

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 2nd day of March 2022 at 7:05 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 as well as in observance of the current unrest in the world.

PUBLIC COMMENTS

There were no public comments at this time.

BUDGET MODIFICATIONS AUTHORIZED - BUDGET REVISIONS SCHEDULE
2021/06

WHEREAS the Town Comptroller Mary Ann Maxwell has reviewed the proposed Budget Modifications for the period ending December 31, 2021 with the Town Board which are detailed and explained on the attached Budget Revisions Schedule 2021/06;
NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the Budget Modifications/Revisions for the period ending December 31, 2021 as shown itemized on schedule 2021/06 which is attached hereto, incorporated herein and made a part hereof.

Resolution
Offered by: Councilman Lombardi
Seconded by: Councilman Schanil

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

TOWN OF CARMEL
BUDGET REVISIONS DECEMBER 2021 #2021/06

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
GENERAL FUND				
1	100.9901.0099	TRANSFER TO DEBT FUND	600,000.00	
	100.1989.9909	APPROPRIATED FUND BALANCE	*	600,000.00
		- PROVIDE FOR TRANSFER TO DEBT FUND FOR FUTURE BAN PAYMENT		
2	100.1420.0042	JUSTICE COURT PROSECUTION	600.00	
	100.1420.0047	CERTIORARI LEGAL SERVICES	12,000.00	
	100.1420.0048	DEFENSE LEGAL SERVICES		12,600.00
		- TRANSFER FOR LEGAL SERVICES		
3	100.1620.0043	BUILDING ALARM/SECURITY SYSTEM	600.00	
	100.1670.0040	CENTRAL PRINTING EXPENSE	250.00	
	100.3620.0040	CODE ENFORCEMENT CONTRACTUAL EXPENSES	800.00	
	100.5010.0012	HIGHWAY ADMIN STAFF OVERTIME	500.00	
	100.5132.0020	HIGHWAY GARAGE EQUIPMENT	1,500.00	
	100.5132.0046	HIGHWAY GARAGE ALARM	100.00	
	100.8010.0080	ZONING BOARD EMPLOYEE BENEFITS	20.00	
	100.8090.0042	RECYCLING BUILDING UTILITIES	50.00	
	100.8090.0046	RECYCLING EQUIPMENT RENTAL	400.00	
	100.1620.0040	BUILDING CONTRACTUAL EXPENSES		600.00
	100.1670.0045	CENTRAL ADVERTISING EXPENSE		250.00
	100.3620.0047	CODE ENFORCEMENT TRAINING		800.00
	100.5010.0013	HIGHWAY ADMIN TEMPORARY STAFF		500.00
	100.5132.0040	HIGHWAY GARAGE CONTRACTUAL EXPENSES		1,600.00
	100.8010.0040	ZONING BOARD CONTRACTUAL EXPENSES		20.00
	100.8090.0045	RECYCLING TRASH DISPOSAL		450.00
		- TRANSFER FOR MISCELLANEOUS EXPENSES WITHIN THE GENERAL FUND		

2 MARCH 2022
TOWN BOARD MEETING

(Cont.)

4	100.1989.0040	UNCLASSIFIED EXPENSES		2,600.00	
	100.1620.0040	BUILDING CONTRACTUAL EXPENSES			2,600.00
		- TRANSFER FOR SNOW PLOWING OF PROPERTY DOWNTOWN AND FOR THE PURCHASE OF BRACKETS TO HANG VETERAN BANNERS			
5	100.3120.0013	POLICE TEMPORARY STAFF - JAIL		400.00	
	100.3120.0019	POLICE COMPENSATED ABSENCES		8,000.00	
	100.3120.0045	POLICE VEHICLE MAINTENANCE		12,500.00	
	100.3123.0012	COMMUNITY POLICE OVERTIME		8,300.00	
	100.3120.0011	POLICE PERSONNEL SERVICES - UNIFORM			8,000.00
	100.3120.0086	RETIREE HEALTH INSURANCE			21,200.00
		- TRANSFER FOR MISCELLANEOUS POLICE EXPENSES INCLUDING HEALTH INSURANCE BUYOUT			
6	100.7110.0040	PARK CONTRACTUAL EXPENSES		3,500.00	
	100.7112.0042	MCDONOUGH FIELDS UTILITIES		900.00	
	100.7180.0042	BEACH UTILITIES EXPENSE		200.00	
	100.7110.0080	PARK EMPLOYEE BENEFITS			4,400.00
	100.7180.0040	BEACH CONTRACTUAL EXPENSES			200.00
		- TRANSFER FOR MISCELLANEOUS RECREATION EXPENSES			

TOWN OF CARMEL
BUDGET REVISIONS DECEMBER 2021 #2021/06

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
HIGHWAY FUND				
7	500.9901.0099	TRANSFER TO DEBT FUND	100,000.00	
	500.5010.9909	APPROPRIATED FUND BALANCE	*	100,000.00
		- PROVIDE FOR TRANSFER TO DEBT FUND FOR FUTURE BAN PAYMENT		
8	500.5112.0020	CHIPS - CONTRACTUAL EXPENSES	30,000.00	
	500.5130.0020	MACHINERY REPAIR TOOLS	1,000.00	
	500.5130.0040	MACHINERY REPAIR EXPENSES	8,500.00	
	500.5112.0012	CHIPS OVERTIME		24,000.00
	500.5112.0082	SOCIAL SECURITY		6,000.00
	500.5130.0046	EQUIPMENT LEASES/RENTALS		3,500.00
	500.5130.0082	SOCIAL SECURITY		6,000.00
		- TRANSFER FOR MISCELLANEOUS HIGHWAY FUND EXPENSES		
LAKE CASSE PARK DISTRICT				
9	401.7140.0042	UTILITY EXPENSES	50.00	
	401.7140.0040	CONTRACTUAL EXPENSES		50.00
		- TRANSFER FOR UTILITY EXPENSES		
CARMEL WATER DISTRICT #2				
10	602.8310.0040	CONTRACTUAL EXPENSES	7,600.00	
	602.8310.0041	CHEMICAL EXPENSES	6,000.00	
	602.8310.0046	PURCHASE OF WATER	54,000.00	
	602.8310.0047	EMERGENCY REPAIRS	28,000.00	
	602.8310.0021	ASSET MANAGEMENT SPECIAL EXP		3,700.00
	602.8310.0042	UTILITY EXPENSES		11,900.00
	602.8310.9909	APPROPRIATED FUND BALANCE	*	80,000.00
		- PROVIDE AND TRANSFER FOR MISCELLANEOUS EXPENSES		
CARMEL WATER DISTRICT #3				
11	603.8310.0020	EQUIPMENT	27,069.00	
	603.8310.2681	INSURANCE RECOVERY ASSET	*	27,069.00
		- PROVIDE FOR PURCHASE OF GENERATOR FROM INSURANCE CLAIM		
12	603.8310.0020	EQUIPMENT	6,900.00	
	603.8310.0048	OTHER OPERATING EXPENSES	500.00	
	603.8310.0021	ASSET MANAGEMENT EXPENSE		1,000.00
	603.8310.0042	UTILITY EXPENSES		6,300.00
	603.8310.0047	EMERGENCY REPAIRS		100.00
		- TRANSFER FOR EQUIPMENT AND OTHER OPERATING EXPENSES		

2 MARCH 2022
TOWN BOARD MEETING

(Cont.)

CARMEL WATER DISTRICT #7				
13	607.8310.0040	CONTRACTUAL EXPENSES	500.00	
	607.8310.0041	CHEMICAL EXPENSES	100.00	
	607.8310.0047	EMERGENCY REPAIRS	6,200.00	
	607.8310.0020	EQUIPMENT		280.00
	607.8310.0021	ASSET MANAGEMENT EXPENSE		600.00
	607.8310.0042	UTILITY EXPENSES		1,420.00
	607.8310.0043	INSURANCE EXPENSE		100.00
	607.8310.0048	OTHER OPERATING EXPENSES		1,000.00
	607.8310.9909	APPROPRIATED FUND BALANCE	*	3,400.00
		- PROVIDE AND TRANSFER FOR MISCELLANEOUS EXPENSES		
CARMEL WATER DISTRICT #8				
14	608.8310.0040	CONTRACTUAL EXPENSES	500.00	
	608.8310.0041	CHEMICAL EXPENSES		500.00
		- TRANSFER FOR CONTRACTUAL EXPENSES		

TOWN OF CARMEL
BUDGET REVISIONS DECEMBER 2021 #2021/06

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
CARMEL SEWER DISTRICT #2				
15	702.8130.0020	EQUIPMENT	1,500.00	
	702.8130.0040	CONTRACTUAL EXPENSES	20,000.00	
	702.8130.0047	SLUDGE DISPOSAL	6,000.00	
	702.8130.0140	MICRO - CONTRACTUAL EXPENSES	16,000.00	
	702.8130.0042	UTILITY EXPENSES		33,000.00
	702.8130.0044	ENGINEERING SERVICES		10,500.00
		- TRANSFER FOR MISCELLANEOUS EXPENSES		
CARMEL SEWER DISTRICT #4				
16	704.8130.0047	SLUDGE DISPOSAL	2,600.00	
	704.8130.0048	OTHER OPERATING EXPENSES	400.00	
	704.8130.0142	MICRO - UTILITY EXPENSES	1,500.00	
	704.8130.0040	CONTRACTUAL EXPENSES		4,000.00
	704.8130.0042	UTILITY EXPENSES		500.00
		- TRANSFER FOR MISCELLANEOUS EXPENSES		
CARMEL SEWER DISTRICT #5				
17	705.8130.0048	OTHER OPERATING EXPENSES	1,600.00	
	705.8130.0041	CHEMICAL EXPENSES		1,600.00
		- TRANSFER FOR OTHER OPERATING EXPENSES		
CARMEL SEWER DISTRICT #7				
18	707.8130.0040	CONTRACTUAL EXPENSES	1,600.00	
	707.8130.0140	MICRO - CONTRACTUAL EXPENSES	3,200.00	
	707.8130.0142	MICRO - UTILITY EXPENSES		1,300.00
	707.8130.9909	APPROPRIATED FUND BALANCE	*	3,500.00
		- PROVIDE AND TRANSFER FOR CONTRACTUAL EXPENSES		
CARMEL LIGHTING DISTRICT				
19	752.5182.0040	CONTRACTUAL EXPENSES	3,000.00	
	752.5182.0042	CONTRACTUAL UTILITIES		3,000.00
		- TRANSFER FOR CONTRACTUAL EXPENSES		
LAKE MACGREGOR LIGHTING DISTRICT				
20	755.5182.0042	CONTRACTUAL UTILITIES	100.00	
	755.5182.9909	APPROPRIATED FUND BALANCE	*	100.00
		- PROVIDE FOR CONTRACTUAL UTILITIES		

2 MARCH 2022
TOWN BOARD MEETING

**CARMEL SEWER DISTRICT #2 - EMERGENCY REPAIRS/SERVICES
ACKNOWLEDGED - DUKE ROAD PUMP STATION PUMP - KOESTER ASSOCIATES
- \$28,190.00**

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 February 8, 2022, 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	X	
Frank Lombardi	X	
Suzanne McDonough	X	
Robert Schanil	X	
Michael Cazzari	X	


*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: February 8, 2022
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 2 - Duke Rd Pump Station Pump
On February 7, 2022 Inframark the operator for the CSD 2 alerted the Engineering Department that pump located at the Duke Rd Pump station is not operating correctly. Inframark obtained a price quote for a replacement pump and an emergency temporary pump to be installed. The temporary pump is needed as the lead time for the new pump is 12 to 16 weeks. This work was deemed an emergency as this pump, if not functioning, could cause a potential compliance issue which would cause the Town of Carmel to be in violation of our State Pollution Discharge Elimination System (SPDES) Permit. As such the Engineering Department authorized the quote for Koester associates purchase and install the pump and VFDs in the amount of \$28,190.00.

Currently there are sufficient funds in the 2021 operating budget for this pump.

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

**CARMEL WATER DISTRICT #8 - PROPOSAL ACCEPTED FOR PURCHASE OF
MAIN TURBINE PUMP - D & S PUMP AND SUPPLY COMPANY - NOT TO EXCEED
\$31,997.75**

RESOLVED that the Town Board of the Town of Carmel, acting as Commissioners of Carmel Water District #8, and upon the recommendation of Town of Carmel Town Engineer Richard J. Franzetti, P.E. hereby accepts the proposal of D & S Pump and Supply Company, Brewster, NY for the purchase of a Goulds Turbine Pump at the Carmel Water District #8 Treatment Plant at a cost not to exceed \$31,997.75 and in accordance with the proposal/invoice dated January 19, 2022; and

BE IT FURTHER RESOLVED that Town Supervisor Michael Cazzari is hereby authorized to sign all necessary documents to accept said proposal; and

BE IT FURTHER RESOLVED that Town Comptroller Mary Ann Maxwell is hereby authorized to make any budgetary transfers or modifications required pursuant to 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>

**CARMEL SEWER DISTRICT #4 - PROPOSAL ACCEPTED FOR INFILTRATION &
INFLOW (I&I) INVESTIGATION ENGINEERING SERVICES - J. ROBERT FOLCHETTI
& ASSOCIATES, LLC**

RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of Town of Carmel Engineer, Richard J. Franzetti, P.E., hereby accepts the proposal for Engineering Design Services for the Infiltration and Inflow (I&I) for Carmel Sewer District #4 from J. Robert Folchetti & Associates, LLC, Brewster, New York as detailed in the proposal dated February 3, 2022 as attached hereto and made a part thereof; and

BE IT FURTHER RESOLVED that Town Supervisor Michael Cazzari is hereby authorized to sign all necessary documents to effectuate the authorizations set forth herein; 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 transaction authorized herein.

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>

**2 MARCH 2022
TOWN BOARD MEETING**

(Cont.)

J. ROBERT FOLCHETTI & ASSOCIATES, LLC
CIVIL/ENVIRONMENTAL ENGINEERS

February 3, 2022

Town of Carmel Town Board
Town of Carmel
60 McAlpin Avenue
Mahopac, New York 10541
Attn: Hon. Michael Cazzari, Supervisor

**RE: PROPOSAL FOR ENGINEERING SERVICES
CARMEL SEWER DISTRICT No. 4
INFILTRATION & INFLOW (I&I) INVESTIGATION**

Dear Supervisor Cazzari:

We are pleased to submit our proposal for professional engineering services required for the referenced investigation. JRFA's understanding of the project is as follows:

Carmel Sewer District 4 (the District) has been contending with I&I for decades. There are numerous records of smoke testing investigations and repairs in the engineering office dating to the 1990's. During 2021, one of the wettest years on record, the District experienced extremely high flows and expended significant funds on pump outs and other maintenance requirements. To date, no violations of the SPDES permit have been issued. In order to avoid a repeat of these expenditures, JRFA has been asked to develop a systematic investigation of the system and an analysis of the potential causes of these problems.

For your convenience, we have divided the proposal into five sections as follows:

**SECTION 1 - PROPOSED SCOPE OF WORK
SECTION 2 - WORK BY OTHERS
SECTION 3 - ESTIMATED COSTS AND SCHEDULE
SECTION 4 - PAYMENT SCHEDULE
SECTION 5 - ADDITIONAL SERVICES**

SECTION 1 – PROPOSED SCOPE OF WORK

The general engineering tasks necessary to complete this project, in general order of occurrence, are as follows:

- 1.1 Evaluate the 2021 emergency work performed by type and location
- 1.2 Compare the monthly operations reports for the plant to the date and locations of expenditures for emergency services
- 1.3 Evaluate existing sewer mapping for pipe type and compare to locations of emergency services
- 1.4 Develop plan for Pipeline Assessment Certification Program (PACP) compliant television inspection of sewers and manholes

31 Sodom Road
Brewster, New York 10509
845-363-1560
845-582-0485 FAX
www.jrfa.com

Hon. Michael Cazzari, Supervisor
Proposal for Engineering Services
February 4, 2022
Page 2

- 1.4.1 Assist the Town in procuring TV inspection service contractor
- 1.4.2 Supervise conduct of TV inspection work
- 1.4.3 Review PACP inspection video and reports
- 1.5 Develop Engineering Report providing Findings, Conclusions and Recommendations for remedial action

SECTION 2 - WORK BY OTHERS

JRFA's scope of work, as specified in this proposal, is limited to the Work outlined in Section 1 above with additional work to be performed upon request. JRFA will provide assistance to the Town in the procurement and coordination of additional services, as required. Where JRFA retains sub-consultants on behalf of the OWNER they will be billed at cost.

(Cont.)

SECTION 3 - ESTIMATED COSTS AND SCHEDULE

JRFA can commence work immediately on this project. It is estimated that Tasks 1.1 through 1.5 can be completed within 150 days of Notice to Proceed. The Estimated Engineering Costs for this project are based on percentage of estimated construction cost, as follows:

The Estimated Engineering Costs for the work described, excepting tasks 1.4.2 and 1.4.3, is as follows:

	Level of Effort	Estimated Cost
Task 1.1	8 MH	\$ 900.00
Task 1.2	10 MH	\$ 1,900.00
Task 1.3	14 MH	\$ 2660.00
Task 1.4.1	20 MH	\$ 3,800.00
Task 1.5	<u>50 MH</u>	<u>\$ 9,500.00</u>
Estimated Total:	102 MH	\$18,760.00

Tasks 1.4.2 and 1.4.3 are excepted as their scope is indeterminable at this time. Estimated costs for these two tasks will be identified when the scope of those tasks is determined during the investigation phase.

Any costs for additional services as outlined below will be billed under our Hourly Rate Schedule (see attached). These costs will not be exceeded without prior authorization of the Owner.

SECTION 4 - PAYMENT SCHEDULE

We will bill you monthly as the work progresses; payment is expected within 30-days of receipt of our invoices. We reserve the right to discontinue or suspend work if outstanding invoices exceed 45 days.

The following costs will constitute a separate item for reimbursement:

- Project connected traveling expenses;
- Printing, reproduction, legal, laboratory, shipping and other costs not attributable to general overhead;
- All agency fees to be paid by Owner.

Hon. Michael Cazzari, Supervisor
Proposal for Engineering Services
February 4, 2022
Page 3

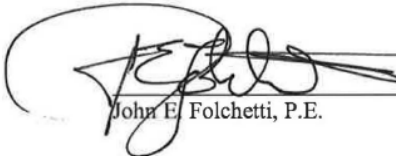
SECTION 5 - ADDITIONAL SERVICES

Any work not identified herein is specifically excluded. JRFA will provide the Owner with an estimated cost for completing any additional services tasks prior to executing the work.

We are available to discuss any aspect of this proposal with you at your convenience. If this proposal is satisfactory please execute and return one copy.

Very truly yours,

ENGINEER

 8 FEB '22
John E. Folchetti, P.E. Date

OWNER or
AUTHORIZED SIGNATURE

Signature Date

JEF/jac
Attachment

Cc: PJP
File

(Cont.)

Hon. Michael Cazzari, Supervisor
Proposal for Engineering Services
February 4, 2022
Page 4

**J. ROBERT FOLCHETTI & ASSOCIATES, L.L.C.
ENGINEERING RATES**

<u>CLASSIFICATION</u>	<u>\$ PER HOUR</u>
Principal	\$160.00 - \$210.00
Project Manager	\$150.00 - \$200.00
Project Engineer / Geologist	\$120.00 - \$150.00
Engineer / Designer	\$ 95.00 - \$130.00
Engineer / Inspector	\$ 70.00 - \$100.00
Other Technical Personnel	\$ 75.00 - \$100.00

REIMBURSABLES

- Travel, Subsistence and Incidentals
- Use of motor vehicles on a mileage basis, consistent with IRS allowances
- Reproduction costs
- Postage and shipping for project related materials
- Rental charges for equipment, including equipment owned by the Engineer
- Cost of acquiring any other materials or services specifically for and applicable to this project. This includes any special requests for Accounting backup or support.
- Subconsultants, as required, will be billed at cost plus 5%.

These rates are guaranteed through December 31, 2022.

COMMENTS/ANNOUNCEMENTS

Supervisor Cazzari announced that on March 7, 2022, the offices at the Carmel Town Hall will be re-opening to the public. For the safety of all residents and Town employees, the number of persons accessing each department will be limited to two. Visitors will be required to sign in with the safety patrol officer and a visitor pass will be issued.

Councilman Lombardi announced that commencing March 4, 2022, Our Lady of the Lakes Council 6318 of the Knights of Columbus in Carmel will be holding their annual Lenten Fish Fry Fridays to benefit various charities. Several delicious fish dishes are available for pre-ordered pickup or dine in.

ADJOURNMENT

All agenda items having been addressed, on motion by Councilwoman McDonough, seconded by Councilman Schanil, with all Town Board members present and in agreement, the meeting was adjourned at 7:13 p.m. to Executive Session to conduct interviews in connection with a vacancy on the Planning Board.

Respectfully submitted,

Ann Spofford, Town Clerk