

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 18th day of January 2012 at 7:20 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. Councilman Lombardi spoke in fond memory of resident Jack Bilancia to whom the Town Board meeting was dedicated.

**MINUTES OF TOWN BOARD MEETINGS HELD ON 12/7/11 AND 12/21/11 -
ACCEPT AS SUBMITTED BY THE TOWN CLERK**

On motion by Councilman Lombardi, seconded by Councilwoman McDonough, with all members of the Town Board present voting “aye”, the minutes of the Town Board meetings held on December 7th and December 21st, 2011 were accepted as submitted by the Town Clerk.

**SUBMISSION OF APPLICATION FOR COOPERATIVE PROJECTS/SHARED
GRANT FROM THE LOCAL GOVERNMENT RECORDS MANAGEMENT
IMPROVEMENT FUND (LGRMIF) - AUTHORIZED**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the submission of the application for a grant submitted by Dennis Sant, Putnam County Clerk, from the LGRMIF for record storage management in accordance with the prior Intermunicipal Agreement between the Town of Carmel and the County of Putnam; and
BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to execute the shared services agreement in form as attached hereto and made part hereof.

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>

LGRMIF Grant Cooperative/Shared Services Agreement

Sponsoring Institution: County of Putnam County
Project Number: 0580-13-3946

I hereby give assurance to the New York State Education Department that the undersigned supports the enclosed application and will cooperate to the extent described in the attached application. All records management project outcomes that are a direct result of the support provided by the funds from the State are, or will be, made available for on-site examination.

18 JANUARY 2012
TOWN BOARD MEETING

(Cont.)

Participating Local
Government Institution:

TOWN OF CARMEL

Date: _____

Signed: _____

Chief Administrative Officer:

Kenneth R. Schmitt,
Supervisor

SUMMARY

Putnam County was established in 1812 and consists of six (6) towns and three (3) villages. At present, Putnam County has a population of 99,710 and an operating budget of \$141,150,099.

The Putnam County Cooperative Records/Archival Center stores various inactive records from Putnam County as well as the towns and villages within and without the county and manages them in accordance with New York State Records and Archives Records Retention Schedules and Records Series identified as per said retention schedules. Currently, all six towns and three villages in Putnam County are part of the Putnam Cooperative Records/Archival Center established in 1992 through a series of Local Government Records Management Improvement Fund ("LGRMIF") grants. As of September 1, 2011, Putnam has reached full capacity in the Records Center. As a result, we no longer have the necessary space to honor our inter-municipal agreements we have with our towns and villages in Putnam County. These municipalities do not have the space, structure or the personnel to comply with state mandates and laws pertaining to record management. Our goal is to expand our current Putnam County Cooperative Records/Archival Center with 8,930 cubic feet of storage space and to continue to store records for Putnam County and our partners according to the aforementioned standards for the next 15 to 20 years.

1

STATEMENT OF PROBLEM

1A-Specific Problem

On numerous occasions over the last eleven years, I have advised the Putnam County Legislature and the Putnam County Executive's office, via memoranda and meetings, of the rapid reduction of suitable storage space existing at our cooperative records storage and management facility located in Brewster, New York. As of September 1, 2011, Putnam has reached full capacity in the Records Center. As a result, we no longer have the necessary space to honor our inter-municipal agreements we have with our towns and villages in Putnam County. The response from our previous County

(Cont.)

Executive Robert Bondi, for the last eleven years was to "return all records to the towns and villages." Upon conveying this message to the towns and villages, we received an outcry in opposition from our supervisors, town clerks and records management officers (*see attached letters in opposition for your review*). These municipalities do not have the space, structure or the personnel to comply with state mandates and laws pertaining to record management.

We are faced with the following situation:

- There are over 800 banker boxes waiting to be picked up for proper storage and records management services throughout Putnam County. Faced with impending layoffs and severe budget cuts, additional monies are needed to implement this expansion project as described herein.
- Putnam County Cooperative Records Center is no longer able to honor our municipal agreements with our towns and villages or store additional records for Putnam County's 35 agencies and Putnam County Supreme, County & Surrogates Court.
- Our six towns, three villages, 35 Putnam County agencies and Putnam County Supreme, County & Surrogates Court do not have the storage facilities to properly store vast amounts of records that are to be retained by law.

2

Our goal is to expand our current Putnam County Cooperative Records Center with 8,930 cubic feet of additional storage space so that we may continue to provide the necessary and exemplary service to our county agencies, our courts and our partnering municipalities that they have come to expect and deserve.

1B-Records Involved

The Putnam County Cooperative Records Center stores various inactive records for Putnam County's 35 agencies, Putnam County Supreme, County & Surrogates Court, as well as the six towns and three villages within and without the county and manages them in accordance with New York State Records and Archives Records Retention Schedules and Records Series identified as per said retention schedules. Currently, all six towns and three villages in Putnam County are part of the Putnam Cooperative Records Center established in 1992 through a series of Local Government Records Management Improvement Fund ("LGRMIF") grants. There are currently housed 27,000 bankers boxes containing records for 35 agencies within Putnam County, all six towns and three villages in Putnam County, and the Town of Lewisboro in Westchester County together with records from Putnam County Supreme, County & Surrogates Court.

18 JANUARY 2012
TOWN BOARD MEETING

(Cont.)

Grants previously obtained to fund projects related to this project are as follows:

- 1991-1992 LGRMIF Grant in the amount of \$44,498.93 for the inventory and indexing of all records and appropriate disposal of all records according to NYSARA.
- 1992-1993 LGRMIF Grant in the amount of \$98,113.00 to renovate and expand the facility to accommodate the influx of records.

3

1C-Why Funding is Essential

We have taken in the largest Town in Putnam County, the Town of Carmel with a population of 34,305, as our newest partner who has run out of storage space in 2006. We are also taking on the Town of Philipstown as a new partner along with the Village of Cold Spring.

As previously stated, we have been at full capacity since September 1, 2011. Faced with impending layoffs and severe budget cuts, Putnam County is unable to provide the funding needed to implement this project as described herein.

Presently, our situation has resulted in the following:

- There are over 800 banker boxes waiting to be picked up for proper storage and records management services throughout Putnam County. Faced with impending layoffs and severe budget cuts, additional monies are needed to implement this expansion project as described herein.
- Putnam County Cooperative Records Center is no longer able to honor our municipal agreements with our six towns and three villages, 35 Putnam County agencies, and Putnam County Supreme, County & Surrogates Courts
- Our six towns and three villages do not have the storage facilities to properly store vast amounts of records that are to be retained by law.

If we do not receive the necessary funds to complete this expansion, the situation above will grow exponentially with an end result of improper and unsupervised storage of records for Putnam county and participating municipalities. We will not be able to honor our agreements with the six towns and three villages in Putnam County and one town in Westchester County any longer. We also will not be able to continue to store the files for all our 35 county agencies and the Supreme, County and Surrogates Courts in Putnam County.

4

INTENDED RESULTS

2A-Specific Intended Results

Our new County Executive Mary Ellen Odell, who is an advocate for record management and record accountability, has pledged her full support to the expansion of our Cooperative Records Center. All parties involved have reached a consensus; and, with your support, we could be back in full operation within 4 to 6 months. I have been assured by our new County Executive that this expansion will be a high priority and, Putnam County is willing to invest the necessary in-kind services to make this project a great success for our towns, villages, county and state.

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When completed, our intended results will resolve the following:

Problem:

There are over 800 banker boxes waiting to be picked up for proper storage and records management services throughout Putnam County.

Solution:

We have obtained an expansion area of approximately 52'x 74.2'x 14' located in the same facility as our existing cooperative records center (*see floor plans of existing and expansion area attached*). Once we have obtained the necessary funding to complete our expansion, it will house an additional 8,930 cu ft. of shelving for storage, extending the life of the records center for another 15 to 20 years.

Problem:

The Putnam County cooperative Records Center is no longer able to honor our municipal agreements with our towns and villages or store additional records for Putnam County's 35 agencies and Putnam County Supreme, County and Surrogate's Court.

5

Solution:

This additional space will provide the necessary area so that the Putnam County Cooperative Records Center will once again be able to honor our municipal agreements with our departments, courts, towns, and villages so that they will be able to utilize the county's storage facility to properly store vast amount of records, according to law and SARA's retention schedule.

Problem:

Our 6 towns, 3 villages, 35 Putnam County agencies and Putnam County Supreme, County and Surrogate's Court do not have the storage facilities to properly store vast amounts of records that are to be retained by law and regulation.

Solution:

The County and our municipal partners will not need to hire additional personnel nor build or supply structures to house their records. They will be afforded excellent records management services that will include proper storage, retrievals upon request, file-backs, destruction and certificates of destruction according to the retention schedule.

As you can see by the examples provided above, the expansion of our Putnam County Cooperative Records Center is not mere desirous, but necessary for the proper management and storage of records for Putnam County and its municipal partners. Said expansion will get these records out of hallways, empty offices and storage areas throughout the County and its municipalities and to our newly expanded Cooperative Records Center where they can be properly catalogued, inventoried, stored, and destroyed in accordance with SARA guidelines.

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2B-Contribution to Records Management Program

This project will continue to develop our existing Records Management program by providing us with the necessary suitable space to continue to store and manage the records of Putnam County's 35 agencies, 3 courts, 6 towns, 3 villages, and Westchester County's 1 town. All of whom participate in our Records Center.

2C-Improvement of Government Services to Public

Once we receive the necessary funding to develop the additional space we have received into suitable storage space, an immediate realization of improvement will be realized.

At current, the records that will reside in this new area is being centrally stored in a haphazard manner without proper cataloging and inventory. When the records are received by our Records Center they will be properly catalogued, inventoried, and stored in accordance with SARA guidelines. As a result, these records will be stored in a manner where they may be easily located and readily accessible. Said reduction in retrieval times will improve return time and accountability of these inactive records resulting in positive customer service for Putnam County and its participating municipalities.

7

PLAN OF WORK**3A-Timeline****Demolition and Preparation of Newly Acquired Space**

1. Remove all existing interior walls.
2. Remove existing drop ceiling.
3. Power-wash and degrease the existing concrete floor.
4. Pour 4" of new cement will be over the existing floor
5. Create a curtain drain around the outside of building to divert water around structure
6. Install a foundation drain around the inside of the building to catch any additional ground/surface water.
7. Seal and paint floor and walls with mold-resistant epoxy type product.
8. Replace overhead double electric garage doors.
9. Upgrade existing electrical outlets and fixtures
10. Install new fluorescent light fixtures to coincide with new interior layout of area
11. Upgrade and expand HVAC system
12. Darken all windows to eliminate any penetration of outside sunlight
13. Install and upgrade all necessary telephone and network cabling
14. Install necessary fire extinguishers
15. Install any necessary doors and locksets

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All demolition tasks (steps 1 through 2) may be done concurrently but prior to any succeeding steps. Preparation steps 3 through 7 must be done consecutively in the order they are assigned. Preparation steps 8 through 15 may be done concurrently and in any order as Putnam County Highways and Facilities sees fit.

The Responsible Party for the above tasks is the Putnam County Department of Highways and Facilities through John Tully, Acting Commissioner.

8

The estimated time for completion of the aforementioned tasks will be approximately 12 weeks.

Procurement and Installation of Necessary Components

1. Putnam County RMO shall take all necessary steps to procure, through its current security system contractor CIA Security, necessary services and components to expand the existing system to the new expansion area. Said system includes sensors to detect and report door and window breaches, water, smoke, fire, carbon monoxide and motion.
2. Putnam County RMO shall take all necessary steps to procure, through the shelving system vendor Innerspace Systems, Inc., 157 Units of 18 gauge- 900 pound/shelf weight capacity shelving as referenced on the annexed plans and specification sheets. Upon purchase, said shelving will be professionally installed by said vendor.
3. Putnam County RMO shall take all necessary steps to procure, through Ballymore Company, Inc., the necessary nine-step all directional ladder with expanded metal tread to be located in the newly expanded storage area.

Component Procurement and Installation steps 1 through 3 must be done consecutively in the order they are assigned.

The Responsible Party for the above tasks is the Putnam County Records Management Officer Dennis J. Sant and the vendors contracted by him to perform said tasks.

The estimated time for completion of the aforementioned tasks will be approximately 6 weeks.

9

Acceptance and Processing of Records in Newly Acquired Space

1. Employ a part time laborer/clerk to perform the following tasks included in processing the 800 banker's boxes of records awaiting proper storage:

18 JANUARY 2012
TOWN BOARD MEETING

(Cont.)

- a. Assist our full time laborer and driver to transport records from each of our 35 County Agencies, 3 courts, 7 towns and 3 villages
- b. Assist Record Center personnel in the proper cataloguing and inventorying of the aforementioned 800 boxes of records awaiting storage
- c. Complete the task by properly filling boxes and placing them on the newly installed shelving in its assigned location

The Responsible Party for the above tasks is the Putnam County Records Management Officer Dennis J. Sant through the above described Temporary Employee.

The estimated time for completion of the aforementioned tasks assigned to this Temporary Employee will be approximately 20 weeks at 17 hours per week.

3B-Category Requirements

The Putnam County Records Management Program passed a resolution in 1987 and strictly adheres to all NYSARA laws and regulations regarding inactive records. As previously stated, there are 800 cubic feet of inactive records to be retrieved and cataloged from various county departments, courts, towns and villages. All incoming records are identified according to various record retention schedules and given a destruction date. They are then given a location to be stored. We estimate that it will take approximately five months to retrieve, catalog and file the 800 cubic feet of records.

Once all records are secured, our staff will be able to efficiently retrieve required documents needed by each department in a timely manner.

10

The expansion of our records center will ensure enough space to store inactive records for 15 to 20 years.

The Records Management staff will continue to attend seminars and workshops to stay abreast of new and current procedures regarding inactive records.

3C-Responsible Parties

All of the tasks concerning the demolition and preparation of the newly acquired space at the Putnam County Cooperative Records Center for proper records storage will fall under the responsibility of the Putnam County Department of Highways and Facilities through Acting Commissioner John Tully. The Department of Highways and Facilities is responsible for maintaining all facilities belonging to the County of Putnam. As such the

18 JANUARY 2012
TOWN BOARD MEETING

(Cont.)

Facilities Department, directed by Mr. Norman Hill employs an ample force of employees with the necessary experience and skills to perform such tasks on a regular basis. The Facilities Department employs laborers, engineers, masons, electricians, plumbers, and different types of carpenters and artisans. Said department has the expertise to perform these tasks "in-house" for this project.

All of the tasks concerning the Procurement and Installation of Necessary Components and the Acceptance and Processing of Records in Newly Acquired Space shall be the responsibility of Dennis J. Sant as Records Management Officer for Putnam County. Mr. Sant has served as RMO since 1991 and has secured and managed many grants over those years. In addition, he has managed the Putnam County Department of Records Management as well. Mr. Sant has the knowledge and expertise of proper product selection for the task at hand. Additionally, Mr. Sant has knowledge of procurement procedures not only for the grant process but for the County of Putnam as well.

11

LOCAL GOVERNMENT SUPPORT **(In-kind Services)**

After several meetings with County Executive Mary Ellen Odell, John Tully, Commissioner of High ways and Facilities and myself, County Clerk/RMO, we have agreed to the following in-kind services that are listed below. This list will be offered as Putnam County's contribution to our local government support for the successful completion of this project:

4A-Contributions to the Project

Putnam County Highway Department will be responsible for the following:

Demolition and Preparation of Newly Acquired Space

1. Remove all existing interior walls.
2. Remove existing drop ceiling.
3. Power-wash and degrease the existing concrete floor.
4. Pour 4" of new cement will be over the existing floor
5. Create a curtain drain around the outside of building to divert water around structure
6. Install a foundation drain around the inside of the building to catch any additional ground/surface water.
7. Seal and paint floor and walls with mold-resistant epoxy type product.
8. Replace overhead double electric garage doors.
9. Upgrade existing electrical outlets and fixtures
10. Install new fluorescent light fixtures to coincide with new interior layout of area
11. Upgrade and expand HVAC system
12. Darken all windows to eliminate any penetration of outside sunlight
13. Install and upgrade all necessary telephone and network cabling
14. Install necessary fire extinguishers
15. Install any necessary doors and locksets

(Cont.)

Regarding contributions provided by the Records Management Office, employees of the Records Management Office will be responsible for all tasks relating to the continued operation of the Records Center. All employees are knowledgeable in the proper use of various county and municipal records retention schedules and continue to attend related NYSARA seminars

4B-Long Term Maintenance and Contributions

The Putnam County Records Center was established in 1993. It currently houses 27,000 cubic feet of inactive records. With the acquisition of the expansion area, the Records Center will be able to house an additional 8,930 cubic feet of records. All of the tasks concerning the retrieving of, cataloguing and indexing of the incoming records will fall under the responsibility of the employees of the Records Management Program. All employees are knowledgeable in the proper use of various county and municipal records retention schedules and continue to attend related NYSARA seminars

The participating municipalities have expressed unanimous support for this project. It is anticipated that Putnam County and all the towns and villages will derive substantial savings in record keeping expenses and greater retrieval and storage efficiency. Putnam County agrees to maintain and staff the storage facility in subsequent years.

13

Putnam County Clerk Dennis Sant accompanied by his deputy, Michael Bartolotti, spoke regarding the Intermunicipal Records and Storage Agreement between the Town of Carmel and Putnam County, as well as the proposed grant. He expressed his appreciation to the Town Board for their cooperation in the matter.

Councilman Schneider confirmed with the Putnam County Clerk that the actual cost in the Agreement for each cubic foot of storage space per month is \$1.25.

CARMEL SEWER DISTRICT #7 - CHANGE ORDER #1 TO ELECTRICAL CONSTRUCTION CONTRACT - AUTHORIZED

WHEREAS the Town Board has been advised that Change Order #1 to Carmel Sewer District #7 Electrical Construction Upgrade Contract has been approved by the New York State Environmental Facilities Corporation and the New York City DEP,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the Town Supervisor to sign Change Order #1 to the aforementioned contract, in form as attached hereto and made a part hereof.

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilman Lupinacci

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

18 JANUARY 2012
TOWN BOARD MEETING

(Cont.)

CHANGE ORDER NO.1
PAGE 1 of 2

5556/36556
October 13, 2011

PROJECT: CARMEL SEWER DISTRICT #7 WWTP
REGULATORY UPGRADE

OWNER: TOWN OF CARMEL
60 MCALPIN AVENUE
MAHOPAC, NEW YORK 10541

CONTRACTOR: HUDSON VALLEY EC&M
523 SOUTH ROAD
MILTON, NEW YORK 12547

ENGINEER: O'BRIEN & GERE ENGINEERS, INC.
SAW MILL RIVER ROAD, 1ST FLOOR
HAWTHORNE, NEW YORK 10532

Pursuant to the terms of Section GP-9.01 of the General Provisions of the above-referenced Contract, the Contractor is hereby authorized and directed to proceed with the extra work as described below. The Contractor agrees to furnish all labor, material and equipment needed to accomplish these changes in accordance with the applicable portions of the Contract Documents and/or as required in the Modifications.

MODIFICATION NO. CSD-B-01 Rev. 2

Requirement: Additional electrical conduit is required to bring in telephone service to the WWTP. Conduit is to be furnished and installed by the Electrical Contractor. The General Contractor will be providing the excavation, backfill, and compaction for the trench.

Reason: The existing utility pole located near the entrance to the WWTP does not carry telephone service. Telephone service must be brought in from the communication manhole located by the WWTP driveway entrance on Dahlia Drive.

Cost: ADD\$6,323

MODIFICATION NO. CSD-B-04

Requirement: Provide power and control wiring to a second air compressor.

Reason: A second air compressor is needed to enhance membrane filtration system reliability.

Cost: ADD\$3,111

Field Order FO-B-04

Requirement: Core drill through the EQ tank wall to provide conduit penetrations for the EQ pump, mixer, and float cables. Provide and install two additional ceiling mounted angles to support the pump and float cables inside the EQ tank.

CHANGE ORDER NO.1
PAGE 2 of 2

5556/36556
October 13, 2011

Reason: Due to a change in the EQ tank configuration, revised penetrations and additional cable supports are required.

Cost: ADD\$3,155

TOTAL COST OF
CHANGE ORDER # 1 ADD\$12,589

It is mutually agreed that the lump sum price or prices listed above will be accepted by the Contractor as the sole basis for payment for all work as indicated, including all associated overhead and profit for the work, or as credits to the contract amount if deletions of work are included.

This work must be performed in strict accordance with the terms of the Contract except as herein modified or hereinbefore modified by a previous change order. It is further understood and agreed that, unless otherwise expressly stated herein, the work herein authorized will not extend the time of completion of the work to be performed under the Contract and that the amount of this change order includes full payment or credit, as the case may be, for the extra or deleted work covered hereby, and any damage or expense caused the Contractor by any delays to or interference with other work to be performed under the Contract resulting from or on account of said extra or deleted work.

18 JANUARY 2012
TOWN BOARD MEETING

(Cont.)

ACCEPTED BY: HUDSON VALLEY EC&M

By: Sharon Seruri (SIGN) Sharon Seruri (Print)

Title: sec. treas.

Date: Oct 14/11

RECOMMENDED BY: O'BRIEN & GERE ENGINEERS, INC.

By: [Signature] (SIGN), Lowell Kerkhofs (Print)

Title: Vice President

Date: 10/20/11

AUTHORIZED BY: TOWN OF CARMEL

By: _____ (SIGN), _____ (Print)

Title: _____

Date: _____

Supervisor Schmitt explained that this project is being funded by the New York City Department of Environmental Protection.

BOND RELEASE AUTHORIZED - TM #75.20-2-73 - 122 BUCKS CORP.

WHEREAS application has been made by 122 Bucks Corp. for the total release of a site plan bond posted in accordance with the Land Subdivision and/or Zoning Regulations of the Town of Carmel for Tax Map #75.20-2-73; and

WHEREAS said application has been reviewed by the Town Engineer, Ronald Gainer, P.E. and release of the bond has been recommended and approved by the Town Engineer, and the 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 bond posted for Tax Map #75.20-2-73 in the amount of \$163,850.00, North American Specialty Insurance Co., bond no. 2098769.

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>

BOND RELEASE AUTHORIZED - TM #55.6-1-47 - NAC INDUSTRIES

WHEREAS application has been made by NAC Industries for the total release of a site plan bond posted in accordance with the Land Subdivision and/or Zoning Regulations of the Town of Carmel for Tax Map #55.6-1-47; and

WHEREAS said application has been reviewed by the Town Engineer, Ronald Gainer, P.E. and release of the bond has been recommended and approved by the Town Engineer, and the Town of Carmel Planning Board,

**18 JANUARY 2012
TOWN BOARD MEETING**

(Cont.)

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the release of the site plan bond posted for Tax Map #55.6.-1-47 in the amount of \$145,000.00, Platte River Insurance Co., bond no. 41039828.

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 indicated that the aforementioned bond release pertains to commercial property off Day Road and Old Route 6.

CARMEL SEWER #2 - REFUND OF SEWER OPERATION AND MAINTENANCE CHARGES AUTHORIZED - TAX MAP #55.16-1-8.1 155 HUGHSON ROAD

WHEREAS, Town Assessor Glenn Droese has advised the Town Board that the unit value for operation and maintenance charges for the property located at 155 Hughson Road, Tax Map No. 55.16-1-8.1 has been reduced from 81 units to 3.4 units on the Carmel Sewer District Assessment Rolls for 2011; and

WHEREAS, as a result of the correction of the assessment rolls, the Town Assessor has recommended that the aggregate sum of \$44,232.01 in sewer operation and maintenance charges assessed upon the aforesaid parcel for years 2009 through 2011 be refunded to the owner;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the refund of \$44,232.01 in sewer operation and maintenance charges for 2009 through 2011 assessed to Tax Map No. 55.16-1-8.1; and

BE IT FURTHER RESOLVED, that Town Comptroller MaryAnn Maxwell is hereby authorized to make any and all budget modifications necessary to effect the refund authorized hereunder.

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>

BUILDING INSPECTOR MICHAEL CARNAZZA AND ASSISTANT BUILDING INSPECTOR STEVEN VELARDO - ATTENDANCE AT SEMINAR AUTHORIZED - 1/24/12

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Building Inspector Michael Carnazza and Assistant Building Inspector Steven Velardo to attend the seminar offered by NYSEDA entitled "Inspecting for the Energy Conservation Construction Code of New York State" on January 24, 2012; and

18 JANUARY 2012
TOWN BOARD MEETING

(Cont.)

BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel authorizes payment of reasonable and necessary expenses incurred in connection therewith upon audit.

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilman Lupinacci

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

Supervisor Schmitt stated that there will be no costs to the Town associated with this seminar.

DEPARTMENT OF RECREATION AND PARKS - SUBMISSION OF 2011 NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES YOUTH PROGRAM GRANT APPLICATION - AUTHORIZED

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the submission of the 2011 New York State Office of Children and Family Services Youth Program Grant Application; and

BE IT FURTHER RESOLVED that Director of Recreation and Parks James Gilchrist is hereby authorized to execute any and all necessary documentation required in connection with the aforesaid application.

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>

Supervisor Schmitt stated that the approximate amount of this grant is \$8,000.00.

POLICE DEPARTMENT - SUBMISSION OF 2011 NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES YOUTH PROGRAM GRANT APPLICATION - AUTHORIZED

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the submission of the 2011 New York State Office of Children and Family Services Youth Program Grant Application; and

BE IT FURTHER RESOLVED that Chief of Police Michael Johnson is hereby authorized to execute any and all necessary documentation required in connection with the aforesaid application.

Resolution

Offered by: Councilwoman McDonough
Seconded by: Councilman Lupinacci

**18 JANUARY 2012
TOWN BOARD MEETING**

(Cont.)

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

Supervisor Schmitt stated that the approximate amount of this grant is \$9,000.00.

ENTRY INTO LICENSE AGREEMENT WITH ASCAP 5/1/12 THROUGH 4/30/13 - AUTHORIZED

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the entry into a license agreement with ASCAP for public performances of copyrighted music for the period commencing May 1, 2012 through April 30, 2013 at the cost of \$320.00; and

BE IT FURTHER RESOLVED that the Town Supervisor is hereby authorized to sign said license agreement on behalf of the Town of Carmel.

Resolution

Offered by: Councilman Schneider
Seconded by: Councilman Lupinacci

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

HIGHWAYS DEPARTMENT - ADVERTISING FOR BIDS AUTHORIZED - MISCELLANEOUS MATERIALS AND SERVICES, COMMUNICATION EQUIPMENT AND SURVEILLANCE EQUIPMENT

RESOLVED that, pursuant to the request of Michael Simone, Highway Superintendent, Town Clerk Ann Garris is hereby authorized to advertise for bids for the purchase of the following items for fiscal year 2012:

- Bituminous Concrete
- Catch Basins & Sumps with Tops
- Crushed Gravel
- Drainage Pipe:
 - Aluminum Culvert Pipe
 - Polyethylene Pipe
 - Steel Culvert Pipe
- Granular Base (Item 4)
- Road Oils, Cut Backs, etc.
- Run of Bank Gravel
- Tree Felling & Trimming
- Communication Equipment
- Surveillance Equipment

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

(Cont.)

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilman Schneider

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

**HIGHWAY DEPARTMENT - PURCHASE OF VAC-ALL VACUUM TRUCK
AUTHORIZED - NOT TO EXCEED \$240,000.00**

WHEREAS, by Resolution dated August 2, 2011, the Putnam County Legislature authorized the purchase of one Vac-All Vacuum truck for the Town of Carmel; and

WHEREAS, the stated purpose of the Legislature in authorizing said purchase for and on behalf of the Town of Carmel is to further protect water quality within the County of Putnam; and

WHEREAS, the Legislature approved said purchase in the sum not to exceed \$240,000, the source of said funding being East of Hudson (“EOH”) Water Quality Funds paid by the City of New York pursuant to the 1997 Memorandum of Agreement between the City of New York and the County of Putnam;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel hereby approves the acquisition of one Elgin Megawind 13 Cubic yard Catch Basin Vacuum Truck from Empire Municipal Equipment, Bronx, NY in the sum not to exceed \$240,000 so authorized and provided by the Putnam County Legislature from said EOH Funds; and

BE IT FURTHER RESOLVED, that Town of Carmel Highway Superintendent Michael Simone is hereby authorized to sign any and all documentation necessary to effect said purchase as set forth hereunder.

Resolution

Offered by: Councilman Lupinacci
Seconded by: Councilman Lombardi

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

Supervisor Schmitt acknowledged the joints efforts of Edward Barnett, former Putnam County Watershed Information Coordinator, Michael Simone, Highway Superintendent and Ron Gainer, Town Engineer with regard to the purchase of the Vac-All Vacuum truck.

PUBLIC COMMENTS

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

TOWN BOARD MEMBER COMMENTS

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

18 JANUARY 2012
TOWN BOARD MEETING

ADJOURNMENT

All agenda items having been addressed, on motion by Councilman Lombardi, seconded by Councilman Schneider, with all Town Board members present and in agreement, the Regular Meeting was adjourned at 7:44 p.m. to Executive Session for the Town Board to conduct interviews for various administrative board vacancies.

Respectfully submitted,

Ann Garris, Town Clerk