

TOWN BOARD MEETING  
TOWN HALL, MAHOPAC, N.Y.

A Regular Meeting of the Town Board of the Town of Carmel was called to order by Supervisor Kenneth Schmitt on the 20<sup>th</sup> day of November 2019 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 Barile, Councilman Lupinacci, Councilwoman McDonough and Supervisor Schmitt. Councilman Schneider 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.

2020 PRELIMINARY BUDGET AMENDED AND ADOPTED AS ANNUAL BUDGET

WHEREAS the Town Board has met at the time and place specified in the notice of public hearing on the Preliminary Budget and heard all persons desiring to be heard thereon; and

WHEREAS following the public hearing, the Town Board met with the Town Comptroller, Mary Ann Maxwell regarding the (amended) Preliminary Budget, (as described on the attached schedule); to arrive at a Final Budget for fiscal year 2020;

NOW THEREFORE BE IT RESOLVED that the Final Budget, as incorporated herein and made a part hereof, is hereby adopted as the annual budget of the Town of Carmel for the fiscal year beginning the 1st day of January, 2020 and that such budget as so adopted be entered in detail in the minutes of this Town Board; and

BE IT FURTHER RESOLVED that the Town of Carmel Town Clerk Ann Spofford shall prepare and certify in duplicate, copies of said annual budget as adopted by this Town Board, together with the assessment rolls for benefit improvements adopted pursuant to Section 202-a, subdivision 2, of the Town Law and deliver one copy thereof to the Town Supervisor Kenneth Schmitt, to be presented by him to the Putnam County Legislature.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

Roll Call Vote	YES	NO	
Michael Barile	X		
Jonathan Schneider			Absent
John Lupinacci			Abstain
Suzanne McDonough	X		
Kenneth Schmitt	X		

TOWN OF CARMEL 2020 BUDGET ADJUSTMENTS ADOPTED 11/20/19

TOWN OF CARMEL 2020 BUDGET ADJUSTMENTS TENTATIVE - PRELIMINARY - ADOPTED				Total
Adjustments Tentative to Preliminary				
* Increase Elected Officials/Management Salary				
Act code 1010.10	Town Board		1,748	
Act code 1220.10	Supervisor		2,496	
Act code 1410.10	Town Clerk		1,904	
Act code 5010.10	Highway Super		2,580	
				8,728
* Decrease Compensation Reserve				
Act code 1010.16	Comp Reserve - Mngmt Salary Inc		(8,728)	
				(8,728)
Adjustments Preliminary to Adopted				
* Increase Employee Salary and Benefits				
Act code 1110.10	Town Justice		1,789	
Act code 1110.11	Justice Court - Staff		2,570	
Act code 1220.11	Supervisor - Staff		1,662	
Act code 1315.10	Comptroller		2,610	
Act code 1330.10	Receiver of Taxes		1,784	
Act code 1330.11	Receiver of Taxes - Staff		1,269	
Act code 1355.10	Assessor		2,010	
Act code 1410.11	Town Clerk - Staff		1,504	
Act code 1440.10	Town Engineer		2,397	
Act code 1610.11	Central Services - Staff		3,335	
Act code 5010.11	Highway Admin - Staff		1,900	
Act code 7020.10	Director of Parks		2,142	
Act code 7020.11	Rec Admin - Staff		5,441	30,413

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	* Increase Other Budget Accounts			
	Act code 9902.99	Transfer to Highway	76,000	76,000
	* Decrease Compensation Reserve			
	Act code 1010.16	Comp Reserve - Mngmt Salary Inc	(31,413)	(31,413)
Highway Fund Budget Adjustments				
	Increase Employee Salary and Benefits			
	Act code 500.5142.11	Snow Removal Labor Exp	81,412	
	Act code 500.5142.17	Snow Removal Uniform Exp	600	
	Act code 500.5142.80	Snow Removal Retirement Exp	12,000	
	Act code 500.5142.81	Snow Removal MCT Mobility Tax Exp	38	
	Act code 500.5142.82	Snow Removal FICA/Med Exp	6,000	
	Act code 500.5142.84	Snow Removal Health Benefit Exp	28,900	
	Act code 500.5142.85	Snow Removal Welfare Exp	1,050	130,000
TOTAL NET EXPENDITURE ADJUSTMENTS				205,000
REVENUES	Act code 100.1989.9871	Equipment Reserve	25,000	
	Act code 100.1989.9878	Capital Reserve	50,000	
	Act code 500.5010.2401	Interest Earnings	10,000	
	Act code 500.5010.5031	Transfer from General Fund	76,000	161,000
TOTAL REVENUE ADJUSTMENTS				161,000
	* Increase/Decrease in Gen/Hwy Levy	General Levy	0	
		Highway Levy	44,000	
Adjustment to Tax Levy				44,000
Tax Rate Increase 0.98%				

TOWN OF CARMEL 2020 BUDGET ADJUSTMENTS ADOPTED 11/20/19

TOWN OF CARMEL 2020 BUDGET ADJUSTMENTS PRELIMINARY - ADOPTED			Total
Adjustments Preliminary to Adopted			
	* Increase Asset Management Expense Line		
	Act code 701.8130.0021	Asset Management Special Exp	5,100
	Act code 713.8130.0021	Asset Management Special Exp	6,900
	Act code 702.8130.0021	Asset Management Special Exp	53,600
	Act code 703.8130.0021	Asset Management Special Exp	4,300
	Act code 708.8130.0021	Asset Management Special Exp	4,900
	Act code 601.8310.0021	Asset Management Special Exp	2,900
	Act code 602.8310.0021	Asset Management Special Exp	31,800
	Act code 603.8310.0021	Asset Management Special Exp	8,300
	Act code 604.8310.0021	Asset Management Special Exp	5,400
	Act code 605.8310.0021	Asset Management Special Exp	3,700
	Act code 606.8310.0021	Asset Management Special Exp	5,200
	Act code 607.8310.0021	Asset Management Special Exp	4,900
	Act code 608.8310.0021	Asset Management Special Exp	9,300
	Act code 609.8310.0021	Asset Management Special Exp	4,600
	Act code 610.8310.0021	Asset Management Special Exp	3,600
	Act code 612.8310.0021	Asset Management Special Exp	4,200
	Act code 613.8310.0021	Asset Management Special Exp	2,900
	Act code 614.8310.0021	Asset Management Special Exp	4,300
	* Decrease District Expense Lines		
	Act code 701.8130.0099	Repair Reserve Fund	(5,100)
	Act code 713.8130.0040	Equipment Expense	(2,000)
	Act code 713.8130.0040	Contractual Repairs	(2,000)
	Act code 713.8130.0099	Repair Reserve Fund	(2,900)
	Act code 702.8130.0020	Equipment Expense	(8,000)
	Act code 702.8130.0047	Sludge Hauling Exp	(5,000)
	Act code 702.8130.0090	Contingency	(10,000)
	Act code 702.8130.0099	Repair Reserve Fund	(20,000)
	Act code 702.8130.0140	Micro Contractual Exp	(5,000)
	Act code 702.8130.0142	Micro Utility Exp	(5,600)
	Act code 703.8130.0040	Contractual Repairs	(400)
	Act code 703.8130.0042	Utility Expense	(1,000)
	Act code 703.8130.0049	Services Other Govt	(500)
	Act code 703.8130.0099	Repair Reserve Fund	(2,400)
	Act code 708.8130.0040	Contractual Repairs	(3,900)
	Act code 708.8130.0099	Repair Reserve Fund	(1,000)
	Act code 601.8310.0099	Repair Reserve Fund	(2,900)
	Act code 602.8310.0099	Repair Reserve Fund	(31,800)
	Act code 603.8310.0040	Contractual Repairs	(4,300)
	Act code 603.8310.0047	Emergency Repair Exp	(4,000)
	Act code 604.8310.0047	Emergency Repair Exp	(4,000)
	Act code 604.8310.0099	Repair Reserve Fund	(1,400)
	Act code 605.8310.0047	Emergency Repair Exp	(2,700)
	Act code 605.8310.0099	Repair Reserve Fund	(1,000)
	Act code 606.8310.0040	Contractual Repairs	(2,700)
	Act code 606.8310.0047	Emergency Repair Exp	(2,500)
	Act code 607.8310.0040	Contractual Repairs	(1,900)
	Act code 607.8310.0047	Emergency Repair Exp	(3,000)
	Act code 608.8310.0099	Repair Reserve Fund	(9,300)
	Act code 609.8310.0099	Repair Reserve Fund	(4,600)
	Act code 610.8310.0040	Contractual Repairs	(1,500)
	Act code 610.8310.0099	Repair Reserve Fund	(2,100)
	Act code 612.8310.0040	Contractual Repairs	(3,000)

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	Act code 612.8310.0047	Emergency Repair Exp	(1,200)	
	Act code 613.8310.0099	Repair Reserve Fund	(2,900)	
	Act code 614.8310.0047	Emergency Repair Exp	(4,300)	(165,900)
TOTAL NET EXPENDITURE ADJUSTMENTS				0
TOTAL REVENUE ADJUSTMENTS				0
	* Increase/Decrease in Special District Levy		0	
Adjustment to Tax Levy				0

Supervisor Schmitt explained that the 2020 Adopted Budget falls \$876.00 under New York State's two percent real property tax cap. It includes a tax rate increase of 0.98% with a 4.1% increase in overall spending from last year. Major budget drivers include debt payment increases, employee health insurance, pension costs and salaries. He pointed out that raises were awarded to employees at an average of 2%, which is below the approximately 2.5% cost of living increase projected for 2020.

Supervisor Schmitt went on to highlight certain budget items. He then spoke about the Town's water meter replacement project successfully underway as well as projects being funded for the upcoming year; the Comprehensive Plan and Code revisions, a water and sewer districts infrastructure asset management plan, bathrooms at Baldwin Meadows Park, Town Hall building improvements, as well as the municipal parking lot and park at Swan Cove.

Councilman Barile added that funding is also in the budget for Airport Park improvements, and in addition to restoring Highway Department staffing, the Police Department will be brought back to full staffing. He expressed his support of the 2020 Budget and acknowledged Supervisor Schmitt and Town Comptroller Mary Ann Maxwell for their efforts in connection therewith.

**VARIOUS WATER DISTRICTS, SEWER DISTRICTS AND TOWN HALL -  
PROPOSAL ACCEPTED FOR GENERATOR MAINTENANCE - RFP#2019-0013 -  
MAGPRO SERVICES, LLC**

RESOLVED that, the Town Board of the Town of Carmel, acting as Commissioners of the various Water and Sewer Districts established and located within the Town of Carmel, and pursuant to recommendation of Town Engineer Richard J. Franzetti, P.E. hereby accepts the proposal of Magpro Services, LLC to perform generator maintenance for the said water and sewer districts, as well as for Town Hall facilities for a period commencing January 1, 2020 and concluding December 31, 2024 at an annual cost not to exceed \$21,250.00; and

BE IT FURTHER RESOLVED that upon presentation of insurance certificates in form acceptable to Town Counsel, Town Supervisor Kenneth Schmitt is hereby authorized to execute any and all documentation reasonably necessary to effectuate 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 Lupinacci  
Seconded by: Councilwoman McDonough

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

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TOWN BOARD MEETING

**VARIOUS WATER DISTRICTS AND SEWER DISTRICTS - PROPOSAL ACCEPTED FOR DEVELOPMENT OF ASSET MANAGEMENT PLANS - RFP#2019-004 - ARCADIS DESIGN & CONSULTANCY**

RESOLVED that The Town Board of the Town of Carmel, acting as Commissioners of the various Water and Sewer Districts within the Town of Carmel, and pursuant to the recommendation of Town Engineer Richard J. Franzetti, P.E. hereby accepts the proposal of Arcadis Design & Consultancy, New York, NY, for the development of Asset Management Plans for the various water and sewer districts of the Town of Carmel at a cost not to exceed \$165,900.00; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to execute any and all documentation reasonably necessary to effectuate 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 Barile  
Seconded by: Councilwoman McDonough and Councilman Lupinacci

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

**RECORDING OF MEETINGS FOR THE TOWN OF CARMEL - PROPOSAL ACCEPTED - ALESCA PRODUCTIONS - RFP#2019-0010**

RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of Town Engineer Richard J. Franzetti, P.E. hereby accepts the proposal of Alesca Productions, Mahopac, NY for the video recording of meetings to be held at Town of Carmel Town Hall in accordance with the proposal dated October 16, 2019;

BE IT FURTHER RESOLVED that said services are hereby authorized for a five-year period at an annual cost not to exceed \$20,500 for years 2020 and 2021; an annual cost not to exceed \$21,000 for 2022; together with two (2) one-year options in favor of the Town of Carmel for 2023 and 2024 at respective costs not to exceed \$21,000 and \$21,500 annually; and

BE IT FURTHER RESOLVED that upon presentation of insurance certificates in form acceptable to Town Counsel, Town Supervisor Kenneth Schmitt is hereby authorized to execute any and all necessary contract documentation to effect acceptance of this proposal upon the terms authorized herein.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

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

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**CARMEL WATER DISTRICT #2 AND MAHOPAC FALLS FIRE PROTECTION DISTRICT - PAYMENT FOR REPAIRS AUTHORIZED - KUCK EXCAVATING, INC.**

RESOLVED, the Town Board of the Town of Carmel, acting as Commissioners of the various water and sewer districts of the Town of Carmel, and upon the recommendation of Town Engineer Richard J. Franzetti, P.E., hereby authorizes the following payments for repairs performed within the referenced districts:

Vendor Name	Services Rendered	Authorized Amount
Kuck Excavating, Inc. Carmel, NY	Carmel Water District #2 Emergency Line Repair Invoice: October 22, 2019	\$7,175.84
Kuck Excavating, Inc. Carmel, NY	Mahopac Falls Fire Protection District Dry Hydrant Replacement Invoice: October 22, 2019	\$8,974.00

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget revisions to effect payment for the aforesaid repair authorizations.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilwoman McDonough

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

**BUDGET REVISIONS SCHEDULE #2019/05 - FINAL BUDGET MODIFICATIONS FOR PERIOD ENDING OCTOBER 31, 2019 - AUTHORIZED AND RATIFIED**

WHEREAS the Town Comptroller has reviewed the proposed Final Budget Modifications for the period ending October 31, 2019 with the Town Board which are detailed and explained on the attached Budget Revisions Schedule #2019/05;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the Final Budget Modifications/Revisions for the period ending October 31, 2019, as shown itemized on the schedule #2019/05 attached hereto, incorporated herein and made a part hereof.

Resolution

Offered by: Councilman Barile  
Seconded by: Councilman Lupinacci

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

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TOWN OF CARMEL  
BUDGET REVISIONS SEPTEMBER - OCTOBER 2019 #2019/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<b>GENERAL FUND</b>				
1	100.1930.0040	CERTIORARI SETTLEMENTS	5,000.00	
	100.1989.9876	RESERVE FOR CERTIORARI SETTLEMENTS	*	5,000.00
		- PROVIDE FOR CERTIORARI SETTLEMENT EXP		
2	100.3120.0012	POLICE OVERTIME	71,948.00	
	100.1989.2680	INSURANCE RECOVERY - PAYROLL	*	71,948.00
		- PROVIDE FOR POLICE OVERTIME EXPENSE FROM 207C REVENUE RECD		
3	100.1989.0040	UNCLASSIFIED EXPENDITURE	9,006.00	
	100.1989.9909	APPROPRIATED FUND BALANCE	*	9,006.00
		- PROVIDE FOR REIMBURSEMENT TO COUNTY FROM NYS AID RECD FOR LAKE PATROL COSTS		
4	100.1950.0040	TAXES & ASSESSMENTS	10,900.00	
	100.1990.0040	CONTINGENT LINE		10,900.00
		- TRANSFER FOR PAYMENT OF SCHOOL TAXES ON RECENTLY PURCHASE LAND		
5	100.3650.0040	BUILDING DEMO EXPENSE	20,700.00	
	100.1990.0040	CONTINGENT LINE		20,700.00
		- TRANSFER FOR COSTS RELATED TO DEMOLITION OF BUILDING ON TOWN OWNED PROPERTY		
<b>GENERAL DEBT FUND</b>				
6	810.9730.0061	BAN PRINCIPAL - DRAINAGE	390,000.00	
	810.1989.9909	APPROPRIATED FUND BALANCE	*	390,000.00
		- PROVIDE FOR BAN PRINCIPAL PAYMENT		
<b>HIGHWAY DEBT FUND</b>				
7	850.9730.0060	BAN PRINCIPAL - ROADS	105,000.00	
	850.9730.0061	BAN PRINCIPAL - MACHINERY	105,000.00	
	850.9730.0070	BAN PRINCIPAL - MACHINERY	18,105.00	
	850.5010.2710	PREMIUM ON BAN SALE	*	18,105.00
	850.5010.9909	APPROPRIATED FUND BALANCE	*	210,000.00
		- PROVIDE FOR BAN PRINCIPAL/INTEREST PAYMENT		
<b>CARMEL WATER DIST #2 DEBT FUND</b>				
8	862.9730.0060	BAN PRINCIPAL	200,000.00	
	862.8310.9909	APPROPRIATED FUND BALANCE	*	200,000.00
		- PROVIDE FOR BAN PRINCIPAL PAYMENT		
<b>ALL WATER DISTRICT OPERATING FUNDS</b>				
9	601.9903.0099	TRANSFER TO DEBT FUND	40,500.00	
	602.9901.0099	TRANSFER TO DEBT FUND	129,000.00	
	603.9901.0099	TRANSFER TO DEBT FUND	100,000.00	
	604.9901.0099	TRANSFER TO DEBT FUND	26,000.00	
	605.9901.0099	TRANSFER TO DEBT FUND	30,000.00	
	606.9901.0099	TRANSFER TO DEBT FUND	60,000.00	
	607.9901.0099	TRANSFER TO DEBT FUND	60,000.00	
	608.9901.0099	TRANSFER TO DEBT FUND	70,000.00	
	609.9901.0099	TRANSFER TO DEBT FUND	50,000.00	
	610.9901.0099	TRANSFER TO DEBT FUND	18,000.00	
	612.9901.0099	TRANSFER TO DEBT FUND	60,000.00	
	613.9901.0099	TRANSFER TO DEBT FUND	20,000.00	
	614.9901.0099	TRANSFER TO DEBT FUND	50,000.00	
	622.9902.0099	TRANSFER TO DEBT FUND	40,000.00	
	601.8310.9909	APPROPRIATED FUND BALANCE	*	40,500.00
	602.8310.9909	APPROPRIATED FUND BALANCE	*	129,000.00
	603.8310.9909	APPROPRIATED FUND BALANCE	*	100,000.00
	604.8310.9909	APPROPRIATED FUND BALANCE	*	26,000.00

TOWN OF CARMEL  
BUDGET REVISIONS SEPTEMBER - OCTOBER 2019 #2019/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
	605.8310.9909	APPROPRIATED FUND BALANCE	*	30,000.00
	606.8310.9909	APPROPRIATED FUND BALANCE	*	60,000.00
	607.8310.9909	APPROPRIATED FUND BALANCE	*	60,000.00
	608.8310.9909	APPROPRIATED FUND BALANCE	*	70,000.00
	609.8310.9909	APPROPRIATED FUND BALANCE	*	50,000.00
	610.8310.9909	APPROPRIATED FUND BALANCE	*	18,000.00
	612.8310.9909	APPROPRIATED FUND BALANCE	*	60,000.00
	613.8310.9909	APPROPRIATED FUND BALANCE	*	20,000.00
	614.8310.9909	APPROPRIATED FUND BALANCE	*	50,000.00
	622.8310.9909	APPROPRIATED FUND BALANCE	*	40,000.00
		- PROVIDE FOR TRANSFER TO DEBT FUND FOR WATER METER PROJECT		

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ALL WATER DISTRICT DEBT FUNDS				
10	861.9730.0060	BAN PRINCIPAL		40,000.00
	862.9730.0060	BAN PRINCIPAL		166,000.00
	863.9730.0060	BAN PRINCIPAL		100,000.00
	864.9730.0060	BAN PRINCIPAL		26,000.00
	865.9730.0060	BAN PRINCIPAL		30,000.00
	866.9730.0060	BAN PRINCIPAL		60,000.00
	867.9730.0060	BAN PRINCIPAL		60,000.00
	868.9730.0060	BAN PRINCIPAL		70,000.00
	869.9730.0060	BAN PRINCIPAL		50,000.00
	860.9730.0060	BAN PRINCIPAL		18,000.00
	887.9730.0060	BAN PRINCIPAL		60,000.00
	883.9730.0060	BAN PRINCIPAL		20,000.00
	884.9730.0060	BAN PRINCIPAL		50,000.00
	861.8310.5031	TRANSFER FROM OPERATING FUND	*	40,000.00
	862.8310.5031	TRANSFER FROM OPERATING FUND	*	126,000.00
	862.8310.5032	TRANSFER FROM OPERATING FUND	*	40,000.00
	863.8310.5031	TRANSFER FROM OPERATING FUND	*	100,000.00
	864.8310.5031	TRANSFER FROM OPERATING FUND	*	26,000.00
	865.8310.5031	TRANSFER FROM OPERATING FUND	*	30,000.00
	866.8310.5031	TRANSFER FROM OPERATING FUND	*	60,000.00
	867.8310.5031	TRANSFER FROM OPERATING FUND	*	60,000.00
	868.8310.5031	TRANSFER FROM OPERATING FUND	*	70,000.00
	869.8310.5031	TRANSFER FROM OPERATING FUND	*	50,000.00
	860.8310.5031	TRANSFER FROM OPERATING FUND	*	18,000.00
	887.8310.5031	TRANSFER FROM OPERATING FUND	*	60,000.00
	883.8310.5031	TRANSFER FROM OPERATING FUND	*	20,000.00
	884.8310.5031	TRANSFER FROM OPERATING FUND	*	50,000.00
		- PROVIDE FOR BAN PRINCIPAL PAYMENT FOR WATER METER PROJECT		
11	861.9730.0070	BAN INTEREST		629.00
	862.9730.0070	BAN INTEREST		16,660.00
	863.9730.0070	BAN INTEREST		1,212.00
	864.9730.0070	BAN INTEREST		174.00
	865.9730.0070	BAN INTEREST		21.00
	866.9730.0070	BAN INTEREST		82.00
	867.9730.0070	BAN INTEREST		91.00
	860.9730.0070	BAN INTEREST		133.00
	887.9730.0070	BAN INTEREST		167.00
	883.9730.0070	BAN INTEREST		75.00
	884.9730.0070	BAN INTEREST		180.00
	861.8310.2710	PREMIUM ON BAN SALE	*	129.00
	861.8310.5031	TRANSFER FROM OPERATING FUND	*	500.00
	862.8310.2710	PREMIUM ON BAN SALE	*	13,660.00
	862.8310.5031	TRANSFER FROM OPERATING FUND	*	3,000.00
	863.8310.2710	PREMIUM ON BAN SALE	*	1,212.00
	864.8310.2710	PREMIUM ON BAN SALE	*	174.00
	865.8310.2710	PREMIUM ON BAN SALE	*	21.00
	866.8310.2710	PREMIUM ON BAN SALE	*	82.00
	867.8310.2710	PREMIUM ON BAN SALE	*	91.00
	860.8310.2710	PREMIUM ON BAN SALE	*	133.00
	887.8310.2710	PREMIUM ON BAN SALE	*	167.00
	883.8310.2710	PREMIUM ON BAN SALE	*	75.00
	884.8310.2710	PREMIUM ON BAN SALE	*	180.00
		- PROVIDE FOR BAN INTEREST PAYMENT FOR WATER METER PROJECT		

TOWN OF CARMEL  
BUDGET REVISIONS SEPTEMBER - OCTOBER 2019 #2019/05

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
DRAINAGE CAPITAL PROJECT				
12	900.1989.0012	PROJECT OVERTIME EXPENSE	5,000.00	
	900.1989.0080	FICA/MED EXPENSE		5,000.00
		- TRANSFER FOR PROJECT OVERTIME EXPENSE		
AIRPORT PARK CAPITAL PROJECT				
13	910.7140.0045	CONTRACTED IMPROVEMENTS	15,539.00	
	910.7140.0040	CONTRACTUAL EXPENDITURES		12,100.00
	910.7140.0044	PROJECT ENGINEERING		3,439.00
		- TRANSFER FOR CAPITAL PROJECT EXPENSE		
HIGHWAY MACHINERY CAPITAL PROJECT				
14	951.5130.0048	OTHER PROJECT EXPENDITURES	5,000.00	
	951.5130.0024	PURCHASE OF MACHINERY		5,000.00
		- TRANSFER FOR PROJECT OVERTIME EXPENSE		

20 NOVEMBER 2019  
TOWN BOARD MEETING

2020 USER FEE SCHEDULE - ADOPTED

RESOLVED that the Town Board of the Town of Carmel hereby adopts, effective immediately, the Town of Carmel User Fee Schedule for Fiscal Year 2020 in form as attached hereto and made a part hereof.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

Roll Call Vote	YES	NO	
Michael Barile	X		
Jonathan Schneider			Absent
John Lupinacci	X		
Suzanne McDonough	X		
Kenneth Schmitt	X		

TOWN OF CARMEL ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2020

FEE DESCRIPTION	ADOPTED 2020 USER FEES	
TOWN CLERK'S OFFICE		
Certification:		
Registrar's Certification (Birth/Death)	10.00	
Town Clerks Certification (Marriage/Other)	10.00	
Genealogy Fee Schedule:		
	1 - 3 years - \$22.00	
	4 - 10 years - \$42.00	
	11 - 20 years - \$62.00	
	21 - 30 years - \$82.00	
	31 - 40 years - \$102.00	
	41 - 50 years - \$122.00	
	51 - 60 years - \$142.00	
	61 - 70 years - \$162.00	
Copies:		
Copies of Town Ordinance or Other Documents - Per Page	0.25	
Facsimile/Fax - Per Page	2.00	
Map (Zoning, Election, Other) - Black & White/Color	10.00/15.00	
Licenses:		
Auctioneering License - Annual	300.00	
Auctioneering License - One Day	150.00	
Annual Dog License Fee - spayed/nuetered	7.50	
Annual Dog License Fee - unsplayed/un-nuetered	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	
Sound Amplification Permit Residential	50.00	
Town Code:		
Annual Town Code Book Supplement	75.00	
Code Book	598.00	

User Fee Schedule 2020

1

TOWN OF CARMEL ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2020

FEE DESCRIPTION	ADOPTED 2020 USER FEES	
POLICE DEPARTMENT		
Accident Report - Business	0.25	per page
Accident Report - Personal	0.25	per page
Finger Printing Service - Non Residents - Per Person	35.00	
Photograph	20.00	per photo
Police Special Escort Service - Per Hour	-	
Special Event or Special Services - Per Hour	-	
CD of Photographs from Casefile	50.00	
Tow Application Fee	250.00	Annual Application Fee
Vehicle Impound Fee	100.00	per vehicle
ALARM ORDINANCE		
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	500.00	
Six-Nine False Alarms	750.00	
Ten or more False Alarms	1,000.00	
		* All alarm fees: 10% of outstanding balance after 90 days past due.

20 NOVEMBER 2019  
TOWN BOARD MEETING

(Cont.)

HIGHWAY DEPARTMENT		
Driveway Bond - "Refundable"	750.00	
Driveway Permit - Includes two Inspections	215.00	
Road Opening Bond - "Refundable" - Entire Road	5,000.00	
Road Opening Bond - "Refundable" - Half Road	2,500.00	
Road Opening Permit	500.00	

User Fee Schedule 2020

2

TOWN OF CARMEL ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2020

FEE DESCRIPTION	ADOPTED 2020 USER FEES	
PARKS & RECREATION DEPARTMENT		
Camp:		
Playground Camp	500.00	Non-Resident \$960.00
* Early Bird Registration Fee - Playground Camp	450.00	Non-Resident \$860.00
Primary Camp (9:30 AM to 2:30 PM)	550.00	Non-Resident 1,060.00
* Early Bird Registration Fee - Primary Camp	500.00	Non-Resident \$960.00
Primary Camp Extended Day (2:30 PM to 4:30 PM)	200.00	
Classes/Lessons:		
Additional Swimming Lessons	\$75	Residents only
Adult Classes	\$70.00 - \$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
Pre School Classes	FREE - \$180.00	* plus \$35.00 non residents
RTE - Responding to Emergencies	225.00	Non-Resident \$260.00
Special Tennis, Aerobics, or Other Lessons	remove	remove
Swimming Lessons Including Permit	145.00	Residents only
Tennis Lessons - 6 One Hour Sessions	75.00	Non-Resident \$110.00
Tennis Lessons - 8 One Hour Sessions	95.00	Non-Resident \$130.00
Facilities Rental:		
Ballfield Rental - 2 Hour Limit	\$150.00/\$250.00 w/lights	
Boat Rental Fee	5.00	
Civic Building Rental/Pavilion	200.00	+Supervisor Hourly Rate
Group Picnic	150.00	Residents Only
Private Building Rental	300.00	+Supervisor Hourly Rate
Sycamore Park Concession [Seasonal]	3,500.00	
ID/Permits: "Residents Only"		
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	
On-line Registration Fee	6.00	
Senior Citizen Identification Card	No charge	
Nanny Registration Fee	12.00	
Nanny Swim Permit	100.00	
Individual Tennis Permit	50.00	
Tennis Guest Fee	6.00	
Youth Swimming Permit	80.00	
Dog Park:		
Sycamore Dog Park User Fee - Resident	30.00	Annual
Sycamore Dog Park User Fee - Non-Resident	80.00	Annual

User Fee Schedule 2020

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TOWN OF CARMEL ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2020

FEE DESCRIPTION	ADOPTED 2020 USER FEES	
BUILDING & CODES DEPARTMENT		
Accessory Apartment Permit	1,000.00	
Bed & Breakfast Special Application	1,000.00	
Building Permits -- Flat Rate PLUS Estimated Cost of Construction	50.00	Flat Rate PLUS
Estimated Cost of Construction -- Calculated as:	12.00	per \$1,000 Calculated Estimated Cost
Residential -- New construction	100.00	per sq. ft.
Residential -- Finish existing space to living space	20.00	per sq. ft.
Commercial	150.00	per sq. ft.
Commercial - Garage	75.00 - 80.00	per sq. ft.
Decks	35.00	per sq. ft.
Garage	75.00	per sq. ft.
Shed	25.00	per sq. ft.
Certificates of Compliance	80.00/150.00	Residential/Commercial
Certificates of Occupancy	80.00/150.00	Residential/Commercial
Excavation or Fill Permit for the first 2,000 cubic yards	200.00	Plus \$100 for each additional 1,000 CY
Inspection Fee for Clearance of Title Search Violation	50.00	Each Inspection
Mother/Daughter Permit	400.00	
Plumbing Permit Per Fixture	15.00 each	\$75.00 minimum fee
Plumbing/ Air Conditioning Inspection		
Re-Inspection Fee When Inspection Requested but Job Not Ready	100.00	Paid in Advance of 2nd Inspection
Sign Permit	150.00	
Swimming Pool Permit - Above Ground	150.00	
Swimming Pool Permit - In Ground	300.00	
HVAC Fee	50.00	Flat Rate plus
	10.00	per \$1,000 Estimated Cost of Installation

20 NOVEMBER 2019  
TOWN BOARD MEETING

(Cont.)

Title Search	175.00/325.00	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	
* (NYS DOS requires towns to issue permits for storage of certain materials and certain uses)		
Natural Gas Inspections		
Residential	50.00	(5 Fixtures) \$10 each additional
Commercial	100.00	(5 Fixtures) \$20 each additional
Liquid Propane Gas Inspections		
Residential	50.00	(5 Fixtures) - \$10 each additional
Commercial	100.00	(5 Fixtures) - \$20 each additional

User Fee Schedule 2020

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TOWN OF CARMEL ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2020

FEE DESCRIPTION	ADOPTED 2020 USER FEES	
<b>ENVIRONMENTAL CONSERVATION REVIEW BOARD</b>		
ECB Wetlands Marker	15.00	
Permit Renewal/Extension Fee	75.00	For each one year permit renewal/extension;
Application Withdrawal	50.00	
Letter of Maintenance	75.00	
Letter of Permission (In lieu of application)	150.00	
Major Interagency Review - Over 5 Acres - Per Acre or Part Thereof	60.00	Total Wetland Include. 100' Control Area (per acre)
Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof	50.00	Total Wetland Include. 100' Control Area (per acre)
Private Consultation/Conference with Wetland Inspector Per Hour	175.00	
Public Hearing	minimum \$150.00 or cost	
SEQR - DEIS	1%	of Bond
Site Plan Inspection - Single Lot - Per Acre or Part Thereof	300.00	Total Wetland 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	
Accessory Apartment Application	250.00	
Application Withdrawal	100.00	
Area Variance Application	200.00	
Bed and Breakfast Special Permit Application	400.00	
Interpretation of Ordinance	400.00	
Use Variance Application	400.00	
Computer address labels for variance mailing	50.00	
NOTIFICATION SIGN	50.00	per sign
<b>PLANNING BOARD</b>		
<b>PLANNING SUBDIVISION FEES:</b>		
Sketch fee	1,000.00	One time fee
Preliminary Fees		
Major Subdivision	5,000.00	Plus \$950 per lot
Minor Subdivision	3,500.00	Plus \$950 per lot
"Extension of Preliminary Sub-division"	1,000.00	
Final Fees:		
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	2,000.00	
OPEN DEVELOPMENT REVIEW FEE	3,500.00	
LOT LINE ADJUSTMENT FEE	3,500.00	

User Fee Schedule 2020

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TOWN OF CARMEL ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2020

FEE DESCRIPTION	ADOPTED 2020 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

20 NOVEMBER 2019  
TOWN BOARD MEETING

(Cont.)

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	175.00	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

TOWN OF CARMEL ADOPTED USER SERVICE FEES --  
FISCAL YEAR 2020

FEE DESCRIPTION	ADOPTED 2020 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"	10.00	
Copies of Records/Documents	0.25	Per Page
Mail Reminder Notices	2.00	
Returned Deposited Bad Check - Each Item	20.00	
Tax or Record Search and Copy	5.00	
Tax or Record Search and Copy with Letter	10.00	
Floodplain Permit	250.00	
Banner Permit Fee (non-waivable)	400.00	* Fee for each banner issued under permit - Revised 4/2015
<b>SPECIAL DISTRICTS</b>		
<b>PARK DISTRICTS:</b>		
Building Rental - District Resident	150.00	
Building Rental - Non-District Resident	N/A	
Building Rental Deposit - "Refundable"	150.00	
Building Rental Cleaning Fee	100.00	
<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	2,500.00	
Out of District Application Fee - Commercial	3,500.00	
<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 Water Meter & Installation - 3/4" Meter	325.00	
New Water Meter Purchase	275.00	
All Others	Quote	
Water Meter Replace Due To Customer's Damage	***At Replacement Cost***	plus 15%
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	2,500.00	
Out of District Application Fee - Commercial	3,500.00	
Water Bill Adjustment from Estimate to Actual	25.00 after 2nd adjustment	

20 NOVEMBER 2019  
TOWN BOARD MEETING

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

RESOLVED that the Town Board of the Town of Carmel, acting as the Commissioners of Carmel Fire Protection Districts #1 and #2, hereby authorizes entry into Service Award Program Service Agreements with Penflex Inc., of Latham, NY for administration services for the Fire Protection District Service Award Programs for year 2019-20 as contained within the proposal of October 2019 which is attached hereto and made a part hereof, at estimated costs of \$6,600.00 for Fire Protection District #1 and \$7,200.00 for Fire Protection District #2; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to sign any and all documentation required to effect this authorization on the terms set forth herein.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilwoman McDonough

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

**Penflex, Inc. 11/1/2019-10/31/2020 Service Fee Agreement**

**TOWN OF CARMEL  
CARMEL FIRE PROTECTION DISTRICT NO. 1  
SERVICE AWARD PROGRAM**

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**Standard Services Fee Schedule**

Base Fee: \$3,800, \$0 change from 2018  
Per-Participant Fee: \$18, \$0 change from 2018  
Payment certification and trustee directive letters: \$75 per letter, \$0 change from 2018  
**Total Estimated Standard and Distribution Services Fees: \$6,600**

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**Preparation of Financial Statement Disclosures**

Disclosure Packages Provided For Program Year 2018:

NYS LOSAP Audit Package: No  
GASB 73 Package: Yes

Auditing Firm: PKF O'Connor Davies, LLP  
Contact Name: Alan Kassay  
Email Address: akassay@pkfod.com

Please Check 'Yes' Or 'No' For Program Year 2019:

Complete the NYS LOSAP Audit Package for a fee of \$495:            Yes            No  
This is a \$0 change from 2018. Please refer to the enclosed newsletter titled 'New York State Volunteer Firefighter LOSAP Audit Requirement' for more information  
Complete the GASB 73 Package for a fee of \$950:            Yes            No  
This is a \$0 change from 2018. Please refer to the enclosed 'GASB 73 FAQs' for more information. For a sample GASB 73 package, please email: info@penflexinc.com.

**20 NOVEMBER 2019  
TOWN BOARD MEETING**

(Cont.)

**PLEASE NOTE: If you are requesting any Disclosure Packages, please review and make any necessary changes to your auditor's information noted above.**

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

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

\_\_\_\_\_  
Supervisor  
Town of Carmel

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

**Penflex, Inc. 11/1/2019-10/31/2020 Service Fee Agreement**

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

**Standard Services Fee Schedule**

Base Fee: \$3,800, \$0 change from 2018

Per-Participant Fee: \$18, \$0 change from 2018

Payment certification and trustee directive letters: \$75 per letter, \$0 change from 2018

**Total Estimated Standard and Distribution Services Fees: \$7,200**

**Preparation of Financial Statement Disclosures**

Disclosure Packages Provided For Program Year 2018:

NYS LOSAP Audit Package: No

GASB 73 Package: Yes

Auditing Firm: PKF O'Connor Davies, LLP  
Contact Name: Alan Kassay  
Email Address: akassay@pkfod.com

Please Check 'Yes' Or 'No' For Program Year 2019:

Complete the NYS LOSAP Audit Package for a fee of \$495:        Yes        No

This is a \$0 change from 2018. Please refer to the enclosed newsletter titled 'New York State Volunteer Firefighter LOSAP Audit Requirement' for more information

Complete the GASB 73 Package for a fee of \$950:        Yes        No

This is a \$0 change from 2018. Please refer to the enclosed 'GASB 73 FAQs' for more information. For a sample GASB 73 package, please email: info@penflexinc.com.

**PLEASE NOTE: If you are requesting any Disclosure Packages, please review and make any necessary changes to your auditor's information noted above.**

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

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

\_\_\_\_\_  
Supervisor  
Town of Carmel

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

20 NOVEMBER 2019  
TOWN BOARD MEETING

**HIGHWAY SUPERINTENDENT AUTHORIZED TO PROCEED WITH THE PURCHASE OF VEHICLE - 2018 DODGE DURANGO CITADEL - ROBERT GREEN TRUCK DIVISION**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town of Carmel Highway Superintendent Michael Simone to proceed to purchase one 2018 Dodge Durango Citadel Vehicle VIN#1C4SDJETXJC225497 from Robert Green Truck Division, Rock Hill, NY, at a unit cost not to exceed \$40,731.44 under Onondaga County #8771 Statewide Piggy Back Bid pursuant to General Municipal Law §103(16); and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to sign all necessary documents to purchase said vehicles from Robert Green Truck Division in accordance with their bid/contract quotations dated October 24, 2019; and

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget revisions to effect the aforesaid purchase transactions authorized herein.

Resolution

Offered by: Councilman Barile  
Seconded by: Councilman Lupinacci

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

**BIDS AWARDED FOR MISCELLANEOUS HIGHWAY DEPARTMENT MATERIALS - GUIDE RAIL, WINTER MIX, WASHED SAND AND WASTE WOOD PROCESSING**

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for washed sand, winter mix and guide rail, and

WHEREAS Highway Superintendent Michael Simone has recommended the awarding of the bids as set forth hereafter,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the bids for the foregoing materials to the lowest responsible bidders who met specifications (after adjustment for mileage in the case of FOB plant bids) as follows:

<u>Bid Item</u>	<u>Vendor</u>
GALVANIZED GUIDE RAIL CORTEN GUIDE RAIL TIMBER GUIDE RAIL (FURNISHED/INSTALLED)	CHEMUNG SUPPLY CORP. PO Box 527 ELMIRA, NY 14902
WINTER MIX	PACKAGE PAVEMENT CO, INC. STORMVILLE, NY 12582
WASHED SAND	RED WING PROPERTIES P.O. BOX 408 STORMVILLE, NY 12582
WASTE WOOD PROCESSING	MULCH INK, INC. 100 BUCKSHOLLOW ROAD MAHOPAC, NY 10541

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

20 NOVEMBER 2019  
TOWN BOARD MEETING

(Cont.)

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

**APPLICATION OF THE ADOPTED PROCUREMENT POLICY WAIVED AND PROPOSAL ACCEPTED FOR PURCHASE OF POLICE DEPARTMENT UNIFORMS IN 2020 - RESCUESTUFF, INC.**

RESOLVED that the Town Board of the Town of Carmel, upon the recommendation and request of Chief of Police Michael Cazzari, hereby waives the application of the Town of Carmel’s adopted procurement policy with respect to the purchase of Police Department uniforms for calendar year 2020; and

BE IT FURTHER RESOLVED, that such waiver of the application of the Town of Carmel’s adopted procurement policy is based upon the facts and circumstances regarding the relative cost and expense of acquisition of said Police Department uniforms as provided to the Town Board by Chief of Police Michael Cazzari; and

BE IT FURTHER RESOLVED, that based upon the foregoing, the Town Board of the Town of Carmel hereby authorizes the purchase of Police Department uniforms from Rescuestuff, Inc., Peekskill, NY for fiscal year 2020 at the unit costs provided by Chief of Police Michael Cazzari; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt his hereby authorized to execute any and all documentation reasonably necessary to effectuate 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 Lupinacci  
Seconded by: Councilwoman McDonough

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

**CONTRACT EXTENDED THROUGH 12/31/20 FOR CLEANING OF POLICE UNIFORMS - MAHOPAC LAUNDERAID AND DRY CLEANERS**

WHEREAS the Town Board of the Town of Carmel has previously authorized the award of bid and contract for cleaning of Town of Carmel Police uniforms;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of Chief of Police Michael Cazzari hereby authorizes the extension of said contract with Mahopac Launderaid and Dry Cleaners, 960 Route 6N Mahopac, NY for a period through and including December 31, 2020 at price of \$2.95 per unit.

Resolution

Offered by: Councilman Barile  
Seconded by: Councilman Lupinacci

20 NOVEMBER 2019  
TOWN BOARD MEETING

(Cont.)

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

**NOTICE REQUIREMENT WAIVED - SECTION 64 OF THE NEW YORK STATE ABC LAW - LIQUOR LICENSE FOR RICK’S SEAFOOD & GOURMET SPECIALTIES, INC.**

WHEREAS, the representatives and/or proprietors of Rick’s Seafood & Gourmet Specialties, Inc., 545 Route Six, Mahopac, NY have advised of the intention to apply for an on-premises liquor license for which thirty days advance notice of such application must be sent to the municipality, and

WHEREAS, the notice required by Article 5 of the Alcohol Beverage Control Law may be waived by the Town Board, and

WHEREAS, the Town of Carmel Town Board does not intend to comment upon the application referred to herein;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby waives the thirty-day notice requirement contained in Article 5 of the Alcoholic and Beverage Control Law, and states that it does not intend to offer any comments regarding said application, for a liquor license at the premises referred to herein; and

BE IT FURTHER RESOLVED that Town Clerk Ann Spofford is hereby authorized to sign a Waiver of Said Notice on behalf of the Town of Carmel.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

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

**BOND RELEASE AUTHORIZED - TAX MAP #75.16-1-8 - 177 BUCKSHOLLOW ROAD - CHARLES MELCHNER, JR.**

WHEREAS application has been made by Mr. Charles Melchner, Jr. for the total release of a bond posted in accordance with Chapter 131 and/or Chapter 156 of the Town Code regarding the property known and designated as Town of Carmel Tax Map #75.16-1-8 located at 177 Buckshollow Road; and

WHEREAS said application has been reviewed by the Planning Board and the Office of the Town Engineer, both of which have recommended the release of said bond;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the release of the bond referenced herein specifically Putnam County Savings Bank Letter of Credit #6080021450 in the amount of \$20,000.00.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilwoman McDonough

20 NOVEMBER 2019  
TOWN BOARD MEETING

(Cont.)

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

**TOWN OF CARMEL COMPREHENSIVE PLAN AND CODE REVISIONS - PROPOSAL ACCEPTED FOR PROFESSIONAL SERVICES - NELSON, POPE & VOORHIS, LLC**

RESOLVED that the Town Board of the Town of Carmel, hereby accepts the proposal of Nelson, Pope & Voorhis, LLC, Melville, NY for development preparation and adoption of a new Town of Carmel Comprehensive Plan and Town of Carmel Town Code Revisions, all in accordance with the proposal/presentation dated August 20, 2019 and at an estimated cost of \$112,560.00, as on file in the Office of the Town Supervisor; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to sign any and all documentation necessary to accept the proposal and authorize the actions contained herein; 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 Barile  
Seconded by: Councilman Lupinacci

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

Supervisor Schmitt recognized the outstanding qualifications and references associated with Nelson, Pope & Voorhis, LLC. He noted that Councilwoman McDonough maintains the lead role for this major endeavor which could take up to two years to complete.

**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**

Councilwoman McDonough acknowledged the recent graduates of Putnam County’s 32<sup>nd</sup> Annual Youth Court program.

**20 NOVEMBER 2019  
TOWN BOARD MEETING**

(Cont.)

Councilwoman McDonough announced that November 30, 2019 is the 10<sup>th</sup> anniversary of celebrating "Small Business Saturday". She encouraged residents to support the community by shopping local and shopping small businesses.

Councilwoman McDonough announced that the Greater Mahopac-Carmel Chamber of Commerce will be hosting their annual Holiday in the Park event on November 30, 2019 at the Mahopac Chamber Park beginning at 4:30 p.m. The festivities will feature a Christmas tree and menorah lighting as well as a visit from Santa Claus.

Councilman Lupinacci announced that the Town Board will hold their next Work Session on Tuesday, November 26, 2019 at 7:00 p.m. and that Town Hall will be closed for Thanksgiving on November 28<sup>th</sup> and November 29<sup>th</sup>. He noted that he will not be present at the meeting next week and wished a Happy Thanksgiving to all.

Councilman Lupinacci reported that he was advised by the Director of Recreation and Parks James Gilchrist that at the Work Session next week, he will be presenting three proposals along with the recommendation from the project's engineering consultant to the Town Board with regard to conducting an irrigation well pumping test at the Airport Park. Because time is of the essence, Councilman Lupinacci asked if the matter could be reviewed and immediately presented for a vote at that time. Discussion ensued.

Supervisor Schmitt announced that letters of interest and resumes from attorneys residing in the Town with regard to the impending Town Justice vacancy should be submitted to his office by November 25, 2019.

Supervisor Schmitt announced that Henry the ram, who had been reported wandering throughout Mahopac Falls recently, has been rescued and is living comfortably at a farm in South Salem.

**ADJOURNMENT**

All agenda items having been addressed, on motion by Councilwoman McDonough, seconded by Councilman Lupinacci, with all Town Board members present and in agreement, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Ann Spofford, Town Clerk