

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 Michael Cazzari on the 16<sup>th</sup> day of March 2022 at 7:04 p.m. at Town Hall, 60 McAlpin Avenue, Mahopac, New York. Members of the Town Board present by roll call were: Councilman Baranowski, Councilman Lombardi, Councilwoman McDonough and Supervisor Cazzari. Councilman Schanil arrived at 7:14 p.m.

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 as well as for those who lost their lives in the current conflict in Europe.

**PUBLIC COMMENT**

Supervisor Cazzari reiterated from prior meetings that public comments will now be addressed at the beginning of the Town Board meetings for decorum, and to allow residents to speak on agenda items before a vote is taken on the issue.

Mahopac resident Michael Barile questioned why unlike at Zoning Board, Environmental Conservation Board and Planning Board meetings, the podium at the microphone stand has been removed. He went on to express his frustration that taxpayers are no longer permitted to comment at Town Board meetings on projects relating to the Town which are not included on the agenda.

Supervisor Cazzari explained that if residents wish to comment on a non-agenda matter, they can email the Town Board or call the Supervisor’s office at Town Hall during normal business hours. A discussion ensued.

**MINUTES OF TOWN BOARD MEETING HELD ON 3/2/2022 - ACCEPT AS SUBMITTED BY THE TOWN CLERK**

On motion by Supervisor Cazzari, seconded by Councilman Lombardi, with all members of the Town Board present voting “aye”, the minutes of the Town Board meeting held on March 2<sup>nd</sup>, 2022 were accepted as submitted by the Town Clerk.

**POLICE DEPARTMENT - PROBATIONARY PROMOTIONAL APPOINTMENT OF SERGEANT MADE - SANDY CRECCO**

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the Police Department hereby appoints Officer Sandy Crecco to the position of Sergeant, effective immediately, on a promotional probationary basis subject to the provisions of Civil Service Law and the Civil Service Rules and Regulations.

Resolution

Offered by: Councilman Lombardi  
Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>	
Stephen Baranowski	<u>X</u>	<u>          </u>	
Frank Lombardi	<u>X</u>	<u>          </u>	
Suzanne McDonough	<u>X</u>	<u>          </u>	
Robert Schanil	<u>          </u>	<u>          </u>	Absent
Michael Cazzari	<u>X</u>	<u>          </u>	

Police Chief Anthony Hoffmann acknowledged recently retired Police Officer Richard Rosario and Detective Sergeant Michael Nagle for their long and distinguished careers with the Carmel Police Department. Chief Hoffmann proceeded to speak about Sandy Crecco and his exemplary contributions to the Carmel Police Department.

Supervisor Cazzari administered Sergeant Crecco’s oath of office and the members of the Town Board congratulated him on his promotion to the rank of sergeant.

**PLANNING BOARD APPOINTMENT MADE - JOHN NUCULOVIC - 3/16/2022 TO 12/31/2028**

RESOLVED that the Town Board of the Town of Carmel hereby appoints John Nuculovic to the Town of Carmel Planning Board for a term commencing immediately and expiring December 31, 2028.

Resolution

Offered by: Supervisor Cazzari  
Seconded by: Councilman Lombardi and Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u></u>
Frank Lombardi	<u>X</u>	<u></u>
Suzanne McDonough	<u>X</u>	<u></u>
Robert Schanil	<u>X</u>	<u></u>
Michael Cazzari	<u>X</u>	<u></u>

Supervisor Cazzari administered John Nuculovic’s oath of office and the Town Board members expressed their congratulatory best wishes to him.

**PROPOSAL ACCEPTED FOR PROFESSIONAL SERVICES - ENVIRONMENTAL SITE ASSESSMENT - TOWN-OWNED PROPERTY LOCATED AT SOUTH LAKE BOULEVARD - HYDROENVIRONMENTAL SOLUTIONS, INC. - ESTIMATED COST OF \$19,325.00**

RESOLVED, that the Town Board of the Town of Carmel hereby accepts the proposal of HydroEnvironmental Solutions, Inc., Somers NY for performance of Phase II Environmental Site Assessment services at the town-owned property located at South Lake Boulevard in Mahopac, said services being at an estimated cost of \$19,325.00 and in accordance with the proposal dated February 11, 2022; and

BE IT FURTHER RESOLVED, that upon presentation of insurance certificates in form acceptable to Town Counsel, Town Supervisor Michael Cazzari is hereby authorized to execute any and all documentation reasonably necessary to effectuate the purchase authorized hereunder; and

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget transfers or modifications required to fund the cost of this authorization.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u></u>
Frank Lombardi	<u>X</u>	<u></u>
Suzanne McDonough	<u>X</u>	<u></u>
Robert Schanil	<u>X</u>	<u></u>
Michael Cazzari	<u>X</u>	<u></u>

Supervisor Cazzari moved the following resolution forward from its original order on the Agenda.

**RESOLUTION IN SUPPORT OF K-9 POLICE UNIT TOWN OF CARMEL POLICE DEPARTMENT - ADOPTED**

WHEREAS the Town Board of the Town of Carmel, acting as Commissioners of the Town of Carmel Police Department, has previously established a K-9 Unit within the Town of Carmel Police Department; and

(Cont.)

WHEREAS, the referenced K-9 Unit was incorporated into the Town of Carmel Police Department by virtue of an Agreement previously executed between the Town of Carmel and the Town of Carmel Police Benevolent Association; and

WHEREAS, the Officers which were staffing the referenced K-9 Unit have subsequently retired from the Town of Carmel Police Department, leaving staffing currently vacant; and

WHEREAS it is the Town Board of the Town of Carmel’s desire to promptly re-staff the vacant Officer positions within the referenced K-9 Unit;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of the Town of Carmel Police Department, hereby declares its full and complete support of promptly re-establishing the staffing of the referenced K-9 Unit, under the guidance and recommendation of Chief of Police Anthony R. Hoffmann, so that the Town of Carmel Police Department is able to provide said services to the residents of the Town of Carmel as soon as is possible.

Resolution

Offered by: Councilman Baranowski  
Seconded by: Councilman Lombardi, Councilwoman McDonough,  
Councilman Schanil, and Supervisor Cazzari

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u>          </u>
Frank Lombardi	<u>X</u>	<u>          </u>
Suzanne McDonough	<u>X</u>	<u>          </u>
Robert Schanil	<u>X</u>	<u>          </u>
Michael Cazzari	<u>X</u>	<u>          </u>

Councilman Baranowski recognized Police Chief Hoffmann and the involved police officers for their hard work in connection with the matter.

Supervisor Cazzari echoed Councilman Baranowski’s sentiments and added that he was sure that Officer Desantola will do a great job.

**CERTAIN EQUIPMENT DECLARED OBSOLETE AND DISPOSAL AUTHORIZED - OFFERED AS PARAPHRASED AND PRE-FILED**

RESOLVED, that the Town Board of the Town of Carmel hereby declares the following equipment to be obsolete and authorizes disposal in accordance with Town Law, including but not limited to Town Law §64(2-a):

- 2011 Ford Crown Victoria VIN#2FABP7BV9BX169885;
- 1991 Chevrolet C-30 Highway Vehicle VIN#2GBGG31J7M4132138;
- 2010 New Holland LI85 Skid Steer Loader VIN#NAM48495;
- 2007 New Holland Backhoe VIN#N7GH11556;
- 2003 New Holland Backhoe VIN#31046513;
- Wacker Plate Tamper Wacker BPU3545A Serial#1365978;
- Yamaha 225TXRC outboard motor Serial#69J-X-1009510

Resolution

Offered by: Councilman Lombardi  
Seconded by: Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u>          </u>
Frank Lombardi	<u>X</u>	<u>          </u>
Suzanne McDonough	<u>X</u>	<u>          </u>
Robert Schanil	<u>X</u>	<u>          </u>
Michael Cazzari	<u>X</u>	<u>          </u>

**ENTRY INTO CONTRACT WITH PUTNAM COUNTY DEPARTMENT OF REAL  
PROPERTY TAX SERVICES - AUTHORIZED**

WHEREAS appropriations have been made in the 2022 Town Budget for entry into various contracts for the provision of various services to the Town of Carmel, and

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

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town Supervisor Michael Cazzari to enter into and execute, on behalf of the Town, the contract with the Putnam County Department of Real Property Tax Services for preparation of the tentative assessment roll for year 2022 in form as attached hereto and made a part hereof.

**Resolution**

Offered by: Councilman Schanil  
Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u>          </u>
Frank Lombardi	<u>X</u>	<u>          </u>
Suzanne McDonough	<u>X</u>	<u>          </u>
Robert Schanil	<u>X</u>	<u>          </u>
Michael Cazzari	<u>X</u>	<u>          </u>

**PUTNAM COUNTY REAL PROPERTY TAX SERVICE CONTRACT**

AGREEMENT MADE THIS 1<sup>st</sup> DAY OF MARCH BETWEEN: THE TOWN OF CARMEL REFERRED TO AS THE TOWN AND THE COUNTY OF PUTNAM HAVING ITS PRINCIPAL PLACE OF BUSINESS AT 40 GLENEIDA AVENUE, CARMEL, NEW YORK 10512, HEREINAFTER REFERRED TO AS COUNTY.

THE PARTIES HEREIN AGREE AS FOLLOWS:

- 1) THE COUNTY SHALL PREPARE THE TENTATIVE ASSESSMENT ROLL, FOR THE CALENDAR YEAR OF **2022** AND HAVE IT AVAILABLE ON THE COUNTY WEBSITE TO COMPLY WITH RPTL §1591
- 2) EVERY TRANSFER OF PROPERTY, CHANGE OF ADDRESS, DESCRIPTION OR VALUATION, SPECIAL FRANCHISE, PUBLIC UTILITY, SHALL BE DATA ENTERED BY ASSESSOR OF TOWN OR DESIGNATED STAFF MEMBER. ASSESSOR AND/OR DESIGNATED STAFF MEMBER IS RESPONSIBLE FOR ALL RPS SOFTWARE UPDATES TO BE CURRENT AND UPDATING REFERENCE TABLES IN RPS.
- 3) AFTER CLOSING OF THE BOOKS ON MARCH 1<sup>st</sup>, ALL CHANGES SHALL BE ENTERED ON OR BEFORE **APRIL 15<sup>th</sup>** BY THE TOWN, THIS IS ESSENTIAL SO THAT THE TENTATIVE ASSESSMENT ROLL IS RUN FOR THE MAY 1<sup>st</sup> DEADLINE.
- 4) ALL GRIEVANCE CHANGES, CORRECTION OF CLERICAL ERRORS, & UNLAWFUL ENTRIES SHALL BE APPROVED BY THE BOARD OF ASSESSMENT REVIEW AND ENTERED BY THE TOWN INTO THE REAL PROPERTY SYSTEM, BACKED UP AND BROUGHT TO THE REAL PROPERTY TAX SERVICE AGENCY NO LATER THAN **JUNE 17<sup>th</sup>** FOR FINAL ROLL PROCESSING AND SCHOOL PROCESSING.
- 5) ALL CHANGES FOR COUNTY AND TOWN TAX ROLLS SHALL BE SUBMITTED BY THE TOWN ON OR BEFORE **NOVEMBER 18<sup>th</sup>**.

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- 6) ALL UNPAIDS TO BE MANUALLY ENTERED BY THE COUNTY MUST BE SUBMITTED BY OCTOBER 31st, RPSV4 MERGEABLE FILES MUST BE SUBMITTED BY NOVEMBER 18TH.
- 7) A SEPARATE AGREEMENT SHALL BE NEGOTIATED FOR THE PROVISIONS OF RPTL §1537, OPTIONAL COUNTY SERVICES.

PRICE FOR THE PREPARATION OF THE FOLLOWING IS \$ 0.50 PER PARCEL:

- 1) TENTATIVE ASSESSMENT ROLL (2 COPIES\*) AND ASSOCIATED REPORTS, COA'S
- 2) FINAL ASSESSMENT ROLL (2 COPIES\*)
- 3) TAX ROLL (2 COPIES\*)
- 4) HARD & SOFT BINDERS FOR ROLLS
- 5) BANK CODE LISTINGS
- 6) APPORTIONMENT OF SPECIAL FRANCHISE
- 7) 1 SET OF TAX BILLS IN ENVELOPES
- 8) RPS 145D1, 155D1 & 160D1 TAX EXTRACTS
- 9) DATA ENTRY FOR PRO-RATAS
- 10) 1 SET TAX MAPS 24" x 36"

UNPAID WATER, SEWER, OR OTHER UNPAIDS WILL BE CHARGED A FEE IN THE AMOUNT OF 50.00 PER HUNDRED IF THE DATA HAS TO BE MANUALLY ENTERED, OR IF TAX MAP NUMBERS PROVIDED IN COMPUTER FORMAT ARE INVALID.

IF ANY ADDITIONAL SPECIAL DISTRICT ROLLS ARE REQUIRED THE TOWN WILL BE CHARGED A FEE OF 0.01 PER PARCEL.

IF ANY INSERTS ARE REQUESTED THE TOWN WILL BE CHARGED A FEE OF 0.01 PER ENVELOPE.

\*.02 PER PARCEL WILL BE DEDUCTED IF ONE (1) COPY OF EACH ROLL IS REQUESTED INSTEAD OF TWO (2)

THE TOWN OF CARMEL HEREBY REPRESENTS THAT THE AGREEMENT HEREIN HAS BEEN APPROVED BY RESOLUTION OF THE TOWN BOARD, A COPY OF WHICH IS ANNEXED HERETO AND MADE A PART HEREOF:

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT IN NEW YORK, ON THE DATE HEREIN ABOVE SET FORTH.

READ AND APPROVED BY:

_____ MaryEllen Odell County Executive	DATE: _____ _____ Lisa A. Johnson County Director, R.P.T.S.A.	DATE: <u>3/1/22</u>
_____ William J. Carlin Commissioner of Finance	DATE: _____ _____ Jennifer S. Bumgarner County Attorney	DATE: _____
_____ Mat C. Bruno, Sr Risk Manager	DATE: _____ _____ Michael Cazzari Town Supervisor	DATE: _____

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**REFUND OF ZONING BOARD OF APPEALS APPLICATION FEE AUTHORIZED - KERI FREDRIKSEN - 409 SEMINARY HILL ROAD - TM #75.12-48, 49 & 50**

RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of Town of Carmel Director of Codes Enforcement, hereby authorizes refund of the fee paid for Zoning Board of Appeals application for the property known as 409 Seminary Hill Road, Town of Carmel Tax Map No. 75.12-48, 49 & 50 in the amount of \$400.00 to Keri Fredriksen.

Resolution  
Offered by: Supervisor Cazzari  
Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u>          </u>
Frank Lombardi	<u>X</u>	<u>          </u>
Suzanne McDonough	<u>X</u>	<u>          </u>
Robert Schanil	<u>X</u>	<u>          </u>
Michael Cazzari	<u>X</u>	<u>          </u>

**IMPROVEMENTS AT SYCAMORE PARK AUTHORIZED - PROPOSED EAGLE SCOUT PROJECT OF MICHAL MAZUR OF BOY SCOUTS OF AMERICA TROOP #1**

RESOLVED that the Town Board of the Town of Carmel, in connection with the proposed Eagle Scout project of Michal Mazur of Boy Scouts of America Troop #1 Mahopac, hereby authorizes the performance of improvements at Sycamore Park in accordance with the memorandum and plans provided by Director of Recreation and Parks James R. Gilchrist as detailed in his memorandum to the Town Board dated March 4, 2022; and

BE IT FURTHER RESOLVED, that upon presentation of insurance certificates for all vendors and contractors proposed to perform improvements in connection with this authorization in form acceptable to Town Counsel, the aforesaid work may be commenced.

Resolution  
Offered by: Councilwoman McDonough  
Seconded by: Councilman Baranowski and Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u>          </u>
Frank Lombardi	<u>X</u>	<u>          </u>
Suzanne McDonough	<u>X</u>	<u>          </u>
Robert Schanil	<u>X</u>	<u>          </u>
Michael Cazzari	<u>X</u>	<u>          </u>

**APPOINTMENT MADE TO TOWN OF CARMEL RECREATION AND PARKS ADVISORY COMMITTEE - NICHOLAS MUCCIARONE - 3/16/2022 TO 12/31/2023**

RESOLVED that the Town Board of the Town of Carmel hereby appoints Nicholas Mucciarone to the Town of Carmel Recreation and Parks Advisory Committee for a term commencing immediately and expiring December 31, 2023.

Resolution  
Offered by: Councilman Baranowski  
Seconded by: Councilwoman McDonough

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(Cont.)

Roll Call Vote	YES	NO
Stephen Baranowski	X	
Frank Lombardi	X	
Suzanne McDonough	X	
Robert Schanil	X	
Michael Cazzari	X	

Supervisor Cazzari stated that Nicholas Mucciarone is a long-time volunteer in the Town of Carmel and that he would be replacing Ken Foran on the Recreation and Parks Advisory Committee.

**OFFICE OF THE TOWN COMPTROLLER - FUND BALANCE MODIFICATIONS FOR YEARS 2015-2021 AUTHORIZED**

WHEREAS the Town Comptroller has reviewed the Draft Year End Fund Balance Analysis for years 2015-2021 with the Town Board which are detailed and explained on the attached Schedule;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the increase of reserves for the Tax Certiorari Reserve Fund and Capital Purposes Fund, and in the Highway Fund for the years 2015-2021, as shown itemized on the schedule attached hereto, incorporated herein and made a part hereof.

<u>Resolution</u>	
Offered by:	Councilman Lombardi
Seconded by:	Councilman Schanil

Roll Call Vote	YES	NO
Stephen Baranowski	X	
Frank Lombardi	X	
Suzanne McDonough	X	
Robert Schanil	X	
Michael Cazzari	X	

TOWN OF CARMEL  
GENERAL AND HIGHWAY FUND COMBINED FUND EQUITY (YEARS 2015-2021)

\*\* unaudited \*\*

DESCRIPTION	2015	2016	2017	2018	2019	2020	2021
<b>GENERAL FUND</b>							
RESERVE FOR PREPAID EXPENSES	393,897	389,280	408,839	371,705	382,894	383,078	465,418
RESERVE FOR ENCUMBRANCES	118,210	152,275	378,818	500,516	547,344	825,197	977,560
RESERVE FOR COMPENSATED ABS	1,000,000	1,440,000	1,615,000	1,785,000	1,815,000	1,815,000	1,815,000
DESIGNATED FOR TAX CERTIORARI	770,000	770,000	770,000	770,000	1,070,000	1,070,000	1,170,000
DESIGNATED FOR RETIREMENT CONTRIBUTIONS	200,000	200,000	200,000	200,000	200,000	200,000	200,000
DESIGNATED FOR CAPITAL PROJECTS	500,000	750,000	1,000,000	1,500,000	2,000,000	2,000,000	3,000,000
DESIGNATED RESERVE VEHICLE PURCHASES	150,000	150,000	150,000	150,000	150,000	150,000	150,000
UNRESERVED DESIGNATED EQUITY-FY	400,000	400,000	400,000	400,000	400,000	400,000	400,000
UNRESERVED DESIGNATED EQUITY - SUBSEQUENT YEARS BUDGET	-	-	-	-	360,000	110,000	475,000
UNRESERVED UNDESIGNATED EQUITY**	2,172,921	2,881,689	3,487,762	3,319,837	2,949,458	3,634,305	3,775,415
TOTAL GENERAL FUND EQUITY	\$ 5,705,028	\$ 7,133,244	\$ 8,410,419	\$ 8,997,058	\$ 9,874,696	\$ 10,587,580	\$ 12,428,393
<b>HIGHWAY FUND</b>							
RESERVE FOR PREPAID EXPENSES	112,500	97,000	128,875	120,500	126,250	127,561	134,875
RESERVE FOR CAPITAL PURPOSES	150,000	150,000	100,000	250,000	190,000	850,000	850,000
RESERVE FOR COMPENSATED ABSENCES	300,000	300,000	300,000	300,000	325,000	375,000	375,000
RESERVE FOR SNOW REMOVAL/ROADS	450,000	600,000	750,000	750,000	750,000	750,000	750,000
UNRESERVED DESIGNATED EQUITY	111,856	296,914	474,431	298,687	295,526	544,957	1,203,253
UNRESERVED UNDESIGNATED EQUITY							
TOTAL HIGHWAY FUND EQUITY	\$ 1,124,356	\$ 1,443,914	\$ 1,753,306	\$ 1,719,187	\$ 1,686,776	\$ 2,647,518	\$ 3,313,128
TOTAL GENERAL & HIGHWAY EQUITY	\$ 6,829,384	\$ 8,577,158	\$ 10,163,725	\$ 10,716,245	\$ 11,561,472	\$ 13,235,098	\$ 15,741,521



**ENCUMBRANCES OF 2021 FUNDS FOR EXPENDITURES IN 2022 AUTHORIZED -  
OFFERED AS PARAPHRASED AND PRE-FILED**

WHEREAS, it is recommended by the Town Comptroller’s Office that 2021 Government Budget Funds be encumbered or reserved for the 2022 Budget Appropriations, based on recent approved Town Board Resolutions and/or specific projects in progress for various purposes;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Carmel authorizes the Town Comptroller’s Office to Encumber or Reserve unexpended 2021 Government Fund monies for expenditures in fiscal year 2022 as follows:

<b>Purpose of Encumbrance General Fund</b>	<b>Accounts</b>	<b>Maximum</b>	<b>Explanation and/or Comments</b>
Building Grounds Spec Improvement	100-1620-0045	90,000.00	Bal. Improvements/ Upgrades Town Hall
Data Imaging Equipment	100-1680-0021	85,000.00	Data Imaging Equipment
Technology Line	100-1680-0020	50,000.00	Bal. Technology Upgrades
Contingency Line	100-1990-0040	73,376.00	Software Conversion
Contingency Line	100-1990-0040	35,000.00	Bal. left Master Plan/Tn Code
Contingency Line	100-1990-0040	250,000.00	Swan Cove Improvements
Police Motor Vehicle Line	100-3120-0021	26,907.00	Police Vehicle Encumbrance
Police Consulting Services	100-3120-0044	20,000.00	Consulting Services
Police Rentals/Leases	100-3120-0046	40,000.00	Records Management System/Radios
Police Conference/Training	100-3120-0047	25,000.00	Police State Mandated Training
Park Special Equipment	100-7110-0022	21,887.00	Remaining Parks Video Surveillance
McDonough Skate Park	100-7112-0041	8,790.00	Remaining Bal. Skate Park
Swan Cove Park Improvements	100-7113-0045	100,000.00	Remaining Bal. Swan Cove Improvements

<b>Purpose of Encumbrance General Fund</b>	<b>Accounts</b>	<b>Maximum</b>	<b>Explanation and/or Comments</b>
Airport Park Equipment Expense	100-7115-0020	49,800.00	Remaining Bal. Airport Park
Baldwin Meadow Park Improvements	100-7118-0040	71,800.00	Bathroom Capital Project
Skating Rink Contractual Expense	100-7190-0040	30,000.00	Recoat Skating Rink
<b>Total General Fund Encumbrances \$ 977,560.00</b>			
Mahopac Falls Fire Dept	301-3410-0045	\$82,230.00	Reserve for Dry Hydrant Estimate

Resolution  
Offered by: Supervisor Cazzari  
Seconded by: Councilwoman McDonough



(Cont.)

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u>          </u>
Frank Lombardi	<u>X</u>	<u>          </u>
Suzanne McDonough	<u>X</u>	<u>          </u>
Robert Schanil	<u>X</u>	<u>          </u>
Michael Cazzari	<u>X</u>	<u>          </u>

**PROPOSAL ACCEPTED FOR LIABILITY INSURANCE - BROWN & BROWN OF NY, INC. D/B/A SPAIN AGENCY - 4/1/2022 THROUGH 3/31/2023**

RESOLVED that the Town Board of the Town of Carmel hereby accepts the proposal of Brown & Brown of NY, Inc. d/b/a Spain Agency, Mahopac, NY to provide liability insurance to the Town of Carmel for the period of April 1, 2022 through March 31, 2023 in form as is on file in the office of the Town Supervisor, and  
BE IT FURTHER RESOLVED that Town Supervisor Michael Cazzari is hereby authorized to sign all necessary documentation required to accept such proposal.

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

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u>          </u>
Frank Lombardi	<u>X</u>	<u>          </u>
Suzanne McDonough	<u>X</u>	<u>          </u>
Robert Schanil	<u>X</u>	<u>          </u>
Michael Cazzari	<u>X</u>	<u>          </u>

**EMERGENCY REPAIRS ACKNOWLEDGED - CARMEL WATER DISTRICT #7 - VINELAND PUMP STATION WELL FAILURES - \$11,107.60 AND CARMEL SEWER DISTRICT #2 - BELDEN ROAD NORTH GENERATOR- \$26,598.00**

RESOLVED, the Town Board of the Town of Carmel, acting as Commissioners of the various water and sewer districts of the Town of Carmel, hereby acknowledges the emergency performance of water and sewer district collection system/distribution system and treatment facilities repairs as fully detailed in the memorandum of Town Engineer Richard J. Franzetti, P.E. to the Town Board dated March 3, 2022, as attached hereto and made a part thereof.

Resolution  
Offered by: Councilwoman McDonough  
Seconded by: Councilman Baranowski

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u>          </u>
Frank Lombardi	<u>X</u>	<u>          </u>
Suzanne McDonough	<u>X</u>	<u>          </u>
Robert Schanil	<u>X</u>	<u>          </u>
Michael Cazzari	<u>X</u>	<u>          </u>

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(Cont.)

Richard J. Franzetti, P.E.  
Town Engineer




(845) 628-1500  
(845) 628-2087  
Fax (845) 628-7085

Office of the Town Engineer  
60 McAlpin Avenue  
Mahopac, New York 10541

## MEMORANDUM

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**To:** Carmel Town Board  
**From:** Richard J. Franzetti P.E. Town Engineer   
**Date:** March 3, 2022  
**Re:** Emergency Repairs/Services

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This memorandum is being presented to the Town Board to advise the Board of emergency invoices that were submitted for payment/authorization to proceed in excess of \$10,000.00 for services rendered. The following provides a brief a summary of the work that was performed.

- CWD7 - Vineland Pump Station Well Failures

On February 11, 2022, Bee and Jay, the operator for the CWD 7 alerted the Engineering Department that due a December 2021 storm event well pump #1 failed due to power surges. Attached is an invoice in the amount of \$11,107.60 to replace the well pump and motor.

This invoice has been submitted to insurance for reimbursement.

- CSD 2 – Belden Road North Generator

On February 8, 2022, Magpro, the Town's contract generator maintenance operator alerted the Engineering Department that the referenced generator had failed and could not be repaired. This unit was over 30 years old. This repair was deemed an emergency and Magpro was directed have the unit replaced. The unit was replaced on February 14, 2022. Attached is an invoice in the amount \$26,598.00 to have this unit replaced

We request that this memorandum be put into the agenda as a matter of record.

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Tel: (845) 628-1500 Fax: (845) 628-7085 email [rjf@ci.carmel.ny.us](mailto:rjf@ci.carmel.ny.us)

G:\Engineering\Town Board\Emergency Invoices\03-09-22 ws\03-03-22 Emergency Repair Acknowledgement to TB.doc

### EXHIBIT "B"

### Emergency Justification Form Town of Carmel Procurement Policy

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#### Procurement Policy, Section VI: Emergency Procurement

Subdivision (4) of General Municipal Law §103 sets forth an exception to purchasing and bidding requirements for emergency situations

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(Cont.)

Department: Engineering  
Vendor names: Magpro  
Nature of emergency: CSD2 Beldon Rd N Generator  
Estimated cost: See attached

There are three basic statutory criteria to be met in order to fall within the emergency purchase exception. State the basis for identifying an emergency purchase or service, check any that apply:

- ☐ The situation arose out of an accident or unforeseen occurrence or condition.
- ☐ Public buildings, public property, or the life, health, safety or property of the political sub-division's residents were affected.
- ☒ The situation required immediate action, which could not await competitive bidding.
- ☒ The emergency purchases or services exceeded **\$10,000** and will be submitted to the Town Board for presentation at a Town Board Meeting to acknowledge said emergency. A Town Board Resolution should be passed acknowledging the same.
- ☐ Other (provide explanation):

Purchasing Agent's signature for approval: Richard J. Magpro

Department Head's signature for approval: Richard J. Magpro



20 Day Road Carmel, NY 10512  
Ph 845-225-2304 MAGPROSERVICE@YAHOO.COM  
Fax 845-225-2306 WWW.MAGPROSERVICE.COM

Date	Invoice #	Terms	P.O. Number
2/14/2022	005721		

Bill To	Job Description
Town of Carmel Eng dept 60 McAlpin Avenue Mahopac, New York 10541 (845) 628-1500	CSD2-6 Beldon Rd North Generator

Item Code	Description	Quantity	Price Each	Amount
	Current onsite generator engine has failed, unit is nearing 30 years of age, parts no longer available.			
	Remove and replace existing 20kw Olympian generator with a new 20kw Cummins commercial enclosed generator . Unit comes standard with a 24 hour full load fuel tank w rupture basin and sound level 1 aluminum enclosure. Includes engine coolant heater & battery charger			
Complete Job	Remove old unit and dispose. Drain and dispose of fuel - will not reuse (possible contamination) Set new unit in place with boom crane Connect all as required Run and test Includes all materials for installation Includes prevailing wage for mechanic helper	1	4,000.00	4,000.00T

16 MARCH 2022  
TOWN BOARD MEETING

(Cont.)

generator sale	Cummins C20D6 S/N J210993715 Diesel Engine 24hr tank 20KW configured for site 120/208 volt 3ph A045L889 generator alternator 12 lead Includes inbound freight, new battery & full tank of fresh fuel  unit is currently in stock, upon approval unit will be shop-reconfigured for use and then field installed there after	1	22,598.00	22,598.00T
Sales Tax (0.0%)		\$0.00	Subtotal	\$26,598.00
			Total	\$26,598.00

All work done at customers request. No warranty expressed or implied. No returns on electrical parts.. ANY vehicle or equipment not claimed within 2 days will incur storage charges. > AFTER 14 days, the vehicle or equipment will be considered abandoned property. All manufactures warranties are set forth by their respective company and will be honored by the manufacture, additional charges may and will be incurred for additional work. \$35 returned check fee. \$10 service charge for late payments.

Thank you for your business.

Thank you for choosing MAGPRO  
Services



P.O. Box 78 - 719 Route 6 - Mahopac, NY 10541  
p: 845.628.3924 f: 845.628.4062  
e: service@beeandjay.com

INVOICE

DATE	INVOICE #
2/14/2022	100748

www.BEEANDJAY.com

BILL TO:

Town of Carmel- CWD 7  
Engineering Dept.  
60 McAlpin Ave.  
Mahopac, NY 10541

SERVICE LOCATION:

Town of Carmel- CWD 7  
Vineland Road  
Mahopac, NY

PROFESSIONAL SERVICE 58 YEARS 1964-2022

Master Plumbers Lic.#s W.C. 556 P.C. 363

CUSTOMER #		TERMS		MECHANIC	SERVICE DATE	WORK ORDER #
845 628 2087		Due Upon Receipt		EK	2/11/2022	68670
ITEM	QTY/HRS	DESCRIPTION			RATE	AMOUNT
Description		CWD# 7 Vineland Road Station Well #1 Emergency motor failure. Tested burnt out pump and motor, pulled well #1 3 hp 400 feet with Boom truck and replaced pump motor and rotted steel pipe with SCH 120 PVC and 8/4 sub cable and equipment, restored on line.				
Labor TOC Lab...	8	1-Laborer			140.00	1,120.00
Labor TOC Tech	8	1- Tech Plb			185.00	1,480.00
Boom Truck		Boom Truck			1,000.00	1,000.00
Material		1- Goulds 18GS30 Water End			1,401.00	1,401.00
Material		1- Goulds 3 hp 230v Motor			1,250.00	1,250.00
Material		400 feet 1-1/4 SCH 120 Pipe			2,532.60	2,532.60
Material		2- 1-1/4" Shur Line Checks			216.00	216.00
Material		420 feet 8/4 SubCable			1,974.00	1,974.00
Material		2- Set heat Shrinks			44.00	44.00
Material		6- Rolls Tape			30.00	30.00
Material		2- Torque Arrestor			60.00	60.00

\*\* Invoices not paid when due will be subjected to a finance charge of 1.5% per month

Total Due\$11,107.60

WE ACCEPT ALL MAJOR CREDIT CARDS !!

CARD TYPE: VISA MASTERCARD AMERICAN EXPRESS DISCOVER DINER'S CLUB OTHER

CARDHOLDER/NAME: SIGNATURE:

CARD# EXP. DATE: CID #

EMAIL:

[illegible][illegible]



**PAYMENT TO EAST OF HUDSON WATERSHED CORPORATION (EOHWC)**  
**AUTHORIZED - \$17,632.33**

Resolved, that upon the recommendation and determination of Town Engineer Richard J. Franzetti, P.E., the Town Board of the Town of Carmel hereby authorizes payment of the sum of \$17,632.33 to the East of Hudson Watershed Corporation (EOHWC) for 2021 operation and maintenance of stormwater retrofit projects in accordance with the Town of Carmel’s overall phosphorus reduction requirements, as well as in accordance with the Operations and Maintenance Policy for EOHWC previously adopted by the Carmel Town Board and the invoice from EOHWC dated February 17, 2022.

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

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u>          </u>
Frank Lombardi	<u>X</u>	<u>          </u>
Suzanne McDonough	<u>X</u>	<u>          </u>
Robert Schanil	<u>X</u>	<u>          </u>
Michael Cazzari	<u>X</u>	<u>          </u>

**ADVERTISEMENT FOR BIDS AUTHORIZED - CONTRACT C284 - FUEL OIL #2 TO**  
**SUPPLY STANDBY GENERATORS**

RESOLVED that, pursuant to the request of Town Engineer Richard J. Franzetti, PE, the Town Board hereby authorizes Town Clerk Ann Spofford to advertise for bids in connection with the proposed purchase of Fuel Oil #2 Supply to supply standby generators within the Town of Carmel and within the Town of Carmel Special Improvement Districts; and

BE IT FURTHER RESOLVED that the detailed specifications are to be furnished for the above to Town Clerk Ann Spofford to be used in conjunction with the Town's general bid conditions and specifications.

Resolution  
Offered by: Councilman Lombardi  
Seconded by: Councilman Schanil

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u>          </u>
Frank Lombardi	<u>X</u>	<u>          </u>
Suzanne McDonough	<u>X</u>	<u>          </u>
Robert Schanil	<u>X</u>	<u>          </u>
Michael Cazzari	<u>X</u>	<u>          </u>

**SUBMISSION OF GRANT APPLICATION WITH COUNTY OF PUTNAM FOR LOCAL**  
**GOVERNMENT RECORD MANAGEMENT IMPROVEMENT FUND (LGRMIF) -**  
**AUTHORIZED**

WHEREAS Town Clerk Ann Spofford has advised the Town Board that a Local Government Record Management Improvement Fund (LGRMIF) grant will enable the Town of Carmel and the Office of the Town Clerk to acquire and employ technological resources that will enable more efficient records management and provide more effective methods of providing access to such records as well; and

WHEREAS, the County of Putnam is partnering with local municipalities within Putnam County to apply for LGRMIF grants to facilitate the above objectives;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the submission of the referenced LGRMIF grant application in conjunction with the County of Putnam; and

(Cont.)

BE IT FURTHER RESOLVED, that Town Clerk Ann Spofford is authorized to work with County of Putnam personnel in connection with the referenced grant application and to attend any meetings, conferences or seminars held in connection with this matter.

Resolution  
Offered by: Councilman Schanil  
Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Stephen Baranowski	<u>X</u>	<u>          </u>
Frank Lombardi	<u>X</u>	<u>          </u>
Suzanne McDonough	<u>X</u>	<u>          </u>
Robert Schanil	<u>X</u>	<u>          </u>
Michael Cazzari	<u>X</u>	<u>          </u>

**TOWN BOARD COMMENTS**

Supervisor Cazzari announced that the Town of Carmel’s annual town-wide cleanup and compliance week will be held this year from April 18<sup>th</sup> through April 22<sup>nd</sup>. He encouraged residents to register and participate in the roadside litter cleanup. Free orange trash bags will be available at the Highway Department and Town Hall.

Supervisor Cazzari announced that in celebration of youth art month, beautiful artwork created by students in the Carmel Central School District will be on display at the Town Hall through March 31<sup>st</sup>.

Councilman Baranowski expressed appreciation to Putnam County Executive Mary Ellen Odell with regard to her proposal announced this week to allocate America Rescue Plan Act (ARPA) funds as well as to distribute a portion of sales tax revenue to the local towns and villages.

**ADJOURNMENT**

All agenda items having been addressed, on motion by Supervisor Cazzari, seconded by Councilwoman McDonough, with all Town Board members present and in agreement, the meeting was adjourned at 7:37 p.m. to the scheduled Work Session.

Respectfully submitted,

Ann Spofford, Town Clerk