxwell
Town Assessor	Glenn Droese
Town Clerk	Ann Spofford
Deputy Town Clerk	Phyllis Bourges
Receiver of Taxes	Kathleen Kraus
Town Civil Engineer	Richard Franzetti
Town Engineering Project Coordinator	Robert Vara
Principal Clerk	Eileen Brennan
Highway Superintendent	Michael Simone
Deputy Highway Superintendent	Robert Erickson
Lieutenant	Michael Cazzari
Lieutenant	Brian Karst
Codes Enforcer	Michael Carnazza
Director of Parks and Recreation	James Gilchrist

**X. REIMBURSEMENT FOR EXPENSES \$15.00 OR LESS**

From time to time a department head or employee attends a town business function or makes a minor purchase for which they lost a receipt, did not receive a receipt or forgot to obtain a receipt. Documentation representing what was paid for, how much was paid for it, that it was for town business, and the signature of the claimant verifying such will be acceptable in lieu of a receipt. The town reserves the right to reject such claim if claims lacking receipts become more frequent, or if it becomes known that receipts are readily available. Receipts should be attached to claims for reimbursement whenever possible: regardless of the dollar amount.

**RENEWAL / EXTENSION OF AGREEMENT WITH COUNTY OF PUTNAM  
AUTHORIZED - OUTREACH WORKER**

RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the renewal and extension of its existing agreement with the County of Putnam for the provision of an Outreach Worker to the Town of Carmel and its residents, said agreement to be on the same terms and in the same form and content as reflected in the current agreement on file with the Office of the Town Supervisor, and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorizes to execute said agreement and all ancillary documentation required to effectuate the agreement on the terms and provisions authorized hereunder.

Resolution

Offered by: Councilman Lombardi  
Seconded by: Councilwoman McDonough



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<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>

**RECREATION AND PARKS ADVISORY COMMITTEE - DAVID FURFARO RE-APPOINTED**

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints David Furfaro to the Recreation and Parks Advisory Committee for a term commencing immediately and ending December 31, 2016.

ResolutionOffered by: Councilman LupinacciSeconded by: Councilman Lombardi 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>

Supervisor Schmitt acknowledged Mr. Furfaro for his outstanding service on the Recreation and Parks Advisory Committee.

**RECREATION AND PARKS ADVISORY COMMITTEE - JOYCE PICONE RE-APPOINTED**

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints Joyce Picone to the Recreation and Parks Advisory Committee for a term commencing immediately and ending December 31, 2016.

ResolutionOffered by: Councilwoman McDonoughSeconded 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 acknowledged Ms. Picone for her outstanding service on the Recreation and Parks Advisory Committee.

**SYCAMORE PARK COMMUNITY RECREATION CENTER - PROPOSAL  
ACCEPTED FOR ENGINEERING DESIGN SERVICES - INSITE ENGINEERING -  
NOT TO EXCEED \$129,100.00**

WHEREAS, James Gilchrist, Director of the Town of Carmel Recreation and Parks Department has solicited professional proposals for engineering design services to be rendered in connection with the development of a Community Recreation Center at Sycamore Park in the Town of Carmel;

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NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of James Gilchrist, hereby accepts the proposal of Insite Engineering, Carmel, NY for the professional engineering services to be rendered in connection with the design of the proposed Community Recreation Center at a price not to exceed \$129,100 (ONE HUNDRED TWENTY NINE-THOUSAND ONE HUNDRED DOLLARS); and

BE IT FURTHER RESOLVED that the Town Supervisor Kenneth Schmitt is hereby authorized to execute all documentation necessary to accept said proposal on the terms and conditions authorized hereunder.

Resolution

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

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

Councilman Schneider stated that he voted no to the aforementioned resolution because he is not comfortable expending \$129,100.00 in connection with property for a Community Recreation Center that utilizes a septic system, even if the funds are obtained through a grant.

Supervisor Schmitt stated that through Senator Greg Ball, the Town of Carmel secured a grant for \$250,000.00 from the Dormitory Authority State of New York. He stated that he shares some of Councilman Schneider’s concerns; however, the Town needs to move forward with the engineering and design phase of this project.

**IMPROVEMENTS AUTHORIZED TO MAHOPAC CHAMBER PARK - DALOMBA MASONRY**

WHEREAS, James Gilchrist, Director of the Town of Carmel Recreation and Parks Department has advised the Town Board that DaLomba Masonry, Thornwood, NY has offered to perform certain masonry improvements at Mahopac Chamber Park at no charge to the Town of Carmel or its residents;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of James Gilchrist, hereby authorizes DaLomba Masonry to perform such improvements, consisting of the provision of and installation of jumbo Belgian block curbing in and around the Gazebo perimeter at Mahopac Chamber Park; and

BE IT FURTHER RESOLVED, that upon presentation of Insurance certificates in form acceptable to Town Counsel, DaLomba Masonry is hereby authorized to commence performance of the improvements at Mahopac Chamber Park which are hereunder.

Resolution

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

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

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Supervisor Schmitt thanked Brian Lomba for his generous offer to perform masonry improvements at the Mahopac Chamber Park at no charge to the Town of Carmel or its residents.

Councilman Lupinacci added that the required insurance certificates have been submitted and deemed acceptable by Town Counsel.

**BID AWARDED FOR POLICE DEPARTMENT UNIFORMS IN 2014 -  
BUCKSHOLLOW EMERGENCY EQUIPMENT CORPORATION**

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for Police Department uniforms for the Town of Carmel Police Department in fiscal year 2014, and

WHEREAS such bids were received and opened on December 3, 2013; and

WHEREAS Lieutenant Michael Cazzari has recommended the awarding of the bid as set forth hereafter,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the bids for Police Department uniforms to Buckshollow Emergency Equipment Corporation, 15 Secor Road, Mahopac, NY, the lowest responsible bidder who met specifications, at the following bid prices:

- Blauer Gore-Tex with liner: \$195.00 each;
- Summer Cap 8 point: \$20.50 each;
- Winter Cap 8 point: \$19.50 each;
- IKE Jacket: \$68.00 each;
- Rain Coat: \$112.00 each;
- Summer shirt: \$38.00 each;
- Winter shirt: \$42.00 each;
- Blauer #8561P7 pants: \$75.00 each;
- Blauer #8810X pants: \$50.00 each.

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>

**BID AWARDED FOR CLEANING OF THE POLICE DEPARTMENT IN 2014 -  
CARMEL CLEANERS**

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for dry cleaning of Police Department uniforms for the Town of Carmel Police Department in fiscal year 2014, and

WHEREAS such bids were received and opened on December 3, 2013; and

WHEREAS Lieutenant Michael Cazzari has recommended the awarding of the bid as set forth hereafter,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the dry cleaning of Police Department uniforms to Carmel Cleaners, 1862 Route 6, Carmel, NY the lowest responsible bidder who met specifications.

Resolution

Offered by: Councilwoman McDonough

Seconded by: Councilman Schneider

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<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>

**BID AWARDED FOR CLEANING OF POLICE DEPARTMENT IN 2014 - CTE INCORPORATED - RELIABLE CLEANING SYSTEMS**

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for daily cleaning services for the Police Department for fiscal year 2014 , and

WHEREAS such bids were received and opened on December 3, 2013; and

WHEREAS Lieutenant Michael Cazzari has recommended the awarding of the bid as set forth hereafter,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the contract for cleaning services for the Police Department for the year 2014 to CTE Incorporated–Reliable Cleaning Systems, Carle Place, NY, the lowest responsible bidder who met specifications at a total cost of \$9,468.00; and

BE IT FURTHER RESOLVED that upon presentation of insurance certificates, as required by the bid specifications and in form as approved by the Town Counsel, the Supervisor is authorized to sign the contract, in form as contained in the bid specifications for the performance of said services.

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>

**PUBLIC COMMENTS - AGENDA ITEMS**

Nick Fannin requested clarification with regard to the agreement for engineering consulting services with J. Robert Folchetti Associates, LLC.

Supervisor Schmitt explained that J. Robert Folchetti Associates, LLC has been retained to augment the current staff in the Engineering Department.

Mr. Fannin inquired if there is any relationship between Gregory Folchetti, Legal Counsel and J. Robert Folchetti.

Supervisor Schmitt stated that they are brothers.

Councilman Lombardi and Supervisor Schmitt spoke regarding the outstanding services provided by J. Robert Folchetti Associates, LLC in the past.

Don Schipf inquired why the resolutions awarding the bids for the purchase of Police Department uniforms and the dry cleaning of Police Department uniforms did not specify a total cost budgeted.

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Councilman Lupinacci stated that these are Police Department contractual expenses. Discussion was held.

Councilman Schneider explained that there is no total dollar amount set. The items are priced per unit. The total amount varies from year to year and is based on demand. He added that past years' totals could be provided upon request.

**TOWN BOARD MEMBER COMMENTS - AGENDA ITEMS**

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

**PUBLIC COMMENTS - OPEN FORUM**

Mr. Schipf inquired about the possibility of assessing property taxes based on household income and the likelihood of the enactment of a "circuit breaker" program.

Councilman Lombardi pointed out that the Town Board has no control with regard to the matter. He advised Mr. Schipf to direct his inquiry to the federal and state legislature.

**TOWN BOARD MEMBER COMMENTS - OPEN FORUM**

Supervisor Schmitt spoke regarding his recent attendance at the Town of Carmel Senior Citizen Drop In Program's annual holiday party. He expressed his appreciation to the program's retiring director, Nick Mucciarone for his ten years of dedicated service and extended best wishes to the new director, Fran Giovinazzi, former staff member at the Town of Carmel Department of Recreation and Parks.

Councilman Lupinacci announced that the Friends of the Mahopac Public Library are sponsoring a raffle to win a week in New York City during February of 2014. Tickets are \$25 and available at Mahopac Public Library.

Councilman Schneider announced that the annual Toys for Tots program sponsored by the Marine Corps Reserve continues. He encouraged residents to contribute and expressed appreciation for past support.

Councilwoman McDonough wished a very happy holiday season to all.

Supervisor Schmitt reminded residents of the December 31, 2013 deadline to register with the New York State Tax Department to avoid losing their Basic STAR property tax exemption.

Supervisor Schmitt reminded residents not to deposit snow in the travel portion of the roadway. He stated that it is illegal, adds to the workload of the Highway Department and creates hazardous conditions for drivers. He stated that snow should be shoveled or plowed to the side of the driveway or on the lawn.

Councilman Schneider asked residents who have a fire hydrant nearby, if after a snowstorm and it has not been cleared, to please mark it or take it upon yourself to clear it.

Supervisor Schmitt requested that residents not leave their garbage totes at the end of their driveway as they may not be visible to snowplow drivers and consequently may get damaged.

Supervisor Schmitt announced that the 2014 Town Board Organizational Meeting will be held at the Carmel Town Hall on Thursday, January 2, 2014.

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**ADJOURNMENT**

All agenda items having been addressed, on motion by Councilman Schneider, seconded by Councilman Lupinacci, with all Town Board members present in agreement, the meeting was adjourned at 7:57 p.m. to Executive Session to conduct an interview with Lt. Brian Karst in connection with the Chief of Police vacancy.

Respectfully submitted,

Ann Spofford, Town Clerk