

ORGANIZATIONAL MEETING
TOWN HALL, MAHOPAC, N.Y.

The 2015 Organizational Meeting of the Town Board of the Town of Carmel was called to order by Supervisor Kenneth Schmitt on the 7th day of January 2015 at 7:13 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, Councilman Lombardi and Supervisor Schmitt. Councilwoman McDonough was absent.

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

SEATING ORDER OF THE TOWN BOARD MEMBERS SET

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

Resolution

Offered by: Councilman Schneider
Seconded by: Councilman Lombardi

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

ROLL CALL VOTING ORDER OF TOWN BOARD MEMBERS SET

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

Jonathan Schneider
John Lupinacci
Suzanne McDonough
Frank Lombardi
Kenneth Schmitt

Resolution

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

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

DATES, TIME AND LOCATION OF TOWN BOARD MEETINGS ESTABLISHED

RESOLVED that all regular meetings of the Town Board of the Town of Carmel shall be held on the first and third Wednesdays of each month, commencing Wednesday, January 21, 2015, at the Town Hall, 60 McAlpin Avenue, Mahopac, New York at 7:00 PM and

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

BE IT FURTHER RESOLVED that all work sessions of the Town Board of the Town of Carmel shall be held on the second and fourth Wednesdays of each month commencing Wednesday, January 14, 2015, with the exception of the month of November where the work session shall be held on Tuesday, November 10, 2015 instead of Wednesday, November 11, 2015 and Tuesday, November 24, 2015, instead of Wednesday, November 25, 2015, and the month of December when no meetings shall be held on the fourth and fifth Wednesdays. All work sessions shall be held at the Town of Carmel Town Hall, 60 McAlpin Avenue, Mahopac, New York at 7:00 PM, with the exception of the work session meeting to be held on Wednesday, April 22, 2015, which shall be held in the hamlet of Carmel at the Carmel Firehouse, Vink Drive, Carmel, NY at 7:00 PM.

Resolution

Offered by: Supervisor Schmitt
Seconded by: Councilmen Lombardi and 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

RULES OF ORDER FOR TOWN BOARD MEETINGS SET

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

Resolution

Offered by: Councilman Lupinacci
Seconded by: Councilman Schneider

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

POLICE COMMISSIONERS APPOINTED - TOWN BOARD

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

Resolution

Offered by: Councilman Schneider
Seconded by: 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

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

RESOLVED that the Town Board of the Town of Carmel designates the Putnam County Courier and the Mahopac News as the official newspapers of the Town of Carmel for the year 2015; and
BE IT FURTHER RESOLVED that, in those situations where the Town is required by law to publish in a daily newspaper, the Journal News is hereby designated as the daily newspaper in which publication shall be made.

Resolution
Offered by: 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

OFFICIAL DEPOSITORIES DESIGNATED

RESOLVED that the Town Board of the Town of Carmel hereby designates any commercial bank authorized to do business in the State of New York as an official depository for Town of Carmel funds and investments provided all deposits are properly collateralized in accordance with New York State law and hereby authorizes the Town Supervisor to deposit funds in any authorized depository for fiscal year 2015 in order to obtain the maximum rate of interest on said deposits.

Resolution
Offered by: Supervisor Schmitt
Seconded by: Councilmen Lombardi and 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

INSURANCE AGENT DESIGNATED - SPAIN AGENCY

RESOLVED that the Town Board of the Town of Carmel hereby appoints the Spain Agency, 625 Route Six, Mahopac, New York as Insurance Agents and Brokers of Record for the Town of Carmel for the year 2015.

Resolution
Offered by: Councilman Lupinacci
Seconded by: Councilmen Lombardi and 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

7 JANUARY 2015
ORGANIZATIONAL MEETING

PETTY CASH FUNDS AUTHORIZED FOR FISCAL YEAR 2015

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the establishment of Petty Cash Funds in the following departments at the following amounts for fiscal year 2015:

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

Resolution
Offered by: Councilman Schneider
Seconded by: Councilman 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

MILEAGE RATE SET FOR FISCAL YEAR 2015

RESOLVED that the Town Board of the Town of Carmel hereby establishes the mileage reimbursement rate for 2015 at the IRS rate for 2015.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

HIGHWAY DEPARTMENT - RATES SET FOR 2015 TEMPORARY HELP

RESOLVED that the Town Board of the Town of Carmel hereby sets the following rates for Highway Department temporary help for fiscal year 2015:

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

Resolution
Offered by: Supervisor Schmitt
Seconded by: Councilman Lombardi

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

7 JANUARY 2015
ORGANIZATIONAL MEETING

COUNCIL MEMBERS AS LIAISONS TO SPECIAL COMMITTEES - DESIGNATED

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

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

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

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

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

Resolution

Offered by: Councilman Lupinacci
Seconded by: Supervisor Schmitt

<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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

CHAIRMAN OF TOWN OF CARMEL PLANNING BOARD APPOINTED FOR 2015 - HAROLD GARY

RESOLVED that the Town Board of the Town of Carmel hereby appoints Harold Gary as Chairman of the Town of Carmel Planning Board for the year 2015.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

CHAIRMAN OF TOWN OF CARMEL ZONING BOARD OF APPEALS APPOINTED FOR 2015 - JOHN MAXWELL

RESOLVED that the Town Board of the Town of Carmel hereby appoints John Maxwell as Chairman of the Town of Carmel Zoning Board of Appeals for the year 2015.

(Cont.)

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

WETLANDS INSPECTOR REAPPOINTED - DAVID KLOTZLE

RESOLVED that the Town Board of the Town of Carmel hereby reappoints David Klotzle as Wetlands Inspector for the year 2015 at the salary contained in the 2015 Budget as adopted.

Resolution

Offered by: Supervisor Schmitt
Seconded by: Councilman Lupinacci

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

REAPPOINTMENT MADE TO TOWN OF CARMEL ENVIRONMENTAL CONSERVATION BOARD - CARL STONE - RETROACTIVE TO 6/14/14 AND EXPIRING 6/13/16

RESOLVED that the Town Board of the Town of Carmel hereby appoints Carl Stone to the Town of Carmel Environmental Conservation Board for a term commencing retroactive to June 14, 2014 and expiring June 13, 2016.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

REAPPOINTMENT MADE TO TOWN OF CARMEL ENVIRONMENTAL CONSERVATION BOARD - ROBERT LAGA - RETROACTIVE TO 6/14/14 AND EXPIRING 6/13/16 *Amended 5/18/16*

RESOLVED that the Town Board of the Town of Carmel hereby appoints Robert Laga to the Town of Carmel Environmental Conservation Board for a term commencing retroactive to June 14, 2014 and expiring June 13, 2016.

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

REAPPOINTMENT MADE TO TOWN OF CARMEL ENVIRONMENTAL CONSERVATION BOARD - ANTHONY DUSOVIC - RETROACTIVE TO 6/14/14 AND EXPIRING 6/13/16 **AMENDED 5/18/16**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Anthony Dusovic to the Town of Carmel Environmental Conservation Board for a term commencing retroactive to June 14, 2014 and expiring June 13, 2016.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

CHAIRMAN OF TOWN OF CARMEL ENVIRONMENTAL CONSERVATION BOARD APPOINTED FOR 2015 - CARL STONE

RESOLVED that the Town Board of the Town of Carmel hereby appoints Carl Stone as Chairman of the Town of Carmel Environmental Conservation Board for the year 2015.

Resolution

Offered by: Supervisor Schmitt
Seconded by: Councilman Lupinacci

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

VICE-CHAIRMAN OF TOWN OF CARMEL ZONING BOARD OF APPEALS APPOINTED FOR 2015 - ROBERT LAGA

RESOLVED that the Town Board of the Town of Carmel hereby appoints Robert Laga as Vice-Chairman of the Town of Carmel Environmental Conservation Board for the year 2015.

(Cont.)

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**APPOINTMENT MADE TO TOWN OF CARMEL BOARD OF ASSESSMENT REVIEW
- PATRICK BROPHY - RETROACTIVE TO 10/1/14 AND EXPIRING 9/30/19**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Patrick Brophy to the Town of Carmel Board of Assessment Review for a term commencing retroactive to October 1, 2014 and expiring September 30, 2019.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**APPOINTMENT MADE TO TOWN OF CARMEL LAKE CASSE PARK DISTRICT
ADVISORY BOARD - JON AQUINA - RETROACTIVE TO 1/1/15 AND EXPIRING
12/31/15**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Jon Aquina to the Town of Carmel Lake Casse Park District Advisory Board for a term commencing retroactive to January 1, 2015 and expiring December 31, 2015.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**APPOINTMENT MADE TO TOWN OF CARMEL LAKE CASSE PARK DISTRICT
ADVISORY BOARD - WILLIAM SICLARI - RETROACTIVE TO 1/1/15 AND
EXPIRING 12/31/15**

RESOLVED that the Town Board of the Town of Carmel hereby appoints William Siclari to the Town of Carmel Lake Casse Park District Advisory Board for a term commencing retroactive to January 1, 2015 and expiring December 31, 2015.

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

Resolution

Offered by: Supervisor Schmitt
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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**APPOINTMENT MADE TO TOWN OF CARMEL LAKE CASSE PARK DISTRICT
ADVISORY BOARD - KIM KUGLAR - RETROACTIVE TO 1/1/15 AND EXPIRING
12/31/15**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Kim Kuglar to the Town of Carmel Lake Casse Park District Advisory Board for a term commencing retroactive to January 1, 2015 and expiring December 31, 2015.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**APPOINTMENT MADE TO TOWN OF CARMEL LAKE CASSE PARK DISTRICT
ADVISORY BOARD - MARIO VISCOVICH - RETROACTIVE TO 1/1/15 AND
EXPIRING 12/31/15 - OFFERED AS PRE-FILED**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Mario Viscovich to the Town of Carmel Lake Casse Park District Advisory Board for a term commencing retroactive to January 1, 2015 and expiring December 31, 2015.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**APPOINTMENT MADE TO TOWN OF CARMEL LAKE CASSE PARK DISTRICT
ADVISORY BOARD - LOURDES VALLE - RETROACTIVE TO 1/1/15 AND EXPIRING
12/31/15 - OFFERED AS PRE-FILED**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Lourdes Valle to the Town of Carmel Lake Casse Park District Advisory Board for a term commencing retroactive to January 1, 2015 and expiring December 31, 2015.

**7 JANUARY 2015
ORGANIZATIONAL MEETING**

(Cont.)

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**APPOINTMENT MADE TO TOWN OF CARMEL LAKE CASSE PARK DISTRICT
ADVISORY BOARD - UGO FARISELLI - RETROACTIVE TO 1/1/15 AND EXPIRING
12/31/15 - OFFERED AS PRE-FILED**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Ugo Fariselli to the Town of Carmel Lake Casse Park District Advisory Board for a term commencing retroactive to January 1, 2015 and expiring December 31, 2015.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**APPOINTMENT MADE TO TOWN OF CARMEL LAKE CASSE PARK DISTRICT
ADVISORY BOARD - SCOTT STERBENS - RETROACTIVE TO 1/1/15 AND
EXPIRING 12/31/15 - OFFERED AS PRE-FILED**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Scott Sterbens to the Town of Carmel Lake Casse Park District Advisory Board for a term commencing retroactive to January 1, 2015 and expiring December 31, 2015.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**SALARIES SET FOR FISCAL YEAR 2015 FOR CERTAIN OFFICIALS OF THE
TOWN AND FOR EMPLOYEES OF THE TOWN NOT COVERED BY A COLLECTIVE
BARGAINING AGREEMENT**

RESOLVED that the Town Board of the Town of Carmel hereby sets the salaries for fiscal year 2015 for the following officials and employees of the Town not covered under the terms of a Collective Bargaining Agreement: Receiver of Taxes, Town Comptroller, Town Engineer, Town Assessor, Director of Parks & Recreation, Deputy Town Clerk, Deputy Highway Superintendent, Confidential Secretary to the

(Cont.)

Supervisor/Assistant to the Town Board, and Fire Inspector at the amounts set forth in the 2015 budget as adopted.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

POSITION OF ACCOUNT CLERK II IN THE COMPTROLLER’S OFFICE CREATED AND PROBATIONARY APPOINTMENT MADE - MICHELLE TENEFRANCIA

RESOLVED that the Town Board of the Town of Carmel hereby creates the position of Account Clerk II in the Town of Carmel Comptroller’s Office and hereby appoints Michelle Tenefrancia on a probationary basis to said position, effective retroactive to January 1, 2015, at Group 4 Step 1 annual salary of \$46,923.26 and subject to the provisions of Civil Service Law and the Civil Service Rules and Regulations.

Resolution
Offered by: Councilman Lombardi
Seconded by: Supervisor Schmitt, Councilman Lupinacci and 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

Supervisor Schmitt acknowledged Ms. Tenefrancia for her dedication and commitment to her work. He expressed congratulations to her on her promotion.

PUBLIC HEARING SCHEDULED FOR 2/4/15 - FIRE PROTECTION CONTRACTS AND AMBULANCE DISTRICT CONTRACTS

RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the scheduling of a Public Hearing on the Fire Protection Contracts and the Ambulance District Contracts for the year 2015, to be held on the 4th day of February, 2015 at the Town Hall, 60 McAlpin Avenue, Mahopac, NY at 7:00 p.m. or soon thereafter that evening as possible; said contracts to be advertised and posted as follows:

<u>Contractor</u>	<u>Services</u>	<u>Not to Exceed</u>
Mahopac Falls Volunteer Fire Department, Inc.	Fire Protection-Fire Protection Dist. #1	\$ 748,000.00
Mahopac Volunteer Fire Department, Inc.	Fire Protection-Fire Protection Dist. #2	\$1,750,000.00
Carmel Fire District & Carmel Fire Department, Inc.	Fire Protection-Fire Protection Dist. #3	\$ 530,000.00
Carmel Volunteer Ambulance Corps	Ambulance Services-Carmel Ambulance District #1	\$ 110,000.00

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

North Salem Volunteer Ambulance Corps	Ambulance Services- Carmel Ambulance District #1	\$ 12,800.00
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BE IT FURTHER RESOLVED, that the Town Clerk is hereby authorized to publish a notice of the Public Hearing in the official newspapers of the Town and to post a notice of said hearing on the bulletin board of the Town, said notices to be published and posted a minimum of ten days prior to the Public Hearing.

Resolution
Offered by: Supervisor Schmitt
Seconded by: Councilman Lombardi

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

PROPOSAL ACCEPTED FOR PLANNING CONSULTING SERVICES FOR 2015 - PATRICK CLEARY OF CLEARY CONSULTING - NOT TO EXCEED \$70,000.00

RESOLVED that the Town Board of the Town of Carmel hereby accepts the proposal of Patrick Cleary of Cleary Consulting, Northport, NY, for the provision of planning consulting services fiscal year ending 2015, commencing immediately, for an annual sum not to exceed \$70,000.00, and

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

Resolution
Offered by: Councilman Lupinacci
Seconded by: Councilman Lombardi

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

ATTENDANCE OF OFFICERS AND EMPLOYEES TO ATTEND THE 2015 ASSOCIATION OF TOWNS CONFERENCE - AUTHORIZED

WHEREAS the Annual Meeting and Training School of the Association of Towns is to be held in New York, NY from February 15th through the 18th, 2015; and

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

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the following officers and employees of the Town to attend the Association of Towns Conference in New York, NY and that the reasonable and necessary expenses of said persons be reimbursed by the Town upon audit and approval by the Town Comptroller to the extent reserved in the 2015 Conference and Seminars line of the Court Budget:

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

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

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

Resolution
Offered by: 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

2015 TOWN OF CARMEL SUBJECT MATTER LIST AND OFFICE RETENTION SCHEDULE - ADOPTED

RESOLVED that, upon the recommendation of Ann Spofford, Town Clerk, the Town Board of the Town of Carmel hereby adopts the Town of Carmel 2015 Subject Matter List and Record Retention Schedule as pre-filed with the Town Clerk.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

EXECUTION OF MEMBER AGREEMENT ENDORSEMENT WITH NEW YORK STATE MUNICIPAL WORKERS’ COMPENSATION ALLIANCE - AUTHORIZED

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town Supervisor Kenneth Schmitt to execute the member agreement endorsement form with New York State Municipal Workers’ Compensation Alliance (NYMWCA) in connection with the provision of workers compensation insurance coverage to the Town of Carmel for 2015.

Resolution
Offered by: Supervisor Schmitt
Seconded by: Councilmen Lupinacci and Schneider

(Cont.)

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

TOWN OF CARMEL PROCUREMENT POLICY - RENEWED

WHEREAS Section 104-b of the General Municipal Law requires the governing body of every municipality to annually review their Official Procurement Policy, for the purchase of all goods and services which are not required by law to be publicly bid; and
WHEREAS the Town Board deems that no revisions are necessary at this time,
NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Carmel hereby renews the Procurement Policy which is attached hereto and made a part of hereof and designates the Town Comptroller’s Office to distribute the policy to all department heads; and
BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby designates the responsible purchasing agents and titles as set forth within the aforesaid policy.

Resolution
Offered by: Councilman Lupinacci
Seconded by: Councilmen Schneider and 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

TOWN OF CARMEL
PROCUREMENT POLICY AND PROCEDURES

(Revised December 2014)

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

PURPOSE

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

I. ANALYZE THE PROPOSED PROCUREMENT/PURCHASE

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

(Cont.)

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

CATEGORIES OF PROCUREMENTS/PURCHASING

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

Procurement Category	Subject to Competitive Bidding (§103)	Procurement Policy (§104-b)	Reference Law
Purchase and Public Works Contracts:			
1. Purchase Contract – Above \$20,000	X		103 GML
2. Purchase Contract – Below \$20,000		X	104 GML
3. Contract for Public Work – Above \$35,000	X		103 GML
4. Contract for Public Work – Below \$35,000		X	104 GML
Procurement Exempt from GML §103 and §104-b			
5. Agencies for Blind or Severely Handicapped, etc.		X	175-b SFL
6. Correctional Institutions		X	184 CL
7. State Contract		X	104 GML
8. County Contract		X	103(3) GML
Procurement Exempt from GML §103 and 104b			
9. Emergencies (See section below)		X	103(4) GML
10. Sole Source (See section below)		X	103(4) GML
11. Professional Services		X	103(4) GML
12. True Leases		X	103(4) GML
13. Insurance		X	103(4) GML
14. Second-Hand Equipment from Another Government		X	103(6) GML

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

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

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

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

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

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

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

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

TYPE AND AMOUNT OF PROCUREMENT	VERBAL QUOTES		WRITTEN QUOTES	OFFICIAL RFPS	EXCEPT EXEMPT
	0	3	AUTHORIZING RESOLUTION REQUIRED 3		
Purchase Contracts Below \$20,000					
200 – 999	X				
1,000 – 4,999		X			
5,000 – 9,999			X		
10,000 – 19,999				X	
Public Work Contracts Below \$35,000					
Under 1,000	X				
1,000 – 4,999		X			
5,000 – 19,999			X		
* 20,000 – 34,999				X	
Emergencies					X
Insurance					X
Professional Services				X	X
True Leases					X
Second-Hand Equipment from other Govts.					X
Sole Source Providers					X

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

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

III. DOCUMENT ACTIONS TAKEN

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

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

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

Distinguish between contracts for public works and purchase contracts. In general, purchase contracts involve the acquisition of commodities, materials, supplies or equipment, while contracts for public work

involve services, labor or construction. Each procurement must be reviewed on a case-by-case basis and a determination made as to what kind of contract is involved.

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

- a description of the facts giving rise to an emergency and a statement of how the situation meets the statutory criteria
- a description of the particular professional services and a statement of what general criteria apply
- copies of state or county contracts
- opinions of the municipal attorney
- a description of sole source items and how such determinations were made.

**7 JANUARY 2015
ORGANIZATIONAL MEETING**

(Cont.)

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

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

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

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

IV. PROCUREMENT FROM OTHER THAN LOWEST RESPONSIBLE DOLLAR OFFERED

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

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

V. GOVERNING BOARD EXCEPTIONS

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

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

VI. INPUT FROM OFFICERS INVOLVED IN PROCUREMENT

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

VII. UPDATING THE POLICIES AND PROCEDURES

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

VIII. UNINTENTIONAL FAILURE TO COMPLY

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

IX. RESPONSIBLE PURCHASING AGENTS – NAMES AND TITLES

Pursuant to Chapter 402 of the Laws of 2007, effective January 1, 2015, as required under Section 104 of the NYS General Municipal Law, the Town is including the names of the municipal officials responsible for purchasing decisions, as follows:

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

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

X. REIMBURSEMENT FOR EXPENSES \$15.00 OR LESS

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

SEASONAL/TEMPORARY AND PART-TIME WORKERS WAGE RATES ESTABLISHED

RESOLVED that the Town Board of the Town of Carmel hereby sets the Seasonal/Temporary-Full-Time Workers maximum wage rates for the following title effective retroactive to January 1, 2015:

SEASONAL/TEMPORARY FULL TIME WORKERS

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

Resolution

Offered by: 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

7 JANUARY 2015
ORGANIZATIONAL MEETING

RATES SET FOR 2015 PART-TIME/TEMPORARY HELP

RESOLVED that the Town Board of the Town of Carmel hereby sets the following rates for temporary help in the following departments for fiscal year 2015:

Department	Minimum	Maximum	Comments
Accounting	\$13.00/hr	\$20.00/hr	Commensurate with Experience
Police	\$13.00/hr	\$20.00/hr	Commensurate with Experience
Town Clerk	\$13.00/hr	\$20.00/hr	Commensurate with Experience
Engineering	\$13.00/hr	\$20.00/hr	Commensurate with Experience
Recreation	\$13.00/hr	\$20.00/hr	Commensurate with Experience
Planning	\$13.00/hr	\$20.00/hr	Commensurate with Experience

Resolution

Offered by: Councilman 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**APPOINTMENT MADE TO RECREATION AND PARKS ADVISORY COMMITTEE -
MICHAEL BERG - RETROACTIVE TO 1/1/15 AND EXPIRING 12/31/17 - OFFERED
AS PRE-FILED**

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints Michael Berg to the Town of Carmel Recreation and Parks Advisory Committee for a term retroactive to January 1, 2015 and expiring December 31, 2017.

Resolution

Offered by: Supervisor Schmitt
Seconded by: Councilmen Lombardi and 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

7 JANUARY 2015
ORGANIZATIONAL MEETING

**APPOINTMENT MADE TO RECREATION AND PARKS ADVISORY COMMITTEE -
AUSTIN DECKER - RETROACTIVE TO 1/1/15 AND EXPIRING 12/31/17 - OFFERED
AS PRE-FILED**

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints Austin Decker to the Town of Carmel Recreation and Parks Advisory Committee for a term retroactive to January 1, 2015 and expiring December 31, 2017.

Resolution
Offered by: Supervisor Schmitt
Seconded by: Councilmen Lombardi and 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**APPOINTMENT MADE TO RECREATION AND PARKS ADVISORY COMMITTEE -
NEAL SULLIVAN - RETROACTIVE TO 1/1/15 AND EXPIRING 12/31/17 - OFFERED
AS PRE-FILED**

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints Neal Sullivan to the Town of Carmel Recreation and Parks Advisory Committee for a term retroactive to January 1, 2015 and expiring December 31, 2017.

Resolution
Offered by: Supervisor Schmitt
Seconded by: Councilmen Lombardi and 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**HIGHWAY DEPARTMENT - EXTENSION OF INTERMUNICIPAL AGREEMENT
BETWEEN TOWN OF CARMEL AND THE COUNTY OF PUTNAM AUTHORIZED**

RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the extension of the Intermunicipal Agreement between the Town of Carmel and the County of Putnam, concerning shared services and machinery between the Town of Carmel Highway Department and The County of Putnam Department of Highways and Facilities in general form and content as attached hereto and made a part hereof; and
BE IT FURTHER RESOLVED, that Town Supervisor Kenneth Schmitt is hereby authorized to execute said agreement on behalf of the Town of Carmel.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

INTERMUNICIPAL AGREEMENT
Between
THE COUNTY OF PUTNAM
And
THE TOWN OF CARMEL

090181

THIS AGREEMENT, made and entered into this 1 day of April, 2009, by
and between the COUNTY OF PUTNAM, a municipal corporation located at 40 Gleneida
Avenue, Carmel, New York 10512 (hereinafter the "COUNTY") and the TOWN OF CARMEL,
a municipal corporation located at 60 McAlpin Avenue, Mahopac, New York 10541 (hereinafter
the "TOWN"),

WITNESSETH:

WHEREAS, this Agreement is made pursuant to General Municipal Law, Article 5-G;
and

WHEREAS, it is in the interests of the taxpayers of the COUNTY and the TOWN to
share resources in the undertaking of public works and other municipal improvement projects
from time to time; and

✓ WHEREAS, the COUNTY currently owns and operates a salt storage facility located at
454 Route 6N in Mahopac, New York 10541 (hereinafter the "Salt Storage Facility"); and

✓ WHEREAS, the TOWN desires to store an amount of salt and/or sand at the COUNTY's
Salt Storage Facility sufficient for one (1) to two (2) storm events, and access such stored salt
and/or sand using its own trucks and personnel;

✓ WHEREAS, the TOWN currently owns and operates a liquid brine facility located at 118
Old Route 6 in Carmel, New York 10512 (hereinafter the "Brine Facility"); and

✓ WHEREAS, the COUNTY desires to bring salt to the Brine Facility for conversion into
liquid brine by the TOWN; and

1

✓ WHEREAS, the COUNTY desires to access the liquid brine stored at the Brine Facility;
and

WHEREAS, the TOWN currently owns and operates a fuel storage facility located at the
garage at the TOWN's Highway Department located at 55 McAlpin Avenue in Mahopac, New
York 10541 (hereinafter the "Garage"); and

WHEREAS, the COUNTY desires access to the fuel stored at the TOWN's Garage when
needed in emergency situations, and will pay the TOWN a fee for such fuel taken, at a rate equal
to the price of fuel on the day that the fuel was accessed by the COUNTY; and

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

WHEREAS, the COUNTY desires access to water at the TOWN's Garage when needed in emergency situations; and

WHEREAS, each party hereto has certain highway, non-highway, specialty equipment and/or skilled personnel (including equipment operators) which may be available from time-to-time; and

WHEREAS, it is possible to make such equipment and/or personnel available for use by each party when it is in the public interest; and

WHEREAS, such general cooperative services are generally of short duration, unanticipated and/or in response to emergency situations; and

WHEREAS, it is expected that general cooperative services, in whatever form, will be reciprocal and roughly equal over a period of time, and that the exchange and sharing of trucks and personnel will result in most effective work performance at minimal extra cost to either party; and

WHEREAS, flexibility in operating local governments and their public works program is necessary to insure efficiency and maximum benefits; and

2

WHEREAS, each party has authorized their respective highway commissioners (or superintendents) to act using their discretion pursuant to this Agreement; and

WHEREAS, general oversight by appropriate municipal officials will be accomplished through regular reports by the appropriate department head to their respective legislature/board.

NOW, in consideration of the terms and conditions contained herein, it is mutually agreed as follows:

1. COUNTY hereby authorizes its Commissioner of Highways and Facilities to permit TOWN to store salt and/or sand at the COUNTY's Salt Storage Facility, and to permit TOWN's Highway Department and its employees and agents to access TOWN's stored salt and/or sand.

2. TOWN shall install a meter to each of the pumps for the liquid brine tanks at the Brine Facility.

3. TOWN agrees to convert into liquid brine the salt brought by COUNTY to the Brine Facility.

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

4. TOWN hereby authorizes its Highway Department to permit COUNTY's Department of Highway and Facilities, its employees and agents to access an amount of liquid brine equivalent to the amount of liquid brine produced by the salt brought by COUNTY to the Brine Facility.

5. In accessing the liquid brine stored at TOWN's Brine Facility, COUNTY shall:
- Keep records of the amount of liquid brine that the COUNTY has taken from the TOWN's Brine Facility and provide copies of this documentation to the TOWN for verification.

3

- Keep records of the days and hours (as appropriate) that the COUNTY has accessed the liquid brine in TOWN's Brine Facility, and provide copies of this documentation to the TOWN for verification.

6. TOWN hereby authorizes its Highway Department to permit COUNTY's Department of Highway and Facilities, its employees and agents to access fuel at the TOWN's Garage if needed in emergency situations.

7. In accessing the fuel stored at TOWN's Garage, COUNTY shall:
- Keep records of the amount of fuel that the COUNTY has taken from the TOWN's Garage and provide copies of this documentation to the TOWN for verification.
 - Keep records of the days and hours (as appropriate) that the COUNTY has accessed the fuel in TOWN's Garage, and provide copies of this documentation to the TOWN for verification.

8. COUNTY agrees to pay the TOWN a fee for such fuel taken, at a rate equal to the price of fuel on the day that the fuel was accessed by the COUNTY.

9. TOWN hereby authorizes its Highway Department to permit COUNTY's Department of Highway and Facilities, its employees and agents to access to water at the TOWN's Garage when needed in emergency situations; and

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

10. Both parties further authorize their respective Commissioner of Highways and Facilities and Superintendent of Highways to exchange resources including equipment and personnel ("cooperative services") subject to the conditions set forth in Paragraphs 11. through 14 below, including all subparagraphs.

4.

11. The exchange of cooperative services is strictly voluntary and should not in any way hamper or delay the work within the provider municipality.

12. The municipality providing cooperative services shall:

- a. Be responsible for injury to any of its employees if it is a workers' compensation injury pursuant to Workers' Compensation Law section 2(7).
- b. Pay its personnel as it would if the work were performed for the provider municipality.
- c. Be liable for negligence of its employees occurring in the performance of their duties in the same manner and to the same extent as if the negligence occurred in the performance of their duties for the provider municipality.

13. The receiver municipality shall:

- a. Provide fuel, lubrication, oil, minor repairs and materials as needed during the course of its use of the borrowed equipment.
- b. Be responsible for coordinating the safe and efficient use of borrowed equipment by qualified personnel and be responsible for releasing this equipment as soon as it is not needed.
- c. Be responsible for injury to any of its employees if it is a workers' compensation injury pursuant to Workers' Compensation Law section 2(7).
- d. Be liable for negligence of its employees, agents and officers occurring in connection with the use of the borrowed equipment, including but not limited to any repairs to or replacement of the borrowed equipment required due to damage to the borrowed equipment caused by the negligence of the receiver municipality, its employees, agents and officers.

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

e. Reciprocate to the provider municipality relating to the cooperative services when requested to do so.

f. Release this equipment in the event the provider municipality requires the use of the equipment.

14. The cost of maintenance and repairs arising from general wear-and-tear of the equipment shall be shared by both the provider and receiver municipality. Each municipality's share of such costs shall be determined on a case-by-case basis by each municipality's respective Commissioner of Highways and Facilities and Superintendent of Highways or their respective designees.

15. The term of this agreement shall commence upon execution and continue until April 30, 2010, and shall renew automatically on May 1st of each year, for twelve (12) month terms, unless modified or terminated by either party in writing upon sixty (60) days notice.

16. Both parties do hereby agree to obtain and thereafter continue to keep in full force and effect their general liability insurance, public liability insurance, and automotive insurance relative to the various services to be performed herein with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate. Prior to execution of this document, TOWN shall provide to COUNTY a certificate of insurance in accordance with the insurance requirements contained in Schedule "A" entitled "Standard Insurance Provisions", attached and made a part of this Agreement.

17. Each party hereto does hereby covenant and agree, to the fullest extent permitted by applicable law, to protect, defend, indemnify and hold the other party and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and

character arising directly out of the negligent acts or omissions of the indemnitor under this Agreement and/or the performance hereof, unless the liability was created by the sole and exclusive negligence of the indemnitee.

18. In accordance with the provisions of section 109 of the General Municipal Law, both parties hereto are hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, or of its right, title or interest in this agreement to any other person or corporation without the previous consent in writing of the other party.

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

19. Any and all notices and payments required hereunder shall be addressed as follows, or to such other address as may hereafter be designated in writing by either party hereto:

TOWN OF CARMEL: Town Supervisor
60 McAlpin Road
Mahopac, New York 10541

PUTNAM COUNTY: County Attorney
48 Glenside Avenue
Carmel, New York 10512

Department of Highways and Facilities
842 Fair Street
Carmel, New York 10512

20. No waiver of any breach of any condition of the agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.

21. This agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.

22. This agreement is governed by the laws of the State of New York.

7

23. Should any dispute arise between the parties respecting the terms of this agreement, the disputed matter shall be settled by an arbitration venue in Putnam County, which arbitration will be conducted in accordance with the laws of the State of New York by three arbitrators, one of whom shall be selected by each of the parties hereto, and the third by the two arbitrators so selected. If the selection of any arbitrator shall not be made within 15 days of the time that either party shall notify the other of the name of the arbitrator selected by the notifying party, then arbitrator or arbitrators not selected shall be appointed in the manner provided by the laws of the State of New York.

24. This Agreement is executed in two (2) counterpart originals, each of which will constitute an original and all of which, when taken together, shall constitute one Agreement.

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in
Carmel, New York, on the date hereinabove set forth.

READ & APPROVED:

Richard B. Honeck Date 3/24/09
Richard B. Honeck
Risk Manager

Jennifer S. Bumgarner Date 3-31-09
Jennifer S. Bumgarner
County Attorney

William Carlis Date 3/27/09
WILLIAM CARLIS
Commissioner of Finance

THE COUNTY OF PUTNAM:

Robert J. Bondi Date 4/1/09
Robert J. Bondi
County Executive

Harold J. Galy Date 3/16/09
Harold J. Galy, Commissioner
Highways & Facilities

THE TOWN OF CARMEL:

[Signature] Date _____
Town of Carmel
60 McAlpin Road
Carmel, New York 10512

By: Kenneth Schmitt
Please Print Name & Title
Supervisor

ACKNOWLEDGMENT OF PUTNAM COUNTY:

STATE OF NEW YORK)
) ss:
COUNTY OF PUTNAM)

On this 1 day of April, 2009 before me personally came ROBERT J. BONDİ to me known, who being by me duly sworn, did depose and say that he resides at Mahopac, New York; that he is the County Executive of Putnam County, the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; and the same was affixed to said instrument under authority of the Putnam County Charter and that he signed his name thereto under the same authority.

Maureen Bernard
Notary Public
MAUREEN BERNARD
Notary Public, State of New York
No. 01BE0106508
Qualified in Putnam County
Commission Expires May 10, 2012

ACKNOWLEDGMENT OF TOWN OF CARMEL:

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

STATE OF NEW YORK)
) ss.:
COUNTY OF PUTNAM)

On this 1 day of April, 2009 before me personally came **ROBERT J. BOND** to me known, who being by me duly sworn, did depose and say that he resides at Mahopac, New York; that he is the County Executive of Putnam County, the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; and the same was affixed to said instrument under authority of the Putnam County Charter and that he signed his name thereto under the same authority.


Notary Public

MAUREEN BERNARD
Notary Public, State of New York
No. 01BE010808
Qualified in Putnam County
Commission Expires May 10, 2012

ACKNOWLEDGMENT OF TOWN OF CARMEL:

STATE OF NEW YORK)
) ss.:
COUNTY OF Putnam)

On this 5th day of March, 2009 before me personally came Kenneth Schmitt to me known and known to me to be the person described in and who executed the foregoing instrument and he acknowledged to me that he executed the same.

Ann Garris

ANN GARRIS
Notary Public, State of New York
Qualified in Putnam County
No. 01GA0148807
Commission Expires May 22, 2010

10

9/04

SCHEDULE "A"
PUTNAM COUNTY INSURANCE REQUIREMENTS

THE FOLLOWING MUST APPEAR ON EACH INSURANCE CERTIFICATE:
UNDER THE CERTIFICATE HOLDER SECTION:

COUNTY OF PUTNAM
48 GLENEIDA AVENUE
CARMEL, NEW YORK 10512
ATTN.: LAW DEPT./RISK MANAGER

ADDITIONALLY, IN THE SPACE (DESCRIPTION OF OPERATIONS/LOCATIONS) ON THE INSURANCE CERTIFICATE, IT MUST BE NOTED AS FOLLOWS:

"PUTNAM COUNTY IS INCLUDED AS AN ADDITIONAL INSURED UNDER THE CONTRACTORS GENERAL LIABILITY AND OR PROFESSIONAL LIABILITY."

It is the requirement of the County of Putnam and/or Putnam County Highway Department that for work performed under contract and/or permit authorized by the County and/or Highway Department and/or any event or performance conducted on County Property that the contractor or permittee procure and maintain at their own expense and without expense to the County, until final acceptance of the work by the County, the insurances listed below.

Before commencement of any work, event or performance a certificate or certificates of insurance must be furnished to the county and/or highway department in forms satisfactory to the County and/or Highway Department.

All insurance coverages must be from an A.M. Best Rated "secured" (B++-A++), New York State admitted insurer.

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

All certificates of insurance must provide that the policy or policies shall not be changed or canceled until at least thirty (30) days prior written notice has been given to the County and/or Highway Department.

When required by the Highway Department the "XCU" exclusion of the policy or policies shall be eliminated or show proof that "XCU" is covered.

THE KINDS OF INSURANCE, LIMITS, AND/OR CONDITIONS ARE AS FOLLOWS:

- A. Workers' Compensation --Statutory - covering all operations and all locations involved in the contract. (Also New York State Disability Benefits.)
- B. Commercial General Liability - covering all operations and all locations involved in the contract, including the following coverages:
 - \$2,000,000 General Aggregate
 - 5,000 Medical Expense Limit
 - \$1,000,000 Personal & Advertising Injury Limit
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Products/Completed Operations Aggregate
 - \$ 50,000 Fire Damage Legal Liability Limit
- C. Commercial Automobile Liability - Covering all operations and locations involved in the contract, including the following coverages:
 - (1) Owned Automobiles
 - (2) Hired Automobiles
 - (3) Non-Owned Automobiles

1

9/04

Unless specifically required, each policy shall provide limits of not less than \$1,000,000 Combined Single Limits.

- D. If applicable, Professional Liability (errors and omissions) in the amount of at least \$1,000,000 per occurrence.
- E. Excess Umbrella
Limits depending on the following contract size:
 - \$100,000 - \$250,000 - 1 million
 - \$250,001 - \$500,000 - 5 million
 - \$500,000+ 10 million
- F. Bid, Performance/Payment, Labor & Material Bonds
Required for any contract in excess of \$250,000. These bonds shall be provided by a New York State admitted surety company in good standing.

2

9/04

STANDARD INSURANCE REQUIREMENTS AND INDEMNIFICATION REQUIREMENT:

All policies and certificates of insurance of the contractor shall contain the following clauses:

1. Putnam County is named as an additional insured and as Certificate Holder. Insurers shall have no right of recovery or subrogation against the County of Putnam (including its agents and agencies); if being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance.
2. The Clause "other insurance provisions" in a policy in which the County of Putnam is named as an additional insured, shall not apply to the County of Putnam.
3. The insurance companies issuing the policy of policies shall have no recourse against the County of Putnam (including its agents or agencies) for payment of any premiums or for assessments under any form of policy.
4. Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the risk of the contractor.

3

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

Fred Pena
Commissioner



John Tully
Deputy Commissioner

DEPARTMENT OF
HIGHWAYS & FACILITIES
842 Fair Street
Carmel, New York 10512
Phone: 845-878-6331 Fax: 845-808-1908

Putnam County IMA Request Form

Date of Request: _____

Municipality Name: _____

Items Requested:

Equipment: _____

Labor: _____

Materials: _____

Date Needed: _____

Duration of Use: _____

Transportation Required? ☐ YES ☐ NO

Do you have a qualified operator for the borrowed equipment? ☐ YES ☐ NO

If not, are you requesting the provision of an operator as well? ☐ YES ☐ NO

Do you have a qualified supervisor of the site and activities? ☐ YES ☐ NO

Is there an IMA currently in place? ☐ YES ☐ NO

Scope of work and details:

Date _____
Signature of Town Highway Superintendent/Other Authorized Town Designee

**PAYMENT OF VENDOR CLAIMS AND PURCHASE ORDERS BELOW \$5,000.00 BY
TOWN COMPTROLLER MARY ANN MAXWELL - AUTHORIZED**

WHEREAS, the Town Board of the Town of Carmel has adopted its procurement policy with respect to the purchase and provision of goods and services in and for the Town of Carmel; and

WHEREAS, the Town Board wishes to authorize the payment of certain vendor claims and/or purchase orders by Town Comptroller Mary Ann Maxwell, the value of which are below a certain cost threshold upon audit and approval by the Town Comptroller without the need for additional Town Board action;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the payment of all vendor claims, requisitions and purchase orders below \$5,000 in value/amount, provided same have been submitted in accordance with the adopted Town of Carmel Procurement Policy; and

BE IT FURTHER RESOLVED that Town Comptroller Mary Ann Maxwell is hereby authorized to pay such vendor claims, requisitions and purchase orders below the monetary threshold authorized herein, upon her audit and approval without further action of the Town Board.

**7 JANUARY 2015
ORGANIZATIONAL MEETING**

(Cont.)

ResolutionOffered by: Supervisor SchmittSeconded by: Councilmen Lombardi and 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

**BID FOR POLICE DEPARTMENT UNIFORMS AWARDED FOR FISCAL YEAR 2015
- BUCKSHOLLOW EMERGENCY EQUIPMENT CORPORATION - OFFERED AS
PRE-FILED**

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for Police Department uniforms for the Town of Carmel Police Department in fiscal year 2015, and

WHEREAS such bids were received and opened on December 11, 2014; and

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

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

- Blauer Gore-Tex with liner #9010: \$205.00 each;
- 5.11 Valian Duty Jacket: \$226.00 each
- Dress blouse Class A NYPD Style-Model #100: \$198.00 each
- Summer Cap 8 point: \$25.00 each;
- Winter Cap 8 point: \$25.00 each;
- Rain Coat: \$115.00 each;
- Summer Shirt #71183: \$39.00 each
- Blauer 8910 Summer shirt: \$40.00 each;
- Blauer #8900 Winter shirt: \$44.00 each;
- Winter Shirt #72344: \$39.00 each;
- Blauer #8561P7 pants: \$78.00 each;
- Blauer #8810X pants: \$52.00 each;
- #74338 Pants: \$52.00 each;
- #74326 Pants: \$42.00 each;
- Short sleeve polo #71049: \$44.00 each;
- Long sleeve polo #72049: \$46.00 each.

ResolutionOffered by: Councilman LupinacciSeconded 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

7 JANUARY 2015
ORGANIZATIONAL MEETING

BID AWARDED FOR DRY CLEANING OF POLICE DEPARTMENT UNIFORMS FOR FISCAL YEAR 2015 - SRP OF PUTNAM VALLEY, INC., SAL’S DRY CLEANING

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for dry cleaning of Police Department uniforms for the Town of Carmel Police Department in fiscal year 2015, and
WHEREAS such bids were received and opened on December 11, 2014; and
WHEREAS Chief of Police Michael Cazzari has recommended the awarding of the bid as set forth hereafter,
NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the dry cleaning of Police Department uniforms to SRP of Putnam Valley, Inc., Sal’s Dry Cleaning, 141 Route Six, Mahopac, NY, the lowest responsible bidder who met specifications.

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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

BID AWARDED FOR DAILY CLEANING SERVICES OF TOWN OF CARMEL POLICE DEPARTMENT FOR FISCAL YEAR 2015 - CTE INCORPORATED - RELIABLE CLEANING SYSTEMS

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for daily cleaning services for the Police Department for fiscal year 2015 , and
WHEREAS such bids were received and opened on December 11, 2014; and
WHEREAS Chief of Police Michael Cazzari has recommended the awarding of the bid as set forth hereafter,
NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the contract for cleaning services for the Police Department for the year 2015 to CTE Incorporated–Reliable Cleaning Systems, Carle Place, NY, the lowest responsible bidder who met specifications at a total cost of \$9,468.00; and
BE IT FURTHER RESOLVED that upon presentation of insurance certificates, as required by the bid specifications and in form as approved by the Town Counsel, the Supervisor is authorized to sign the contract, in form as contained in the bid specifications for the performance of said services.

Resolution
Offered by: Councilman 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> </u>	<u> </u>	Absent
Frank Lombardi	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

HIGHWAY DEPARTMENT - HEARING OFFICER APPOINTED TO CONDUCT HEARING ON CHARGES OF MISCONDUCT AND INCOMPETENCE - ROBERT PONZINI, ESQ.

WHEREFORE, Michael Simone, Town of Carmel Highway Superintendent, has filed Charges of Misconduct and Incompetence dated December 30, 2014 against Town employee #1717 pursuant to Section 75 of the New York Civil Service Law;

WHEREFORE, pursuant to Section 75 of the New York Civil Service Law, a hearing on the charges will be held before a hearing officer, who shall make a record of such hearing, which shall, with the hearing officer's recommendations, be referred to the Town Board for review and decision on the Charges of Misconduct and Incompetence.

NOW THEREFORE BE IT RESOLVED that the Town Board appoints Robert Ponzini, Esq. as hearing officer to conduct the hearing on the Charges of Misconduct and Incompetence issued to Town employee #1717. The date and time of such hearing will be determined at a later date.

Resolution

Offered by: Supervisor Schmitt
Seconded by: Councilman Lombardi

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

PUBLIC COMMENTS - AGENDA ITEMS

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

TOWN BOARD MEMBER COMMENTS - AGENDA ITEMS

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

PUBLIC COMMENTS - OPEN FORUM

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

TOWN BOARD MEMBER COMMENTS - OPEN FORUM

Councilman Lupinacci announced that Christmas trees (excluding artificial) will be picked up at the curb on January 13, 2015 for residents serviced by AAA Carting & Rubbish Removal with Monday and Thursday regular collection days and on January 20, 2015 for residents serviced by AAA Carting & Rubbish Removal with Tuesday and Friday regular collection days. Do not place trees in plastic bags or totes. All trees must be free of lights, tinsel, ornaments, etc.

Councilman Lombardi added that residents serviced by R&S Waste with dumpster pick-up should place their Christmas trees on the side of the dumpster. Residents with curbside pick-up should place their Christmas trees at the curb.

Councilman Schneider announced that the Town Board is looking for interested and qualified persons to fill two (2) vacancies on the Zoning Board of Appeals. Letters of interest and resumes may be submitted to Supervisor Kenneth Schmitt no later than January 16, 2015.

Supervisor Schmitt announced that the Tax Receiver's Office will no longer be open on Saturdays in January for the payment of property taxes.

7 JANUARY 2015
ORGANIZATIONAL MEETING

(Cont.)

Supervisor Schmitt announced that it is now illegal for New Yorkers to throw out electronic items in the regular trash. He reminded residents to utilize the Town of Carmel's e-waste container. Details are available on the Town's website at www.carmelny.org.

Supervisor Schmitt warned residents about a telephone scam being perpetrated by individuals claiming to be from New York State Electric & Gas Corp. threatening residents and businesses that their service will be cut off unless they submit immediate payment with a prepaid debit card.

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 meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Ann Spofford, Town Clerk