

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 15<sup>th</sup> day of March 2023 at 7:11 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, Councilman Schanil, and Supervisor Cazzari.

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

Supervisor Cazzari announced that the Town Board met in Executive Session at 6:30 p.m. with the Town’s insurance carrier Brown & Brown with regard to a contractual issue.

**PUBLIC COMMENTS**

Putnam County Legislator Erin Crowley pointed out that the public could not access Town Hall through the west side of the building prior to this meeting.

Supervisor Cazzari apologized and explained that when he was made aware that the doors on the 9/11 Memorial side of the building were locked, he contacted a sergeant in the Police Department to report it.

**MINUTES OF TOWN BOARD MEETINGS HELD ON 2/15/2023 AND 3/1/2023 - ACCEPT AS SUBMITTED BY THE TOWN CLERK**

On motion by Councilman Lombardi and Councilman Baranowski, seconded by Councilwoman McDonough, with all members of the Town Board present and voting “aye”, the minutes of the Town Board meetings held on February 15<sup>th</sup> and March 1<sup>st</sup>, 2023 were accepted as submitted by the Town Clerk.

**BOND RETURN AUTHORIZED - PULTE HOMES OF NEW YORK, INC. - LOT 3 - TM# 55.14-1-11.1**

WHEREAS the Site Plan Bond application has been made by Pulte Homes of New York, Inc. for return of a subdivision bond posted in accordance with the Land Subdivision and/or Zoning Regulations for the Carmel Centre Senior Housing, Terrace Drive, Tax Map #55.14-1-11.1 Lot 3; and

WHEREAS said application had been previously reviewed by the Town Engineer and return of the bond has been previously recommended and approved by the Planning Board;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the return of the aforementioned bond posted for Pulte Homes of New York, Inc., for the Carmel Centre Senior Housing, Lot 3, Hartford Fire Insurance Co. Bond No. 59BSBEA8755, in the amount of \$2,579,959.00.

Resolution

Offered by: Councilman Lombardi  
Seconded by: Councilman Schanil

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

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**CARMEL SEWER DISTRICT #4 - EMERGENCY REPAIRS ACKNOWLEDGED - RCJ WELDING AND FABRICATING - \$20,520.00**

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 1, 2023, as attached hereto and made a part thereof.

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>

*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**

**To:** Carmel Town Board  
**From:** Richard J. Franzetti P.E. Town Engineer   
**Date:** March 1, 2023  
**Re:** Emergency Repairs/Services

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.

- Carmel Sewer District 4  
  
Inframark, the operators for Carmel Sewer District 4 (CSD 4), notified the Engineering Department the need for an emergency replacement of two (2) sets of leaking PVC pipes at the continuous microfiltration filter (CMF). The system has developed leaks that will need to be professionally repaired (fabricated and replaced) in stainless steel as the Inframark personnel are unable to repair any longer.  
  
The Board may not that a similar project was completed at CSD 2 in February of 2022. That repair was made after a bypass of the system occurred. In order to avoid a similar situation, this work was deemed an emergency as the failure of this piping system could potentially cause a bypass and cause a potential compliance issue which would then place the Town of Carmel in violation of our State Pollution Discharge Elimination System (SPDES) Permit. As such the Engineering Department authorized the quote for RCJ Welding and Fabricating in the amount of \$20,520.00 to make this repair.  
  
As an FYI this project was completed as a Regulatory Upgrade and were financed through NYS EFC by New York City. The Town will be reimbursed for 50% of the costs.

(Cont.)



Inframark, LLC  
2 Renwick Street  
Newburgh, NY 12550  
United States  
  
T: +1 845 228 0460  
www.Inframark.com

**TOWN OF CARMEL**  
**ENGINEERING**  
**REQUEST FOR PURCHASE OR REPAIR**  
District: CSD 4 CMF

Date of Request: 2-15-23     **EMERGENCY REQUEST**

Item requested: Emergency replacement of leaking PVC pipes at the CMF units at CSD 4 for two microfilters. They have developed leaks that will need to be professionally repaired (fabricated and replaced) in stainless steel. We cannot continue with temporary repairs. TAM did the same job on the units at CSD 2 this past year.

2-16-23: We were able to obtain an additional quote for the work. Please see below, as well as the attached quote.

Purpose of item: Pipes for two of the microfilters.

Estimated age of equipment to be replaced / repaired: Original; 20 plus years

Estimated life expectancy of new equipment / repair: 10-20 years

Labor cost for installation and/or repair: Included

Vendor #1:	TAM Enterprises	Cost: \$34,426.00
Vendor #2:	RCJ Welding & Fabricating	Cost: \$20,520.00
Vendor #3:		Cost:

**RCJ Welding & Fabricating**  
594 Horsepound Rd  
Carmel, NY 10512  
(845) 821-4989  
RCJWeldFab@yahoo.com



Estimate

ADDRESS Inframark		ESTIMATE DATE		1048 02/16/2023	
DATE		DESCRIPTION	QTY	RATE	AMOUNT
09/27/2021	REPAIR	Replace section of leaking plastic pipe with 304 sch40 stainless pipe , t fittings and flanges	1	0.00	0.00

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FABRICATION.	2- t fittings 6 ft of 4 in stainless pipe 2- 4in to 4in flanges 1- Eccentric reducer from 8 in to 4 in 1- 8in flange	2	10,260.00	20,520.00
DELIVERY & INSTALLATION	installing units -field fit and fabrication as needed -new hardware -new gaskets	1	0.00	0.00T
-----				
SUBTOTAL				20,520.00
TAX				0.00
-----				
TOTAL				\$20,520.00

Accepted By

Accepted Date

114 Hartley Road  
Goshen NY 10924



P: (845) 294-8882  
F: (845) 294-8883

Quote

Customer Town of Carmel  
60 McAlpin Avenue  
Mahopac NY 10541

Date Estimate #  
01/03/2023 4177

PO #:

Description	Unit	Quantity	Rate	Amount
- WWTP				
TAM Enterprises Inc. is pleased to quote the following:				
- Removal of existing leaking PVC piping for (2) microfilters.				
- Fabrication & installation of new stainless steel Sch40 piping.				
For the sum of:		1.00	34426.000	34,426.00

Notes

Customer Signature \_\_\_\_\_  
Accepted By : \_\_\_\_\_

Subtotal	\$34,426.00
Sales Tax:	0.00
Quote Total	\$34,426.00

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**SLUDGE HAULING IN CARMEL SEWER DISTRICTS #2, #4, #5, #6 AND #7 -  
EXTENSION OF CONTRACT # C271 WITH WIND RIVER ENVIRONMENTAL D/B/A  
EARTHCARE - AUTHORIZED**

WHEREAS the Town Board of the Town of Carmel, acting as Commissioners of the various sewer districts of the Town of Carmel, has previously entered into a contract with Wind River Environmental d/b/a Earthcare dated July 23, 2021, with two (2) one (1) year extensions at the unilateral option of the Town;

BE IT RESOLVED that upon the recommendation of Town Engineer, Richard J. Franzetti, P.E., in his memo dated February 23, 2023, the Town Board authorizes the renewal of the aforesaid Contract # C271 with Wind River Environmental d/b/a Earthcare for sludge hauling services for the Town of Carmel Sewer Districts #s #2, #4, #5, #6, and #7 commencing July 4, 2023 for a period of two years, expiring on July 3, 2025, at a unit cost of 17.7 cents per gallon; and;

BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town Supervisor Michael Cazzari to sign any necessary documents concerning said renewal on behalf of the Town of Carmel; 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: Supervisor Cazzari  
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>

**EQUIPMENT DECLARED OBSOLETE AND DISPOSAL AUTHORIZED - 2004  
INTERNATIONAL 4900 DUMP TRUCK**

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):

2004 International 4900 Dump Truck VIN# 1HTWEADRO4J084835

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>

**ATTENDANCE AT NEW YORK STATE RECREATION AND PARKS CONFERENCE  
AUTHORIZED - SENIOR RECREATION LEADER, NINA KALLMEYER - 4/23/2023  
TO 4/25/2023**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town of Carmel Senior Recreation Leader, Nina Kallmeyer to attend the New York State Recreation and Parks Conference, on April 23 to 25, 2023 at the Kartrite Resort and Conference Center, Monticello, New York; and

(Cont.)

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

Resolution  
Offered by: Councilman Baranowski  
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>

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

WHEREAS appropriations have been made in the 2023 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 2023 in form as attached hereto and made a part hereof.

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>

**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 **2023** 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.



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- 3) AFTER TAXABLE STATUS DATE ON MARCH 1st, ALL CHANGES SHALL BE ENTERED ON OR BEFORE APRIL 14th BY THE TOWN. THIS IS ESSENTIAL SO THAT THE TENTATIVE ASSESSMENT ROLL IS AVAILABLE FOR THE MAY 1st 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 16th 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 17th.
- 6) ALL UNPAIDS TO BE MANUALLY ENTERED BY THE COUNTY MUST BE SUBMITTED BY OCTOBER 31st. RPSV4 MERGEABLE FILES MUST BE SUBMITTED BY NOVEMBER 17th.
- 7) A SEPARATE AGREEMENT SHALL BE NEGOTIATED FOR THE PROVISIONS OF RPTL §1537, OPTIONAL COUNTY SERVICES.

PRICE FOR THE PREPARATION OF THE FOLLOWING IS .48 PER PARCEL:

- 1) TENTATIVE ASSESSMENT ROLL (1 COPY) AND COA'S (Town provided envelope)
- 2) FINAL ASSESSMENT ROLL (1 COPY)
- 3) PDF File of Tentative and Final Rolls
- 4) 1 SET TAX MAPS 24" x 36"
- 5) APPORTIONMENT OF SPECIAL FRANCHISE
- 6) DATA ENTRY FOR PRO-RATAS
- 7) BANK CODE LISTINGS
- 8) RPS 147D1, 155D1 & 160D1 TAX EXTRACTS
- 9) HARD BINDERS FOR TENTATIVE AND FINAL ROLLS

*Optional Items-*

Hard Binders for Tax Rolls	18.00 Ea.
Soft Binders for Tax Rolls	6.00 Ea.
Printed Tax Roll 1 Copy	.04 Per 2-sided Page
PDF of Tax Bills	N/C
1 Set of Tax Bills in Envelopes	.20 Per Parcel
1 set of printed TSO Lettered Bankcoded bills	.10 Per Parcel
Inserts (COA notices and/or Tax Bills)	.01 Per Piece

UNPAID WATER, SEWER, OR OTHER UNPAIDS WILL BE CHARGED A FEE IN THE AMOUNT OF 100.00 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.

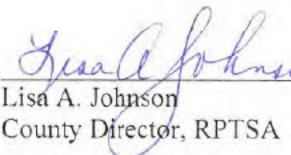
THE TOWN OF CARMEL HEREBY REPRESENTS THAT THE AGREEMENT HEREIN HAS BEEN APPROVED BY RESOLUTION OF THE TOWN BOARD, A COPY OF WHICH IS ANNEXED HERETO AND MADE A PART HEREOF:

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

READ AND APPROVED BY:

\_\_\_\_\_  
Kevin M. Byrne  
County Executive

Date \_\_\_\_\_

 Date 3/1/23  
Lisa A. Johnson  
County Director, RPTSA

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(Cont.)

_____ Date _____	_____ Date: _____
William J. Carlin Commissioner of Finance	C. Compton Spain County Attorney
_____ Date _____	_____ Date: _____
Mat C. Bruno, Sr Risk Manager	Michael Cazzari Town Supervisor

**GRANT OF TEMPORARY PARKING AND ACCESS EASEMENT TO COUNTY OF PUTNAM AUTHORIZED - DECOLORES DRIVE - SUBJECT TO PERMISSIVE REFERENDUM**

RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the conveyance of a temporary parking and access easement over the Town road/right of way known as DeColores Drive to the County of Putnam, said easement to be for a maximum period of two (2) years and in form and content as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED that the County of Putnam shall be responsible for all recording fees incurred in connection therewith; and

BE IT FURTHER RESOLVED that this resolution is subject to permissive referendum.

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>

R&R to: R.K. Hite & Co., Inc.  
P.O. Box 130  
Avon, NY 14414

TEMPORARY PARKING AND ACCESS EASEMENT

THIS INDENTURE made this \_\_\_\_ day of March, 2023,

BETWEEN

TOWN OF CARMEL, NEW YORK, a municipal corporation created and existing under the laws of the State of New York, with offices at 60 McAlpin Avenue, Mahopac, New York 10541,

Grantor, and

COUNTY OF PUTNAM, NEW YORK, a municipal corporation created and existing under the laws of the State of New York, with offices at 40 Gleneida Avenue, 3<sup>rd</sup> Floor, Carmel, New York 10512,

Grantee,

WITNESSETH: that Grantor, in consideration of one dollar (\$1.00) lawful money of the United States, and other good and valuable consideration, paid by the Grantee, does hereby grant and release unto the Grantee, its successors, assigns and/or third party beneficiaries, forever, the following described Temporary Parking and Access Easement:



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(Cont.)

A Temporary Parking and Access Easement on, over and through that piece or parcel of property situate in the Town of Carmel, County of Putnam, State of New York, shown, depicted and described on Exhibit "A", attached hereto and made a part hereof.

The property subject to this easement is located at:

PROPERTY ADDRESS:     Portion of the roadway known as DeColores Drive, Town of Carmel, County of Putnam, State of New York  
TAX ACCOUNT NO.:       N/A

SUBJECT TO all covenants, conditions and restrictions of record affecting said premises.

SAID Temporary Parking and Access Easement to be exercised for the purpose of a creating and maintaining a temporary parking area and walkway for the benefit of the record owners, successors and assigns of premises commonly known as 83 Fair Street (Tax Map Parcel No. 44.14-1-85) in the Town of Carmel, New York, for use during construction of the Fair Street Reconstruction Project.

SAID Temporary Parking and Access Easement shall be exercisable for a term of 2 years commencing on \_\_\_\_\_, 2023, and ending \_\_\_\_\_, 2025,

unless deemed no longer necessary for the aforesaid temporary parking and access purposes and released by the Grantee prior to the expiration of the aforementioned term.

IT IS FURTHER AGREED AND UNDERSTOOD that the Grantee is required to restore the property of the Grantor that is disturbed during the term of this Temporary Parking and Access Easement to its original condition, to the extent reasonably practicable.

THIS Temporary Parking and Access Easement shall be binding on the undersigned’s successors and assigns.

THIS INSTRUMENT may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute a duplicate original, but all counterparts together shall constitute a single instrument.

IN WITNESS WHEREOF, Grantor has hereunto caused this instrument to be signed and sealed the day and year first above written.

TOWN OF CARMEL, NEW YORK

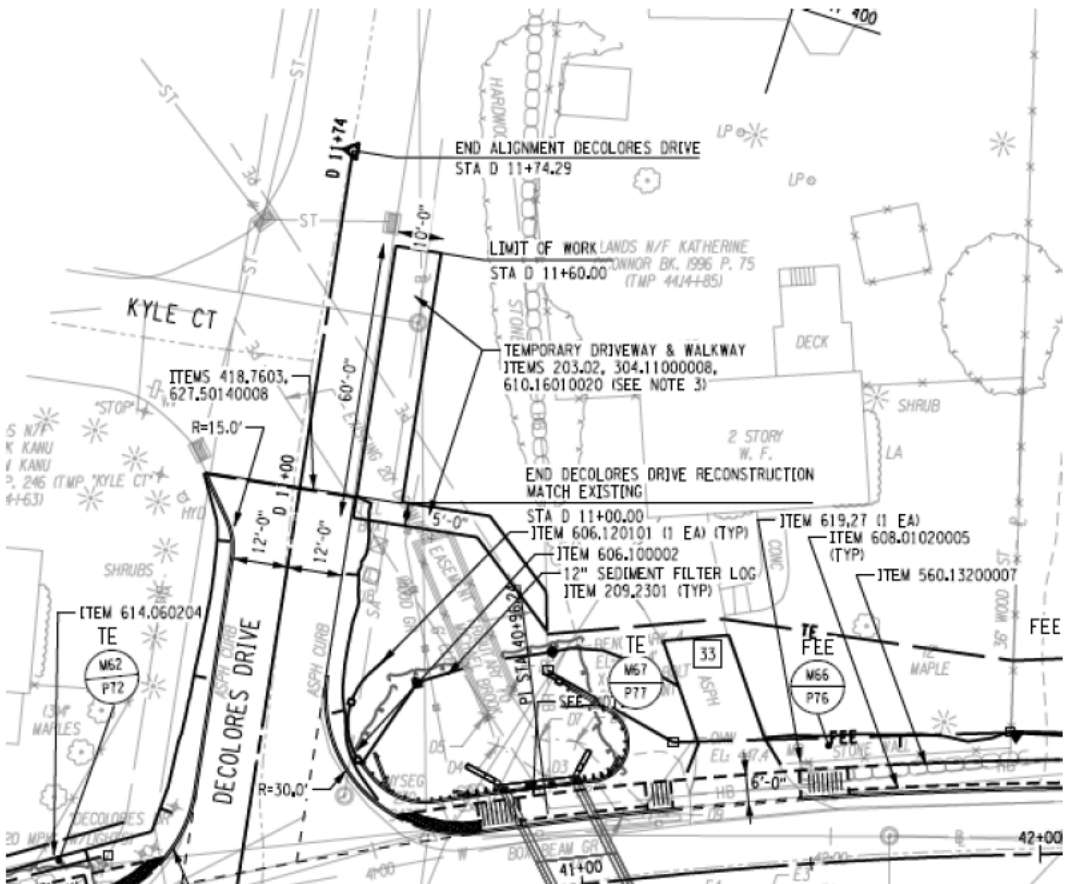
By: \_\_\_\_\_  
Name:  
Title:

STATE OF NEW YORK            )  
COUNTY OF \_\_\_\_\_) ss.:

On the \_\_\_\_\_ day of March, in the year 2023, before me, the undersigned, a Notary Public in and for said state, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individuals acted, executed the instrument.

\_\_\_\_\_  
Notary Public

(Cont.)



NOTES:

3. THE CONTRACTOR IS TO EXCAVATE AND PLACE 4 INCHES OF COMPACTED SUBBASE AS A TEMPORARY PARKING AREA AND WALKWAY FOR 83 FAIR STREET BEFORE THE EXISTING DRIVEWAY IS CLOSED FOR THE RECONSTRUCTION OF STRUCTURE #2. THE WALKWAY IS TO BE EXTENDED TO THE HIGHWAY BOUNDARY. ONCE STRUCTURE #2 HAS BEEN REPLACED THE CONTRACTOR IS TO REMOVE THE SUBBASE AND RESTORE THE AREA UNDER ITEM 610.16010020. ANY BRANCH TRIMMING NECESSARY TO MAKE THE WALKWAY MORE ACCESSIBLE IS TO BE INCLUDED UNDER ITEM 201.06.

Councilwoman McDonough inquired if there is a timeline with regard to completing the restoration of the property that is disturbed.

Town Attorney Gregory Folchetti explained that a timeline is not currently included in the easement, however it could be added.

Councilwoman McDonough stated that she would prefer the inclusion of a timeline so that the restoration does not remain open ended.

**MAHOPAC CHAMBER OF COMMERCE - COMMUNITY EVENT AT SYCAMORE PARK AUTHORIZED AND PARK RENTAL FEE WAIVED - 4/29/2023 (RAIN DATE 4/30/2023)**

RESOLVED that the Town Board of the Town of Carmel, hereby authorizes the Mahopac Chamber of Commerce to host and conduct its Softball/Whiffle ball Community Event at Sycamore Park on April 29, 2023 (rain date April 30, 2023) and further waives any park rental fee in connection therewith; 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: Supervisor Cazzari  
Seconded by: Councilman Schanil

(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>

Supervisor Cazzari noted that the event is being held to raise money for the Chamber of Commerce’s scholarship fund.

**PROPOSED DOWNTOWN MAHOPAC IMPROVEMENTS - ACCEPTANCE OF PROPOSAL FOR PROFESSIONAL SERVICES DESIGN AND CONSTRUCTION DOCUMENTS AUTHORIZED - WOODARD & CURRAN - NOT TO EXCEED \$530,000.00**

RESOLVED, that the Town Board of the Town of Carmel hereby accepts the proposal of Woodard & Curran, Rye Brook, NY for the preparation of design and construction documents in connection with Downtown Mahopac Improvements at a cost not to exceed \$530,000.00.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Baranowski and 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>

**HIGHWAY DEPARTMENT - RADIO EQUIPMENT RENTAL AGREEMENT EXTENDED WITH GOOSETOWN COMMUNICATIONS - MONTHLY COST OF \$2,120.00** **AMENDED 04-05-2023**

WHEREAS, on February 7, 2018 the Town Board of the Town of Carmel, upon the recommendation of Town of Carmel Highway Superintendent Michael J. Simone, authorized entry into a rental agreement for radio equipment for Town of Carmel Highway Department vehicles and facilities for a term not to exceed five years at a monthly cost of \$2,120.00, with Goosetown Communications, Congers, NY;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel, upon the recommendation of Town of Carmel Highway Superintendent Michael J. Simone, hereby authorizes extension of the existing agreement for a period of five (5) years commencing immediately in accordance with the proposal dated March 1, 2023; and

BE IT FURTHER RESOLVED, that the Town Board waives the application of its adopted procurement policy in connection with this authorization; 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: Councilman Baranowski  
Seconded by: Councilwoman McDonough

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

2023 USER FEE SCHEDULE - AMENDED

RESOLVED that the Town Board of the Town of Carmel hereby amends, effective immediately, the Town of Carmel User Fee Schedule for Fiscal Year 2023 in form as attached hereto and made a part hereof.

Resolution

Offered by: Councilman Lombardi  
Seconded by: Councilwoman McDonough and 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 PROPOSED REVISED ADOPTED USER SERVICE FEES –  
FISCAL YEAR 2023

FEE DESCRIPTION	PROPOSED REVISED ADOPTED 2023 USER FEES	
TOWN CLERK'S OFFICE		
Certification:		
Registrar's Certification (Birth/Death)	10.00	
Town Clerk's Certification (Marriage/Other)	10.00	
Genealogy Fee Schedule:	1 - 3 years - \$22.00	
	4 - 10 years - \$42.00	
	11 - 20 years - \$62.00	
	21 - 30 years - \$82.00	
	31 - 40 years - \$102.00	
	41 - 50 years - \$122.00	
	51 - 60 years - \$142.00	
	61 - 70 years - \$162.00	
Copies:		
Copies of Town Ordinance or Other Documents - Per Page	0.25	
Facsimile/Fax - Per Page	2.00	
Map (Zoning, Election, Other) - Black & White/Color	10.00/15.00	
USB Flash Drive	10.00	
Licenses:		
Auctioneering License - Annual	300.00	
Auctioneering License - One Day	150.00	
Annual Dog License Fee - spayed/neutered	7.50	
Annual Dog License Fee - unspayed/un-neutered	15.50	
Garbage Carting License - Renewal *	2,000.00	* Plus \$150 per truck inspection annually
Garbage Carting License - NEW *	2,500.00	* Plus \$150 per truck inspection annually
Marriage License	40.00	
Marriage License - Active Duty Members of US Armed Forces	waived	
Miscellaneous:		
Cemetery Grave Marker - Each	100.00	
Dog Pick-Up		
Dog Shelter Fee - First Impoundment	25.00	+ 20.00 Each Additional 24 Hours
Second Impoundment - within one year	50.00	+ 20.00 Each Additional 24 Hours
Third Impoundment - within one year	60.00	+ 20.00 Each Additional 24 Hours
Subsequent Impoundment - within one year	70.00	+ 20.00 Each Additional 24 Hours
Petition to Amend Zoning Ordinance	5000.00	
Permits:		
Canvassing/Soliciting Permit - 3 Months	25.00	
Public Assembly Permit - Each Event	200.00	
Sound Amplification Permit Commercial	100.00	per day
Sound Amplification Permit Residential	50.00	per day
Town Code:		
Annual Town Code Book Supplement	75.00	
Code Book	598.00	

15 MARCH 2023  
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL PROPOSED REVISED ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2023

FEE DESCRIPTION	PROPOSED	REVISED	ADOPTED
2023 USER FEES			
<b>POLICE DEPARTMENT</b>			
Accident Report - Business		0.25	per page
Accident Report - Personal		0.25	per page
Finger Printing Service - Per Person		100.00	
Photograph		20.00	per photo
Police Special Escort Service - Per Hour		-	
Special Event or Special Services - Per Hour		150.00	with Town Contract
CD of Photographs from Casefile		50.00	
Police Youth Camp		100.00	per camper
Tow Application Fee		250.00	Annual Application Fee
Vehicle Impound Fee		100.00	per vehicle
<b>ALARM ORDINANCE</b>			
Alarm Permit - 1 Year - Residential & Commercial		40.00	
One False Alarm		-	
Two False Alarms		-	
Three False Alarms		50.00	
Four False Alarms		100.00	
Five False Alarms		300.00	
Six-Nine False Alarms		400.00	
Ten or more False Alarms		500.00	
* All alarm fees: 10% of outstanding balance after 90 days past due.			
<b>HIGHWAY DEPARTMENT</b>			
Driveway Bond - "Refundable"		750.00	
Driveway Permit - Includes two Inspections		215.00	
Road Opening Bond - "Refundable" - Entire Road		1,000.00	
Road Opening Bond - "Refundable" - Half Road		500.00	
Road Opening Permit		215.00	

TOWN OF CARMEL PROPOSED REVISED ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2023

FEE DESCRIPTION	PROPOSED	REVISED	ADOPTED
2023 USER FEES			
<b>PARKS &amp; RECREATION DEPARTMENT</b>			
<b>Camp:</b>			
Playground Camp grade 2 - 8; 9:00 am - 3:00 pm		600.00	Non-Resident \$1,200.00
Primary Camp grade K - 1; 9:30 am - 2:30 pm		650.00	Non-Resident \$1,300.00
Camp Extended Day		250.00	
<b>Classes/Lessons:</b>			
Additional Swimming Lessons		\$75	Residents only
Adult Classes		\$65.00 - \$325.00	* plus \$35.00 non residents
CPR Review		\$75	Non-Resident \$110.00
Lifeguard Training Aid/Safety		\$380.00	Non-Resident \$415.00
Lifeguard Training Review		\$195.00	Non-Resident \$230.00
Youth Classes		FREE - \$180.00	* plus \$35.00 non residents
RTE - Responding to Emergencies		225.00	Non-Resident \$260.00
Swimming Lessons Including Permit		145.00	Residents only
<b>Facilities Rental:</b>			
Ballfield Rental - 2 Hour Limit		\$150.00/\$250.00 w/lights	
Boat Rental Fee		5.00	
Civic - Building Rental		200.00	+Supervisor Hourly Rate
Group Picnic/Pavilion		150.00	Residents Only
Private Building Rental		300.00	+Supervisor Hourly Rate
Sycamore Park Concession [Seasonal]		3,500.00	
<b>ID/Permits: "Residents Only"</b>			
Lake Access Card		50.00	
Family Beach Day Pass		20.00	
Adult Swimming Permit		100.00	
Daily Adult Beach Fee		8.00	
Daily Adult Guest Beach Fee		10.00	
Daily Youth Beach Fee		7.00	
Daily Youth Guest Beach Fee		9.00	
Family Swimming Permit		200.00	
Family Tennis Permit		80.00	
Resident Registration Fee		6.00	
Senior Resident Registration Fee		No charge	
Nanny Registration Fee		12.00	
Nanny Swim Permit		100.00	
Individual Tennis/Pickleball Permit		50.00	
Tennis/Pickleball Guest Fee		6.00	
Youth Swimming Permit		80.00	
<b>Dog Park:</b>			
Sycamore Dog Park User Fee - Resident		30.00	Annual
Sycamore Dog Park User Fee - Non-Resident		80.00	Annual
<b>Vendor Space Fee</b>			
		\$20.00 per event	10'x10' Vendor Space for Special Events
		\$250.00 / Half Season	10'x10' Vendor Space for Farmers Market 12 weeks
		\$500.00 / Full Season	10'x10' Vendor Space for Farmers Market 24 weeks
		\$20.00 / Date	10'x10' Concession Vendor Space for Farmers Market - * Different
		\$360.00 / Full Season	Concession Vendors featured weekly
		\$40.00 / Date * Per day	10'x10' Craft Vendor Space for Farmers Market 12 weeks max.
			10'x10' Craft Vendor Space for Farmers Market
Registration Cancellation Processing Fee		25% of program fee	Fee incurred if participant cancels their registration less than 5 days prior to class start date
Returned Deposited Bad Check - each item		20.00	



15 MARCH 2023  
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL PROPOSED REVISED ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2023

FEE DESCRIPTION	PROPOSED REVISED ADOPTED 2023 USER FEES	
<b>BUILDING &amp; CODES DEPARTMENT</b>		
Accessory Apartment Permit	1,000.00	
Bed & Breakfast Special Application	1,000.00	
Building Permits -- Flat Rate PLUS Estimated Cost of Construction	125.00	Flat Rate PLUS
Estimated Cost of Construction -- Calculated as:	15.00	per \$1,000 Calculated Estimated Cost
Residential -- New construction	100.00	per sq. ft.
Residential -- Finish existing space to living space	25.00	per sq. ft.
Commercial	200.00	per sq. ft.
Commercial - Garage	75.00 - 80.00	per sq. ft.
Decks	50.00	per sq. ft.
Garage	75.00	per sq. ft.
Shed	25.00	per sq. ft.
Building Permits -- After structure is built	250.00	New Fee
Certificates of Compliance	80.00/150.00	Residential/Commercial
Certificates of Occupancy	80.00/150.00	Residential/Commercial
Excavation or Fill Permit for the first 2,000 cubic yards	200.00	Plus \$100 for each additional 1,000 CY
Inspection Fee for Clearance of Title Search Violation	200.00	Each Inspection
Mother/Daughter Permit	500.00	
Plumbing Permit Per Fixture	25.00	\$100.00 minimum fee
Plumbing/ Air Conditioning Inspection		
Re-Inspection Fee When Inspection Requested but Job Not Ready	250.00	Paid in Advance of 2nd Inspection
Sign Permit	150.00	
Swimming Pool Permit - Above Ground	250.00	
Swimming Pool Permit - In Ground	500.00	
HVAC Fee	125.00	Flat Rate plus
	20.00	per \$1,000 Estimated Cost of Installation
Title Search	275.00/425.00	Residential/ Commercial + \$100 per establishment
Zoning Letter	100.00	
Outdoor Dining Annual Fee	100.00	Annual Fee
Outdoor Dining (fee per 10 or more seats)	+ 50.00/up to 10 seats	An add'l \$50.00 for 11 or more seats
Fire Inspection: Multifamily / Commercial	150.00 / 100.00	Commercial \$100 per establishment
Blasting Permit	300.00	per month
Operational Permits *	100.00	
* (NYSDOS requires towns to issue permits for storage of certain materials and certain uses)		
<b>Natural Gas Inspections</b>		
Residential	125.00	(\$ Fixtures) \$10 each additional
Commercial	175.00	(\$ Fixtures) \$20 each additional
<b>Liquid Propane Gas Inspections</b>		
Residential	125.00	(\$ Fixtures) - \$10 each additional
Commercial	175.00	(\$ Fixtures) - \$20 each additional

TOWN OF CARMEL PROPOSED REVISED ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2023

FEE DESCRIPTION	PROPOSED REVISED ADOPTED 2023 USER FEES	
<b>ENVIRONMENTAL CONSERVATION REVIEW BOARD</b>		
ECB Wetlands Marker	25.00	
Permit Renewal/Extension Fee	200.00	\$200.00 for each one year permit renewal/extension;
Application Withdrawal	100.00	
Letter of Maintenance	100.00	
Letter of Permission (In lieu of application)	150.00	
Major Interagency Review - Over 5 Acres - Per Acre or Part Thereof	150.00	Total Wetland Include. 100' Control Area (per acre)
Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof	125.00	Total Wetland Include. 100' Control Area (per acre)
Private Consultation/Conference with Wetland Inspector Per Hour	200.00	
Public Hearing	minimum \$200.00 or cost	
SEQR - DEIS	1%	of Bond
Site Plan Inspection - Single Lot - Per Acre or Part Thereof	300.00	Total Wetland Include. 100' Control Area (per acre)
Subdivision Plan Inspection - Per Acre or Part Thereof	300.00	Total Wetland Include. 100' Control Area (per acre)
Tree Cutting - Up to 5 Acres	500.00	Escrow to be determined by Professional Forester
Tree Cutting - 5 to 25 Acres	1,000.00	Escrow to be determined by Professional Forester
Tree Cutting - Over 25 Acres	1,500.00	Escrow to be determined by Professional Forester
Minor Wetland Permit Application - for projects disturbing up to 1,000 sq ft in the 100 ft buffer area.	225.00	
* Escrow Fee for Minor Project	500.00	
Major Wetland Permit Application - for projects disturbing 1,000 sq ft or greater in the 100 ft buffer area or any disturbance in the buffer.	500.00	*plus \$100 for each add'l 1,000 sq ft disturbance (or part thereof) in the 100 ft buffer. Maximum fee \$1,000
* Escrow Fee for Major Project	2,500.00	*as determined by the Town's Wetland Inspector
Wetland Determination for Health Dept	200.00	
Floodplain Permit Fee	minimum \$250.00	maximum \$500
<b>ZONING BOARD OF APPEALS</b>		
280A Exemption	400.00	
Application Withdrawal	100.00	
Area Variance Application	200.00	
Bed and Breakfast Special Permit Application	400.00	
Interpretation of Ordinance	400.00	
Use Variance Application	400.00	
Computer address labels for variance mailing	50.00	
NOTIFICATION SIGN	50.00	per sign
<b>PLANNING BOARD</b>		
<b>PLANNING SUBDIVISION FEES:</b>		
Sketch fee	1,250.00	One time fee
Preliminary Fees		
Major Subdivision	5,500.00	Plus \$950 per lot
Minor Subdivision	3,500.00	Plus \$950 per lot
*Extension of Preliminary Sub-division"	2,500.00	
<b>Final Fees:</b>		
Amendment to Final Plat	2,500.00	
Major Subdivision	2,500.00	Plus \$750 per lot
Minor Subdivision	2,500.00	Plus \$750 per lot
Re-approval of Final Approval	2,500.00	(Does not include SEQR fees)
Extension of final approval	2,500.00	
OPEN DEVELOPMENT REVIEW FEE	3,500.00	
LOT LINE ADJUSTMENT FEE	3,500.00	



15 MARCH 2023  
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL PROPOSED REVISED ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2023

FEE DESCRIPTION	PROPOSED REVISED ADOPTED 2023 USER FEES	
<b>SITE PLAN FEES:</b>		
Commercial Site Plan -- Flat Rate PLUS Parking Spaces	2,000.00	Plus \$100 per Parking Spaces
Residential Site Plan -- Flat Rate PLUS Unit Fee	3,000.00	PLUS \$500 per Dwelling Unit
Amendment to Previous Approved Site Plan -- with no new parking spaces	3,000.00	
Amendment to Previous Approved Site Plan -- with new parking spaces	3,000.00	Plus \$100 per Parking Spaces
Re-grant of Site Plan Approval	3,000.00	
Extension of Site Plan Approval	2,000.00	
<b>SPECIAL SITE PLAN FEES</b>		
Boat House/Bathhouse	1,000.00	
Parking Lot	1,000.00	
Pools/Tennis Courts/ Playgrounds	1,000.00	
Residential Barns	1,000.00	
Residential Dock	1,000.00	
Residential Horse Riding Ring	1,000.00	
Home Office	1,000.00	
<b>LANDFILL, SURFACE GRADING, &amp; OTHER EXCAVATION</b>		
Up to 2 Acres	300.00	
From 2 to 5 Acres	600.00	
Over 5 Acres	900.00	Plus \$40.00/Acre
<b>ARCHITECTURAL REVIEW</b>		
New Commercial Structure Review	300.00	
Modification to Existing Commercial Structure Review	200.00	
Other Structure or Sign Review	100.00	
Single Family Residential Structure Review	150.00	
Two or More Family Residential Structure Review	150.00	Plus 50.00 each Additional Unit over two
<b>PLANNING/MISCELLANEOUS FEES:</b>		
Engineering Fee (Site Plans & Subdivisions) - Technical Review and Construction Inspections	5%	% of Bond Amount
Public Hearings Including Bond Returns and Reductions	250.00	Per Hearing
Planning Board SEQR Escrow Fees - DEIS	2.00%	Not to exceed 2% of Project Value
Planning Board SEQR Escrow Fees - FEIS	2.00%	Not to exceed 2% of Project Value
Recreation Fee in Lieu of Parklands	8,500.00	Per Residential Lot
Recreation Fee Sr. Cit. Multi Family Dwelling/Apt.	3,500.00	Per Dwelling/Apartment for site plan with approvals originating prior to 12/31/15
Recreation Fee Sr. Cit. Multi Family Dwelling/Apt.	6,500.00	Per Dwelling/Apartment for site plan with approvals originating after 1/1/16
Recreation Fee Multi Family Developments	7,000.00	Per Dwelling
Computer address labels	50.00	
NOTIFICATION SIGN	50.00	per sign

FEE DESCRIPTION	PROPOSED REVISED ADOPTED 2023 USER FEES	
<b>DEPARTMENT MISCELLANEOUS TOWN SERVICES:</b>		
Computer Labels	0.05	Each Label - 5.00 Minimum
Computer Report of Tax Parcels	0.25	Per Page - 5.00 Minimum
Copies of Plans/Maps - 24" x 36" black/white or color	10.00 black/white, 15.00 color	
Copies of Records/Documents	0.25	Per Page
Mail Reminder Notices	2.00	
Returned Deposited Bad Check - Each Item	20.00	
Tax or Record Search and Copy	5.00	
Tax or Record Search and Copy with Letter	10.00	
Floodplain Permit	250.00	
<b>SPECIAL DISTRICTS</b>		
<b>PARK DISTRICTS:</b>		
Building Rental - District Resident	350.00	
Building Rental - Non-District Resident	N/A	
Building Rental Deposit - "Refundable"	350.00	
<b>SEWER DISTRICTS:</b>		
Sewer System Service Application, including one inspection	250.00	Residential
(where Street Lateral to Curb Line exists)	500.00	Commercial
Sewer System Connection Additional Inspection - Each Inspection	50.00	
Sewer Sludge Dumping Fee, each 1000 gallons	200.00	
Out of District Application Fee - Residential	4,000.00	
Out of District Application Fee - Commercial	5,000.00	
Pretreatment Permit Exceedence Surcharge	500.00	
<b>WATER DISTRICTS:</b>		
Water System Service Application, including one inspection	250.00	Residential
(where water line curb box exists)	500.00	Commercial
Water System Connection Additional Inspection - Each Inspection	50.00	
New Badger Water Meter Purchase - 3/4"	Base \$100.00 Encoder - \$100.00 Endpoint \$300.00 Total - \$500.00	Residential 3/4"
New Badger Water Meter Purchase - 1" or greater	***At Replacement Cost***	plus 15%
Water Meter Replace Due To Customer's Damage	\$500.00 for 3/4" meter replacement cost	plus 15% for all other size meters
Water Meter Test, by written request of consumer	200.00	* If test shows the meter failed no cost; if test shows meter functions then fee applies
Water service turned on or off	50.00	
Water sprinkler tap - Annual Fee	200.00	
Final Bill Fee	35.00	
Bulk Water Sales	10 times the normal in district rate	Minimum fee \$300.00
Out of District Application Fee - Residential	4,000.00	
Out of District Application Fee - Commercial	5,000.00	
Water Bill Adjustment from Estimate to Actual	25.00 after 2nd adjustment	
Water Consumption Manual Read Assessment for Non-cellular meters.	\$300.00 Residential/\$600.00 Commercial	Billed Semi-Annual
Install Meter Pit at Residence/Business	****Replacement Cost****plus 25%	

(Cont.)

Supervisor Cazzari explained that the 2023 User Fee Schedule was amended to add a fee for the police youth camp which will be hosted by the Carmel Police Department commencing this summer, and he praised the department for their outstanding community involvement.

**COMMENTS/ANNOUNCEMENTS**

Supervisor Cazzari announced that the Department of Recreation and Parks is seeking to fill two vacancies on the Recreation and Parks Advisory Committee. Applicants should submit a letter of interest and resume by May 5, 2023 to James Gilchrist, Director, Town of Carmel Recreation and Parks Department. Additional information may be obtained on the Town's website.

**ADJOURNMENT**

All agenda items having been addressed, on motion by Councilman Lombardi, seconded by Councilman Schanil, with all Town Board members present and in agreement, the meeting was adjourned at 7:27 p.m. to the scheduled Work Session.

Respectfully submitted,

Ann Spofford, Town Clerk