

MICHAEL S. CAZZARI
Town Supervisor

ROBERT F. SCHANIL, JR.
Town Councilman
Deputy Supervisor

STEPHEN J. BARANOWSKI
Town Councilman
FRANK D. LOMBARDI
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

ANN SPOFFORD
Town Clerk

KATHLEEN KRAUS
Receiver of Taxes

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

TOWN BOARD WORK SESSION
Wednesday, March 9, 2022 7:00pm

PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE

• **Motion to Open Town Board Work Session**

Town Board Work Session:

• **Public Comment Three (3) Minutes Agenda Items Only**

• **Review of Town Board Minutes, March 2, 2022**

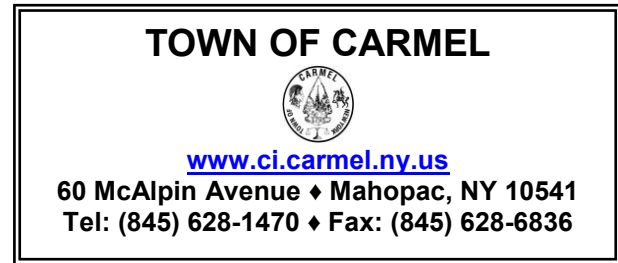
1. Supervisor Michael Cazzari – Consider Request to Declare Old Equipment Obsolete and Authorize Disposal 2011 Ford Crown Victoria
2. Lisa Johnson, Director, Putnam County Real Property – Consider Request to Enter into Agreement for the Preparation of Tax Rolls
3. Michael Carnazza, Building & Codes Enforcer – Consider Request to Authorize Return of ZBA Re-Hearing Fee (\$400) Fredriksen TM#75.42-1-48,49 and 50
4. James Gilchrist, Director of Recreation & Parks – Consider Request to Authorize Project – Picnic Tables at Sycamore and Chamber Parks - Eagle Scout Candidate Michal Mazur, Boy Scout Troop 1, Mahopac
5. James Gilchrist – Director of Recreation & Parks – Consider Request to Appoint Nicholas Mucciarone to the Town of Carmel Recreation Committee
6. Mary Ann Maxwell, Town Comptroller – Consider Year End 2021 General/Highway Fund Balance Analysis
7. Mary Ann Maxwell, Town Comptroller – Consider Request to Authorize Encumbrances of 2021 Funds for Expenditures in 2022
8. Michael Simone, Highway Superintendent – Consider Request to Declare Old Equipment Obsolete and Authorize Disposal
9. Richard Franzetti, PE, Town Engineer – Consider Request to Acknowledge Emergency Repairs/Services CSD#2 and CWD#7
10. Richard Franzetti, PE, Town Engineer – Consider Request to Authorize Payment to East of Hudson Watershed Corporation for Operation & Maintenance Service Agreement (\$17,632.33)
11. Richard Franzetti, PE, Town Engineer – Consider Request to Advertise for Bids for the Purchase of Fuel Oil #2
12. Police Chief Anthony Hoffmann – Consider Request to Declare Old Equipment Obsolete and Authorize Disposal
13. Ann Spofford, Town Clerk – Consider Request to Authorize Submission of Grant Application with County of Putnam for Local Government Records Management Improvement Fund

• **Town Board Comments** • **Motion to Enter into Executive Session**

Executive Session:

1. Richard Franzetti, PE, Town Engineer – Pending Litigation
2. Kieran Boyle, Brown & Brown - Contractual
3. PO Vincent DeSantola – Canine Presentation
4. Police Chief Anthony Hoffman – Personnel • **Motion to Adjourn Meeting**

*Office of the Supervisor
Michael S. Cazzari*



March 4, 2022

Please declare the following vehicle obsolete and authorize its disposal:

2011 Ford Crown Victoria VIN# 2FABP7BV9BX169885

#705

CARMEL TOWN OF
POLICE DEPARTMENT
60 MCALPIN AVE
MAHOPAC

NY 10541

001097

CERTIFICATE OF TITLE

NEW YORK STATE

www.dmv.ny.gov



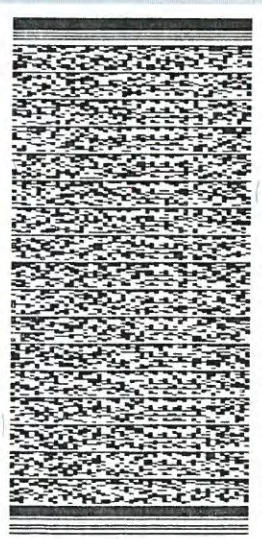
Title and Identification No. 2FABP7BV9BX169885 2FABP7BV9BX169885		Year 2011	Make FORD	Model Code CVC	Body /Hull 4D 3D	Document No. 718503X
Color WH	Wt./Sts./Lgth. 4011	Fuel GAS	Cyl./Prop. 8	New or Used NEW	Type of Title VEHICLE	Date Issued 11/10/11

Name and Address of Owner(s)
CARMEL TOWN OF
POLICE DEPARTMENT
60 MCALPIN AVE
MAHOPAC NY 10541

ODOMETER READING: 00016
ACTUAL MILEAGE 00016

VOID IF ALTERED

VOID IF ALTERED



This document is your proof of ownership for this vehicle, boat or manufactured home. Keep it in a safe place, not with your license or registration or in your vehicle or boat. To dispose of your vehicle, boat or manufactured home, complete the transfer section on the back and give this title to the new owner.

Lienholder _____ Lienholder _____

*** NO LIENS RECORDED ***

*** NO LIENS RECORDED ***

Lienholder _____ Lienholder _____

*** NO LIENS RECORDED ***

*** NO LIENS RECORDED ***

MV-999 (1/11)

ANY CHANGE OR ERASURE WILL VOID THIS TITLE -- ANY FALSE STATEMENT IS A MISDEMEANOR

SECTION I - Transfer by Owner

ODOMETER DISCLOSURE STATEMENT

Note: This vehicle cannot be registered or titled in the name of the new owner unless mileage is disclosed.

Federal and State Law require that you state the mileage of the vehicle described on this certificate when transferring ownership. Failure to do so, or providing a false statement, may result in fines and/or imprisonment.

ODOMETER READING

(no tenths)

I certify that, to the best of my knowledge, this odometer reading (check one):

- 1. reflects the ACTUAL MILEAGE as seen on the odometer of the vehicle described on the front.
- 2. EXCEEDS MECHANICAL LIMITS (odometer started over at zero)
- 3. not the actual mileage. WARNING - ODOMETER DISCREPANCY.

ODOMETER HAS SPACE FOR: (Check one)

- Five Digits, excluding tenths
- Six Digits, excluding tenths

DAMAGE DISCLOSURE STATEMENT (To be Completed by Owner Named on Face of Title)

I certify that, to the best of my knowledge, this vehicle has been or has not been wrecked, destroyed or damaged to such an extent that the total estimate or actual cost of parts and labor to rebuild or reconstruct the vehicle to the condition it was in before an accident, and for legal operation on the road or highways, is more than 75% of the retail value of the vehicle at the time of loss. (Checking the "has" box means that the vehicle must have an anti-theft examination before being registered and that the title issued will have the statement "Rebuilt Salvage: NY" on it.)

I or we transfer the vehicle, boat or manufactured home described on this certificate. At the time of transfer, this title is subject only to the liens or encumbrances listed on this certificate, if any. I also certify that this is the most recent title issued for this vehicle, boat or manufactured home.

Note: Section 2113 of the Vehicle and Traffic Law requires that application for a title must be made within 30 days of transfer.

Seller	Seller's Signature		Seller's Name (Print in Full)		
	Street Address	City	State	ZIP code	Date of Statement
Buyer	Buyer's Signature		Buyer's Name (Print in Full)		
	Street Address	City	State	ZIP code	Date of Statement

SECTION II - Reassignment by Manufactured Home Dealer or Registered Boat Dealer or Out-of-State Dealer

ODOMETER DISCLOSURE STATEMENT

Note: This vehicle cannot be registered or titled in the name of the new owner unless mileage is disclosed.

Federal and State Law require that you state the mileage of the vehicle described on this certificate when transferring ownership. Failure to do so, or providing a false statement, may result in fines and/or imprisonment.

ODOMETER READING

(no tenths)

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- Five Digits, excluding tenths
- Six Digits, excluding tenths

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Seller	Seller's Signature		Seller's Name (Print in Full)		
	Street Address	City	State	ZIP code	Date of Statement
Buyer	Buyer's Signature		Buyer's Name (Print in Full)		
	Street Address	City	State	ZIP code	Date of Statement

MARYELLEN ODELL
County Executive



LISA A. JOHNSON
County Director- Real Property

Memorandum

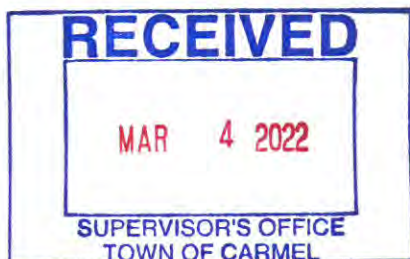
DATE: March 1, 2022
TO: Town Supervisors, School Superintendents, & Village Mayors
FROM: Lisa A. Johnson - County Director of Real Property 
RE: 2022 Contracts

Please sign enclosed contracts and **return all 3 originals with resolution attached** to:

Putnam County Real Property
40 Gleneida Ave.
Carmel, NY 10512

A completed signed original will be returned for your records.

If you have any questions please call.



PUTNAM COUNTY REAL PROPERTY TAX SERVICE CONTRACT

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

THE PARTIES HEREIN AGREE AS FOLLOWS:

- 1) THE COUNTY SHALL PREPARE THE TENTATIVE ASSESSMENT ROLL, FOR THE CALENDAR YEAR OF **2022** AND HAVE IT AVAILABLE ON THE COUNTY WEBSITE TO COMPLY WITH RPTL §1591
- 2) EVERY TRANSFER OF PROPERTY, CHANGE OF ADDRESS, DESCRIPTION OR VALUATION, SPECIAL FRANCHISE, PUBLIC UTILITY, SHALL BE DATA ENTERED BY ASSESSOR OF TOWN OR DESIGNATED STAFF MEMBER. ASSESSOR AND/OR DESIGNATED STAFF MEMBER IS RESPONSIBLE FOR ALL RPS SOFTWARE UPDATES TO BE CURRENT AND UPDATING REFERENCE TABLES IN RPS.
- 3) AFTER CLOSING OF THE BOOKS ON MARCH 1st, ALL CHANGES SHALL BE ENTERED ON OR BEFORE **APRIL 15th** BY THE TOWN, THIS IS ESSENTIAL SO THAT THE TENTATIVE ASSESSMENT ROLL IS RUN FOR THE MAY 1st DEADLINE.
- 4) ALL GRIEVANCE CHANGES, CORRECTION OF CLERICAL ERRORS, & UNLAWFUL ENTRIES SHALL BE APPROVED BY THE BOARD OF ASSESSMENT REVIEW AND ENTERED BY THE TOWN INTO THE REAL PROPERTY SYSTEM, BACKED UP AND BROUGHT TO THE REAL PROPERTY TAX SERVICE AGENCY NO LATER THAN **JUNE 17th** FOR FINAL ROLL PROCESSING AND SCHOOL PROCESSING.
- 5) ALL CHANGES FOR COUNTY AND TOWN TAX ROLLS SHALL BE SUBMITTED BY THE TOWN ON OR BEFORE **NOVEMBER 18th**.
- 6) ALL UNPAIDS TO BE MANUALLY ENTERED BY THE COUNTY MUST BE SUBMITTED BY **OCTOBER 31st**. RPSV4 MERGEABLE FILES MUST BE SUBMITTED BY **NOVEMBER 18TH**.
- 7) A SEPARATE AGREEMENT SHALL BE NEGOTIATED FOR THE PROVISIONS OF RPTL §1537, OPTIONAL COUNTY SERVICES.

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

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

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

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

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

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

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

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

READ AND APPROVED BY:

MaryEllen Odell
County Executive

DATE: _____



Lisa A. Johnson
County Director, R.P.T.S.A.

DATE: 3/1/22

William J. Carlin
Commissioner of Finance

DATE: _____

Jennifer S. Bumgarner
County Attorney

DATE: _____

Mat C. Bruno, Sr
Risk Manager

DATE: _____

Michael Cazzari
Town Supervisor

DATE: _____

Michael G. Carnazza
Director of Code Enforcement


(845) 628-1500 ext. 170
Fax(845) 628-7085



Office of the Building Inspector
60 McAlpin Avenue
Mahopac, New York 10541

MEMORANDUM

To: Supervisor Michael Cazzari
Town Board

From: Michael Carnazza, Building Inspector 

Date: February 15, 2022

Re: Return ZBA re-hearing fee for Fredriksen, 777-779 South Lake Blvd., Mahopac, Mahopac Tm# 75.42-1-48, 49, and 50

In August of 2021, a ZBA application for a variance to build a Storage Shed on lakefront property in Mahopac was applied for and paid \$500.00.

At the hearing, the ZBA members heard the application and a neighbor asked to have the shed moved further from South Lake Blvd. and closer to Lake Mahopac. The board members agreed and amended the application.

When they amended the application, they made a math error. They closed the public hearing and voted with the incorrect number(s).

Mrs. Fredriksen made a second application to the ZBA with correct numbers and paid a second fee of \$400.00 (I do not have the ability to waive fees, the Town Board needs to approve that action).

Mrs. Fredriksen is now asking for her second fee to be returned since she only paid the fee to correct a mistake made by the ZBA.

I request that the Town Board return the fee of \$400.00 to:

Keri Fredriksen
409 Seminary Hill Rd.
Carmel, N.Y. 10512



TOWN OF CARMEL RECREATION & PARKS DEPARTMENT
SYCAMORE PARK, 790 LONG POND ROAD
MAHOPAC, NEW YORK 10541

JAMES R. GILCHRIST, CPRP, DIRECTOR

TELEPHONE: (845) 628-7888 FAX: (845) 628-2820

EMAIL: carmelrecreation@ci.carmel.ny.us

WEB: <http://www.carmelny.org>

DATE: March 4, 2022

TO: Carmel Town Board
Carmel Town Hall

FROM: James R. Gilchrist, CPRP
Director, Recreation and Parks

SUBJECT: Eagle Scout Project – Picnic Tables at Chamber and Sycamore Parks

Eagle Scout candidate Michal Mazur from Mahopac Troop 1 has proposed to build (2) picnic tables with benches for Chamber and Sycamore Parks. They will be constructed of pressure treated wood and placed on gravel. Both picnic tables will be dedicated "In memory of Fran Giovinazzi".

Attached is an outline Michal submitted for review at Thursday night's Recreation and Parks Advisory Committee Meeting. This proposal was reviewed and unanimously approved by all members.

Please add this to the next Town Board meeting agenda and contact me with any questions.

/nls
Attachment

Eagle Scout Project Proposal



By: Michal Mazur



My Project

My Eagle Scout Project to give back to the community will be to install picnic tables in either Airport Park or Chamber Park near the lake. This will provide Mahopac with comfortable seating to enjoy the outdoors and the wonderful parks that Mahopac has to offer. I plan to install two of these.

Proposed Locations

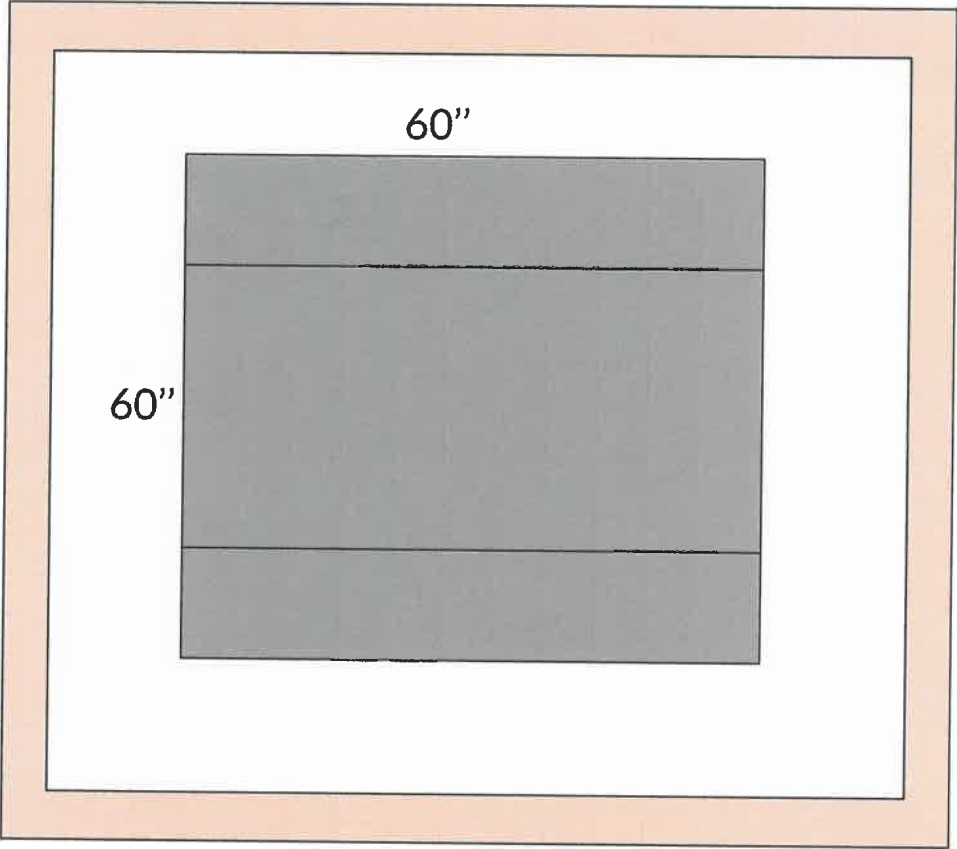
CAN'T FIND IMAGE FOR THE FRONT
OF SYCAMORE



How It Will Look



12 feet



- 2" deep with gravel
- 29 1/8" tall to table
- 11 1/4" tall to seat

12 feet

Cost for One Base



4x4x12ft - 4 of these - \$109.52

Weedblock - 1 Roll - \$15.98

33 bags of gravel rock - \$164.34

Approximate Total plus tax - ~\$315.56

Cost for One Picnic Bench



2x6x10ft - 8 of them - \$102.64

2x4x10ft - 1 only - \$13.87

3-inch Deck Screws - 72 pack - \$9.97

3-inch Carriage Bolt/Washer/Nut- 6 packs - \$29.04

Approximate Total plus tax - ~\$169.32

Total Cost for Two sets of Picnic Tables and Bases

~\$969.76 so almost \$1,000
\$1000, will be the fundraising goal.

Fundraising will be gained through asking for donations and selling for example popcorn that the Boy Scouts sell.



TOWN OF CARMEL RECREATION & PARKS DEPARTMENT
SYCAMORE PARK, 790 LONG POND ROAD
MAHOPAC, NEW YORK 10541

JAMES R. GILCHRIST, CPRP, DIRECTOR

TELEPHONE: (845) 628-7888 FAX: (845) 628-2820

EMAIL: carmelrecreation@ci.carmel.ny.us

WEB: <http://www.carmelny.org>

DATE: February 22, 2022

TO: Michael Cazzari, Supervisor
Carmel Town Hall

FROM: James R. Gilchrist, CPRP
Director, Recreation and Parks

SUBJECT: Recreation and Parks Advisory Committee Vacancy

Nicholas Mucciarone expressed an interest in serving the Town of Carmel by being appointed to the Recreation and Parks Advisory Committee as the Senior Citizen Representative. He is an active member of the community and has served on numerous committees and boards serving our senior population. I have attached a copy of his resume for your review. With the resignation of Senior Citizen Representative Ken Foran, we feel Nicholas would be a valued member and essential replacement on the Committee.

Please contact me with any questions.

/ns
Attachment



- OBJECTIVE** To serve on the Town of Carmel Parks and Recreation Advisory Board
- RETIREMENT HISTORY**
- Member of VFW and Color Guard since 1998
 - Since 1990, I continue to chair and serve as Coordinator for the County Board of Elections
 - From 2003-2020, I worked part time for the Putnam County Retired Seniors Volunteer Program in the capacity of handyman and volunteer driver for disabled seniors
 - Served on the Office for Senior Resources Advisory Board
 - I was pleased to serve as Director of the Carmel Senior Citizen Drop-In for ten years, (from which I retired several years ago for personal reasons)
 - Currently acting Vice President for the Mahopac Senior Citizen Group, which is led by Tina Cappizzola
 - Currently working as a volunteer with the Carmel Senior Citizen Drop-In for Wednesday meetings
 - Coordinator and organizer of the Senior Casino trips
 - Proud recipient of the Putnam County Senior of the Year Award for 2012
- EMPLOYMENT HISTORY**
- 14 years field servicing, installing, and maintaining Konica Copy Machines
 - 25 years field servicing and rebuilding manual and electric typewriters
 - One year as a machine operator in phonograph manufacturing
- PART-TIME EMPLOYMENT HISTORY**
- Licensed real estate sales agent for many years
 - Small appliance sales agent for one year
 - Licensed driving instructor for two years
- GENERAL CAPABILITIES**
- Knowledgeable in home/office related repairs, maintenance, and renovation including, but not limited to, electrical, plumbing, carpentry, and mechanics
 - Very artistic; recipient of awards for paintings and art illustration in local magazines and publications
 - Familiar with general and preliminary drafting and designing
 - Some knowledge of electronics
- PERSONAL ATTRIBUTES**
- Dependable
 - Organized
 - Willing and able to learn and accept responsibilities and challenges
- LANGUAGES**
- Fluent in English, Italian, and familiar with Spanish
- EDUCATION**
- Graduate of Seward Park High School
Yearbook Illustrator
Recipient of the American Legion School Award Medal
- MILITARY SERVICE**
- United States Army
Served Overseas
Honorably discharged

References available upon request.

3/9/2022 Work Session Agenda Item #6

** unaudited **

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

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

* need resolut

3/9/2022 Work Session Agenda Item #7

**RESOLUTION AUTHORIZING ENCUMBRANCES OF 2021 FUNDS
FOR EXPENDITURES IN 2022**

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

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

<u>Purpose of Encumbrance</u>	<u>Accounts</u>	<u>Maximum</u>	<u>Explanation and/or Comments</u>
General Fund			
Building Grounds Spec Improvement	100-1620-0045	90,000.00	Bal Improvements/Upgrades Town Hall
Data Imaging Equipment	100-1680-0021	85,000.00	Data Imaging Equipment.
Technology Line	100-1680-0020	50,000.00	Bal Technology Upgrades
Contingency Line	100-1990-0040	73,376.00	Software Conversion
Contingency Line	100-1990-0040	35,000.00	Bal left Master Plan/Tn Code
Contingency Line	100-1990-0040	250,000.00	Swan Cove Improvements
Police Motor Vehicle Line	100-3120-0021	26,907.00	Police Vehicle Encumbrance
Police Consulting Services	100-3120-0044	20,000.00	Consulting Services
Police Rentals/Leases	100-3120-0046	40,000.00	Records Management System/Radios
Police Conference/Training	100-3120-0047	25,000.00	Police State Mandated Training
Park Special Equipment	100-7110-0022	21,887.00	Remaining Parks Video Surveillance
McDonough Skate Park	100-7112-0041	8,790.00	Remaining Bal Skate Park
Swan Cove Park Improvements	100-7113-0045	100,000.00	Remaining Bal. Swan Cove Improvements
Airport Park Equipment Expense	100-7115-0020	49,800.00	Remaining Bal. Airport Park
Baldwin Meadow Park Improvements	100-7118-0040	71,800.00	Bathroom Capital Project
Skating Rink Contractual Expense	100-7190-0040	30,000.00	Recoat Skating Rink

Total General Fund Encumbrances **\$ 977,560.00**

Mahopac Falls Fire Dept	301-3410-0045	\$82,230	Reserve for Dry Hydrant Estimate
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Resolution

Offered by: _____

Seconded by: _____

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

March 16, 2022

TOWN OF CARMEL HIGHWAY DEPARTMENT



Carmel Highway Department
55 McAlpin Avenue
Mahopac, NY 10541

MICHAEL SIMONE
Superintendent of Highways

845.628.7474
FAX 845.628.1471
MSimone@bestweb.net

FROM THE DESK OF: *Michael Simone*

TO: SUPERVISOR MICHAEL CAZZARI
TOWN BOARD

DATE: MARCH 2, 2022

RE: REQUEST TO DISPOSE OF EQUIPMENT

I am requesting the authorization to dispose of the following:

Description	Hwy ID	VIN Number
1991 Chevy Van C-30 (Surplus) aka QM #7	QM-7	2GBGG31J7M4132138
2010 New Holland L185 SkidSteer Loader	#S-1	NAM48495
2007 New Holland Backhoe	Backhoe #1	N7GH11556
2003 New Holland Backhoe	Backhoe #2	31046513
Plate Tamper, Wacker BPU3545A		1365978

Most of this equipment has deteriorated and is beyond repair, or is inadequate and has been replaced.

cc Comptroller MaryAnn Maxwell
Supervisor Assistant Joanna Terilli

Richard J. Franzetti, P.E.
Town Engineer




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

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

MEMORANDUM

To: Carmel Town Board

From: Richard J. Franzetti P.E. Town Engineer 

Date: March 3, 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.

- CWD7 - Vineland Pump Station Well Failures

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

This invoice has been submitted to insurance for reimbursement.

- CSD 2 – Belden Road North Generator

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

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

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: Engineering


Vendor names: Magpro

Nature of emergency: CSD2 Beldon Rd N Generator

Estimated cost: See attached

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

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

Purchasing Agent's signature for approval: 

Department Head's signature for approval: 

MAGPRO Services, LLC



Specialized Repairs, Customized Solutions

20 Day Road Carmel, NY 10512

Ph 845-225-2304 MAGPROSERVICE@YAHOO.COM

Fax 845-225-2306 WWW.MAGPROSERVICE.COM

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

Bill To	Job Description
---------	-----------------

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

CSD2-6 Beldon Rd North Generator

Item Code	Description	Quantity	Price Each	Amount
Complete Job	<p>Current onsite generator engine has failed, unit is nearing 30 years of age, parts no longer available.</p> <p>Remove and replace existing 20kw Olympian generator with a new 20kw Cummins commercial enclosed generator . Unit comes standard with a 24 hour full load fuel tank w rupture basin and sound level 1 aluminum enclosure. Includes engine coolant heater & battery charger</p> <p>Remove old unit and dispose. Drain and dispose of fuel - will not reuse (possible contamination) Set new unit in place with boom crane Connect all as required Run and test Includes all materials for installation Includes prevailing wage for mechanic helper</p>	1	4,000.00	4,000.00T
generator sale	<p>Cummins C20D6 S/N J210993715 Diesel Engine 24hr tank 20KW configured for site 120/208 volt 3ph A045L889 generator alternator 12 lead Includes inbound freight, new battery & full tank of fresh fuel</p> <p>unit is currently in stock, upon approval unit will be shop-reconfigured for use and then field installed there after</p>	1	22,598.00	22,598.00T

Sales Tax (0.0%)	\$0.00	Subtotal	\$26,598.00	Total	\$26,598.00
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All work done at customers request. No warranty expressed or implied. No returns on electrical parts.. ANY vehicle or equipment not claimed within 2 days will incur storage charges. > AFTER 14 days, the vehicle or equipment will be considered abandoned property. All manufactures warranties are set forth by their respective company and will be honored by the manufacture, additional charges may and will be incurred for additional work. \$35 returned check fee. \$10 service charge for late payments.

Thank you for your business.

*Thank you for choosing MAGPRO
Services*



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

INVOICE

DATE	INVOICE #
2/14/2022	100748

www.BEEANDJAY.com

BILL TO:

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

SERVICE LOCATION:

Town of Carmel- CWD 7
 Vineland Road
 Mahopac, NY

PROFESSIONAL SERVICE 58 YEARS 1964-2022

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

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

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

Total Due \$11,107.60

WE ACCEPT ALL MAJOR CREDIT CARDS !!

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

CARDHOLDER/NAME: _____ SIGNATURE: _____

CARD# _____ EXP. DATE: _____ CID # _____

EMAIL: _____

THE PUMP PEOPLE

D & S PUMP AND SUPPLY COMPANY, INC.

WHOLESALE ONLY



MAIN OFFICE:
3784 DANBURY RD.
BREWSTER, NY 10509
(845) 279-3785
FAX (845) 279-5536

OTHER LOCATIONS:
WILLIMANTIC, CT. (860) 456-3731
RHINEBECK, N.Y. (845) 876-3071
MIDDLETOWN, N.Y. (845) 692-3200
HARRISVILLE, R.I. (401) 568-3334
HUDSON, N.H. (603) 598-9448
GREENFIELD, MA. (413) 772-0032
WHITEVILLE, N.C. (910) 641-0909

DOMESTIC-INDUSTRIAL-COMMERCIAL
WATER SYSTEMS & CONDITIONING EQUIPMENT

ORDER NO. 680640
ORDER DATE 02/11/22

TIME: 14:48

PAGE: 1

000100

BEE & JAY PLB & HTG
719 ROUTE 6
PO BOX 78
MAHOPAC, NY 10541
845 628-3924

JOB NAME
DELIVER TO:

CWD#7
Wku #1

ON AMOUNTS BEYOND 60 DAYS PAST DUE A 1 1/2% MONTHLY SERVICE CHARGE WILL BE MADE

SALESMAN NAME MATT NORDT DELIVERED BY HOW SHIPPED WRITTEN BY DAVE

RMS 2% 10th NET 30 PULLED BY CUSTOMER ORDER # DATE SHIPPED

ITEM NUMBER	DESCRIPTION	QTY ORDERED	QTY SHIPPED	B.O.	U/M	PRICE
06S30	3HP WATER END	1		0	EA	1401.00
09970	3HP 230V 3PH MOTOR M30432	1		0	EA	1250.00
1/4PVC120	1 1/4" PVC SCH 120 PIPE	400		0	FT	9.03
1/4R-500	1/4" R-500 CABLE 500'	1		0		2352.00
1125	1 1/4 SHUR-ALIGN - 4242XLE	2		0	EA	108.00

RECEIVED BY: ORIGINAL

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
Mike Simone, Superintendent of Highways

From: Richard J. Franzetti P.E. Town Engineer 

Date: February 24, 2022

Re: EOHWC O&M Invoice

As the Board is aware, the Town of Carmel (Town) is a member of the East of Hudson Watershed Corporation (EOHWC). The EOHWC is made up of nineteen municipalities in Dutchess, Putnam and Westchester Counties and was established as a regional stormwater entity in response to the heightened phosphorus removal requirements under the New York State Department of Environmental Conservation (NYSDEC) stormwater regulations.

The EOHWC administers, coordinates and installs the regional stormwater retrofit projects (SRPs), with funding made available by the New York City Department of Environmental Protection (NYCDEP), Westchester County, and Putnam County. Through the EOHWC, the member municipalities are collectively achieving compliance with their SRP requirements through bubble compliance, regardless of the physical location of each retrofit.

As identified in the attached EOHWC O&M policy each municipality has to maintain the SRPs that have been or will be installed. The Town adopted the EOHWC policy as identified in the attached February 17, 2016 Resolution.

Due to bubble compliance the Town is required to pay for O&M based on the Town's overall phosphorus reduction not just for those SRPs installed in the Town. The EOHWC provides the O&M for the SRPs located in the Town.

Attached please find an invoice from the EOHWC in the amount of \$17,632.33 for the O&M performed in 2021. Per the attached from the Town Comptroller this expense was included in the budget and there are sufficient funds in the budget.

February 24, 2022

EOHWC O&M Invoice

The following is a summary of the Town's operation and maintenance (O&M) status:

- The ten (10) year phosphorus reduction goal for the entire EOHWC is 919 kg.
- The Town's portion for the ten (10) years 144 kg (~16% of the total EOHWC goal).
- There have been 13 SRPs installed in the Town with a total phosphorus reduction of 43.7 kg (~30% of the Town's total goal).
- The Town passed the attached February 17, 2016 Resolution adopting the EOHWC O&M policy.
- SRP inspections are performed semi-annually by the Engineering Department (with the labor costs applied back to the EOHWC) and the O&M performed by Putnam County.

In order to maintain permit coverage and to be eligible for future funding, the EOHWC developed the O&M Policy. Please note the attached O&M Policy estimated the costs for O&M for the Town of Carmel at \$38,137.28. This value has been adjusted to more accurately represent actual cost.

2021 O&M Analysis					
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Town	2021 O&M Costs (\$) submitted	with 2% Admin Fee(\$)	Town P- Removal Require-	Towns Monetary Responsibility	Net EOHWC Payout/ (Billing)
Brewster	\$ -	\$ -	9.2	\$ 2,869.20	\$ (2,869.20)
Carmel	\$ 4,727.70	\$ 4,822.25	72	\$ 22,454.58	\$ (17,632.33)
Kent	\$ 22,337.15	\$ 22,783.89	33.6	\$ 10,478.81	\$ 12,305.09
Patterson	\$ 19,286.17	\$ 19,671.89	17.2	\$ 5,364.15	\$ 14,307.74
Pawling (T)	\$ 766.68	\$ 782.01	3.5	\$ 1,091.54	\$ (309.53)
Pawling (V)	\$ 446.64	\$ 455.57	4.3	\$ 1,341.04	\$ (885.46)
Putnam County	\$ 31,296.90	\$ 31,922.84	30.9	\$ 9,636.76	\$ 22,286.08
Putnam Valley	\$ -	\$ -	1	\$ 311.87	\$ (311.87)
Southeast	\$ 14,537.79	\$ 14,828.55	31.1	\$ 9,699.13	\$ 5,129.41
Total Putnam				\$ 63,247.08	
Bedford	\$ 14,834.96	\$ 15,131.66	32.2	\$ 10,042.19	\$ 5,089.47
Cortlandt	\$ 3,300.00	\$ 3,366.00	11.6	\$ 3,617.68	\$ (251.68)
Lewisboro	\$ 2,965.56	\$ 3,024.87	35.5	\$ 11,071.36	\$ (8,046.49)
Mt. Kisco	\$ -	\$ -	18.7	\$ 5,831.95	\$ (5,831.95)
New Castle	\$ -	\$ -	25.1	\$ 7,827.92	\$ (7,827.92)
North Castle	\$ -	\$ -	1	\$ 311.87	\$ (311.87)
North Salem	\$ 7,200.90	\$ 7,344.92	19.1	\$ 5,956.70	\$ 1,388.22
Pound Ridge	\$ -	\$ -	9.5	\$ 2,962.76	\$ (2,962.76)
Somers	\$ 18,793.57	\$ 19,169.44	50	\$ 15,593.46	\$ 3,575.98
Yorktown	\$ -	\$ -	54	\$ 16,840.94	\$ (16,840.94)
Total Westchester				\$ 80,056.83	
Total	\$ 140,494.02	\$ 143,303.90	459.5	\$ 143,303.90	
			O&M Cost per/Kg	\$ 311.87	



**EAST OF HUDSON
WATERSHED CORPORATION**

2 Route 164
Patterson, NY 12563
Tel: 845-319-6349
Fax: 845-319-6391

November 10, 2015

To the Chief Elected Officials of Member Municipalities,

Today the Board of Directors of the EOHWC adopted an Operation and Maintenance Policy ("O&M Policy"), conditioned on each member municipality agreeing by resolution of its legislative body to accept the Policy. I'm enclosing for your review and action the EOHWC Board resolution, a model member resolution, the O&M Policy (5 pages) and the Annual Estimated O&M Cost (1 page).

It is critically important that each of you give this your immediate attention. The MS4 Permit requires each municipality to maintain the stormwater retrofit practices ("SRPs") that have been or will be installed. Failure to do so would violate the permit and may cause the phosphorus reduction credits we've amassed to be lost. In a worst case, if EOHWC does not step up to the plate and ensure O&M is performed, all municipalities could be liable for a permit violation and bubble compliance would collapse.

In addition, we have been told by representatives of DEP that while they may be willing to fund some or all of the next five years of SRP construction, they are not willing to fund O&M. They are looking to the municipalities to take on that responsibility as their contribution to the overall effort. Without DEP funding of SRP construction, all the cost of the next five years would fall on the municipalities.

The Annual Estimated O&M Cost I've enclosed is only an estimate to give you an idea of the numbers our engineers have calculated. As O&M is performed we will acquire actual data that will give us more accurate figures, hopefully less than what is conservatively estimated on the enclosed sheet. The basic concept is that municipalities will be expected to perform the O&M in the most efficient way possible. As you will see in the Policy, some will get reimbursement from EOHWC and some will pay in, depending on the allocation in the Policy.

Again, please give this your immediate attention. If at all possible, please return your adopted resolution to me at EOHWC no later than December 31. This is a very important step in our negotiations for funding for years 6-10 of the MS4 Permit. If you have questions about how the policy works or how it will apply to your municipality, feel free to contact me or Kevin Fitzpatrick at EOHWC.


Michael Griffin, President

**BOARD OF DIRECTORS
EAST OF HUDSON WATERSHED CORPORATION
2 Route 164, Patterson, NY 12563**

RESOLUTION TO ADOPT O&M POLICY

Resolution #: R-1110-07

Moved By: _____

Dated: November 10, 2015

Seconded By: _____

At the meeting of the Board of Directors of the East of Hudson Watershed Corporation held on November 10, 2015, the following resolution was adopted:

WHEREAS, the MS4 Permit applicable to all member municipalities requires the municipality to maintain each stormwater retrofit project (SRP) for its useful life to ensure that it continues to operate as it was designed; and

WHEREAS, DEP has indicated that while it may to some extent be willing to continue funding the construction of SRPs approved by NYSDEC as part of the regional stormwater retrofit plan, it is not willing to fund the non-construction costs of operation and maintenance (O&M) of completed SRPs, as such expenses may not be paid from bond proceeds; and

WHEREAS, the Executive Committee has developed and recommends for adoption by the Board of Directors the annexed O&M Policy providing for the equitable sharing of the costs and responsibilities of O&M by all member municipalities in a manner consistent with the MS4 Permit bubble compliance concept; and

WHEREAS, approval of the O&M Policy is a Type II action exempt from the State Environmental Quality Review Act (SEQRA) under 6 NYCRR 617.5(c)(1) as it relates to the routine maintenance of the SRPs;

NOW THEREFORE IT IS HEREBY RESOLVED by the Board of Directors of the East of Hudson Watershed Corporation that:

1. The Board of Directors hereby approves the annexed O&M Policy providing for the equitable sharing of the costs and responsibilities of O&M by all member municipalities in a manner consistent with the MS4 Permit bubble compliance concept, conditioned on the legislative body of each member municipality agreeing to comply with the terms and conditions of the O&M Policy; and

2. Authorizes the President to distribute to each member municipality the annexed Model Member O&M Resolution with a request that the member municipality promptly adopt the model resolution or a similar resolution assuring that it will comply with the terms and conditions of the O&M Policy.

Aye _____ Nay _____

Michael Griffin, Chair

[Town/Village/County] of _____

**Resolution Regarding O&M
of Stormwater Retrofit Projects**

Resolution No. _____
Date: _____, 2015

Moved by: _____
Second by: _____

WHEREAS, the [Town/Village/County] of _____ is a member of the East of Hudson Watershed Corporation (“EOHWC”), a not-for-profit local development corporation formed to assist the member municipalities in complying with the stormwater retrofit requirements of the Municipal Separate Storm Sewer System Permit (MS4 Permit); and

WHEREAS, EOHWC has installed and will continue to install stormwater retrofit projects (SRPs) or has reimbursed member municipalities for installing SRPs in compliance with the first five-year Regional Stormwater Retrofit Plan and intends to do so for the second five-year plan to the extent funding is provided by New York City Department of Environmental Protection (DEP); and

WHEREAS, the MS4 Permit requires member municipalities to maintain each SRP for its useful life to ensure that it continues to operate as it was designed; and

WHEREAS, the Board of Directors of EOHWC has adopted an O&M Policy providing for the equitable sharing of the costs and responsibilities of O&M by all member municipalities in a manner consistent with the MS4 Permit bubble compliance concept, conditioned on the legislative body of each member municipality agreeing to comply with the terms and conditions of the O&M Policy; and

WHEREAS, approval of the O&M Policy is a Type II action exempt from the State Environmental Quality Review Act (SEQRA) under 6 NYCRR 617.5(c)(1) as it relates to the routine maintenance of the SRPs; and

WHEREAS, approval of the O&M Policy is in the best interests of the [Town/Village/County] as it assures continued compliance by the [Town/Village/County] with the MS4 Permit;

NOW THEREFORE IT IS HEREBY RESOLVED by the [Legislative Body] of the [Town/Village/County] of _____ that:

1. The [Town/Village/County] of _____ accepts and agrees to the terms and conditions of the EOHWC O&M Policy; and
2. Authorizes the [Supervisor/Mayor/County Executive] to take whatever other actions are required to implement this resolution.



EAST OF HUDSON WATERSHED CORPORATION

PO Box 176
Patterson, NY 12563
Tel: 845-319-6349
Fax: 845-319-6391

POLICY FOR THE OPERATION AND MAINTENANCE of EOHWC STORMWATER RETROFIT PRACTICES Adopted November 10, 2015

The nineteen municipalities, represented by the East of Hudson Watershed Corporation (EOHWC) have over 150 stormwater retrofit practices planned for, or constructed within their individual municipalities. Each of these projects, over time will require maintenance in order for the practice to maintain optimal efficiency in its operation. Within the EOHWC there has been much discussion concerning funding for, and completion of the maintenance required for these stormwater retrofits. This Policy will define how maintenance of the stormwater retrofit projects (SRP's) will occur.

In order for stormwater practices to remain effective at reducing phosphorus, proper maintenance is essential. Each stormwater retrofit that is installed by the EOHWC will have its own unique set of maintenance requirements and maintenance cycle, however some generalities can be made. Maintenance can be broken down into three parts; inspections, routine maintenance and non-routine repairs that may be required after large storms, or as a result of other unforeseen problems. Practices can be broken down into classes which have similar maintenance periods and requirement. These classes would include wet ponds, created wetlands, infiltration, and filter practices.

The NYSDEC General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-15-003) places the ultimate responsibility with each individual municipality for all stormwater practices within their jurisdiction including those considered stormwater retrofits. Part VI.Q states, "A covered entity must at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the covered entity to achieve compliance with the conditions of this SPDES general permit."

At present, Towns and Villages are considered "traditional land use control MS4's" as they hold the authority to make land use decisions under zoning and subdivisions controls. As such, they are obligated under the General Permit to maintain an inventory¹, provide for inspections and ensure the maintenance of all stormwater practices within their jurisdiction². The NYSDEC language in the General Permit covers both publically-owned, and privately owned stormwater management facilities that are located in, or under a municipality's jurisdiction.

Under the requirements of the General Permit, Towns and Villages should already be maintaining, or causing maintenance to be performed on, the stormwater management practices in their respective jurisdictions. This includes all drainage control structures such as stormwater ponds, and other practices installed as part of their highway drainage system. This also includes stormwater management practices

¹Part VII.A.5.a.vi. "maintain an inventory of post-construction stormwater management practices within the covered entities jurisdiction" [including] "type of practice, maintenance needs per the NYS Stormwater Management Design Manual, SWPPP and dates and type of maintenance performed."

²Part VII.A.5.a.vii 'ensures adequate long-term operation and maintenance of management practices identified in Part VII.5.a.vi. by trained staff, including inspection to ensure that the practices are performing properly.'



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constructed as part of a subdivision or site plan approved by the Town or Village. Pursuant to the requirements of the General Permit, municipalities must already have written procedures³, the equipment and the manpower to provide inspections and maintenance to the stormwater infrastructure in their respective municipalities. Since municipalities must already have a program in place, it should be relatively simple to manage the additional EOHWC retrofit practices constructed in their municipalities, although their individual resources will likely need to be supplemented.

With participation in the EOHWC, each municipality has agreed to “bubble compliance”, or a shared responsibility for the installation of stormwater retrofits. While each individual municipality will ultimately be responsible for the retrofits located within their jurisdiction, it is generally agreed that the EOHWC should remain involved in some fashion for meeting the maintenance requirements for as long as the EOHWC is in existence.

The EOHWC has chosen the following means for providing maintenance to EOHWC SRP’s;

Each stormwater retrofit will require maintenance specific to each individual retrofit. This maintenance obligation will be described in a written plan, prepared for each project by the design engineer preparing the construction documents in consultation with the host municipality. The maintenance plan shall include the design life of each SRP, recommended inspection schedule and checklist which also provides basic design criteria for the practice, required maintenance activities, an estimate of time needed and cost of such activities, schedule of such activities, and a present worth cost for inspecting and maintaining the SRP for its design life. Three copies of the maintenance plan shall be provided to the host municipality, along with an as-built drawing upon completion of construction of the retrofit. Moving forward, each maintenance plan shall be reviewed and approved by the chief elected officer of the host municipality prior to the SRP construction being placed for bidding.

Each municipality will be responsible for providing the inspections and maintenance of the stormwater retrofit practices (SRP) within, or under their jurisdiction. Maintenance shall be completed in accordance with the maintenance plan that has been prepared for the project.

The EoH municipalities have sought to achieve compliance with the stormwater regulations and the retrofit program through bubble compliance i.e., a sharing of the overall phosphorus reduction requirements for all of the EoH municipalities. Similarly the expense of paying for the cost of maintenance of the stormwater retrofits that have been installed would be shared between the municipalities in proportion to each of their obligations for phosphorus removal. The O&M **financial obligation** for each municipality will be based on their percentage of the overall 5-year phosphorus reduction (see Table 1) and the estimated annual total O&M cost for maintaining the stormwater retrofits.

Municipalities will be reimbursed by the EOHWC for costs incurred for providing maintenance at the actual cost plus 2% for administration. Municipalities can individually chose how to accomplish maintenance responsibilities to find the most cost-effective and efficient means; either by using municipal staff/highway departments, or through the use of private contractors.

³Part IX.A.6



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When completing SRP maintenance by contracting with a private contractor, all contracts seeking reimbursement from the EOHWC must follow EOHWC procurement policies. However, as the minimum requirement to qualify for reimbursement of maintenance costs, municipalities must request at least three written quotes from three different contractors in order to ensure that the work is being completed at a fair price. Where there is a conflict between a municipality's procurement policy and the EOHWC procurement policy, the EOHWC procurement policy will govern.

Costs associated with the use of municipal employees and equipment to provide SRP maintenance shall be.

Work completed by municipal employees and consultants will be reimbursed at cost, based on a schedule of values, and subject to a cap. The EOHWC Board of Directors shall establish a schedule of reimbursement rates for completing SRP maintenance. The schedule shall provide a maximum hourly rate for municipal employees, consultants and equipment. Reimbursement costs shall also be capped by the estimate of time needed and cost of such activities found in the maintenance plan. Any exceedance of the cap must be approved by the EOHWC Board of Directors.

Financing O&M Requirements

The EOHWC shall oversee the O&M operations for the retrofits installed by the Corporation. The EOHWC shall create a separate fund (a bank) to fund the estimated cost of providing the annual operation and maintenance cost of all the stormwater retrofits in the Program. Each municipality is responsible to provide their proportionate share of this amount to the EOHWC as either a direct payment or as a documented labor and capital expenditure to be applied as credit toward O&M costs.

Twice annually, in June and November municipalities will submit an invoice for reimbursement of the actual cost for providing maintenance of the stormwater practices under their jurisdiction. Invoices will be reviewed by the EOHWC staff and Executive Board. Actual costs incurred will be credited against any amount due and owing to the Corporation. Where there is a surplus, the municipality would receive a refund. EOHWC staff shall be responsible for spot checking inspections completed by each municipality and ensuring that the maintenance of each practice is being completed in a timely and efficient manner.

Each municipality's financial obligation will fall into one of two categories:

- 1) The estimated O&M financial obligation of your municipality is **less** than your yearly O&M costs. Those municipalities that are required to contribute towards retrofit maintenance fund must provide payments to the EOHWC on the following schedule:
 - § January 1, 2016. 35% of total O&M estimates costs minus any incurred costs for completing retrofit maintenance.
 - § May 1, 2016. 35% of total O&M estimates costs minus any incurred costs for completing retrofit maintenance.
 - § September 1, 2016. 30% of total O&M estimates costs minus any incurred costs for completing



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retrofit maintenance.

In case 1, the actual expenses incurred by the municipality will serve as a credit towards meeting its responsibility to the EOHWC O&M program. The difference between the actual expenses and the municipality's financial obligation will be due as payment to the EOHWC.

- 2) The estimated O&M financial obligation for your municipality is **more** than your yearly O&M Costs.

Those municipalities that will receive O&M funds must provide documentation of inspection and maintenance completed for each project to the EOHWC on the following schedule:

- § June 30, 2016. O&M Documentation for December 1, 2015 thru May 31, 2016.
- § November 30, 2016. O&M Documentation for June 1, 2016 thru November 30, 2016

In case 2, the municipality will document all expenditures for the O&M program. Once the municipality has reached the estimate annual O&M costs, the EOHWC will reimburse the municipality for the additional required O&M which exceeds its financial obligation.

These reimbursements will be capped by the calculated percentage contribution for the overall bubble compliance. Any additional expenditure will be documented by the municipality. All overages to the estimated municipal costs must be verified and approved by the EOHWC prior to the work being completed. These costs will be then included in an updated budget for the next O&M calendar year.



**EAST OF HUDSON
WATERSHED CORPORATION**

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TABLE 1

Municipality	5-Year Phosphorus Reduction (kg)	Percent Contribution
Bedford	32.2	7.01%
Brewster	9.2	2.00%
Carmel	72.0	15.67%
Cortlandt	11.6	2.52%
Kent	33.6	7.31%
Lewisboro	35.5	7.73%
Mount Kisco	18.7	4.07%
New Castle	25.1	5.46%
North Castle	1.0	0.22%
North Salem	19.1	4.16%
Patterson	17.2	3.74%
Pawling, Town	3.5	0.76%
Pawling, Village	4.3	0.94%
Pound Ridge	9.5	2.07%
Putnam County	30.9	6.72%
Putnam Valley	1.0	0.22%
Somers	50.0	10.88%
Southeast	31.1	6.77%
Yorktown	54.0	11.75%
Total	459.5	100.00%

ANNUAL ESTIMATED O&M COST

	5-Year Phosphorus Reduction Requirement	Estimated Annual O&M Total	Estimated Share of Annual O&M Total	Difference
Bedford	32.2	\$ 21,902	\$ 17,055.84	\$ 4,846.11
Brewster	9.2	\$ 3,427	\$ 4,873.10	\$ (1,445.90)
Carmel	72.0	\$ 27,418	\$ 38,137.28	\$ (10,719.68)
Cortlandt	11.6	\$ 2,678	\$ 6,144.34	\$ (3,466.84)
Kent	33.6	\$ 19,171	\$ 17,797.40	\$ 1,373.50
Lewisboro	35.5	\$ 14,073	\$ 18,803.80	\$ (4,730.86)
Mt. Kisco	18.7	\$ 7,336	\$ 9,905.10	\$ (2,568.75)
New Castle	25.1	\$ 4,142	\$ 13,295.08	\$ (9,153.08)
North Castle	1.0	\$ -	\$ 529.68	\$ (529.68)
North Salem	19.1	\$ 8,954	\$ 10,116.97	\$ (1,163.41)
Patterson	17.2	\$ 30,572	\$ 9,110.57	\$ 21,461.12
Pawling (T)	3.5	\$ 11,500	\$ 1,853.90	\$ 9,645.97
Pawling (V)	4.3	\$ 4,284	\$ 2,277.64	\$ 2,006.36
Pound Ridge	9.5	\$ -	\$ 5,032.00	\$ (5,032.00)
Putnam County	30.9	\$ 10,399	\$ 16,367.25	\$ (5,967.84)
Putnam Valley	1.0	\$ -	\$ 529.68	\$ (529.68)
Somers	50.0	\$ 38,369	\$ 26,484.22	\$ 11,884.35
Southeast	31.1	\$ 29,902	\$ 16,473.19	\$ 13,429.13
Yorktown	54.0	\$ 9,264	\$ 28,602.96	\$ (19,338.81)
Total	459.5	\$ 243,390	\$ 243,390	

**RESOLUTION ADOPTING OPERATIONS AND MAINTENANCE
POLICY FOR EAST OF HUDSON WATERSHED CORPORATION**

WHEREAS, the The Town of Carmel is a member of the East of Hudson Watershed Corporation ("EOHWC"), a not-for-profit local development corporation formed to assist the member municipalities in complying with the stormwater retrofit requirements of the Municipal Separate Storm Sewer System Permit (MS4 Permit); and

WHEREAS, EOHWC has installed and will continue to install stormwater retrofit projects (SRPs) or has reimbursed member municipalities for installing SRPs in compliance with the first five-year Regional Stormwater Retrofit Plan and intends to do so for the second five-year plan to the extent funding is provided by New York City Department of Environmental Protection (DEP); and

WHEREAS, the MS4 Permit requires member municipalities to maintain each SRP for its useful life to ensure that it continues to operate as it was designed; and WHEREAS, the Board of Directors of EOHWC has adopted an O&M Policy providing for the equitable sharing of the costs and responsibilities of O&M by all member municipalities in a manner consistent with the MS4 Permit bubble compliance concept, conditioned on the legislative body of each member municipality agreeing to comply with the terms and conditions of the O&M Policy; and

WHEREAS, approval of the O&M Policy is a Type II action exempt from the State Environmental Quality Review Act (SEQRA) under 6 NYCRR 617.5(c)(1) as it relates to the routine maintenance of the SRPs; and

WHEREAS, approval of the O&M Policy is in the best interests of the Town of Carmel as it assures continued compliance by the Town of Carmel with the MS4 Permit;

NOW THEREFORE BE IT RESOLVED by that the Town Board of the Town of Carmel and the Town of Carmel hereby accepts and agrees to the terms and conditions of the EOHWC O&M Policy; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town Supervisor Kenneth Schmitt to take whatever other actions are required to implement this resolution.

Resolution

Offered by: Councilman Lombardi

Seconded by: Councilman Lupinacci

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

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I, Phyllis Bourges, Deputy Town Clerk of the Town of Carmel, Putnam County, New York, do hereby certify that the foregoing resolution is a true and exact copy of the original on file in my office which was adopted by the Town Board of said Town at a duly called and held meeting on the 17th day of February, 2016; and of the whole thereof.

Dated: February 18, 2016



Phyllis Bourges, Deputy Town Clerk

EOHWC Program Summary

MS4	Ten Year Phosphorus Reduction Requirement (kg/yr)	Actual Phosphorus Reduction (kg/yr)							Estimated Phosphorus Reduction (kg/yr)							Estimated Totals (kg/yr) (1)	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 4 (1)	Year 5 (1)	Year 6 (1)	Year 7 (1)	Year 8 (1)	Year 9 (1)	Year 10 (1)	Total Reduction	Remaining Reduction Requirement
Bedford	64.4	9.11	7.29	5.34	3.65	11.29	-	1.99	-	-	-	-	-	-	4.16	38.7	25.7
Brewster	18.4	-	-	83.60	-	-	-	-	-	-	-	-	-	-	-	83.6	0.0
Carmel	144.0	3.68	7.52	14.44	3.00	-	-	-	-	-	4.22	10.86	11.57	72.75	67.16	43.7	100.3
Cortlandt	23.2	-	-	3.20	-	-	-	-	-	-	-	-	-	-	13.25	3.2	20.0
Kent	67.2	9.56	4.67	14.50	13.74	-	19.90	16.10	-	-	-	-	23.08	4.3	-	78.5	0.0
Lewisboro	71.0	4.03	-	-	22.89	3.60	-	-	-	-	-	6.80	63.39	-	7.89	37.3	33.7
Mount Kisco	37.4	0.81	-	-	10.85	-	4.50	-	8.50	-	10.76	-	-	-	-	35.4	2.0
New Castle	50.2	-	-	-	-	-	-	7.70	-	14.11	33.00	22.67	22.67	-	-	77.5	0.0
North Castle	2.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0	2.0
North Salem	38.2	-	7.12	-	9.80	10.91	-	3.96	-	-	31.40	6.42	-	11.4	-	69.6	0.0
Patterson	34.4	3.31	1.62	10.36	1.80	4.38	26.23	-	-	-	19.80	7.63	-	-	-	75.1	0.0
Pound Ridge	19.0	-	-	-	-	-	-	-	-	-	0.40	9.25	-	-	-	9.7	9.4
Putnam Valley	2.0	-	7.90	-	-	-	-	-	-	-	-	-	-	-	-	7.9	0.0
Town of Pawling	7.0	-	1.75	-	-	5.31	-	-	-	-	-	4.66	-	-	-	11.7	0.0
Village of Pawling	8.6	-	0.03	-	-	-	-	-	-	-	-	9.10	-	1.4	-	9.1	0.0
Somers	100.0	10.41	1.45	15.97	24.20	2.93	-	8.78	-	-	-	12.90	-	39.28	7.56	76.6	23.4
Southeast	62.2	8.83	80.87	21.33	-	-	-	-	-	-	5.59	12.38	86.7	-	-	129.0	0.0
Yorktown	108.0	0.07	-	19.84	-	-	-	-	-	-	7.91	-	-	-	27.04	27.8	80.2
Putnam County	61.8	1.86	-	20.38	5.45	-	-	21.44	-	-	-	-	5.12	-	-	49.1	12.7
Total	919.0	51.67	120.22	208.96	95.38	38.42	50.63	59.97	8.50	14.11	113.08	102.67	212.53	129.13	127.06	1332.32	0.0

(1) Based on conceptual estimates. May be revised up or down.

CARMEL

Project ID	Project Name	Project Year	Actual Phosphorus Reduction (kg/yr) (1)	Estimated Phosphorus Reduction (kg/yr) (2)
Carmel-AM-129	Hitchcock Hill Rd	1 (2010)	0.2	
Carmel-PRE-02	Lakeview Court	1 (2010)	0.3	
Carmel-PRE-03	Silvergate Road	1 (2010)	1.0	
Carmel-PRE-04	Red Mills Road	1 (2010)	0.8	
Carmel-PRE-06	Belden Road	1 (2010)	1.1	
Carmel-PRE-07	Colier Drive	1 (2010)	0.4	
Carmel-CF-119B	Kelly Ridge & St. Michael's Terrace	2 (2011)	7.1	
Carmel-CF-123	Garret Place	2 (2011)	0.4	
Carmel-AM-112	Austin Rd Elementary School	3 (2012)	5.1	
Carmel-AM-116	Mahopac Middle School	3 (2012)	2.6	
Carmel-CF-102A	Guide Post Seminary	3 (2012)	4.0	
Carmel-CF-102B	Guide Post Seminary	3 (2012)	2.7	
Carmel-AM-111A	Falls Elementary School	4 (2013)	3.0	
Carmel-CF-601	Eleanor Drive	6 (2017)		7.6
Carmel-CF-701	Putnam County Hospital Center	7 (2018)		5.5
Carmel-CF-703	Woodland Trail	7 (2018)		32.8
Carmel-CF-801	Fulmar Rd Ele. School (A)	8 (2019)		1.1
Carmel-CF-802	Fulmar Rd Ele. School (B)	8 (2019)		1.5
Carmel-CF-803	A&P Plaza	8 (2019)		7.8
Carmel-GL-815	Ridge Rd	8 (2019)		1.2
Carmel-CF-901	Arborview Rd A	9 (2020)		7.3
Carmel-CF-902	Arborview Rd B	9 (2020)		5.2
Carmel-GL-915	Lake Glenieda	9 (2020)		1.2
Carmel-WB-930	Oak Ridge Circle	9 (2020)		0.8
Carmel-WB-931	Ridge Circle	9 (2020)		0.8
Carmel-AM-1000	Marina Drive	10(2021)		4.6
Carmel-AM-1001	Colonial Drive	10(2021)		3.0
Carmel-AM-1002	PARC Pre-School	10(2021)		2.9
Carmel-CF-1015	Paladin Center East	10(2021)		56.7

(1) - Actual Phosphorus Reduction reflects NYSDEC approved values, based on final submittals

(2) - Estimated Phosphorus Reduction reflects projects in design, construction, or yet to be submitted to NYSDEC

From: [Esteves, Donna](#)
To: [Franzetti, Richard](#); [Maxwell, Mary Ann](#)
Subject: RE: 02-23-22 FW: EOHWC - Invoice
Date: Thursday, February 24, 2022 9:30:15 AM

Yes, this expense was included in the budget.

Donna Esteves

Town of Carmel ~ Engineering Department
60 Mc Alpin Ave
Mahopac, NY 10541
845-628-1500 ext. 184

From: Franzetti, Richard
Sent: Wednesday, February 23, 2022 4:21 PM
To: Maxwell, Mary Ann <mam@ci.carmel.ny.us>; Esteves, Donna <de@ci.carmel.ny.us>
Subject: 02-23-22 FW: EOHWC - Invoice

Mary Ann

The attached was received earlier this week. Are there sufficient funds for payment?

thanks

Richard J. Franzetti. P.E, BCEE
Town Engineer
60 McAlpin Avenue
Mahopac, New York 10541
Phone - (845) 628-1500 ext 181
Fax – (845) 628-7085
Cell – (914) 843-4704
rjf@ci.carmel.ny.us

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From: Terilli, Joanna
Sent: Tuesday, February 22, 2022 4:10 PM
To: Cazzari, Michael <msc1s@ci.carmel.ny.us>
Cc: Franzetti, Richard <rjf@ci.carmel.ny.us>
Subject: EOHWC - Invoice

FYI – see attached.

Richard J. Franzetti, P.E.
Town Engineer




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

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

MEMORANDUM

To: Carmel Town Board

From: Richard J. Franzetti P.E. Town Engineer 

Date: March 3, 2022

Re: C284- Fuel Oil #2 Supply- Request to Bid

The Town of Carmel, currently utilizes Fuel Oil #2 at forty-four locations for both standby generator power and heating as provided in the attached. Of these locations, thirty-nine are generators. In the past three (3) years, the Town has consumed this commodity as follows:

Year	Gal.	Cost
2019	11,922	\$31,997.48
2020	23,054	\$52,747.35 ¹
2021	12,736	\$36,328.72

One option available to the Town is to purchase this commodity off of the New York State Bid list. However, this option will not provide the necessary emergency coverage to refuel generators during power outages, as the Office of General Services Contract Award Notification for Heating Oil #2 only provides for 24 Emergency Delivery during "...any state of emergency or disaster declared by the Governor..." as provided in the attached provision. As the Board is aware, the Town experiences power outages that do not fit into this criterion. A second option available is to go out to public bid for the commodity. In this case the specifications can be written to include specific language mandating 24-hour monitoring and delivery by the contractor during power outages and is the preferred course of action.

Because of the volatility of Fuel Oil pricing, the specifications will include language that bids be made on a plus or minus basis based upon the New York State Harbor Ultra Low Sulphur Diesel (ULSD) Prior Day's Settlement Price of the Front Month as posted by NYMEX (CME GROUP). So, by way of example. As of the date of this memo, the traded price for ULSD is \$3.55/gal. at New York Harbor.

¹ The disparity in consumption for 2020 is due to generator refueling for tropical storm Isaias and the December Nor'easter.

If the low bidder was to be awarded at plus \$.75/gal. Then the cost for a delivery made tomorrow to the Town would be \$4.30/gal.

This solicitation complies with the New York State GML and is likely to attract more bidders than any attempt at an annual flat unit price as most vendors, especially the more local and smaller ones, could not undertake such an element of risk. This approach reduces risk to both the Town and the Vendors.

Based upon the above, this Department respectfully requests authorization to go out to bid for Fuel Oil #2.

SITE	Location	SITE DESCRIPTION	Use	KW Rating	Estimated Tank Size
4	CSD 2	Treatment Plant 11 Old Rt 6 Carmel	Generator	400/500	200 g.
5	CSD 2	PS (Putnam Plaza Route 6) -	Generator	100/156	
6	CSD 2	Pump Station Beldon Rd N (near #72)	Generator	20	
7	CSD 2	Pump Station Beldon Rd S (near #8)	Generator	20	
8	CSD 2	Pump Station Hughson Rd N (near #147)	Generator	15	
9	CSD 2	Pump Station Hughson Rd S (near Stoneleigh Ave.)	Generator	125	
10	CSD 2	Pump Station Kelly Rd (near #17)	Generator	30/38	
11	CSD 2	Portable STP	Generator	125	
12	CSD 2	Pump Station Meadow Crest (Wyndham Lane)	Generator	40	
13	CSD 2	Pump Station Mechanics St	Generator	40	
14	CSD 2	Pump Station Route 301 (near #3670)	Generator	40	
17	CSD 2	Pump Station Duke Dr	Generator	50	
18	CSD 2	Micro plant 20-24 Old Rt 6 Carmel	Generator	250	705 g.
19	CSD 4	Sewage Treatment Plant - 295 North Rd. Mahopac	Generator	200/250	
20	CSD 4	Pump Station (L. Shore Dr) Mahopac	Generator	30/37.5	
22	CSD 6	(2007) Treatment Plant - 62 Vineland Rd Mahopac	Generator	60	
25	CSD 8	Pump Station Drewville (near Stoneleigh Ave.)	Generator	150/188	
26	CSD 8	Pump Station Country Villa	Generator	20kw	
27	CWD 2	Portable WD #2 changed location from CSD4	Generator	100	
28	CWD 2	Treatment plant 1744 Route 6 Carmel	Generator	400/500	
29	CWD 3	(2006) Well #5 295 North Rd. Mahopac	Generator	60 /75kva	
30	CWD#4	At Pump House Kennard Avenue	Generator	100	
31	CWD 5	Myrtle Ave Mahopac	Generator	400/50	
32	CWD 6	Shell Valley-Tanya Lane Mahopac	Generator	100/125	335 g.
33	CWD 6	Tomahawk Creek-Webber Hill Rd Mahopac	Generator	60/75	185 g.
34	CWD 7	Vineland Rd Mahopac	Generator	100/125	
35	CWD 8	Heather Dr Mahopac	Generator	150	300 g.
36	CWD 8	Crest Road Booster Pump Station	Generator	60	300 g.
37	CWD 9	44 Locust Ave Mahopac	Generator	60/75	
38	CWD 12	Jennifer Lane Mahopac	Generator	100/125	
39	CWD 14	Red Mills Road Mahopac	Generator	40/50	
40	Town Hall	Moved to town hall from CWD2 Mahopac	Generator	180	
41	Town Hall	Portable	Generator		
43	Highway	Generac	Generator		
44	Recreation	Long Pond Rd, Mahopac	Heating Oil	NA	500 g.
45	CWD #2 WTP	1744 Route 6, Mahopac	Heating Oil	NA	600 g.
46	CSD2 Sewer Plant	11 Old Route 6, Carmel	Heating Oil	NA	2000 g.
47	CSD2 Micro	60 Old Route 6	Heating Oil	NA	2000 g.
48		Lake Casse Club House 193 Shear Hill Rd.	Heating Oil	NA	

Cash Discount, If Shown, Should be Given Special Attention.
INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.
 (See "Contract Payments" and "Electronic Payments" in this document.)

AGENCIES SHOULD NOTIFY NEW YORK STATE PROCUREMENT SERVICES PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO PROCUREMENT SERVICES.

SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:

The letters SB listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:

Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS, RP, RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

NOTE TO AUTHORIZED USERS:

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).



EMERGENCY DELIVERY PROVISION

In the event of, and for the duration of, any state of emergency or disaster declared by the Governor, the contractor for any county in which the emergency or disaster is officially declared shall be prepared to provide continuous twenty-four-hour (24) service as directed by the State. For the purpose of maintaining necessary communications and services, the contractor shall designate a primary and, if available, a secondary contact person or title. The contractor guarantees that the persons so designated will be available throughout the emergency.



TOWN OF CARMEL POLICE DEPARTMENT

60 MCALPIN AVENUE, MAHOPAC, NY 10541
TEL (845)628-1300 FAX (845)628-2597
POLICE@CI.CARMEL.NY.US

ANTHONY HOFFMANN
CHIEF OF POLICE

3/9/2022 Work Session Agenda Item #12

MEMORANDUM

TO: Carmel Town Board
FROM: Chief Anthony Hoffmann
SUBJECT: Obsolete Department Equipment
DATE: March 9, 2022

Please be advised, the CPD Marine Unit has the following equipment that is obsolete and no longer needed for use on our patrol boat:

Former CPD Marine 1 Engine:

Make: Yamaha

Model: 225hp Outboard XL

Model #: F225TXRC

Serial#: 69J-X-1009510

This equipment is currently being stored with the Highway Department and if declared obsolete will be available for auction immediately.

Respectfully submitted for your information.

A handwritten signature in black ink, appearing to read "Anthony Hoffmann", is written over a horizontal line.

Chief Anthony Hoffmann

3/19/2022 Work Session Agenda Item #13

From: [Spofford, Ann](#)
To: [Baranowski, Stephen](#); [Cazzari, Michael](#); [Lombardi, Frank](#); [McDonough, Suzanne](#); [Schanil, Robert](#)
Cc: [Greg Folchetti](#); [Pasquerello, Anne](#); [Maxwell, Mary Ann](#); [Ormsby, Carol](#); [Daly, Alice](#)
Subject: 2022 LGRMIF Grant Application
Date: Monday, March 7, 2022 9:24:25 AM
Attachments: [SClerkCople22030414050.pdf](#)

Dear Town Board members,

In 2017 I collaborated with Putnam County Clerk Michael Bartolotti and was awarded a Local Government Records Management Improvement Fund (LGRMIF) Grant to digitize the Town of Carmel's Planning and Zoning paper records and utilize content management software to properly maintain them.

This year I would once again like to partner with Putnam County to apply for a LGRMIF Grant to digitize the Town of Carmel's payroll registers/calculations from 2002 through 2013 that are currently only available in paper format and are space consuming, cumbersome to access and perishable.

As with the Planning and Zoning records, these records will be scanned and imported to Laserfiche, a widely used software application that is utilized in more than 35,000 organizations worldwide, including federal, state and local government agencies. The Laserfiche software will be accessed only by authorized users at the Town of Carmel from a secure, dedicated server maintained by the Putnam County IT Department. Because the hardware and software has been purchased by Putnam County, the only monetary cost to the Town of Carmel may be an additional software annual license fee of approximately \$200.00 - \$400.00.

To move forward with this grant submission, I am requesting Town Board authorization. I have attached herewith, a copy of the resolution that was adopted in 2017 along with the required letter of intent. Please let me know if you have any questions.

Ann Spofford

Town Clerk
Town of Carmel
60 McAlpin Avenue
Mahopac, NY 10541
Phone: 845.628.1500
Fax: 845.628.7434

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*If you have received this communication in error, please notify the sender by reply e-mail
and delete the message and any attached documents.*

**RESOLUTION AUTHORIZING SUBMISSION OF
GRANT APPLICATION WITH COUNTY OF PUTNAM
LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND**

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

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

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

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

Resolution

Offered by: Councilwoman McDonough

Seconded by: Councilman Lupinacci and Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Jonathan Schneider	<u>X</u>	<u> </u>
John Lupinacci	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

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I, Ann Spofford, Town Clerk of the Town of Carmel, Putnam County, New York, do hereby certify that the foregoing resolution is a true and exact copy of the original on file in my office which was adopted by the Town Board of said Town at a duly called and held meeting on the 4th day of **January, 2017**; and of the whole thereof.

January 5, 2017
Dated

Ann Spofford
Ann Spofford, Town Clerk

KENNETH SCHMITT
Town Supervisor

FRANK D. LOMBARDI
Town Councilman
Deputy Supervisor

JOHN D. LUPINACCI
Town Councilman
SUZANNE MC DONOUGH
Town Councilwoman
JONATHAN SCHNEIDER
Town Councilman

TOWN OF CARMEL
TOWN HALL



60 McAlpin Avenue
Mahopac, New York 10541
Tel. (845) 628-1500 • Fax (845) 628-6836
www.carmelny.org

ANN SPOFFORD
Town Clerk

KATHLEEN KRAUS
Receiver of Taxes

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

January 5, 2017

Honorable Michael Bartolotti
Putnam County Clerk
40 Gleneida Avenue
Carmel, NY 10512

Dear Honorable Bartolotti:

This letter is to confirm the Town of Carmel's intent to participate in a New York State Archives' Local Government Records Management Improvement Fund shared services grant proposal with the County of Putnam. Enclosed with this Letter of Intent is a certified copy of the resolution adopted by the Carmel Town Board on January 4, 2017.

Sincerely,

Kenneth Schmitt,
Supervisor

Cc: file
Attachment