

ORGANIZATIONAL MEETING  
TOWN HALL, MAHOPAC, N.Y.

The 2018 Organizational Meeting of the Town Board of the Town of Carmel was called to order by Supervisor Kenneth Schmitt on the 3<sup>rd</sup> day of January 2018 at 7:00 p.m. at Town Hall, 60 McAlpin Avenue, Mahopac, New York. Members of the Town Board present by roll call were: Councilman Barile, Councilman Schneider, Councilman Lupinacci, Councilwoman McDonough 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 welcomed newly elected Councilman Michael Barile to the Town Board and pointed out the new seating order of the Town Board with his new deputy, Councilwoman Suzanne McDonough seated next to him.

Supervisor Schmitt acknowledged Tax Receiver Kathleen Kraus and her staff in connection with the processing of the prepayment of over 800 property tax bills this week by residents attempting to take advantage one last time of a federal deduction that will be scaled back under the 2018 tax code.

Supervisor Schmitt announced that the Town Board met at 6:00 p.m. to discuss personnel with Town Justice Joseph Spofford.

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, Suzanne McDonough, Kenneth Schmitt, John Lupinacci and Michael Barile.

Resolution  
Offered by: Councilman Schneider  
Seconded by: Councilwoman McDonough

Roll Call Vote	YES	NO
Michael Barile	X	
Jonathan Schneider	X	
John Lupinacci	X	
Suzanne McDonough	X	
Kenneth Schmitt	X	

ROLL CALL VOTING ORDER OF TOWN BOARD MEMBERS SET

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

Michael Barile  
Jonathan Schneider  
John Lupinacci  
Suzanne McDonough  
Kenneth Schmitt

Resolution  
Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

Roll Call Vote	YES	NO
Michael Barile	X	
Jonathan Schneider	X	
John Lupinacci	X	
Suzanne McDonough	X	
Kenneth Schmitt	X	

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**DATES, TIME AND LOCATION OF TOWN BOARD MEETINGS ESTABLISHED**  
**AMENDED 5/16/2018**

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 17, 2018, at Carmel Town Hall, 60 McAlpin Avenue, Mahopac, New York at 7:00 PM except in the month of July where there shall be a meeting on Tuesday, July 3, 2018, instead of Wednesday, July 4, 2018; 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 10, 2018, with the exception of the month of November where the work session shall be held on Tuesday, November 20, 2018, instead of Wednesday, November 21, 2018, 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 25, 2018, which shall be held in the hamlet of Carmel at the Carmel Firehouse, Vink Drive, Carmel, NY at 7:00 PM.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilman Schneider

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

Councilman Barile pointed out that the Town Board will not be taking off two weeks in July and August. He added that the Town Board is also considering meeting options for the fifth Wednesdays of applicable months.

**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 Barile  
Seconded by: Councilman Lupinacci

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

**POLICE COMMISSIONERS APPOINTED - TOWN BOARD**

RESOLVED that the Town Board of the Town of Carmel hereby appoints all members of the Town Board to serve as the Board of Police Commissioners.

Resolution

Offered by: Councilman Schneider  
Seconded by: Councilwoman McDonough

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

**DESIGNATION OF DEPUTY SUPERVISOR ACKNOWLEDGED - SUZANNE MCDONOUGH**

RESOLVED that the Town Board of the Town of Carmel hereby acknowledges the designation by Supervisor Schmitt of Suzanne McDonough as Deputy Supervisor.

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

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

Supervisor Schmitt congratulated Councilwoman McDonough on her appointment.

**TOWN COMPTROLLER APPOINTED - MARY ANN MAXWELL**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Mary Ann Maxwell as Town Comptroller for a term ending December 31, 2019 at the salary contained in the 2018 Budget as adopted.

Resolution  
Offered by: Councilman Lupinacci  
Seconded by: Councilwoman McDonough

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

Supervisor Schmitt recognized Mary Ann Maxwell for her outstanding service.

**APPOINTMENT OF CONFIDENTIAL SECRETARY TO TOWN SUPERVISOR ACKNOWLEDGED - ANNE PASQUERELLO**

RESOLVED that the Town Board of the Town of Carmel hereby acknowledges the appointment by Supervisor Kenneth Schmitt of Anne Pasquerello as Confidential Secretary to the Supervisor, for a term ending December 31, 2019 at the salary contained in the 2018 Budget as adopted.

Resolution  
Offered by: Councilman Barile  
Seconded by: Councilwoman McDonough, Councilman Lupinacci and Supervisor Schmitt

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

Supervisor Schmitt acknowledged Anne Pasquerello and expressed his appreciation for her dedicated service.

**ASSISTANT TO TOWN BOARD APPOINTED - ANNE PASQUERELLO**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Anne Pasquerello as Assistant to the Town Board for a term ending December 31, 2019 at the salary contained in the 2018 Budget as adopted.

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

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Michael Barile	<u>X</u>	<u>          </u>
Jonathan Schneider	<u>X</u>	<u>          </u>
John Lupinacci	<u>X</u>	<u>          </u>
Suzanne McDonough	<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 2018 at the unit rates referenced in the proposals filed in the Office of the Town Clerk; 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 Schneider

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

Councilman Barile explained that he has no issue with the designation of the Mahopac News. However, voted no to the resolution because he does not believe that the Putnam County Courier has legal standing for a Town newspaper and in addition, residents in the hamlet of Carmel have expressed to him their preference for the Putnam County Press / Times.

**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 2018 in order to obtain the maximum rate of interest on said deposits.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilman Barile

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Michael Barile	<u>X</u>	<u>          </u>
Jonathan Schneider	<u>X</u>	<u>          </u>
John Lupinacci	<u>X</u>	<u>          </u>
Suzanne McDonough	<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 designates Brown and Brown of NY, Inc., d/b/a Spain Agency, 625 Route Six, Mahopac, New York as Insurance Agents and Brokers of Record for the Town of Carmel for the year 2018.

Resolution

Offered by: Supervisor Schmitt  
Seconded by: Councilman Lupinacci

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

Councilman Barile offered the resolution as drafted indicating that the Town Board “appoints” Brown and Brown of NY, Inc., d/b/a Spain Agency. Supervisor Schmitt offered an amendment replacing “appoints” with “designates”. The motion was seconded by Councilman Lupinacci and the aforementioned roll call vote occurred.

**PETTY CASH FUNDS AUTHORIZED FOR FISCAL YEAR 2018**

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 2018:

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: Councilman Schneider  
Seconded by: Councilman Lupinacci

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

**MILEAGE RATE SET FOR FISCAL YEAR 2018**

RESOLVED that the Town Board of the Town of Carmel hereby establishes the mileage reimbursement rate for 2018 at the IRS rate for 2018.

Resolution

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

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

**HIGHWAY DEPARTMENT - RATES SET FOR 2018 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 2018:

- 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: Councilman Lupinacci  
Seconded by: Councilman Schneider

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

**COUNCIL MEMBERS AS LIAISONS TO SPECIAL COMMITTEES DESIGNATED – OFFERED AS PRE-FILED**

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 Michael Barile – Liaison to Police Department, Special Legal Counsel, other Governmental Agencies including County, State and School Districts, and Libraries, Lake Park District Advisory Boards (Casse, Secor, Teakettle Spout & Mahopac)

Councilwoman Suzanne McDonough – Liaison to Planning Board, Recreation, Cable TV Advisory Board, Other Governmental Agencies including County, State and School Districts, Liaison to the Hamlet of Carmel Civic Association and the local Chambers of Commerce

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Councilman John Lupinacci – Liaison to Police Department, Highway Department Recreation, and Special Legal Counsel, other Governmental Agencies including County, State and School Districts, and Libraries all Administrative Boards to include Planning, Zoning, ECB, Ethics Board and Libraries and all Lake Park District Advisory Boards (Casse, Secor, Teakettle Spout & Mahopac),

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

Resolution

Offered by: Councilman Schneider  
Seconded by: Councilman Lupinacci

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

Councilman Barile offered the resolution as drafted. Councilman Schneider then offered an amendment removing references to the now dissolved, Architectural Review Board. The motion was seconded by Councilman Lupinacci and the aforementioned roll call vote occurred.

Councilman Barile confirmed that the Ethics Board remains an active board.

**CHAIRMAN OF PLANNING BOARD APPOINTED FOR 2018 - 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 2018.

Resolution

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

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

Councilman Barile indicated that having run his campaign on the platform of change, although he respects Harold Gary, after over twenty years it is time for a new chairperson of the Planning Board.

**VICE-CHAIRMAN OF PLANNING BOARD APPOINTED FOR 2018 - 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 2018.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

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

Councilman Barile commented that Craig Paepre should be considered for the appointment as chairman of the Planning Board.

**APPOINTMENT MADE TO PLANNING BOARD - ANTHONY GIANNICO - 1/1/18 AND EXPIRING 12/31/24**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Anthony Giannico to the Town of Carmel Planning Board for a term commencing, January 1, 2018 and expiring December 31, 2024.

Resolution  
Offered by: Councilman Lupinacci  
Seconded by: Councilman Schneider

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

Councilman Barile commented that Anthony Giannico should also be considered for the appointment as chairman of the Planning Board.

**CHAIRMAN OF ZONING BOARD OF APPEALS APPOINTED FOR 2018 - 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 2018.

Resolution  
Offered by: Councilman Barile  
Seconded by: Councilman Lupinacci

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

**VICE-CHAIRMAN OF ZONING BOARD OF APPEALS APPOINTED FOR 2018 - 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 2018.



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Resolution  
Offered by: Councilman Schneider  
Seconded by: Councilman Lupinacci

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

**APPOINTMENT MADE TO ZONING BOARD OF APPEALS - WILLIAM ROSSITER - 1/1/18 AND EXPIRING 12/31/22**

RESOLVED that the Town Board of the Town of Carmel hereby appoints William Rossiter to the Town of Carmel Zoning Board of Appeals for a term commencing, January 1, 2018 and expiring December 31, 2022.

Resolution  
Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

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

**CHAIRMAN OF ENVIRONMENTAL CONSERVATION BOARD APPOINTED FOR 2018 - 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 2018.

Resolution  
Offered by: Councilman Lupinacci  
Seconded by: Councilman Schneider

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

**VICE-CHAIRMAN OF ENVIRONMENTAL CONSERVATION BOARD APPOINTED FOR 2018 - 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 2018.

Resolution  
Offered by: Councilman Barile  
Seconded by: Councilman Lupinacci

(Cont.)

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

**SALARIES SET FOR FISCAL YEAR 2018 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 2018 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, Town Engineer, 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 2018 budget as adopted.

Resolution  
Offered by: Councilman Schneider  
Seconded by: Councilwoman McDonough

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

**RECREATION AND PARKS DEPARTMENT - SENIOR RECREATION LEADER - PERMANENT APPOINTMENT MADE - NINA KALLMEYER**

RESOLVED that the Town Board of the Town of Carmel hereby permanently appoints Nina Kallmeyer as Senior Recreation Leader on a permanent basis effective immediately subject to the provisions of the CSEA Collective Bargaining Agreement and Civil Service Law and the Civil Service Rules and Regulations.

Resolution  
Offered by: Councilwoman McDonough  
Seconded by: Councilman Barile, Councilman Lupinacci and Supervisor Schmitt

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

Supervisor Schmitt acknowledged Nina Kallmeyer for her outstanding performance and expressed congratulations to her on her permanent appointment.

**ASSESSOR’S OFFICE - SENIOR REAL PROPERTY APPRAISER - PROMOTIONAL PROBATIONARY APPOINTMENT MADE - BRIAN SCOTT MCMILLAN**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Brian Scott McMillan to Senior Real Property Appraiser in the Town of Carmel Assessor’s Office retroactive to January 1, 2018, on a promotional probationary basis subject to the

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provisions of Civil Service Law and the Civil Service Rules and Regulations.

Resolution

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

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

Supervisor Schmitt recognized the excellent work of Brian Scott McMillan in the Assessor’s Office and congratulated him on his probationary promotion.

**ASSESSOR’S OFFICE - ASSESSMENT ASSISTANT - PROMOTIONAL PROBATIONARY APPOINTMENT MADE - NANCY JACK**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Nancy Jack to the position of Assessment Assistant retroactive to January 1, 2018, on a probationary basis subject to the provisions of Civil Service Law and the Civil Service Rules and Regulations.

Resolution

Offered by: Councilman Barile  
Seconded by: Councilman Schneider, Councilman Lupinacci and Supervisor Schmitt

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

Supervisor Schmitt acknowledged Nancy Jack and congratulated her on her probationary appointment.

**COMPTROLLER’S OFFICE - SENIOR ACCOUNT CLERK II CLASSIFICATION CREATED AND PROMOTIONAL APPOINTMENT MADE - MICHELLE TENEFRANCIA**

RESOLVED that the Town Board of the Town of Carmel hereby creates the job classification of Senior Account Clerk II in the Town of Carmel Comptroller’s Office and appoints Michelle Tenefrancia to said position, retroactive to January 1, 2018 at a CSEA Group 8 Step 1 salary level on a promotional probationary basis and subject to the provisions of Civil Service Law and the Civil Service Rules and Regulations.

Resolution

Offered by: Councilman Schneider  
Seconded by: Councilman Lupinacci

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

(Cont.)

Supervisor Schmitt commended Michelle Tenefrancia and congratulated her on her probationary appointment.

**APPOINTMENTS MADE TO LAKE CASSE PARK DISTRICT ADVISORY BOARD - 1/1/18 THROUGH 12/31/18**

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, 2018 and expiring December 31, 2018:

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

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

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

Supervisor Schmitt praised the members of the Lake Casse Park District Advisory Board for their volunteer efforts.

**APPOINTMENTS MADE TO LAKE MAHOPAC PARK DISTRICT ADVISORY BOARD AND SUB COMMITTEE - 1/1/18 TO 12/31/18**

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, 2018 and expiring December 31, 2018:

Edward A. Barnett  
Jay Crawford  
Charles Langlitz  
James Maxwell  
John 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, 2018 and expiring December 31, 2018:

Robert Frenkel  
William Frumkin  
Joseph Massaro  
Bert Melchner  
Mark Robertson  
William D. Spain, Jr.

(Cont.)

Resolution  
Offered by: Councilman Lupinacci  
Seconded by: Councilman Schneider

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

Supervisor Schmitt acknowledged the members of the Lake Mahopac Park District Advisory Board and Sub-Advisory Committee for their volunteer contributions.

**ATTENDANCE OF OFFICERS AND EMPLOYEES TO ATTEND THE 2018 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 18<sup>th</sup> through the 21<sup>st</sup>, 2018; 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 2018 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 Town Justice
- Lisa Laquidara – Clerk to Town 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: Councilman Barile  
Seconded by: Councilman Lupinacci

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

3 JANUARY 2018  
ORGANIZATIONAL MEETING

**2018 ASSOCIATION OF TOWNS BUSINESS SESSION - TOWN OF CARMEL  
VOTING DELEGATE AND ALTERNATE VOTING DELEGATE DESIGNATED**

RESOLVED that Supervisor Kenneth Schmitt is hereby designated as the voting delegate and Councilman Michael Barile is hereby designated as the alternate voting delegate of the Town of Carmel to the 2018 Annual Business Session of the Association of Towns of the State of New York to be held in New York City from February 18<sup>th</sup> through the 21<sup>st</sup>, 2018 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 Schneider  
Seconded by: Councilwoman McDonough

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

**2018 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 2018 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>
Michael Barile	<u>X</u>	<u>          </u>
Jonathan Schneider	<u>X</u>	<u>          </u>
John Lupinacci	<u>X</u>	<u>          </u>
Suzanne McDonough	<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 2018 -  
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 2018.

Resolution  
Offered by: Councilman Lupinacci  
Seconded by: Councilman Barile

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Michael Barile	<u>X</u>	<u>          </u>
Jonathan Schneider	<u>X</u>	<u>          </u>
John Lupinacci	<u>X</u>	<u>          </u>
Suzanne McDonough	<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 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 Barile  
Seconded by: Councilman Lupinacci

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

**TOWN OF CARMEL**  
  
**PROCUREMENT POLICY AND PROCEDURES**

(Revised December 2017)

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.

**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.

(Cont.)

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
Purchase and Public Works Contracts:			
1. Purchase Contract – Above \$20,000	X		103 GML
2. Purchase Contract – Below \$20,000		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
Procurement Exempt from GML §103 and §104-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
Procurement Exempt from GML §103 and 104b			
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

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.

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	AUTHORIZING RESOLUTION REQUIRED 3		
Purchase Contracts Below \$20,000					
200 – 999	X				
1,000 – 4,999		X			
5,000 – 9,999			X		
10,000 – 19,999				X	
Public Work Contracts Below \$35,000					
Under 1,000	X				
1,000 – 4,999		X			
5,000 – 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



## 3 JANUARY 2018 ORGANIZATIONAL MEETING

(Cont.)

\* NOTES: THE TOWN WILL CONTINUE TO MONITOR PUBLIC WORK CONTRACTS FOR COMPETITIVE PRICING IN THE BID CATEGORY \$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

With respect to any Purchase Contract or Public Works Contract requiring verbal or written quotes pursuant to this policy, all quotes received must be submitted to the Comptroller's Office for review prior to any purchase or commencement of any public work.

Any purchase or public works contract \$4,999.00 or below in value, as well as certain purchase contracts and/or public works contracts for Highway Department, may be authorized for payment by General Resolution of the Town Board upon Audit and Review by the Town Comptroller.

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

ProcurementPolicy2018.doc

3

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:

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

(Cont.)

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.

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.

IX. RESPONSIBLE PURCHASING AGENTS – NAMES AND TITLES

Pursuant to Chapter 402 of the Laws of 2007, effective January 1, 2016, 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	Michael Barile
Town Board	John Lupinacci
Town Board	Suzanne McDonough
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
Deputy Receiver of Taxes	Gary Kiernan
Town Civil Engineer	Richard Franzetti
Town Engineering Project Coordinator	Robert Vara
Principal Clerk	Eileen Brennan
Highway Superintendent	Michael Simone
Deputy Highway Superintendent	Robert Erickson
Chief of Police	Michael Cazzari
Lieutenant	John Dearman
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. Original receipts should be attached to claims for reimbursement whenever possible; regardless of the dollar amount.

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, 2018:

(Cont.)

SEASONAL/TEMPORARY FULL TIME WORKERS

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

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

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

**RATES SET FOR 2018 PART-TIME/TEMPORARY HELP** **AMENDED 7/18/18**

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 2018:

<u>Department</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Comments</u>
Accounting	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Assessor	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Police	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Town Clerk	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Engineering	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Recreation	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Planning	\$13.00/hr	\$22.00/hr	Commensurate with Experience
Recycling	\$12.00/hr	\$15.00/hr	Commensurate with Experience

(Cont.)

Resolution  
Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

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

**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: Councilman Lupinacci  
Seconded by: Councilman Schneider

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

Councilman Barile once again cited the need for change in connection with the Planning Board with regard to voting no.

**RESOLUTION AMENDING AND ADOPTING TOWN OF CARMEL EMPLOYEE  
HANDBOOK - TABLED**

RESOLVED THAT the Town Board of the Town of Carmel hereby amends and adopts the Town of Carmel Employee Handbook respectively, being in form as attached hereto and made a part hereof.

Motion to Table  
Offered by: Councilman Barile  
Seconded by: Supervisor Schmitt

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

Councilman Barile indicated that after speaking with employees, he was under the impression that the Employee Handbook was not properly vetted and that additional time is necessary to allow them the opportunity to review the many changes to it.

**3 JANUARY 2018  
ORGANIZATIONAL MEETING**

(Cont.)

Noting that the resolution was added to tonight's agenda after their last Executive Session was held, Councilman Barile went on to suggest that the Town Board put the matter off for thirty days.

Councilman Lupinacci stated that the unions and various employees have been provided with a full red-lined version of the Employee Handbook for forty to sixty days. However, would honor a thirty day extension.

Councilwoman McDonough stated that the employees have had ample time to review the revisions and that no one has contacted her with regard to any of the proposed changes. She stated that she would honor Councilman Barile's thirty day request.

Councilman Lupinacci added that he would consider discussing the changes at a future Work Session.

Councilman Schneider agreed that representatives of the collective bargaining units were provided ample time to review the revised Employee Handbook but out of fairness to all employees, he suggested that a communication be sent out to assure that it is disbursed to all employees.

Councilman Lupinacci pointed out that the Employee Handbook is applicable for issues not covered in a union contract. He concluded that the union contracts supersede the Employee Handbook and that the handbook is mainly for non-collective bargaining employees.

**PUBLIC COMMENTS - AGENDA ITEMS**

Thomas Iannicari of the Allan Twitty Agency revisited his comments from last year's Organizational Meeting with regard to the designation of the Town's insurance agents. Mr. Iannicari stated that the Town has not gone out to bid for this service in over a decade and suggested that due to changes in the insurance market, the Town could achieve a considerable savings by soliciting bids in connection with their insurance policies.

Supervisor Schmitt indicated that the Town Board would discuss the matter with Town Comptroller Mary Ann Maxwell. Discussion followed.

Mr. Iannicari then inquired if the Town is being properly indemnified with insurance by the Planning Consultant.

Councilman Barile stated that that he is properly insured. However, Councilman Barile did question certain wording in his contract which may be outdated. A discussion was held regarding the matter.

Jean Hopper inquired about the appointments made at the meeting.

Supervisor Schmitt explained that reappointments were made on the administrative boards and advisory boards where terms had expired. He confirmed that no new appointments were made.

Ms. Hopper referenced Councilman Barile's comments with regard to board members serving for much longer than their initial terms and asked about the options for new individuals to serve.

Councilman Barile stated that a dialog has been open because he feels that the terms are too long. He added that there is a lack of residents coming forward to volunteer for the various boards. Discussion ensued.

Ms. Hopper identified the repetition of certain surnames in connection with the appointments and discussion regarding the appointments continued.

3 JANUARY 2018  
ORGANIZATIONAL MEETING

**TOWN BOARD MEMBER COMMENTS - AGENDA ITEMS**

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

**PUBLIC COMMENTS - OPEN FORUM**

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

**TOWN BOARD MEMBER COMMENTS - OPEN FORUM**

Councilwoman McDonough announced that due to the forecast of inclement weather, both the Mahopac and Carmel Central Schools will be closed tomorrow, January 4, 2018.

Supervisor Schmitt reminded residents on behalf of the Highway Superintendent, to place their garbage totes three feet back on to their property and off the road to prevent damage to the tote in addition to providing a clear and unobstructed width on the roadway for proper snow removal. Supervisor Schmitt also reminded residents and business owners to refrain from pushing snow into the travel portion of the streets and that winter all-night parking restrictions are in effect between November 15 and April 15.

Based on comments from residents, Councilman Barile suggested that the Town Board include on an upcoming agenda, discussion in regard to the designation of an internet sell and drop spot within the Town for the safe exchange of items sold online.

Councilman Barile went on to clarify that although it was his intent to directly sign over his salary and benefits to certain nonprofits, for legal reasons he will be accepting his salary with the appropriate taxes deducted and then donating it. Because he cannot donate his health insurance, Councilman Barile said that he cancelled his policy and enrolled in the Town's insurance. He stated that he will pay for it and donate it back in the same way. Councilman Barile concluded that Greg Ellner will manage the funds for the Carmel youth organizations and Michael Stern will manage the funds for the Mahopac youth organizations.

Councilman Barile stated that he will be requesting that the Highway Department remove his designated parking sign to allow for the space to be utilized by the public.

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 the Town Board's next meeting will be January 10, 2018. He encouraged residents of Carmel Water District #2 to attend the Public Hearing to be held that evening in connection with the purchase and installation of water main.

**ADJOURNMENT**

All agenda items having been addressed, on motion by Councilwoman McDonough, seconded by Councilman Lupinacci, with all Town Board members present and in agreement, the meeting was adjourned at 8:14 p.m. to Executive Session to discuss a contractual matter in connection with the proposed purchase of property.

Respectfully submitted,

Ann Spofford, Town Clerk