MICHAEL S. CAZZARI
Town Supervisor

FRANK D. LOMBARDI
Town Councilman
Deputy Supervisor

ROBERT KEARNS
Town Councilman
SUZANNE MC DONOUGH
Town Councilwoman

TOWN OF CARMEL

TOWN HALL

60 McAlpin Avenue
Mahopac, New York 10541
Tel. (845) 628-1500 • Fax (845) 628-6836
www.ci.carmel.ny.us

ALICE DALY
Town Clerk

KATHLEEN KRAUS
Receiver of Taxes

MICHAEL STERN
Superintendent of Highways
Tel. (845) 628-7474

TOWN BOARD ORGANIZATIONAL MEETING
Wednesday, January 3, 2024 7:00pm

PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE

- **Roll Call – Attendance**
- **Public Comments on Town Related Business (Five (5) Minutes Maximum for Town Residents, Property Owners & Business Owners Only**

Town Board Organizational Meeting:

1. Res: Setting Seating Order of the Town Board Members
2. Res: Setting Roll Call Voting Order of Town Board Members
3. Res: Establishing Dates, Time and Locations of Town Board Meeting
4. Res: Setting Rules of Order for Town Board Meetings
5. Res: Appointing Police Commissioners
6. Res: Acknowledging Designation of Deputy Supervisor
7. Res: Appointing Town Comptroller
8. Res: Making Appointment of Confidential Executive Assistant in The Supervisor's Office
9. Res: Appointing Confidential Assistant to Town Board
10. Res: Making Appointment of Town Attorney
11. Res: Making Appointment of Principal Office Assistant in the Town Clerk's Office
12. Res: Appointing Registrar of Vital Statistics
13. Res: Acknowledging Appointment of Deputy Town Clerks
14. Res: Acknowledging Appointment of Deputy Registrars of Vital Statistics
15. Res: Acknowledging Appointment of Deputy Highway Superintendent
16. Res: Acknowledging Appointment of Deputy Receiver of Tax
17. Res: Authorizing the Town Supervisor to Sign a Stipulation Adding Group of Senior Account Clerk / Justice Court
18. Res: Creating Position of Senior Account Clerk / Justice Court and Making Promotional Probationary Appointment, Justice Court Department
19. Res: Designating Official Newspapers of the Town of Carmel
20. Res: Designating Official Depositories
21. Res: Designating Insurance Agent
22. Res: Authorizing Petty Cash Funds for Fiscal Year 2024
23. Res: Setting Mileage Rate for Fiscal Year 2024

24. Res: Setting Rates for 2024 Highway Department Temporary Help
25. Res: Designating Council Members as Liaisons to Special Committees
26. Res: Appointing Chairman Town of Carmel Planning Board
27. Res: Appointing Vice Chairman Town of Carmel Planning Board
28. Res: Making Appointment to Town of Carmel Planning Board
29. Res: Making Appointment Chairman Town of Carmel Zoning Board of Appeals
30. Res: Making Appointment Vice-Chairman Town of Carmel Zoning Board of Appeals
31. Res: Making Appointment Chairman Town of Carmel Environmental Conservation Board
32. Res: Making Appointment Vice-Chairman Town of Carmel Environmental Conservation Board
33. Res: Making Appointment to the Town of Carmel Recreation Committee
34. Res: Setting Salaries for Fiscal Year 2024 for Certain Officials of the Town of Carmel for Employees of the Town Not Covered by a Collective Bargaining Agreement
35. Res: Making Appointment to Town of Carmel Lake Casse Park District Advisory Board
36. Res: Authorizing Attendance of Officers and Employees to Attend the Association of Towns Conference
37. Res: Designating Town of Carmel Delegate at the 2024 Association of Towns Annual Business Session
38. Res: Adopting Town of Carmel 2024 Subject Matter List and Office Retention Schedule
39. Res: Review and Renewal of the Town of Carmel Procurement Policy
40. Res: Establishing Seasonal / Temporary and Part-Time Workers Wage Rates
41. Res: Setting Rates for 2024 Part-Time / Temporary Help
42. Res: Resolution Authorizing Award of Contract for Painting of Reflectorized Pavement Stripes Town of Carmel Highway Department
43. Res: Accepting Proposal for Town of Carmel Website Annual Support and Hosting Services
44. Res: Making Appointment of Senior Account Clerk Highway Department
45. Res: Authorizing Entry into License Issuing Agreement with New York State Department of Environmental Conservations
46. Res: Authorizing Grant of Temporary Grading Easement

- **Town Board Comments**
- **Motion to Adjourn Meeting**

RESOLUTION #1

RESOLUTION SETTING SEATING ORDER OF THE TOWN BOARD MEMBERS

RESOLVED that the Town Board Members will be seated as follows (left to right): facing the dais: Robert Kearns, Frank Lombardi, Michael Cazzari, Suzanne McDonough

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #2

RESOLUTION SETTING ROLL CALL VOTING ORDER OF TOWN BOARD MEMBERS

RESOLVED that the Roll Call Voting Order of the Town Board shall be as follows: Robert Kearns, Suzanne McDonough, Frank Lombardi and Michael Cazzari,

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #3

RESOLUTION ESTABLISHING DATES, TIME AND LOCATIONS OF TOWN BOARD MEETINGS

RESOLVED that all regular voting meetings of the Town Board of the Town of Carmel shall be held on the first and third Wednesdays of each month, commencing Wednesday, January 17, 2024 at Carmel Town Hall, 60 McAlpin Avenue, Mahopac, New York at 7:00 PM, except for the months of July and August, where there will be only one voting meeting on the first Wednesday, and for the month of December when there will be a voting meeting held on the second Wednesday; and the October 2nd Voting Meeting will be moved to the October 9th Voting Meeting. All Voting Meetings shall be held at the Town of Carmel Town Hall, 60 McAlpin Avenue, Mahopac, New York, with the exception of Wednesday, March 6, 2024, which shall be held in the hamlet of Carmel at the Carmel Fire House, Vink Drive, Carmel, NY 10512 at 7:00 PM. and

BE IT FURTHER RESOLVED that all work sessions of the Town Board of the Town of Carmel shall be held on the second and third Wednesdays of each month commencing Wednesday, January 10, 2024, and all work sessions scheduled for third Wednesdays shall commence immediately following the regular voting meetings, except for the months of July and August, where there will be only one work session on the first Wednesday immediately following the voting meeting, and for the month of December when there will be only one work session which will be held on the first Wednesday immediately following the voting meeting; and the September 11th Work Session will be moved to the September 18th meeting. All work sessions shall be held at the Town of Carmel Town Hall, 60 McAlpin Avenue, Mahopac, New York at 7:00 PM, with the exception of Wednesday, October 9, 2024, which shall be held in the hamlet of Carmel at the Carmel Fire House, Vink Drive, Carmel, NY 10512 at 7:00 PM.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #4

RESOLUTION SETTING RULES OF ORDER FOR TOWN BOARD MEETINGS

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

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #5

RESOLUTION APPOINTING POLICE COMMISSIONERS

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

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #6

RESOLUTION ACKNOWLEDGING DESIGNATION OF DEPUTY SUPERVISOR

RESOLVED that the Town Board of the Town of Carmel hereby acknowledges the designation by Supervisor Cazzari of Councilman Frank Lombardi as Deputy Supervisor.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #7

RESOLUTION APPOINTING TOWN COMPTROLLER

RESOLVED that the Town Board of the Town of Carmel hereby appoints Mary Ann Maxwell as Town Comptroller for a term effective January 1, 2024, ending December 31, 2025 at the salary contained in the 2024 Budget as adopted.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #8

RESOLUTION MAKING APPOINTMENT OF CONFIDENTIAL EXECUTIVE ASSISTANT IN THE SUPERVISOR'S OFFICE

RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of Supervisor Michael Cazzari, hereby appoints Kevin J. Kernan, Confidential Executive Assistant for a term effective January 1, 2024, ending December 31, 2025 at the salary contained in the 2024 Budget as adopted.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #9

RESOLUTION APPOINTING CONFIDENTIAL ASSISTANT TO TOWN BOARD

RESOLVED that the Town Board of the Town of Carmel hereby appoints Kevin J. Kernan, as Confidential Assistant to the Town Board for a term effective January 1, 2024, ending December 31, 2025 at the salary contained in the 2024 Budget as adopted.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #10

RESOLUTION MAKING APPOINTMENT OF TOWN ATTORNEY

RESOLVED that the Town Board of the Town of Carmel hereby appoints Gregory Folchetti, Esq., as Town Attorney for a term effective January 1, 2024, ending December 31, 2025 at the salary contained in the 2024 Budget as adopted.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #11

RESOLUTION MAKING APPOINTMENT OF PRINCIPAL OFFICE ASSISTANT IN THE TOWN CLERK'S OFFICE

RESOLVED that the Town Board of the Town of Carmel hereby appoints Irene Reilly as Principal Office Assistant in the Town Clerk's Office effective immediately on a probationary basis subject to the provisions of Civil Service Law and the Civil Service Rules and Regulations.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #12

RESOLUTION APPOINTING REGISTRAR OF VITAL STATISTICS

RESOLVED that the Town Board of the Town of Carmel hereby appoints Alice Daly as Town of Carmel Registrar of Vital Statistics as of January 1, 2024, at the salary contained in the 2024 Budget as adopted.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #13

RESOLUTION ACKNOWLEDGING APPOINTMENTS OF DEPUTY TOWN CLERKS

RESOLVED that the Town Board of the Town of Carmel hereby acknowledges the appointments by Town Clerk, Alice Daly of Bella Cimadomo as First Deputy Town Clerk and Irene Reilly as Second Deputy Town Clerk at the salary contained in the 2024 budget as adopted.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #14

RESOLUTION ACKNOWLEDGING APPOINTMENT OF DEPUTY REGISTRARS OF VITAL STATISTICS

RESOLVED that the Town Board of the Town of Carmel hereby acknowledges the appointment by Town Clerk Alice Daly of Bella Cimadomo as Deputy Registrar of Vital Statistics and Irene Reilly as Sub-Registrar of Vital Statistics at the salary contained in the 2024 budget as adopted.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #15

RESOLUTION ACKNOWLEDGING APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

RESOLVED that the Town Board of the Town of Carmel hereby acknowledges the appointment by Highway Superintendent Michael Stern of John Bryson as Deputy Highway Superintendent at the salary contained in the 2024 budget as adopted.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #16

RESOLUTION ACKNOWLEDGING APPOINTMENT OF DEPUTY RECEIVER OF TAXES

RESOLVED that the Town Board of the Town of Carmel hereby acknowledges the appointment by Receiver of Taxes, Kathleen Kraus of Gary Kiernan as Deputy Receiver of Taxes at the salary contained in the 2024 budget as adopted.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #17

RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO SIGN A STIPULATION ADDING GROUP OF SENIOR ACCOUNT CLERK/JUSTICE COURT JOB TITLE

RESOLVED, that the Town Board of the Town of Carmel ("Town") hereby authorizes the Town Supervisor to sign a Stipulation of Agreement, retroactive to January 1, 2024, Francine Schmansky , Employee #1682 Senior Account Clerk/Justice Court job title, shall be placed at Step 4 of Salary Group 7, as specified Article "I", Recognition of the Collective Bargaining Agreement between the Town and Local 840, CSEA, AFSCME, AFL-CIO that expired on December 31, 2021, and was modified and extended by a Memorandum of Agreement with a duration of January 1, 2022 to December 31, 2026 (the "CBA").

BE IT FURTHER RESOLVED, that pursuant to the above-referenced Stipulation of Agreement, effective January 1, 2024, Senior Account Clerk/Justice Court Francine Schmansky Employee #1682, shall be placed at Step 4 Group 7, as specified in Article "I" Recognition of the CBA and shall receive retroactive pay accordingly.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #18

RESOLUTION CREATING POSITION OF SENIOR ACCOUNT CLERK/JUSTICE COURT AND MAKING PROMOTIONAL PROBATIONARY APPOINTMENT JUSTICE COURT DEPARTMENT

RESOLVED that the Town Board of the Town of Carmel hereby creates the position of Senior Account Clerk/Justice Court in the Town of Carmel Justice Court Department and appoints Francine Schmansky to the said position at a CSEA Step 4 Group 7 salary retroactive
to January 1, 2024, on a promotional probationary basis and subject to the provisions of Civil Service Law and the Civil Service Rules and Regulations.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #19

RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS OF THE TOWN OF CARMEL

RESOLVED that the Town Board of the Town of Carmel designates the Putnam County Press and the Putnam County Courier as the official newspapers of the Town of Carmel for the year 2024 at the unit rates referenced in the proposals filed in the Office of the Town Clerk; and

BE IT FURTHER RESOLVED that, in those situations where the Town is required by law to publish in a daily newspaper, the Journal News is hereby designated as the daily newspaper in which publication shall be made.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #20

RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES

RESOLVED that the Town Board of the Town of Carmel hereby designates any commercial bank authorized to do business in the State of New York as an official depository for Town of Carmel funds and investments provided all deposits are properly collateralized in accordance with New York State law and hereby authorizes the Town Supervisor to deposit funds in any authorized depository for fiscal year 2024 in order to obtain the maximum rate of interest on said deposits.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #21

RESOLUTION DESIGNATING INSURANCE AGENT

RESOLVED that the Town Board of the Town of Carmel hereby appoints the Brown and Brown of NY, Inc., 625 Route Six, Mahopac, New York as Insurance Agents and Brokers of Record for the Town of Carmel for the year 2024.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #22

RESOLUTION AUTHORIZING PETTY CASH FUNDS FOR FISCAL YEAR 2024

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the establishment of Petty Cash Funds in the following departments at the following amounts for fiscal year 2024:

Supervisor $200	**Town Clerk $200**
Receiver of Taxes $500	**Police Chief $200**
Justice Court $200	**Bldg. Maintenance $100**
Recreation $200	**Supt. of Highways $300**

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #23

RESOLUTION SETTING MILEAGE RATE FOR FISCAL YEAR 2024

RESOLVED that the Town Board of the Town of Carmel hereby establishes the mileage reimbursement rate for 2024 at the IRS rate for 2024

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #24

RESOLUTION SETTING RATES FOR 2024 HIGHWAY DEPARTMENT TEMPORARY HELP

RESOLVED that the Town Board of the Town of Carmel hereby sets the following rates for Highway Department temporary help for fiscal year 2024:

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

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #25

AMENDED RESOLUTION DESIGNATING COUNCIL MEMBERS AS LIAISONS TO SPECIAL COMMITTEES

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

Councilwoman Suzanne McDonough – Liaison to CSEA, Veterans and Planning Board, Recreation, Cable TV Advisory Board, Other Governmental Agencies including County, State and School Districts, Liaison to the Hamlet of Carmel Civic Association and the local Chambers of Commerce, Special Legal Counsel, Lake Park Districts (Casse, Secor, Teakettle Spout & Mahopac)

Councilman Robert Kearns – Liaison to Police Department, Highway Department, Recreation, and other Governmental Agencies including County, State and School Districts, Libraries all Administrative Boards including Planning, Zoning, ECB, Ethics Board and Cable TV Advisory Boards, Liaison to CSEA, Special Legal Counsel, Lake Park Districts (Casse, Secor, Teakettle Spout & Mahopac) and Veterans

Councilman Frank Lombardi – Liaison to Special Legal Counsel, Highway Department, Police, Administrative Boards to include Planning, Zoning, ECB, and Ethics Board, Liaison to Hamlet of Carmel Civic Association, and other Government agencies including County, State and School Districts, and the local Chambers of Commerce

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #26

RESOLUTION APPOINTING CHAIRMAN TOWN OF CARMEL PLANNING BOARD

RESOLVED that the Town Board of the Town of Carmel hereby appoints Craig Paeprer as Chairman of the Town of Carmel Planning Board for the year 2024.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #27

RESOLUTION APPOINTING VICE CHAIRMAN TOWN OF CARMEL PLANNING BOARD

RESOLVED that the Town Board of the Town of Carmel hereby appoints Anthony Giannico as Vice-Chairman of the Town of Carmel Planning Board for the year 2024.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #28

RESOLUTION MAKING APPOINTMENT
TO TOWN OF CARMEL PLANNING BOARD

RESOLVED that the Town Board of the Town of Carmel hereby appoints Nicholas Balzano the Town of Carmel Planning Board for a term retroactive to January 1, 2024 and expiring December 31, 2030.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #29

RESOLUTION APPOINTING CHAIRMAN TOWN OF CARMEL ZONING BOARD OF APPEALS

RESOLVED that the Town Board of the Town of Carmel hereby appoints John Maxwell as Chairman of the Town of Carmel Zoning Board of Appeals for the year 2024.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #30

RESOLUTION APPOINTING VICE-CHAIRMAN TOWN OF CARMEL ZONING BOARD OF APPEALS

RESOLVED that the Town Board of the Town of Carmel hereby appoints Philip Aglietti as Vice-Chairman of the Town of Carmel Zoning Board of Appeals for the year 2024.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #31

RESOLUTION APPOINTING CHAIRMAN
TOWN OF CARMEL ENVIRONMENTAL CONSERVATION BOARD

RESOLVED that the Town Board of the Town of Carmel hereby appoints Robert Laga as Chairman of the Town of Carmel Environmental Conservation Board for the year 2024

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #32

RESOLUTION APPOINTING VICE-CHAIRMAN
TOWN OF CARMEL ENVIRONMENTAL CONSERVATION BOARD

RESOLVED that the Town Board of the Town of Carmel hereby appoints Nicholas Fannin as Vice- Chairman of the Town of Carmel Environmental Conservation Board for the year 2024

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #33

RESOLUTION MAKING APPOINTMENTS TO THE TOWN OF CARMEL RECREATION COMMITTEE

RESOLVED that the Town Board of the Town of Carmel hereby appoints Megan Fleming and David Wilder to the Town of Carmel Recreation Committee for a term commencing January 1, 2024 and expiring December 31, 2026

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #34

RESOLUTION SETTING SALARIES FOR FISCAL YEAR 2024 FOR CERTAIN OFFICIALS OF THE TOWN AND FOR EMPLOYEES OF THE TOWN NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT

RESOLVED that the Town Board of the Town of Carmel hereby sets the salaries for fiscal year 2024 for the following officials and employees of the Town not covered under the terms of a Collective Bargaining Agreement: Town Comptroller, Receiver of Taxes, Town Justices, Town Attorney, Town Engineer, Director of Parks & Recreation, Town Assessor, Deputy Town Clerk, Deputy Highway Superintendent, Deputy Receiver of Taxes, Clerks to Town Justices, Confidential Executive Assistant/Confidential Assistant to the Town Board, at the amounts set forth in the 2024 budget as adopted.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #35

RESOLUTION MAKING APPOINTMENTS TO TOWN OF CARMEL LAKE CASSE PARK DISTRICT ADVISORY BOARD

RESOLVED that the Town Board of the Town of Carmel hereby appoints the following residents to the Town of Carmel Lake Casse Park District Advisory Board for a term commencing retroactive to January 1, 2024 and expiring December 31, 2024

Teresa DePace
Erin Haddeland
Stacey Ann Kelly
Nicole Korovich
Scott Sterbens
Joseph Zakon

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #36

RESOLUTION AUTHORIZING ATTENDANCE OF OFFICERS AND EMPLOYEES TO ATTEND THE ASSOCIATION OF TOWNS CONFERENCE

WHEREAS the Annual Meeting and Training School of the Association of Towns is to be held in New York, NY from February 18th through the 21st, 2024; and

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

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the following officers and employees of the Town to attend the Association of Towns Conference in New York, NY and that the reasonable and necessary expenses of said persons be reimbursed by the Town upon audit and approval by the Town Comptroller to the extent reserved in the 2024 Conference and Seminars line of the Court Budget: Town Justice, Thomas Jacobellis, Town Justice, Daniel Miller, Town Court Clerk, Patricia Genna, Francine Schmansky – Senior Account Clerk/Justice Court, Clerk to Town Justice, Marie Paprocki, Clerk to Town Justice Lisa Laquidara, Town Comptroller, Mary Ann Maxwell, Confidential Executive Assistant, Kevin Kernan; and

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

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #37

RESOLUTION DESIGNATING TOWN OF CARMEL DELEGATE AT THE 2024 ASSOCIATION OF TOWNS ANNUAL BUSINESS SESSION

RESOLVED that Supervisor Michael Cazzari is hereby designated as the voting delegate and Frank Lombardi is hereby designated as the alternate voting delegate of the Town of Carmel to the 2024 Annual Business Session of the Association of Towns of the State of New York to be held in New York City from February 18th through the 21st, 2024 and are hereby authorized to cast the vote of the Town of Carmel pursuant to Section 6 of Article III of the Constitution and By-Laws of said Association.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #38

RESOLUTION ADOPTING TOWN OF CARMEL 2024 SUBJECT MATTER LIST AND OFFICE RETENTION SCHEDULE

RESOLVED that, upon the recommendation of Alice Daly, Town Clerk, the Town Board of the Town of Carmel hereby adopts the Town of Carmel 2024 Subject Matter List and Record Retention Schedule as pre-filed with the Town Clerk.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #39

RESOLUTION FOR REVIEW AND RENEWAL OF THE TOWN OF CARMEL PROCUREMENT POLICY

WHEREAS Section 104-b of the General Municipal Law requires the governing body of every municipality to annually review their Official Procurement Policy, for the purchase of all goods and services which are not required by law to be publicly bid; and

WHEREAS the Town Board deems that no revisions are necessary at this time.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Carmel hereby renews the Procurement Policy which is attached hereto and made a part of hereof and designates the Town Comptroller's Office to distribute the policy to all department heads; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby designates the responsible purchasing agents and titles as set forth within the aforesaid policy.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

Town of Carmel
60 McAlpin Ave
Mahopac, New York 10541
(845) 628-1500

PROCUREMENT POLICY AND PROCEDURES

Revised January 2024

Adopted by Resolution of Carmel Town Board

Date

“insert resolution when passed”

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SECTION I: PROCUREMENT POLICY OBJECTIVES

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

PURPOSE

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

ANALYZE THE PROPOSED PROCUREMENT/PURCHASE

Generally, the official(s) responsible for making the particular procurement will make the initial determination as to how such purchases are to be made under New York State Law and this policy, as follows:

- Comply with New York State Law regarding Municipal Purchasing
- Determine whether an item is available under State or County contract
- For legal issues regarding the applicability of competitive bidding requirements, verify with the Town Legal Counsel, as appropriate
- In the case of a lease, determine that a document is a true lease and not an installment purchase contract
- Determine whether it is expected that over the course of the fiscal year, the Town will spend in excess of the competitive bidding thresholds for the same or similar items or services
- Promote timely procurement of goods and services for the daily operation
- Promote prudent spending of the funds by ensuring competition and obtaining maximum value for purchasing dollars spent
- Promote fair and open competition among vendors in an impartial manner
- Provide for uniformity in purchasing by all Town of Carmel Departments

SECTION II. CATEGORIES OF PROCUREMENTS/PURCHASING

It is important to distinguish between contracts for Public Works and Purchase Contracts, as these items are not defined in the General Municipal Law. This distinction is especially important because there is a $15,000 difference between the bidding thresholds.

Many times, contracts involve both goods and services and it is difficult to determine which bid limit to apply. Each procurement must be reviewed on a case-by-case basis and a determination must be made as to what kind of contract is involved. As a general rule, if the contract involves a substantial amount of services, such that it is the predominate element and goods are incorporated into the project, it will be considered a contract for public works. Conversely, if services or labor are only minimal or incidental to the acquisition of goods, (delivery, setup, installation or assembly) it is considered a purchase contract for goods.

If a Purchasing Agent is unclear whether the procurement is a 'Purchase Contract' or 'Public Works Contract' contact the Comptroller's Office for guidance.

Refer to Procurement Methods Charts on Pages 6 and 7

PROCUREMENT METHODS USED FOR COMPETITIVE BIDDING

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

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

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

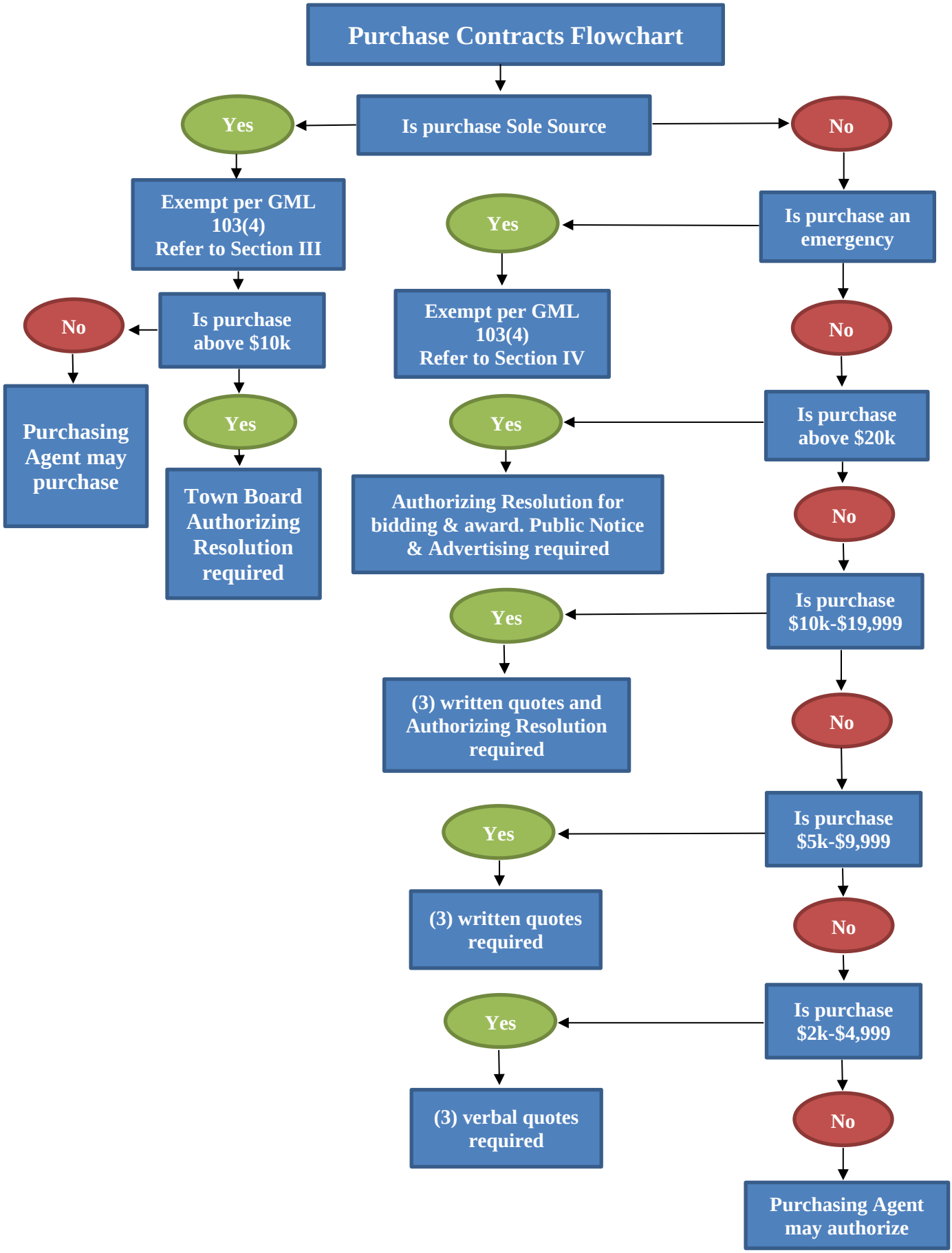
*** The fact that a vendor is willing to meet or even provide pricing below an awarded State or County Bid Contract does not provide a basis for a contract or purchase award**

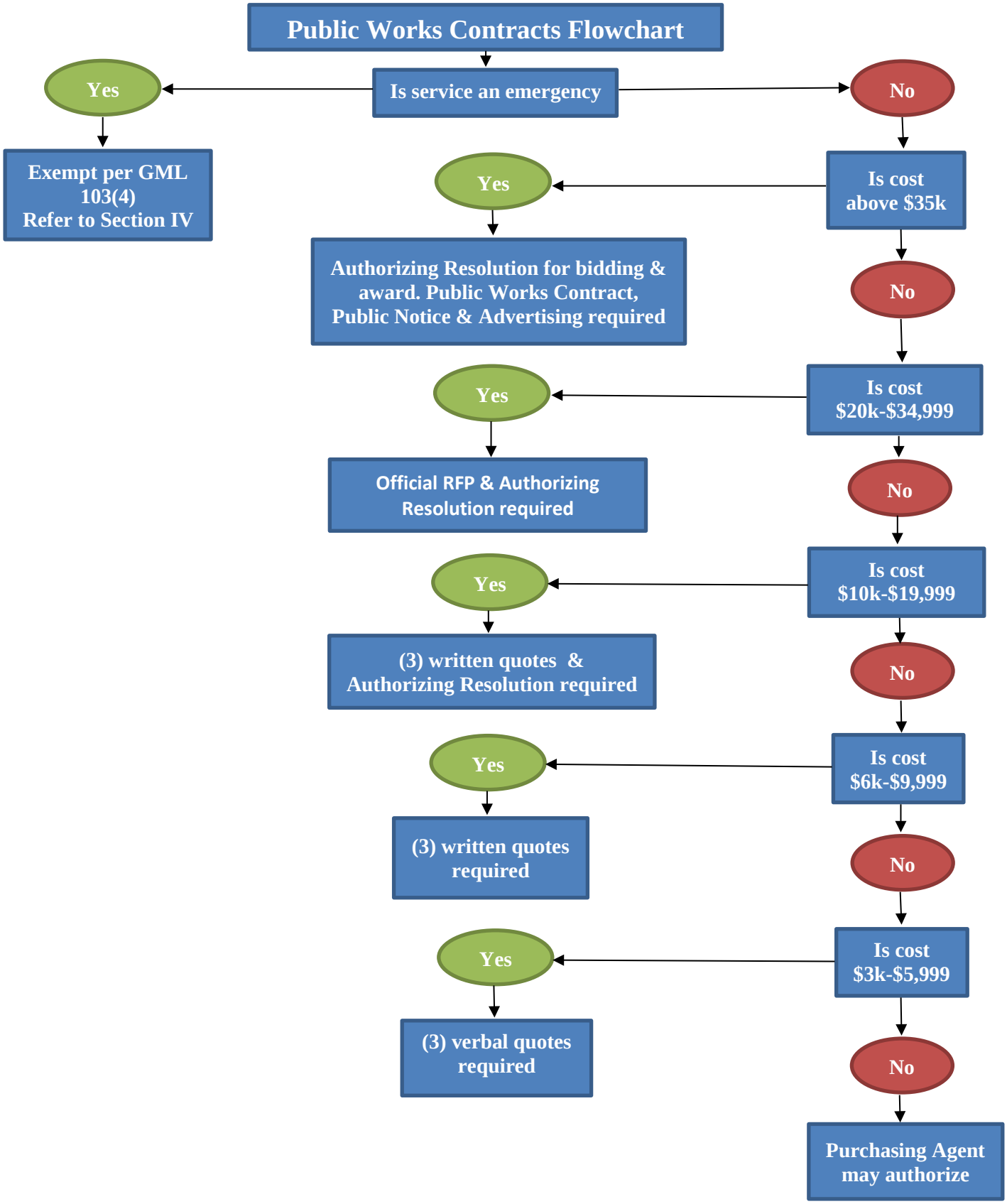
METHODS OF COMPETITION TO BE USED FOR NON-BID PROCUREMENTS EXEMPT FROM GML103

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

TYPE AND AMOUNT OF PROCUREMENT	VERBAL QUOTES		WRITTEN QUOTES	WRITTEN QUOTES	OFFICIAL RFPS	EXEMPT PER GML
	0	3	3	3 AUTHORIZING RESOLUTION REQUIRED	AUTHORIZING RESOLUTION REQUIRED	
Purchase Contracts Below $20,000						
Under 1,999	X					
2,000-4,999		X				
5,000-9,999			X			
10,000 – 19,999				X		
Public Work Contracts Below $35,000						
Under 2,999	X					
3,000-5,999		X				
6,000-9,999			X			
10,000-19,999				X		
20,000 – 34,999					X	
Emergencies (refer to SEC IV)						X
Insurance						X
Professional Services (refer to SEC V)					X	X
True Leases						X
Second-Hand Equipment from other Govts.						X
Sole Source Providers (refer to SEC III)						X

- **(See Exhibit C) Verbal Quotes Form**


Purchase Contracts Flowchart
Is purchase Sole Source
Yes
No
Exempt per GML 103(4) Refer to Section III
Is purchase above $10k
No
Purchasing Agent may purchase
Yes
Town Board Authorizing Resolution required
Is purchase an emergency
Yes
Exempt per GML 103(4) Refer to Section IV
No
Is purchase above $20k
Yes
Authorizing Resolution for bidding & award. Public Notice & Advertising required
No
Is purchase $10k-$19,999
Yes
(3) written quotes and Authorizing Resolution required
No
Is purchase $5k-$9,999
Yes
(3) written quotes required
No
Is purchase $2k-$4,999
Yes
(3) verbal quotes required
No
Purchasing Agent may authorize


Public Works Contracts Flowchart
Is service an emergency
Yes
Exempt per GML 103(4) Refer to Section IV
No
Is cost above $35k
Yes
Authorizing Resolution for bidding & award. Public Works Contract, Public Notice & Advertising required
No
Is cost $20k-$34,999
Yes
Official RFP & Authorizing Resolution required
No
Is cost $10k-$19,999
Yes
(3) written quotes & Authorizing Resolution required
No
Is cost $6k-$9,999
Yes
(3) written quotes required
No
Is cost $3k-$5,999
Yes
(3) verbal quotes required
No
Purchasing Agent may authorize

SECTION III. SOLE SOURCE

Competitive bidding is not required under §103 in the General Municipal Law in those limited situations when there is only one possible source from which to procure goods or services required to uniquely serve the public interest, for which there is no substantial equivalent and, which are, in fact, available from only one source. In making these determinations, the purchasing agent should document the unique benefits received as compared to other goods or services available in the marketplace; that no other goods or services provide substantially equivalent or similar benefits; and that, considering the benefits received, the cost is reasonable, when compared to other goods or services in the marketplace.

A Town Board Authorizing Resolution is required for Sole Source Purchases that exceed $10,000

- **(See Exhibit A) A Sole Source Justification Form must be completed, approved by the Purchasing Agent and accompany all paperwork submitted to the Comptroller's Office for payment. If the purchase will exceed $10,000, a Town Board Authorizing Resolution is required.**

SECTION IV. EMERGENCIES

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

> *"Notwithstanding the provisions of subdivision one of this section, in the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision or district therein, require immediate action which cannot await competitive bidding or competitive offering, contracts for public work or the purchase of supplies, material or equipment may be let by the appropriate officer, Council or agency of a political subdivision or district therein."*

There are three basic statutory criteria to be met in order to fall within this exception:

1. The situation must arise out of an accident or unforeseen occurrence or condition;

2. Public buildings, public property, or the life, health, safety or property of the political sub-division's residents must be affected;

3. The situation must require immediate action, which cannot await competitive bidding.

In cases of emergency situations which meet the criteria above, the following procedures will be used:

1. Contact the vendor immediately and arrange the purchase or service.

2. If the emergency purchases or services were below $10,000, an Emergency Justification Form must be completed, approved by the Purchasing Agent and accompany all paperwork submitted to the Comptroller's Office for payment, unless supporting documentation is available for submission which sufficiently meets the statuary criteria listed above.

3. If the emergency purchases or services were above $10,000, an Emergency Justification Form must be completed, approved by the Purchasing Agent and accompany all paperwork submitted to the Comptroller's Office for payment. The box indicating that notification will be made to the Town Board must be checked and a Town Board Resolution should be passed acknowledging said emergency**.**

- **(See Exhibit B) Emergency Justification Form**

SECTION V. PROFESSIONAL SERVICES

One of the most prominent exceptions to competitive bidding is professional services. Professional services generally include services rendered by attorneys, engineers, auditors and certain other services requiring specialized or technical skills, expertise or knowledge, the exercise of professional judgment or a higher degree of creativity.

Professional services are specifically exempt from public bidding under GML 103(4). They are however subject to the application of this policy and require actions which are dependent upon the category that the professional service falls into and cost threshold.

For purposes of procurement, there are two general categories of Professional Services, those which have a **Finite Scope** and/or duration and those that are **Indeterminable** in scope at the time of engagement. It is important to identify which type at the outset, as the two types vary in procurement procedure. Where the professional service is identified as a Finite Scope refer to the chart for procurement requirements based upon various monetary thresholds. Where the professional service is Indeterminable a Town Board Resolution is required to engage the Professional.

FINITE SCOPE

Either a set project scope or a fixed duration where complete pricing can be determined at the time of engagement.

Examples:

- Engineering Design services for a project that involves the design, permitting and construction oversight of one thousand feet of water main in a known location. This example shows that a fixed price can be determined for this professional service.
- Planning Board Consultant for a period of one year where the scope of services is identified. This example also shows that a fixed price can be determined for a specific duration and scope.

AMOUNT OF PROCUREMENT	PROFESSIONAL SERVICE FINITE SCOPE APPROVAL REQUIREMENT
Under $4,999	Recommendation of Purchasing Agent
$5,000 - $9,999	Recommendation of Purchasing Agent and with the approval of the Town Supervisor
$10,000 - $19,999	Prices will be obtained by formal written proposals from at least (3) sources and presented by the Department Head to the Town Board and the award will be made by an Authorizing Town Board Resolution
$20,000 and Above	Prices will be obtained by RFP and presented by the Department Head to the Town Board and the award will be made by an Authorizing Town Board Resolution

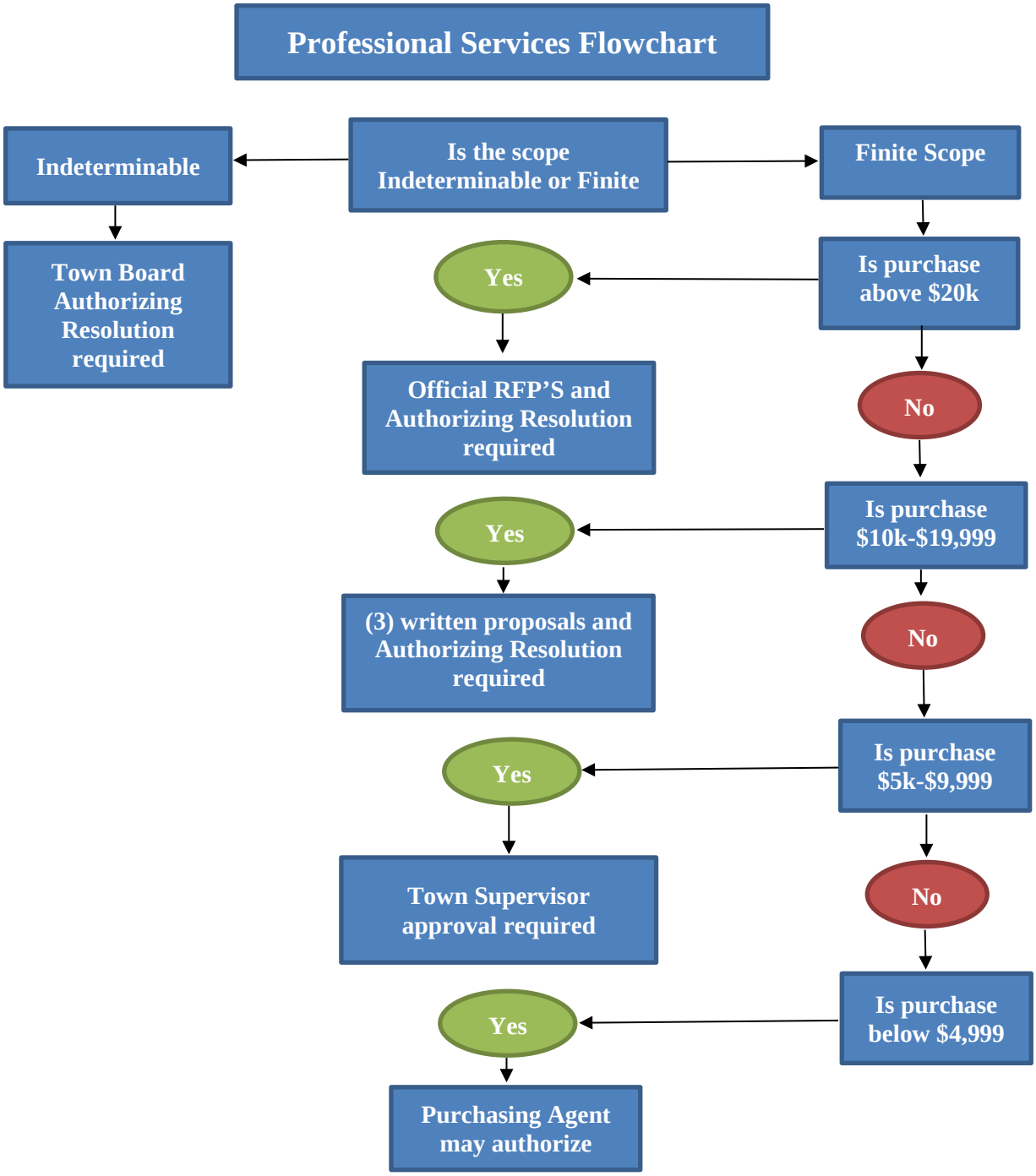
PROFESSIONAL SERVICES - continued

INDETERMINABLE

At the time of engagement of the professional service, the duration and/or scope and ultimate cost cannot be determined. A Town Board resolution is required to engage the Professional.

Example:

- The Town wishes to engage a law firm for representation in a lawsuit. The very nature of litigation makes it impossible to determine how long it will go on or what level of effort will be required to prosecute or defend the lawsuit.


Professional Services Flowchart
Is the scope Indeterminable or Finite
Indeterminable
Town Board Authorizing Resolution required
Finite Scope
Is purchase above $20k
Yes
Official RFP'S and Authorizing Resolution required
No
Is purchase $10k-$19,999
Yes
(3) written proposals and Authorizing Resolution required
No
Is purchase $5k-$9,999
Yes
Town Supervisor approval required
No
Is purchase below $4,999
Yes
Purchasing Agent may authorize

SECTION VI. PIGGYBACKING

GML 103(16) authorizes political subdivisions to purchase apparatus, material, equipment and supplies and to contract for services related to the installation, maintenance and repair of those items through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision of district therein. In purchasing, this concept is known as "piggybacking". While the above authorizes "piggybacking" on United States contracts and contracts of "any state", by adoption of this procurement policy, the Town Board limits the application of "piggybacking" to only contracts of the State of New York or any municipal instrument of the State of New York (county, town, village or school district).

There are five prerequisites to the Piggybacking option:

1. In accordance with this policy, the contract must have been let by an Agency of the State of New York or political subdivision thereof (the Host). This is straight forward.

2. The contract must have been made available for use by other governmental entities. For this, you will need to examine the documents that were used by the Host in the procurement process. There must be language indicating in the solicitation that the Vendor understands that the bid price for a particular item will be extended to other entities. It is not enough that the Vendor unilaterally extends the pricing to the Town of Carmel.

3. You must compare the bid process followed by the Host with the process adopted by the Town of Carmel. In the case of Public Bids procured in compliance with GML 103, you may presume that the Host followed the law, which is the same law that the Town of Carmel is required to follow. However, in procurements that were made below the statutory thresholds ($35,000 and $20,000), you must look to the process followed by the Host and determine if that process substantially conforms to the Town of Carmel's Procurement Policy in both monetary thresholds and authorizing authority (Purchasing Agent, Supervisor, Town Board). This is not a perfect test as procurement policies vary, but there should be a written explanation of why the procurement substantially complies with the Town's policy.

4. Staleness- The cost of goods and services vary with time. Most of the time costs go up, but there are instances where prices decrease. The Purchasing Agent should look to the market conditions at the time of purchasing to ensure that the "piggyback" provides for pricing that is comparative to current pricing.

5. Monetary thresholds- Piggybacking does not eliminate Town Board Authorization where the procurement exceeds monetary thresholds. For Purchases and Public Work above $10,000 a Town Board Authorizing Resolution is required.

If a Purchasing Agent is uncertain as to whether the Piggybacking can be utilized contact Comptroller's Office for guidance.

SECTION VII. THE PURCHASING PROCESS

The purchasing process is designed to provide a system of internal control over purchasing, to ensure that the proper authorizations are obtained before items are purchased, and to ensure that Town of Carmel's Procurement Policy is followed. A number of forms are generated as part of the purchasing process to document the validity of the purchases. It is imperative as a local government that we remain transparent in our fiscal matters.

I. REQUISITIONS

The REQUISITION initiates a request to purchase goods or services from a vendor. Once all required quotes, bids, contracts, and resolutions are obtained a requisition must be entered into the KVS Financial Software System by the designated department representative. When entering a requisition written quotes are required to be uploaded in the "Attachments" tab. Verbal quotes may be noted in the "Memo" tab or uploaded in the "Attachments" tab using the Verbal Quotes Form (see EXHIBIT "C"). If the purchase is a sole source or emergency this must be indicated on the description line. At this time the correct appropriation number must be entered. If an account is over budget, a budget transfer request must be submitted to the Comptroller's Office before proceeding. Upon completion of entering a requisition, an email will be sent to the authorized departmental purchasing agent for approval. Upon department approval the requisition will be reviewed by the Comptroller's Office. If the department does not have access to KVS an email must be sent to the Comptroller's Office with the details of the requested purchase.

II. PURCHASE ORDERS

Once a requisition has been fully approved, a purchase order will be created and a system generated email will be sent to the department representative that created the requisition. If the department does not have access to KVS once the requisition is approved a purchase order will be emailed to the departmental personnel requesting the purchase.

At this point the goods or services can be purchased from the vendor.

III. VOUCHERS/VENDOR CLAIM FORMS

The department representative should timely provide to the Comptroller's Office the documents needed to approve and pay vendors' invoices. These documents must include the purchase order, all invoices associated with the purchase, and a vendor claim form signed by the vendor and approved by the authorized departmental purchasing agent. Any required quotes, bids, contracts or resolutions must be attached to the submitted paperwork.

SECTION VIII. RESPONSIBLE PURCHASING AGENTS

Pursuant to Chapter 402 of the Laws of 2007, effective January 2024, as required under Section 104 of the NYS General Municipal Law, the Town is including the names of the municipal officials responsible for purchasing decisions, as follows:

Position Title	**Position Incumbent**
Town Supervisor	Michael Cazzari
Town Deputy Supervisor	Frank Lombardi
Town Board	Robert Kearns
Town Board	Suzanne McDonough
Town Justice	Daniel Miller
Town Justice	Thomas Jacobellis
Court Clerk	Patricia Genna
Comptroller	Mary Ann Maxwell
Town Assessor	Glenn Droese
Town Clerk	Alice Daly
Deputy Town Clerk	Bella Cimadomo
Receiver of Taxes	Kathleen Kraus
Deputy Receiver of Taxes	Gary Kiernan
Town Civil Engineer	Richard Franzetti
Principal Account Clerk	Carol Ormsby
Highway Superintendent	Michael Stern
Deputy Highway Superintendent	John Bryson
Chief of Police	Anthony Hoffman
Lieutenant	Neil Brown
Lieutenant	Michael Bodo
Codes Enforcer	Michael Carnazza
Director of Parks and Recreation	James Gilchrist

UPDATING THE POLICIES AND PROCEDURES

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

EXHIBIT "A"

Sole Source Justification Form
Town of Carmel Procurement Policy

Procurement Policy, Section V: Sole Source Procurement

A sole source procurement is justified when there is only one good or service that can reasonably meet the need *and* there is only one vendor who can provide the good or service.

Department: _____

Vendor name: _____

Goods or Services: _____

State the basis for identifying this vendor as a sole source, check any that apply:

- ☐ The vendor is the manufacturer of the product and has no distributors.
- ☐ The vendor is the only reseller of the manufacturer's product in this geographic region.
- ☐ Item to be purchased is a supply for equipment which is under warranty, and use of any product other than specified will void the warranty.
- ☐ Item is proprietary and is additional product or software which must work with an existing system.
- ☐ This purchase will exceed **$10,000** and will require a Town Board Authorizing Resolution.
- ☐ Other (provide explanation):

Purchasing Agent's signature for approval: _____

Department Head's signature for approval: _____

EXHIBIT "B"

Emergency Justification Form
Town of Carmel Procurement Policy

Procurement Policy, Section VI: Emergency Procurement

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

Department: _____

Vendor names: _____

Nature of emergency: _____

Estimated cost: _____

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

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

Purchasing Agent's signature for approval: _____

Department Head's signature for approval: _____

EXHIBIT "C"

Verbal Quotes Form
Town of Carmel Procurement Policy
Purchase Contracts $2,000-$4,999 ~ Public Work Contracts $3,000-$5,999

Date: _____

Department: _____

Quotes received by:_____

Vendor:	1.		2.		3.	
Telephone Number:						
Contact Person's Name:						
Description	**Unit Price**	**Amount**	**Unit Price**	**Amount**	**Unit Price**	**Amount**

RESOLUTION #40

RESOLUTION ESTABLISHING SEASONAL/TEMPORARY AND PART-TIME WORKERS WAGE RATES

RESOLVED that the Town Board of the Town of Carmel hereby sets the Seasonal/Temporary-Part-Time Workers maximum wage rates for the following title effective January 1, 2024:

SEASONAL/TEMPORARY AND PART-TIME WORKERS POSITION AND/OR TITLE HOURLY WAGE RATE BASED ON CUMULATIVE HOURS OF SERVICE:

	0-500	501-1000	1001-1500	1501-XXXX
Seasonal/Temp.	14.20	15.20	16.20	17.20

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #41

RESOLUTION SETTING RATES FOR 2024 PART-TIME/TEMPORARY HELP

RESOLVED that the Town Board of the Town of Carmel hereby sets the following rates for part-time/temporary help in the following departments for fiscal year 2024:

Department	Minimum	Maximum	Comments
Accounting	$13.00/hr	$30.00/hr	Commensurate with Experience
Assessor	$13.00/hr	$30.00/hr	Commensurate with Experience
Building	$13.00/hr	$30.00/hr	Commensurate with Experience
Comptroller/Accounting	$13.00/hr	$30.00/hr	Commensurate with Experience
Engineering/Planning	$13.00/hr	$30.00/hr	Commensurate with Experience
Highway	$13.00/hr	$30.00/hr	Commensurate with Experience
Justice Ct.	$13.00/hr	$30.00/hr	Commensurate with Experience
Police	$13.00/hr	$30.00/hr	Commensurate with Experience
Recreation	$13.00/hr	$30.00/hr	Commensurate with Experience
Supervisor/Receptionist	$13.00/hr	$30.00/hr	Commensurate with Experience
Tax Receiver	$13.00/hr	$30.00/hr	Commensurate with Experience
Town Clerk	$13.00/hr	$30.00/hr	Commensurate with Experience
Recycling	$12.00/hr	$15.00/hr	Commensurate with Experience

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #42

AMENDED RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR PAINTING OF REFLECTORIZED PAVEMENT STRIPES TOWN OF CARMEL HIGHWAY DEPARTMENT

RESOLVED THAT the Town Board of the Town of Carmel, upon the recommendation of Town of Carmel Highway Superintendent Michael Simone, hereby authorizes the award of bid contract for painting of reflectorized pavement stripes on Town of Carmel roads for the period of September 1, 2023 to through August 31, 2024 from Atlantic Pavement Marking, Inc., Prospect, CT., under Putnam County Bid No. RFP-31-23.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

RESOLUTION #43

RESOLUTION ACCEPTING PROPOSAL
FOR TOWN OF CARMEL WEBSITE ANNUAL SUPPORT AND HOSTING SERVICES

RESOLVED that the Town Board of the Town of Carmel hereby accepts the proposal of NAKA Technologies, LLC, Central Islip, NY of the Town of Carmel website as well as for annual support and hosting services to be rendered in connection therewith at a monthly cost of $150 and a one-time Onboarding Migration Fee of $2,500.00 as per their proposal which is attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED that Town Supervisor Michael Cazzari is hereby authorized to sign said proposal on behalf of the Town; 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: _____
Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

NAKA | A STRATEGIC TECHNOLOGY COMPANY

TOWN OF Carmel NEW YORK

Managed Website Services

Anne Pasquerello
60 McAlpin Avenue
Mahopac, NY 10541

Prepared By:

Thomas Halpin
Managed Services Director
201 creative drive
Central Islip NY 11722
646-921-5799
tjh@nakatech.com

NAKA | A STRATEGIC TECHNOLOGY COMPANY

Executive Summary

Founded in 2017, NAKA Technologies LLC (NAKA) is a Minority Owned Business (MBE) headquartered at 201 Creative Drive, Central Islip, NY. We are a distinguished provider of end-to-end information technology solutions and support, dedicated to assisting our clients in establishing and maintaining cutting-edge technology platforms that enable their businesses to thrive in today's rapidly evolving landscape.

NAKA proudly serves a diverse range of top-tier clients across various key industry sectors, including Retail and Consumer Goods, Education, Banking, Financial Services, Insurance, Healthcare, Manufacturing and Logistics, Media and Entertainment, Not-for-Profits, and the Public Sector.

With a dedicated team of over 40 highly qualified and trained professionals, NAKA boasts a proven track record of serving enterprise-level clients across New York and the United States, as well as expanding our footprint into several European nations.

Our comprehensive suite of services encompasses innovative IT Consulting, Project Management, and Support Services, including Staffing and Managed Support, all with a specialized focus on industry verticals. These services are strategically designed to drive transformation, foster innovation, and optimize operations for our valued clients..

At NAKA, we attribute our success to our people-centric approach. We maintain an exceptional talent pool by harnessing NAKA's cutting-edge recruitment platform. This platform empowers us to launch recruitment campaigns utilizing social media to connect with ideal candidates, seamlessly upload candidate resumes into our system, and recommend the most suitable roles in real-time. This streamlined process significantly reduces candidate drop-off rates, ensuring that our clients have access to the best talent as NAKA continues to expand across the United States and into multiple European nations.
Our fundamental objective is straightforward: to enhance your operational capabilities by leveraging our extensive expertise and offering tailored, creative solutions that position our clients for success. We are enthusiastic about the prospect of collaborating with you and look forward to the opportunity to work together.

Inc. 5000 "Fastest Growing Company - Northeast"

NMSDC MBE Certified

NEW YORK STATE OF OPPORTUNITY. M/WBE CERTIFIED

M/WBE CERTIFIED

M/WBE CERTIFIED

THE PORT AUTHORITY OF NY & NJ MWBE CERTIFIED

m/wbe

M/WBE CERTIFIED

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Introduction

In today's digital age, information technology (IT) has become the backbone of virtually every aspect of modern life and business. IT services play a pivotal role in shaping how organizations operate, communicate, innovate, and stay competitive in a fast-paced, interconnected world. Whether you're a small startup, a large corporation, a government agency, or a non-profit organization, harnessing the power of IT services is essential for achieving your goals and staying ahead in the digital landscape.

NAKA IT managed services encompass a wide range of offerings designed to support, enhance, and secure your technology infrastructure. From managing your network and servers to providing helpdesk support, cybersecurity solutions, and cloud computing services, IT services are the driving force behind the seamless functioning of your IT ecosystem. These services are not just about fixing technical issues; they are about optimizing your IT environment to drive efficiency, productivity, and growth.

In this era of constant technological advancement and evolving cyber threats, having a reliable IT service provider is not just an option—it's a necessity. As organizations grapple with complex IT challenges, including remote work arrangements, data security, digital transformation, and the adoption of emerging technologies, partnering with a trusted IT services provider like NAKA becomes a strategic imperative.

Managed Services

The scope of NAKA managed services encompasses a broad range of IT-related activities and support designed to help organizations effectively manage their technology infrastructure and operations. NAKA offers these services to help businesses improve efficiency, reduce downtime, enhance security, and focus on their core activities.

I.T Infrastructure Management:

- **Server Management:** Monitoring, maintenance, and optimization of server hardware and software to ensure reliability and performance.
- **Network Management:** Managing and maintaining network infrastructure, including routers, switches, firewalls, and wireless networks, to ensure connectivity and security.
- **Storage Management:** Managing data storage solutions, including SAN (Storage Area Network) and NAS (Network Attached Storage) devices, for efficient data storage and retrieval.

End-User Support:

- **Helpdesk Support:** Providing technical assistance to end-users, resolving issues, and addressing IT-related questions. Options available for 24x7x365
- **Desktop and Device Management:** Managing and maintaining end-user devices such as desktops, laptops, mobile devices, and printers to ensure functionality and security.

Cybersecurity Services:

- **Threat Detection and Prevention:** Implementing security measures to detect and prevent cybersecurity threats, including malware, phishing attacks, and data breaches.
- **Security Patch Management:** Keeping software and systems up to date with security patches and updates to protect against vulnerabilities.

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- **Security Audits and Compliance:** Conducting security assessments and ensuring compliance with industry standards and regulations.

Cloud Services:

- **Cloud Infrastructure Management:** Managing cloud resources, including virtual servers, storage, and databases, in public, private, or hybrid cloud environments.
- **Cloud Backup and Disaster Recovery:** Implementing backup and recovery solutions to protect data in the cloud and ensure business continuity.

Data Management:

- **Data Backup and Recovery:** Regularly backing up critical data and implementing disaster recovery plans to minimize data loss in case of emergencies.
- **Data Analytics:** Utilizing data analysis tools and techniques to derive insights for informed decision-making.

Application Management:

- **Application Hosting:** Hosting and managing business-critical applications to ensure uptime and performance.
- **Application Monitoring and Support:** Monitoring application performance and providing support for application-related issues.

Vendor Management:

- **Vendor Coordination:** Managing relationships with technology vendors, including software and hardware providers, to ensure efficient procurement and support.

Strategic Planning:

- **IT Consulting:** Offering expertise to help organizations align their IT strategies with business objectives and identify opportunities for improvement.
- **Technology Roadmaps:** Developing long-term technology plans and roadmaps to guide future investments.

Reporting and Analytics:

- **Performance Reporting:** Providing regular reports and insights into IT system performance, security, and compliance.
- **Cost Management:** Analyzing and optimizing IT costs and expenditures.

The scope of managed services will be customized to meet the specific needs of your organization. NAKA tailors their offerings to deliver the right level of support, monitoring, and management based on factors such as the organization's size, industry, and IT environment. This flexibility allows businesses to offload routine IT tasks, gain access to specialized expertise, and ensure the reliability and security of their technology infrastructure.

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Restricted Access and Dissemination: This proposal is intended solely for the designated individual or entity to which it is addressed. It contains proprietary, privileged, confidential, or legally exempt information. If you are not the intended recipient, you are not authorized to read, print, retain, copy, or distribute this document or any of its parts. If you have received this proposal in error, please promptly inform the sender and securely dispose of all copies. This proposal serves informational purposes only to facilitate an informed decision. NAKA MAKES NO WARRANTIES, EXPRESS OR IMPLIED, beyond those explicitly included in this proposal.

This proposal will serve as the agreement between **Town of Carmel** ("Client") and **NAKA**.

Managed Website Services

Website Migration for Drupal Platform

Reinstalling and setting up Drupal website on new server

Website hosting for Drupal Platform

Hosting physical files of website
Security protocols – website security ensures important information is protected and prevents most hacking or malware injection attempts
SSL certificate is included
Daily backups up to 30 days

Website Changes

Several users from the Town will have access to the website to make changes when needed.
If changes are needed on the website to be completed by NAKA web team – text, images or design changes will be billed as needed at the following rates:

Onboarding Fees	
Service	**Fee**
Onboarding Migration a one-time fee	$2,500/one time
Hosting per month	$150/monthly
Website changes (if requested)	$150/hour
Total One Time Cost	**$2,650**
ongoing monthly costs	**$150**

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Onboarding

Onboarding with NAKA typically takes one (1) month to fully onboard all the necessary documentation and configurations of the support tools NAKA will use to provide its managed websites services.

The typical onboarding process is structured as follows:

Phase One: Introduction

- Naka will set up a 30-minute kickoff call to introduce the client to your dedicated Website Account Manager. NAKA's website Account Manager will be the primary point of contact for information for the duration of the contract.
- Review the onboarding plan and set the onboarding schedule.

Phase Two: Discovery

- NAKA's Technical Account Manager will work with you to complete a full discovery of the website and gather any necessary documentation to be able to make the transfer.

Phase Three: Migrate Drupal Platform

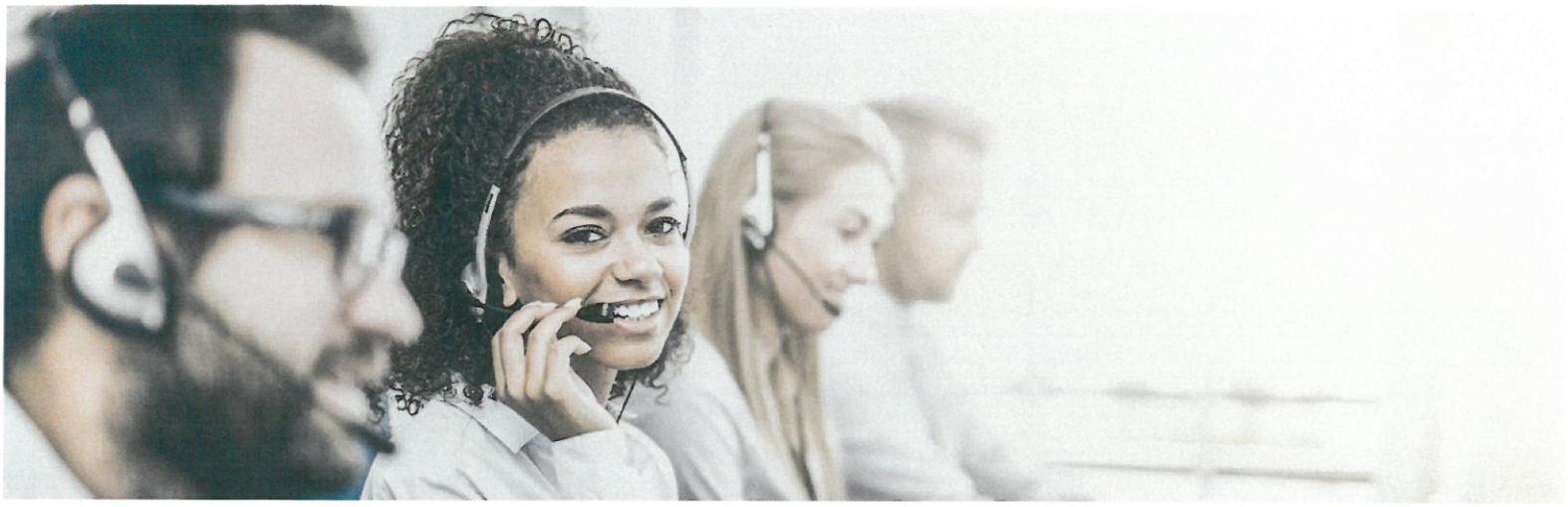
- NAKA will start deploying to the new hosting platform, complete and validate all data has moved

Phase Four: Go Live Preparation

- NAKA will provide the client with documentation to provide to the end users on how to contact the website management team

Assumptions:

This proposal was put together based on the Answers from Civic and Town of Carmel. Pricing is subject to change if additional information is discovered in the onboarding.



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NAKA's Customer Success Team

As a valued partner of yours, we would like to introduce you to your dedicated Customer Success Team. This team will be responsible for managing the Access Group Housing account and managing the support team.

Thomas Halpin

Director of Managed Services
tjh@nakatech.com
646.921.5799

As the Director of Managed Services, Tom's role is to manage all day-to-day operations as well as all NAKA's trained support staff. He will be the one you call when you have any issues, or problems or just want to say some good things about the staff.

About: As the Director of Managed Services and Support, I am the driving force behind delivering exceptional IT solutions to our clients. I prioritize building strong relationships with our clients, taking the time to understand their business objectives, and aligning our services to help them succeed. I am committed to transparency and communication. Ultimately my goal is to be the trusted advisor you can rely on to navigate the complexities of technology.

Robert Spielman

Client Executive
lkc@nakatech.com
631.682.8034

Rob Spielman is a highly experienced Sr. Account Executive with 30+ years of experience in the IT field. A past Field Technician, that became a Field Services Manager who successfully led a field service team for 8 years before moving into a sales role. His experience includes working relationships with Government, Higher Ed, Retail and Healthcare institutions. Rob will leverage his experiences to work alongside the assigned Naka Project Manager to assure a constant lever of customer satisfaction.

Maria Lane

Finance Manager
mml@nakatech.com
646.921.5785

As your Finance Manager, Maria will be the point of contact for all billing inquiries and submission of payments.

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Professional References

Liberty Science Center

Maximiliano Florez
Senior Director, Technology
201.253.1543
mflorez@lsc.org

Ackerman Institute for the Family

Martha Fling
CEO
mfling@ackerman.org

Long Island Cares

Helen Liriano
VP finance and administration
hliriano@licares.org

Philadelphia Orchestra and Kimmel Center

Barbara Crane
VP of IT
215.875.7650
bcrane@philorch.org

Customer Testimonials

Robert Field – Vice President, Global Digital Solutions, Precipart

NAKA is our trusted partner who consistently provides focused and results-oriented service. That, along with their quality of workmanship, is what I expect and appreciate. I have fully trusted their talented and experienced IT Engineers with our highly critical Network and Server/Storage Infrastructure numerous times, and they always yield the same successful results.

Tom Consalvo – CTO, Stony Brook University Hospital

I recently visited the NAKA headquarters in Hauppauge and met with Anil Jagtiani and some members of his team. This is not just a company that is great at IT and what they do. This is a company that cares! They listen. From the minute you walk through the doors or speak to them on the phone they are engaging, striving to learn about you and your company, and how they can help you. They are not there to just make a sale.

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Acceptance

By signing in the space provided below, each party acknowledges and accepts the scope of services and pricing described herein in accordance with the included Terms and Conditions. I authorize NAKA to begin the procurement and delivery of any materials contained in this proposal and to commence the work/labor contained therein. I also understand this is the proposal of products and services and after onboarding is complete, if services or numbers are different from what was requested, there may be additional charges.

This agreement is for 12 months

Accepted By:	Accepted By:
Town of Carmel	**NAKA Technologies, LLC**
_____	_____
Signature	Signature
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Date	Date

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RESOLUTION #44

RESOLUTION MAKING APPOINTMENT OF
SENIOR ACCOUNT CLERK
HIGHWAY DEPARTMENT

RESOLVED that the Town Board of the Town of Carmel hereby appoints Doreen Cazzari to the position of Senior Account Clerk in the Town of Carmel Highway Department at a CSEA Group 5 Step 4 salary level effective immediately, subject to the provisions of Civil Service Law and the Civil Service Rules and Regulations.

Resolution

Offered by: _____

Seconded by: _____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

Resolution #45

RESOLUTION AUTHORIZING ENTRY INTO LICENSE ISSUING AGENT AGREEMENT WITH NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the entry into an agreement with the New York State Department of Environmental Conservation for the issuance of hunting, fishing and trapping licenses within the State of New York by the Office of the Carmel Town Clerk, said agreement to form as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED that Town Clerk Alice Daly is hereby authorized to execute said agreement.

Resolution

Offered by: _____

Seconded by:_____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

Resolution #46

RESOLUTION AUTHORIZING GRANT OF TEMPORARY GRADING EASEMENT

RESOLVED, that the Town Board of the Town of Carmel, acting as Commissioners of Carmel Sewer District #2, hereby authorizes the conveyance of a temporary grading easement over the property owned by Town of Carmel/Carmel Sewer District #2, to 70 Old Route 6, LLC, 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 70 Old Route 6, LLC shall be responsible for all recording fees incurred in connection therewith; and

BE IT FURTHER RESOLVED, that Town Engineer Richard J. Franzetti, P.E. is hereby authorized to issue a letter of permission/consent regarding the proposed grading and restoration activity to the New York State Department of Environmental Conservation; and

BE IT FURTHER RESOLVED that conveyance of the temporary easement interests authorized within this resolution is subject to permissive referendum.

Resolution

Offered by: _____

Seconded by:_____

Roll Call Vote	YES	NO
Robert Kearns	___	___
Suzanne McDonough	___	___
Frank Lombardi	___	___
Michael Cazzari	___	___

TEMPORARY GRADING EASEMENT

THIS INDENTURE made this ___ day of _____, 20__, between THE TOWN OF CARMEL, a municipal corporation of the State of New York, on behalf of Carmel Sewer District #2 a duly formed improvement district of the Town of Carmel, with offices at 60 McAlpin Avenue, Mahopac, NY 10541, ("GRANTOR"), as owner of certain real property described herein which is located within the Town of Carmel, County of Putnam and State of New York, also hereafter referred to as "party of the first part", and 70 Old Route 6, LLC, _____ ("GRANTEE"),, also hereafter referred to as "party of the second part";

W I T N E S S E T H:

That the GRANTOR/party of the first part, in consideration of ONE ($1.00) DOLLAR and good and other valuable consideration paid by the GRANTEE/party of the second part, receipt of which is hereby acknowledged, does hereby grant and release unto the GRANTEE/party of the second part, and the heirs or successors and assigns thereof forever, a TEMPORARY EASEMENT over lands of the Grantor herein, solely for the purposes of grading and freshwater wetlands restoration in accordance with all local, state and federal laws and regulations the location of said easement being more particularly shown, located and described on Exhibit "A" attached hereto.

TOGETHER WITH the right of the GRANTOR, its agents, servants, contractors or other authorized representatives, to enter upon said premises for the aforementioned purposes as the GRANTOR may deem necessary;

NOTHING contained herein shall be deemed to in any way modify or restrict the right of access of the GRANTOR across the land described herein;

The GRANTEE, its heirs, successor or assigns shall be solely liable and responsible for all maintenance, repair and necessary improvements required within the boundaries of the referenced easement;

The word "Party" shall be construed as if it read "parties" whenever the sense of this Agreement so requires.

This easement shall expire by its terms no later than December 31, 2025.

IN WITNESS WHEREOF, the GRANTOR and GRANTEE have as duly executed this agreement on the day and year first above written.

_____	_____
The Town of Carmel, NY	70 Old Route 6, LLC
BY: Michael S. Cazzari, Town Supervisor	By:

ACKNOWLEDGMENTS

STATE OF NEW YORK) ss.:
COUNTY OF)

On the day of _____ in the year _____, before me, the undersigned personally appeared and)_____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that (s)he/they executed the same in his/her/their capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

_____
Signature and Office of Individual
taking acknowledgment

STATE OF NEW YORK) ss.:
COUNTY OF)

On the day of _____ in the year _____, before me, the undersigned personally appeared and)_____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that (s)he/they executed the same in his/her/their capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

_____
Signature and Office of Individual
taking acknowledgment

EXHIBIT "A"

70 OLD ROUTE 6, LLC

TEMPORARY GRADING EASEMENT ON THE LANDS OF CARMEL

PROPERTY LOCATED ON OLD ROUTE 6, CARMEL, NEW YORK

METES AND BOUNDS DESCRIPTION

ALL that certain parcel of land situate in Town of Carmel, County of Putnam and State of New York that is a portion of the lands belonging to the Town of Carmel Central Sewer District No. 2 that is bounded and described as follows:

BEGINNING at a point being the most Southwesterly corner of the property know as Tompkins Recycling Facility and running from said point along property line between said Tompkins Recycling Facility and Town of Carmel Central Sewer District No. 2 South 24 degrees 19 minutes 00 seconds East, 30.00 feet;

THENCE through lands of Town of Carmel Central Sewer District No. 2 South 77 degrees 06 minutes 31 seconds West, 53.74 feet;

RUNNING THENCE North 78 degrees 01 minutes 19 seconds West, 25.00 feet;

RUNNING THENCE North 21 degrees 56 minutes 42 seconds West, 30.00 feet;

RUNNING THENCE North 43 degrees 14 minutes 47 seconds East, 77.45 feet;

To the lands now or formerly O'Connor

THENCE Southwesterly along property line between said now/formerly O'Conner and Town of Carmel Central Sewer District No. 2 South 24 degrees 19 minutes 00 seconds East, 55.00 feet;

To the Point or Place of BEGINNING.