

6 FEBRUARY 2013

**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 6th day of February 2013 at 7:16 p.m. at Town Hall, 60 McAlpin Avenue, Mahopac, New York. Members of the Town Board present by roll call were: Councilman Schneider, Councilman Lupinacci, Councilwoman McDonough, Councilman Lombardi and Supervisor Schmitt.

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

MINUTES OF TOWN BOARD MEETING HELD ON 1/9/13 - ACCEPT AS SUBMITTED BY THE TOWN CLERK

On motion by Councilman Lupinacci, seconded by Councilwoman McDonough, with all members of the Town Board present and voting "aye", the minutes of the Town Board meeting held on January 9th 2013 were accepted as submitted by the Town Clerk.

BUDGET MODIFICATIONS - #2012-12 - AUTHORIZED

WHEREAS the Town Comptroller has reviewed the December 2012 Budget Modifications with the Town Board which are detailed and explained on the attached Budget Revisions Schedule identified as #2012-12;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the December 2012 Budget Modifications/Revisions itemized on Schedule #2012-12 which is attached hereto, incorporated herein and made a part hereof.

Resolution

Offered by: Councilman Schneider

Seconded by: Councilman Lombardi

<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	

**TOWN OF CARMEL
BUDGET REVISIONS FOR DECEMBER - #2012/12**

Work Session 1/23/13

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE		DECREASE	
			USES & SOURCES OF FUNDS		USES & SOURCES OF FUNDS	
GENERAL FUND						
1	100-1989-3390	STATE AID TRAFFIC SAFETY	*	25,000.00		
	100-1989-2557	FIRE INSPECTION FEES	*			25,000.00
		- CORRECT MISPOST BR #1 NOVEMBER 2012				
2	100-1989-2555	BUILDING PERMIT FEES	*			75,000.00
	100-1989-2557	FIRE INSPECTION FEES	*			13,000.00
	100-1989-2610	COURT FEES AND FINES	*			18,000.00
	100-1989-3005	MORTGAGE TAX REVENUE	*	44,000.00		
	100-1989-2210	GENERAL GOVT SERVICE FEES	*	50,000.00		
	100-1989-2116	ENGINEER INSPECTION FEE	*	12,000.00		
		- ADJUST REVENUES TO ACTUAL YTD				
3	100-1330-0048	TAX RECEIVER POSTAGE EXPENSE		5,375.00		
	100-1989-2889	CENTRAL MAIL SERVICE	*	5,375.00		
		- PROVIDE FOR POSTAGE EXPENSE				
4	100-3120-0012	POLICE OVERTIME EXPENSE		16,500.00		
	100-1989-3390	STATE AID POLICE TRAFFIC SAFETY	*	4,900.00		
	100-1989-3391	STATE AID POLICE SPECIAL ERT TRAINING	*	11,600.00		
		- PROVIDE FOR POLICE OVERTIME EXPENSE				
5	100-1930-0040	CERTIORARI SETTLEMENT EXPENSE		20,770.00		
	100-1989-9876	RESERVE FOR CERTIORARI SETTLEMENTS	*	20,770.00		
		- PROVIDE FOR TAX ASSESSMENT ADJUST DUE TO PUTNAM CTY				
6	100-7020-0045	REC ADMIN BLDG SPECIAL REPAIR		47,669.00		
	100-1989-2681	INSURANCE RECOVERY	*	47,669.00		
		- PROVIDE FOR REPAIR/IMPROVEMENTS TO REC BLDGS				

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7	100-1010-0045	TOWN BOARD RECORDING SVCE EXP	2,070.00	
	100-1010-0046	TOWN BOARD CONSULTING SVCE EXP	1,270.00	
	100-1110-0040	JUSTICE COURT OFFICE EXPENSE	570.00	
	100-1220-0040	SUPERVISOR OFFICE EXPENSE	810.00	
	100-1315-0040	COMPTROLLER OFFICE EXPENSE	300.00	
	100-1355-0040	ASSESSOR CONTRACT EXPENSE	750.00	
	100-1355-0044	ASSESSOR TECHNICAL SVCE CONTRACT EXPENSE	2,200.00	
	100-1410-0040	TOWN CLERK CONTRACT EXPENSE	500.00	
	100-1440-0040	ENGINEER OFFICE EXPENSE	400.00	
	100-1610-0040	CENTRAL SVCS CONTRACTUAL EXP	160.00	
	100-3510-0045	DOG CONTROL CONTRACT EXP	300.00	
	100-1010-0080	TOWN BOARD EMPLOYEE BENEFIT EXP		3,640.00
	100-1110-0046	JUSTICE COURT INTERPRETING EXPENSE		570.00
	100-1220-0080	SUPERVISOR EMPLOYEE BENEFIT EXPENSE		810.00
	100-1315-0080	COMPTROLLER EMPLOYEE BENEFIT EXPENSE		300.00
	100-1355-0011	ASSESSOR STAFF EXPENSE		2,950.00
	100-1410-0013	TOWN CLERK TEMP STAFF EXPENSE		500.00
	100-1440-0080	ENGINEER EMPLOYEE BENEFIT EXPENSE		400.00
	100-1610-0086	CENTRAL SVCS RETIREE BENEFIT EXP		160.00
		- TRANSFER FOR CONTRACTUAL EXPENSE		
8	100-1420-0041	LITIGATION LEGAL EXPENSE	6,850.00	
	100-1420-0042	JUSTICE COURT PROSECUTION EXPENSE	1,250.00	
	100-1420-0043	SPECIAL COUNSEL BOARDS EXPENSE	1,350.00	
	100-1420-0044	LABOR LEGAL SERVICE EXPENSE	150.00	
	100-1420-0048	DEFENSE LEGAL EXPENSE	2,950.00	
	100-1010-0080	TN BOARD EMPLOYEE BENEFIT EXPENSE		1,000.00
	100-3120-0044	POLICE LEGAL EXPENSE		1,200.00
	100-1910-0040	INSURANCE EXPENSE		10,000.00
	100-1910-0041	INSURANCE CLAIMS EXPENSE		150.00
		- TRANSFER FOR LEGAL EXPENSE		

TOWN OF CARMEL
BUDGET REVISIONS FOR DECEMBER - #2012/12

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
9	100-1110-0012	JUSTICE COURT OVERTIME	1,510.00	
	100-1440-0013	ENGINEER TEMP STAFF EXPENSE	400.00	
	100-1610-0011	CENTRAL SVCS STAFF EXP	705.00	
	100-1610-0013	CENTRAL SVCS TEMP STAFF EXP	1,245.00	
	100-1620-0012	BUILDING STAFF OVERTIME EXP	200.00	
	100-1620-0019	BUILDING STAFF OTHER PAY EXP	650.00	
	100-3120-0010	POLICE CIVILIAN STAFF EXPENSE	600.00	
	100-3620-0012	CODES ENFORCEMENT OVERTIME EXP	270.00	
	100-3620-0013	CODES ENFORCEMENT TEMP STAFF EXP	100.00	
	100-3510-0080	DOG CONTROL EMP BENEFIT EXP	200.00	
	100-3310-0082	SIGN CONTROL FICA EXP	100.00	
	100-1110-0080	JUSTICE COURT EMPLOYEE BENEFIT EXP		1,510.00
	100-1440-0080	ENGINEER EMPLOYEE BENEFIT EXPENSE		400.00
	100-1330-0013	TAX RECEIVER TEMP STAFF EXP		3,700.00
	100-3620-0080	CODES ENFORCEMENT EMP BENEFIT EXP		370.00
		- TRANSFER FOR STAFF PAY EXPENSE		
10	100-1620-0040	BLDG CONTRACTUAL EXPENSE	5,985.00	
	100-1620-0021	BLDG MOTOR VEHICLE EXPENSE	605.00	
	100-1620-0041	BLDG HEATING FUEL EXP	3,675.00	
	100-1620-0042	BLDG UTILITY EXP	2,310.00	
	100-1620-0046	BLDG CLEANING SUPPLY EXP	75.00	
	100-1620-0045	BLDG SPEC IMPROVEMENT EXP		3,660.00
	100-1620-0080	BLDG EMPLOYEE BENEFIT EXPENSE		2,490.00
	100-1910-0040	INSURANCE EXPENSE		6,500.00
		- TRANSFER FOR BUILDING CONTRACTUAL EXPENSE		
11	100-1670-0045	CENTRAL ADVERTISING EXP	2,150.00	
	100-1681-0040	GIS CONTRACTUAL EXP	305.00	
	100-1680-0041	INFO TECH SUPPLIES	1,215.00	
	100-1970-0040	OFFICE SUPPLIES GENERAL	370.00	
	100-1989-0040	UNCLASSIFIED EXP	65.00	
	100-1670-0049	CENTRAL MAIL EXPENSE		3,090.00
	100-1670-0040	CENTRAL PRINTING EXPENSE		800.00
	100-1680-0020	INFO TECH EQUIPMENT EXP		215.00
		- TRANSFER FOR GENERAL SUPPLY EXPENSE		
12	100-3650-0040	BUILDING DEMO EXPENSE	3,180.00	
	100-1910-0040	INSURANCE EXPENSE		3,180.00
		- TRANS FOR GRANGE HALL ADDITIONAL DEMO EXPENSE		
13	100-3120-0027	POLICE EQUIPMENT EXP	2,150.00	
	100-3121-0040	LAKE PATROL CONTRACTUAL EXP	760.00	
	100-3120-0041	POLICE VEHICLE FUEL EXP	12,800.00	
	100-3120-0045	POLICE VEHICLE MAINT EXP	3,425.00	
	100-3120-0040	POLICE CONTRACTUAL EXP		2,910.00
	100-3120-0046	POLICE RENTAL/LEASE EXPENSE		10,000.00
	100-3120-0020	POLICE UNIFORM EXPENSE		3,325.00
	100-3120-0021	POLICE MOTOR VEHICLE LEASE EXP		2,900.00
		- TRANSFER FOR POLICE CONTRACTUAL EXP		
14	100-3120-0012	POLICE OVERTIME	9,100.00	
	100-3120-0090	POLICE MTA TAX EXPENSE	750.00	
	100-3124-0012	POLICE K-9 OT EXP	205.00	
	100-3120-0019	POLICE SICK/VACATION PAY EXP		9,100.00
	100-3120-0082	POLICE FICA/MED EXPENSE		750.00
	100-3124-0011	POLICE K-9 STAFF EXP		205.00
		- TRANSFER FOR POLICE OT/MTA EXP		
15	100-5132-0021	HIGHWAY GARAGE SPECIAL EXP	150.00	
	100-5132-0040	HIGHWAY GARAGE EXP	1,450.00	
	100-5132-0044	HIGHWAY GARAGE PROP LEASE EXP	200.00	
	100-5132-0041	HIGHWAY GARAGE HEATING EXP		1,800.00
		- TRANSFER FOR GARAGE CONTRACTUAL EXP		

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(Cont.)

TOWN OF CARMEL
BUDGET REVISIONS FOR DECEMBER - #2012/12

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
16	100-7020-0013	REC ADMIN TEMP STAFF EXP	620.00	
	100-7110-0013	PARK MAINTENANCE TEMP STAFF EXP	1,180.00	
	100-7020-0082	REC ADMIN FICA EXP	180.00	
	100-7180-0013	BEACH TEMP STAFF EXP		1,150.00
	100-7310-0013	YOUTH PROGRM TEMP STAFF EXP		650.00
	100-7020-0080	REC ADMIN EMP BENEFIT EXP		160.00
		- TRANSFER FOR TEMP STAFF EXP		
17	100-7020-0040	REC ADMIN CONTRACTUAL EXP	100.00	
	100-7020-0042	REC ADMIN UTILITY EXP	2,850.00	
	100-7110-0041	PARK MAINTENANCE FUEL EXP	225.00	
	100-7115-0040	AIRPORT CONTRACTUAL EXP	10.00	
	100-7118-0040	BALDWIN MEADOWS CONT EXPENSE	140.00	
	100-7118-0042	BALDWIN MEADOWS UTILITY EXPENSE	25.00	
	100-7110-0045	PARK MAINTENANCE CONTRACT		3,350.00
		- TRANSFER FOR MISC REC DEPT EXPENSES		
18	100-8010-0013	ZONING BRD TEMP STAFF EXP	900.00	
	100-8010-0040	ZONING BRD CONT EXP	100.00	
	100-8010-0080	ZONING BRD EMP BENEFIT EXP	100.00	
	100-8020-0013	PLANNING BRD TEMP STAFF EXP	1,550.00	
	100-8020-0040	PLANNING BRD CONT EXP	100.00	
	100-1910-0040	INSURANCE EXPENSE		2,750.00
		- TRANSFER FOR TEMP STAFF/ CONT EXP		
19	100-8090-0013	RECYCLE TEMP STAFF EXP	1,400.00	
	100-8090-0082	RECYCLE FICA EXP	200.00	
	100-8090-0045	RECYCLE TRASH DISPOSAL EXP		1,800.00
		- TRANSFER FOR TEMP STAFF EXP		
HIGHWAY FUND				
20	500-5110-0011	GENERAL REPAIR LABOR EXP	2,620.00	
	500-5110-0018	GENERAL REPAIR DIFF PAY EXP	50.00	
	500-5110-0040	GENERAL REPAIR CONT EXPENSE	6,555.00	
	500-5110-0082	GENERAL REPAIR FICA EXP	3,845.00	
	500-5110-0046	CONTRACTUAL ROAD RENTAL EXP		3,070.00
	500-5110-0086	RETIREE HEALTH INSURANCE EXP		10,000.00
		- TRANSFER FOR GENERAL REPAIR EXP		
21	500-5110-0041	GENERAL REPAIR FUEL EXP	7,100.00	
	500-5140-0041	WEEDS AND BRUSH FUEL EXP	4,400.00	
	500-5142-0041	SNOW REMOVAL FUEL EXPENSE		11,500.00
		- TRANSFER FOR FUEL EXPENSE		
22	500-5130-0040	MACHINERY REPAIR CONTRACTUAL EXP	10,000.00	
	500-5140-0011	WEEDS/BRUSH LABOR EXP		10,000.00
		- TRANSFER FOR MACHINERY REPAIR EXPENSE		
23	500-5140-0020	WEEDS AND BRUSH TOOL EXP	800.00	
	500-5140-0049	WEEDS AND BRUSH MISC EXP	700.00	
	500-5140-0084	WEEDS AND BRUSH EMP BENEFIT EXP		1,500.00
		- TRANSFER FOR MISC EXPENSE		

Budget Revisions DECEMBER 2012.xls

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TOWN OF CARMEL
BUDGET REVISIONS FOR DECEMBER - #2012/12

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
CARMEL FIRE PROTECTION DISTRICT #1				
24	301-3410-0048	OTHER EXPENDITURES	1,300.00	
	302-9025-0090	LOSAP CONTRIBUTION EXP		1,300.00
		- TRANSFER FOR OTHER EXPENDITURE COST		
CARMEL FIRE PROTECTION DISTRICT #2				
25	302-3410-0048	OTHER EXPENDITURES	2,000.00	
	302-9025-0090	LOSAP CONTRIBUTION EXP		2,000.00
		- TRANSFER FOR OTHER EXPENDITURE COST		
CARMEL FIRE PROTECTION DISTRICT #3				
26	303-3410-0048	OTHER EXPENDITURES	1,000.00	
	303-3410-9909	APPROPRIATED FUND BALANCE	*	1,000.00
		- PROVIDE FOR OTHER EXPENDITURE COST		
CARMEL LIGHTING DISTRICT				
27	752-5182-0040	CONTRACTUAL EXPENDITURES	4,395.00	
	752-5182-0048	OTHER MISC EXPENDITURES	4,225.00	
	752-5182-9909	APPROPRIATED FUND BALANCE	*	8,620.00
		- PROVIDE FOR OTHER EXPENDITURE COST		
COUNTRY HILLS LIGHTING DISTRICT				
28	754-5182-0042	CONTRACTUAL EXPENDITURES	75.00	
	754-5182-0049	OTHER MISC EXPENDITURES	25.00	
	754-5182-9909	APPROPRIATED FUND BALANCE	*	100.00
		- PROVIDE FOR OTHER EXPENDITURE COST		

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DEBT FUNDS				
29	810-9730-0071	BAN INTEREST - DRAINAGE/TECHNOLOGY	5,800.00	
	850-9730-0060	BAN PRINCIPAL - ROADS	15,000.00	
	850-9730-0061	BAN PRINCIPAL - MACHINERY	16,000.00	
	850-9730-0070	BAN INTEREST - ROADS	7,415.00	
	850-9730-0071	BAN INTEREST - MACHINERY	2,452.00	
	865-9730-0070	BAN INTEREST - CWD #5	484.00	
	866-9730-0070	BAN INTEREST - CWD #6	958.00	
	867-9730-0070	BAN INTEREST - CWD #7	494.00	
	869-9730-0070	BAN INTEREST - CWD #9	484.00	
	884-9730-0070	BAN INTEREST - CWD #14	1,051.00	
	887-9730-0070	BAN INTEREST - CWD #12	810.00	
	810-1989-9909	APPROPRIATED FUND BALANCE	5,800.00	*
	850-5010-9909	APPROPRIATED FUND BALANCE	40,867.00	*
	865-8310-9909	APPROPRIATED FUND BALANCE	484.00	*
	866-8310-9909	APPROPRIATED FUND BALANCE	958.00	*
	867-8310-9909	APPROPRIATED FUND BALANCE	494.00	*
	869-8310-9909	APPROPRIATED FUND BALANCE	484.00	*
	884-8310-9909	APPROPRIATED FUND BALANCE	1,051.00	*
	887-8310-9909	APPROPRIATED FUND BALANCE	810.00	*
		- PROVIDE FOR INTEREST PMTS ON BANS		
CSD #2 DEBT FUND				
30	882-8130-0048	OTHER OPERATING EXPENSES	1,625.00	
	882-8130-0040	CONTRACTUAL EXPENSES		625.00
	882-8790-0070	SRLF INTEREST		1,000.00
		- TRANSFER FOR SM CLAIM ASSESSMENT REFUNDS		

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ATTENDANCE AT 2013 NEW YORK STATE GFOA CONFERENCE AUTHORIZED - SUPERVISOR KENNETH SCHMITT, COMPTROLLER MARYANN MAXWELL, AND PRINCIPAL ACCOUNT CLERK EILEEN BRENNAN

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Supervisor Kenneth Schmitt, Comptroller Maryann Maxwell, and Principal Account Clerk Eileen Brennan to attend the 2013 New York State GFOA Conference from April 10, 2013 through April 13, 2013 in Albany, NY; and
BE IT FURTHER RESOLVED that the cost of registration and other necessary expenses be advanced or reimbursed by the Town Comptroller’s Office upon audit and approval.

Resolution
Offered by: Councilman Lombardi
Seconded by: Councilman Lupinacci

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

Supervisor Schmitt stated that this seminar is attended annually by Town of Carmel staff and the cost is budgeted for in 2013.

SERVICE AWARD PROGRAM - ADMINISTRATION PROPOSAL ACCEPTED AND ENTRY INTO CONTRACTS WITH PENFLEX, INC. FOR CARMEL FIRE PROTECTION DISTRICTS #1, #2 AND #3 - AUTHORIZED

RESOLVED that the Town Board of the Town of Carmel, acting as the Commissioners of Carmel Fire Protection Districts #1, #2 and #3, hereby authorized entry into Service Award Program Service Agreements with Penflex, Inc. Of Latham, NY for administration service of Fire Protection District Service Award Programs for 2013, as contained in the Penflex, Inc. proposal dated October 5, 2012 which is attached hereto and made a part hereof; and

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BE IT FURTHER RESOLVED that said administration services are hereby authorized at estimated costs of \$5,900 annually for Fire Protection District #1; \$7,200.00 annually for Fire Protection District #2; and \$5,400.00 for Fire Protection District #3; and

BE IT FURTHER RESOLVED, that Supervisor Kenneth Schmitt is hereby authorized to execute all documents necessary to accept said proposal on the terms authorized herein.

Resolution

Offered by: Councilman Lupinacci

Seconded by: Councilwoman McDonough

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

Penflex, Inc. 11/1/2012-10/31/2013 Service Fee Agreement
TOWN OF CARMEL
CARMEL FIRE PROTECTION DISTRICT NO. 1
SERVICE AWARD PROGRAM

Standard Services Fee Schedule

Base Fee: \$3,350, \$100 Change from 2011
Per-Participant Fee: \$15, \$0 Change from 2011
Payment certification and trustee directive letters: \$75 per letter, \$0 Change from 2011
Estimated Total Standard Services Fees: \$5,900

Optional Services Fee Schedule

PLEASE CHECK ONE BOX:

- ☐ COMPLETE the 'LOSAP Audit Package' for a fee of \$495. The LOSAP Audit Package does not satisfy the LOSAP audit requirement, but assists the accounting firm performing the audit.
- ☐ DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include extra client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Supervisor
Town of Carmel

Edward J. Holohan
Edward J. Holohan, ASA
President, Penflex, Inc.

PENFLEX, INC.

SERVICE AWARD PROGRAM STANDARD SERVICES

1. For each Service Award Program participant (including the persons who are being paid monthly Service Awards), prepare an annual Service Award Program individual participant statement.
2. Prepare for the record and for audit purposes an annual Service Award Program report which:

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TOWN BOARD MEETING

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- a. shows and completely documents the calculation of the annual Program cost.
- b. accounts for changes in the Program's assets.
- c. by individual volunteer, lists their earned Service Awards, death and disability benefits, (defined benefit plans) or accounts for changes in their Program accounts (defined contribution plans).
- d. summarizes the major provisions of the Program.
- e. lists current year program participants and non-participants (i.e. every volunteer who could have earned points during the calendar year is accounted for).
- f. lists current payment recipients.
- g. lists each participant's primary beneficiary.
- h. includes a service credit listing for current participants.
- i. includes a written description of the actuarial methods and assumptions used to calculate the annual program costs (defined benefit plans).
- j. For members of the Sponsor's Governing Board or Officials, prepare:
 - i. "Fact Sheet" which includes current year important information about their Service Award Program.
 - ii. "Special Commentary" correspondence which alerts officials about emerging issues or problems and/or which explains changes in the Program (such as an increase in Program funding costs).
3. Meet (one meeting) upon request, first with officials and then with volunteers to review the Service Award Program Annual Report, to answer questions from volunteers about their annual Service Award Program statements and to update officials and the volunteers on Service Award Program related legislation and on their own Program.
4. Provide forms and instructions to enroll new volunteers, change beneficiaries, file for benefit payments, etc.
5. At year-end, provide written instructions about how to prepare the required certified listings to be approved by the Sponsor's Governing Board and fire company officials and posted by the fire company and to be sent to Penflex, Inc.
6. Project the Service Award Program cash flow needs in order to plan and formulate investment strategy.
7. Prepare written notification/explanation to be sent to persons who cease to participate in the Service Award Program.
8. During normal business hours, have trained staff available to answer questions from officials and designated client contact persons.
9. Throughout the year, receive, review and reconcile financial statements from custodian and/or investment and/or insurance providers.
10. Process Service Award Payment applications, certify payment amounts and eligibility, prepare payment directives and communicate directly with the payment recipient and/or custodian and/or paying agent when necessary.
11. Answer routine questions from client's auditors about the Service Award Program and the annual report.
12. When required, prepare vouchers for payments to the Service Award Program Trust Fund.

Penflex, Inc.

Penflex, Inc. 11/1/2012-10/31/2013 Service Fee Agreement

**TOWN OF CARMEL
CARMEL FIRE PROTECTION DISTRICT NO. 2
SERVICE AWARD PROGRAM**

Standard Services Fee Schedule

Base Fee: \$3,350, \$100 Change from 2011

Per-Participant Fee: \$15, \$0 Change from 2011

Payment certification and trustee directive letters: \$75 per letter, \$0 Change from 2011

Estimated Total Standard Services Fees: \$7,200

Optional Services Fee Schedule

PLEASE CHECK ONE BOX:

- ☐ COMPLETE the 'LOSAP Audit Package' for a fee of \$495. The LOSAP Audit Package does not satisfy the LOSAP audit requirement, but assists the accounting firm performing the audit.
- ☐ DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

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TOWN BOARD MEETING

(Cont.)

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include extra client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Supervisor
Town of Carmel

Edward J. Holohan
Edward J. Holohan, ASA
President, Penflex, Inc.

PENFLEX, INC.

SERVICE AWARD PROGRAM STANDARD SERVICES

1. For each Service Award Program participant (including the persons who are being paid monthly Service Awards), prepare an annual Service Award Program individual participant statement.
2. Prepare for the record and for audit purposes an annual Service Award Program report which:
 - a. shows and completely documents the calculation of the annual Program cost.
 - b. accounts for changes in the Program's assets.
 - c. by individual volunteer, lists their earned Service Awards, death and disability benefits, (defined benefit plans) or accounts for changes in their Program accounts (defined contribution plans).
 - d. summarizes the major provisions of the Program.
 - e. lists current year program participants and non-participants (i.e. every volunteer who could have earned points during the calendar year is accounted for).
 - f. lists current payment recipients.
 - g. lists each participant's primary beneficiary.
 - h. includes a service credit listing for current participants.
 - i. includes a written description of the actuarial methods and assumptions used to calculate the annual program costs (defined benefit plans).
 - j. For members of the Sponsor's Governing Board or Officials, prepare:
 - i. "Fact Sheet" which includes current year important information about their Service Award Program.
 - ii. "Special Commentary" correspondence which alerts officials about emerging issues or problems and/or which explains changes in the Program (such as an increase in Program funding costs).
3. Meet (one meeting) upon request, first with officials and then with volunteers to review the Service Award Program Annual Report, to answer questions from volunteers about their annual Service Award Program statements and to update officials and the volunteers on Service Award Program related legislation and on their own Program.
4. Provide forms and instructions to enroll new volunteers, change beneficiaries, file for benefit payments, etc.
5. At year-end, provide written instructions about how to prepare the required certified listings to be approved by the Sponsor's Governing Board and fire company officials and posted by the fire company and to be sent to Penflex, Inc.
6. Project the Service Award Program cash flow needs in order to plan and formulate investment strategy.
7. Prepare written notification/explanation to be sent to persons who cease to participate in the Service Award Program.
8. During normal business hours, have trained staff available to answer questions from officials and designated client contact persons.
9. Throughout the year, receive, review and reconcile financial statements from custodian and/or investment and/or insurance providers.
10. Process Service Award Payment applications, certify payment amounts and eligibility, prepare payment directives and communicate directly with the payment recipient and/or custodian and/or paying agent when necessary.
11. Answer routine questions from client's auditors about the Service Award Program and the annual report.
12. When required, prepare vouchers for payments to the Service Award Program Trust Fund.

Penflex, Inc.

6 FEBRUARY 2013
TOWN BOARD MEETING

(Cont.)

Penflex, Inc. 11/1/2012-10/31/2013 Service Fee Agreement

**TOWN OF CARMEL
CARMEL FIRE PROTECTION DISTRICT NO. 3
SERVICE AWARD PROGRAM**

Standard Services Fee Schedule

Base Fee: \$3,350, \$100 Change from 2011
Per-Participant Fee: \$15, \$0 Change from 2011
Payment certification and trustee directive letters: \$75 per letter, \$0 Change from 2011

Estimated Total Standard Services Fees: \$5,400

Optional Services Fee Schedule

PLEASE CHECK ONE BOX:

- ☐ COMPLETE the 'LOSAP Audit Package' for a fee of \$495. The LOSAP Audit Package does not satisfy the LOSAP audit requirement, but assists the accounting firm performing the audit.
- ☐ DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include extra client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Supervisor
Town of Carmel

Edward J. Holohan
Edward J. Holohan, ASA
President, Penflex, Inc.

PENFLEX, INC.

SERVICE AWARD PROGRAM STANDARD SERVICES

1. For each Service Award Program participant (including the persons who are being paid monthly Service Awards), prepare an annual Service Award Program individual participant statement.
2. Prepare for the record and for audit purposes an annual Service Award Program report which:
 - a. shows and completely documents the calculation of the annual Program cost.
 - b. accounts for changes in the Program's assets.
 - c. by individual volunteer, lists their earned Service Awards, death and disability benefits, (defined benefit plans) or accounts for changes in their Program accounts (defined contribution plans).
 - d. summarizes the major provisions of the Program.
 - e. lists current year program participants and non-participants (i.e. every volunteer who could have earned points during the calendar year is accounted for).
 - f. lists current payment recipients.
 - g. lists each participant's primary beneficiary.
 - h. includes a service credit listing for current participants.
 - i. includes a written description of the actuarial methods and assumptions used to calculate the annual program costs (defined benefit plans).
 - j. For members of the Sponsor's Governing Board or Officials, prepare:
 - i. "Fact Sheet" which includes current year important information about their Service Award Program.
 - ii. "Special Commentary" correspondence which alerts officials about emerging issues or problems and/or which explains changes in the Program (such as an increase in Program funding costs).

6 FEBRUARY 2013
TOWN BOARD MEETING

(Cont.)

- 3. Meet (one meeting) upon request, first with officials and then with volunteers to review the Service Award Program Annual Report, to answer questions from volunteers about their annual Service Award Program statements and to update officials and the volunteers on Service Award Program related legislation and on their own Program.
- 4. Provide forms and instructions to enroll new volunteers, change beneficiaries, file for benefit payments, etc.
- 5. At year-end, provide written instructions about how to prepare the required certified listings to be approved by the Sponsor's Governing Board and fire company officials and posted by the fire company and to be sent to Penflex, Inc.
- 6. Project the Service Award Program cash flow needs in order to plan and formulate investment strategy.
- 7. Prepare written notification/explanation to be sent to persons who cease to participate in the Service Award Program.
- 8. During normal business hours, have trained staff available to answer questions from officials and designated client contact persons.
- 9. Throughout the year, receive, review and reconcile financial statements from custodian and/or investment and/or insurance providers.
- 10. Process Service Award Payment applications, certify payment amounts and eligibility, prepare payment directives and communicate directly with the payment recipient and/or custodian and/or paying agent when necessary.
- 11. Answer routine questions from client's auditors about the Service Award Program and the annual report.
- 12. When required, prepare vouchers for payments to the Service Award Program Trust Fund.

Penflex, Inc.

ENCUMBRANCES OF 2012 FUNDS FOR EXPENDITURES IN 2013 - AUTHORIZED

WHEREAS, it is recommended by the Town Comptroller's Office that 2012 Government Budget Funds be encumbered or reserved for the 2013 Budget Appropriations, based on recent approved Town Board Resolutions and/or specific projects in progress for various purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Carmel authorizes the Town Comptroller's Office to Encumber or Reserve unexpended 2012 Government Fund monies for expenditures in fiscal year 2013 as follows:

<u>Purpose of Encumbrance</u>	<u>Accounts</u>	<u>Maximum</u>	<u>Explanation/ Comments</u>
<u>General Fund</u>			
Justice Court Special Improvements	100-1110-0020	\$3,453.00	Court Room Security Improvements(Bal.) 12/12
Engineering Dept.	100-1440-0045	\$3,500.00	Multifunction Plotter
Information Technology	100-1680-0020	\$9,000.00	Technology Replacement (Comp/Printers)
Emergency Generator Connection	100-5132-0020	\$20,000.00	Highway Bldg. Generator Connection Est.
Recreation Bldg. Special Repairs	100-7020-0045	<u>\$29,194.00</u>	Balance Insurance Claim
Total General Fund Encumbrances			<u>\$65,147.00</u>
<u>Special Districts</u>			
Mahopac Falls Fire Dept.	301-3410-0020	\$15,000.00	Dry Hydrant Installation Estimate

Resolution

Offered by: Councilwoman McDonough
Seconded by: Councilman Schneider

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

Supervisor Schmitt explained that these monies were appropriated in 2012 and Town Board authorization is required to carry over the expenditures to 2013.

6 FEBRUARY 2013
TOWN BOARD MEETING

AMENDED 2013 USER FEE SCHEDULE - ADOPTED

RESOLVED that the Town Board of the Town of Carmel hereby adopts, effective immediately, the amended Town of Carmel User Fee Schedule for Fiscal Year 2013 in form as attached hereto and made a part hereof.

Resolution
Offered by: Councilman Schneider
Seconded by: Councilman Lombardi

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 2013

FEE DESCRIPTION	2013 ADOPTED USER FEES	
TOWN CLERK'S OFFICE		
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:		
Copies of Town Ordinance or Other Documents - Per Page	0.25	
Facsimile/Fax - Per Page	2.00	
Map (Zoning, Election, Other) - Black & White/Color	10.00/15.00	
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 - unsprayed/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		
CD - Each	0.62	
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	

User Fee Schedule 2012

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TOWN OF CARMEL USER SERVICE FEES –
FISCAL YEAR 2013

FEE DESCRIPTION	2013 ADOPTED USER FEES	
POLICE DEPARTMENT		
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
ALARM ORDINANCE		
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	
Each After Five False Alarms	200.00	

6 FEBRUARY 2013
TOWN BOARD MEETING

(Cont.)

HIGHWAY DEPARTMENT		
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	

User Fee Schedule 2012

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TOWN OF CARMEL USER SERVICE FEES –
FISCAL YEAR 2013

FEE DESCRIPTION		2013 ADOPTED USER FEES	
PARKS & RECREATION DEPARTMENT			
Camp:			
Playground Camp		450.00	
* Early Bird Registration Fee - Playground Camp		400.00	
Primary Camp (5:30 AM to 2:30 PM)		500.00	Extended Day = + \$180.00
* Early Bird Registration Fee - Primary Camp		450.00	
Classes/Lessons:			
Additional Swimming Lessons		60.00	
Adult Classes		\$65.00 - \$320.00	
CPR Review		60.00	
Lifeguard Training Aid/Safety		\$350.00	Non-Resident \$450.00
Lifeguard Training Review		\$180.00	
Pre School Classes		FREE - \$175.00	
RTE - Responding to Emergencies		210.00	
Special Tennis, Aerobics, or Other Lessons		Cost	
Swimming Lessons including Permit		130.00	
Tennis Lessons - 6 One Hour Sessions		110.00	
Facilities Rental:			
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
Sycamors Park Concession (Seasonal)		4,000.00	
ID/Permits:			
Beach Guest Card		50.00	
Adult Swimming Permit		50.00	
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		175.00	
Family Tennis Permit		70.00	
Identification Card		6.00	
Senior Citizen Identification Card		No charge	
Nanny Identification Card		10.00	
Nanny Swim Permit		100.00	
Individual Tennis Permit		45.00	
Tennis Guest Fee		6.00	
Youth Swimming Permit		70.00	
Dog Park:			
Sycamors Dog Park User Fee - Resident		25.00	Annual
Sycamors Dog Park User Fee - Non-Resident		75.00	Annual

User Fee Schedule 2012

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TOWN OF CARMEL USER SERVICE FEES –
FISCAL YEAR 2013

FEE DESCRIPTION		2013 ADOPTED USER FEES	
BUILDING & CODES DEPARTMENT			
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 (*Resolution adopted 7/11)
Operational Permits *		100.00	
* (NYSDOS requires towns to issue permits for storage of certain materials and certain uses)			

6 FEBRUARY 2013
TOWN BOARD MEETING

(Cont.)

ARCHITECTURAL REVIEW BOARD			
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 50.00 each Additional Unit over two

User Fee Schedule 2012

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TOWN OF CARMEL USER SERVICE FEES –
FISCAL YEAR 2013

FEE DESCRIPTION	2013 ADOPTED USER FEES	
ENVIRONMENTAL CONSERVATION REVIEW BOARD		
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 Includes. 100' Control Area
Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof	50.00	Total Wetland Includes. 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 Includes. 100' Control Area
Subdivision Plan Inspection - Per Acre or Part Thereof	300.00	Total Wetland Includes. 100' Control Area
Tree Cutting - Up to 25 Acres	300.00	+ 25.00 acre and ind. monitoring of ecrow fees
Tree Cutting - Over 25 Acres	300.00	+ 75.00 acre and ind. monitoring of ecrow fees
Minor Wetland Permit Application - for projects disturbing 1,000 sq ft in the 100 ft buffer area.	225.00	
* Ecrow 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
* Ecrow Fee for Major Project	1,000.00	*as determined by the Town's Wetland Inspector
Wetland Determination for Health Dept	150.00	
ZONING BOARD OF APPEALS		
280A Exemption	400.00	
Accessory Apartment Application	250.00	
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	
PLANNING BOARD		
PLANNING SUBDIVISION FEES:		
Sketch fee	500.00	One time fee
Preliminary Fees		
Major Subdivision	3,000.00	Plus \$750 per lot
Minor Subdivision	2,500.00	Plus \$750 per lot
Final Fees:		
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 2012

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TOWN OF CARMEL USER SERVICE FEES –
FISCAL YEAR 2013

FEE DESCRIPTION	2013 ADOPTED USER FEES	
SITE PLAN FEES:		
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	
SPECIAL SITE PLAN FEES		
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	
LANDFILL SURFACE GRADING & OTHER EXCAVATION		
Up to 5 Acres	300.00	
Over 5 Acres	300.00	Plus \$40.00/Acre
PLANNING/MISCELLANEOUS FEES:		
Engineering Inspection Fee (Site Plans & Subdivisions)	5.00	% of Bond Amount
Public Hearings Including Bond Returns and Reductions	175.00	Per Hearing
Planning Board SEQR Ecrow Fees - DEIS	2.00%	Not to exceed 2% of Project Value
Planning Board SEQR Ecrow 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	

6 FEBRUARY 2013
TOWN BOARD MEETING

(Cont.)

DEPARTMENT MISCELLANEOUS TOWN SERVICES:			
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 2012

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TOWN OF CARMEL USER SERVICE FEES –
FISCAL YEAR 2013

FEE DESCRIPTION		2013 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)		250.00 500.00	Residential 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	
WATER DISTRICTS:			
Water System Service Application, including one inspection (where water line curb box exists)		250.00 500.00	Residential 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		10.00	
Special water meter reading by outside vendor		10.00	
Duplicate Bill Fee		10.00	
Bulk Water Sales	10 times the normal in district rate		
Out of District Application Fee - Residential/Commercial		1,000.00	
Water Bill Adjustment from Estimate to Actual		5.00	

User Fee Schedule 2012

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Supervisor Schmitt explained that changes were made to Environmental Conservation Board fees based upon the recommendation of the ECB Chairman.

BOND RELEASE AUTHORIZED - PUTNAM HOSPITAL CENTER - TM # 66-2-58

WHEREAS application has been made by Putnam Hospital Center for the total release of a site plan bond posted in accordance with the Land Subdivision and/or Zoning Regulations for Tax Map #66-2-58; and

WHEREAS said applications have been reviewed by the Town Engineer and release of the bonds has been recommended and approved by the Town Engineer and Town of Carmel Planning Board,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the release of the site plan for Putnam Hospital Center, bond no. 586573S in the amount of \$720,510.00 as posted on November 14, 2006.

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilwoman McDonough

(Cont.)

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>	
Jonathan Schneider	<u> </u>	<u> </u>	Abstain
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>	

Councilman Schneider stated that he abstained because he serves on the board of the Putnam Hospital Center Foundation.

FIRE PROTECTION AND AMBULANCE SERVICES - ENTRY INTO CONTRACTS FOR 2013 AUTHORIZED

WHEREAS appropriations have been made in the 2013 Town Budget for entry into various contracts for the provision of various services to the Town of Carmel, and

WHEREAS said contracts are on file in the office of the Town Supervisor for the inspection and review of all Town Board members, and

WHEREAS a public hearing on the above contracts was duly noticed and held at Carmel Town Hall on January 23, 2013 where all persons wishing to be heard were given opportunity to do so,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the Town Supervisor to enter into and execute, on behalf of the Town, contracts with the following contractors for the services indicated in an amount not to exceed that set forth below:

<u>Contractor</u>	<u>Services</u>	<u>Not to Exceed</u>
Mahopac Falls Volunteer Fire Department, Inc.	Fire Protection-Fire Protection Dist. #1	\$ 698,000.00
Mahopac Volunteer Fire Department, Inc.	Fire Protection-Fire Protection Dist. #2	\$ 1,603,853.00
Carmel Fire District & Carmel Fire Department, Inc.	Fire Protection-Fire Protection Dist. #3	\$ 490,000.00
Carmel Volunteer Ambulance Corps	Ambulance Services- Carmel Ambulance District #1	\$ 210,000.00
North Salem Volunteer Ambulance Corps	Ambulance Services- Carmel Ambulance District #1	\$ 12,200.00

Resolution

Offered by: Councilman Lupinacci
Seconded by: Councilman Schneider

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

Councilman Lupinacci explained that these contract amounts were presented to the residents at the Public Hearing held in connection with the 2013 Budget in November of 2012 and the pubic was afforded multiple opportunities to comment on the matter.

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TOWN BOARD MEETING

**MS4 PERMIT COMPLIANCE - INSITE ENGINEERING ADDITIONAL
COMPENSATION FOR YEAR 2 RETROFITS AUTHORIZED - NOT TO EXCEED
\$2,000.00**

WHEREAS, the Town Board of the Town of Carmel has previously retained Insite Engineering, Carmel, NY for the purposes of engineering consulting services for MS4 permit compliance; and

WHEREAS, Town Engineer Ronald J. Gainer, P.E. has advised the Town Board that certain Year 2 Retrofit Projects will require wetlands permit(s) to be issued by The New York State Department of Environmental Conservation; and

WHEREAS, the Town Engineer has recommended that the compensation for services payable to Insite Engineering be increased in a sum not to exceed \$2,000 for the additional services required and to be performed by Insite Engineering;

NOW THEREFORE BE IT RESOLVED that, upon the recommendation of the Town Engineer, the Town Board of the Town of Carmel authorizes the increase in compensation for MS4 permit compliance services from Insite Engineering in a sum not to exceed \$2,000 for the additional services referenced herein; and

BE IT FURTHER RESOLVED that Town Comptroller MaryAnn Maxwell is hereby authorized to effect any budget transfers necessary and/or required in connection with this authorization.

Resolution

Offered by: Councilwoman McDonough
Seconded by: Councilman Lupinacci

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

Supervisor Schmitt explained that the Town of Carmel will be seeking reimbursement from the East of Hudson Watershed Corporation for monies expended toward compliance with the Municipal Separate Storm Sewer Systems (MS4) mandated regulations.

**DIRECTOR OF CODES ENFORCEMENT/BUILDING INSPECTOR AUTHORIZED TO
SOLICIT PROPOSALS FOR CORRECTION OF VIOLATIONS OF THE PROPERTY
MAINTENANCE CODE**

WHEREAS the Director of Codes Enforcement/Building Inspector has cited the following properties with violations of the Property Maintenance Law of the Code of the Town of Carmel

**78 SEMINARY HILL RD., TM#55.9-1-23;
10 COLLIER DR. WEST, TM#44.13-1-37;
133 ROUTE 6N, TM#85.12-1-20;
452 AUSTIN RD. TM# 64.5-1-46;
605 N. LAKE BLVD., TM#65.13-1-11**

WHEREAS the owners and/or responsible parties have failed, neglected or refused to correct said violations within the time period prescribed by the Director of Codes Enforcement/Building Inspector, and

WHEREAS the Director of Codes Enforcement/Building Inspector has advised the Town Board that he wishes to seek proposals for the correction of said violations of the Property Maintenance Law of the Town Code,

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TOWN BOARD MEETING

(Cont.)

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the Director of Codes Enforcement/Building Inspector to request proposals for the cleanup and correction of the conditions and violations referenced herein and that the acceptance of any such proposal(s) is subject to further authorizing resolution of the Town Board.

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>

Supervisor Schmitt expressed his support of authorizing the cleanup of these properties and suggested that the cleanups commence in the spring.

Councilman Lombardi noted that other properties may be added on.

Greg Folchetti, Legal Counsel, explained that the Town of Carmel will pay for the cleanup and correction of the violations and then seek reimbursement from the property owners. If an owner fails to submit payment, the cost may be re-levied on the next Town property tax bill.

**RESOLUTION OF NO OBJECTION AUTHORIZED - REED MEMORIAL LIBRARY
PUBLIC LIBRARY DISTRICT**

RESOLVED that the Town Board of the Town of Carmel has no objection to the Board of Trustees of the Reed Memorial Library seeking the enactment of legislation which would lawfully establish the formation of the Reed Memorial Library Public Library District; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to execute and transmit a letter of Home Rule with regard to said proposed legislation in general form as attached hereto and made a part hereof.

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

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

[RETYPE ON TOWN LETTERHEAD]

February __, 2013

Senator _____
<<Address>>
<<Town>>, New York <<ZIP>>

Assemblyman _____
<<Address>>
<<Town>>, New York <<ZIP>>

Re: Home Rule Letter – Reed Memorial Public Library

Dear Senator _____ & Assemblyman _____:

**6 FEBRUARY 2013
TOWN BOARD MEETING**

(Cont.)

During a regularly scheduled public meeting of the Carmel Town Board held on February ____, 2013, members of the Reed Memorial Library Board made a presentation and explained that the Reed Memorial Library was interested in pursuing the formation of a Special District Public Library.

The Town Board understands that this action would require that a bill be passed by the State Legislature to form the new district. We further understand that once the legislation passes both houses, the Governor must sign the legislation into law. The Town Board further understands that the effect of such legislation would be to create the framework for a public library district, separate from the existing Town government and budget, and that the new special district public library would be governed by an elected Board of Trustees, whose number will be determined by the proposed legislation.

The Town Board also understands that the proposed legislation is designed to trigger a referendum to be held during which the qualified voters of the Town of Carmel would be asked to vote on the following questions:

- Shall the special district public library be formed and funded at an amount to be proposed by the existing Reed Memorial Public Library? and
- Shall seven trustees be elected?

The Town Board has been advised that the submission of special district library legislation is exempt from the state Constitution home rule message requirements. Nevertheless, the Town Board has agreed that such a message be sent to your office to express our understanding and support.

In that spirit, the Carmel Town Board has no objection to the proposed legislation being sponsored and moved forward by your respective offices.

Town of Carmel

Supervisor

Supervisor Schmitt acknowledged the Reed Memorial Library staff and volunteers for their service to the community.

PUBLIC COMMENTS - AGENDA ITEMS

Russ Braun referenced the cost of the fire protection contracts and inquired why the annual financial statements for the fire departments were not filed with the Town Clerk.

Ann Spofford, Town Clerk, indicated that the financial statements are on file in her office and clarified that Mr. Braun had requested to view the fire departments' budgets earlier in the day.

Mr. Braun stated that he would like to see a line by line account of the fire departments' expenditures.

Supervisor Schmitt pointed out to Mr. Braun that he was looking for information contained in their budget and that they are not required to file their budgets with the Town. The fire departments are required, and they do comply with submitting their annual financial reports.

Councilman Lupinacci stated by reviewing the fire departments' previous year's financial statements, Mr. Braun could derive information in regard to the following year's expenditures. He commented that some of the members of the Town Board would like to see greater detail in their reports.

Mike Barile expressed his support of the property maintenance cleanup. He stated that there are several other occupied properties in the Town with unfinished projects and cited one property that has been under construction for eight years.

Councilman Lombardi stated that he is aware of the referenced properties and has already brought the issue to the attention of Michael Carnazza, Building Inspector, who will be following up. Discussion ensued.

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TOWN BOARD MEETING

TOWN BOARD MEMBER COMMENTS - AGENDA ITEMS

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

OPEN FORUM - PUBLIC COMMENTS

Steve Perrotta commented with regard to the Town of Carmel's proposed new payroll system that if the present system is working, there should be no need to spend additional money to change it at this time.

Mr. Perrotta commented that he has not seen R&S Waste Services trucks picking up commercial trash in the Town of Carmel.

Councilman Lupinacci clarified that R&S Waste Services has been contracted by the Town for cluster/container collection. Discussion ensued regarding the matter.

Mike Barile addressed a recent article that appeared in the Journal News which he said, gave the impression that a building he owns on Route 6 was not fully assessed until a new Town Assessor was appointed. Mr. Barile stated that the reporter did not contact him with regard to the article and clarified that the property was reassessed because the project was completed.

Mr. Barile then commented on a recent article that appeared in the Westchester Business Journal with regard to the Town of Yorktown and encouraged the Town Board members to read it.

Mr. Barile urged the Town Board not to wait until April to commence discussions in connection with Community Clean-up and Zoning Code Compliance Week.

Mr. Barile suggested that when the Town Board has a short agenda, meetings should be opened for dialog with the public to address problems concerning the Town.

Supervisor Schmitt stated that he has read the article referenced by Mr. Barile and that he will make additional copies for the other members of the Town Board. He commented on the need to enhance clean, creative economic growth. Discussion was held.

Dale Post of Severn Trent Services distributed his business card to the Town Board members and advised them to contact him with any questions or concerns that they may have.

Supervisor Schmitt confirmed with Mr. Post, the Town Board's scheduled meeting with Severn Trent Services to discuss proposed projects in the Town of Carmel.

OPEN FORUM - TOWN BOARD MEMBER COMMENTS

Councilman Lupinacci announced that the second annual Cupcake Wars will be held on February 23, 2013 from 11:00 a.m. to 2:00 p.m. at the Mahopac High School. Proceeds from the event will benefit the Mahopac Educational Foundation.

Supervisor Schmitt requested on behalf of the Highway Department that in anticipation of the upcoming inclement weather, residents should remove all trash containers from the curbs and refrain from parking on the shoulders of the roadways.

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TOWN BOARD MEETING

ADJOURNMENT

All agenda items having been addressed, on motion by Councilman Lombardi, seconded by Councilman Lupinacci, with all Town Board members present in agreement, the meeting was adjourned at 7:54 p.m. to Executive Session to discuss a Police Department matter of personnel.

Respectfully submitted,

Ann Spofford, Town Clerk