

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

A Regular Meeting of the Town Board of the Town of Carmel was called to order by Supervisor Kenneth Schmitt on the 3<sup>rd</sup> day of October, 2018 at 7:13 p.m. at Town Hall, 60 McAlpin Avenue, Mahopac, New York. Members of the Town Board present by roll call were: Councilman Schneider, Councilman Lupinacci, Councilwoman McDonough and Supervisor Schmitt. Councilman Barile was absent.

The Pledge of Allegiance to the Flag was observed prior to the start of official business and a moment of silence was observed to honor those serving in the United States Armed Forces and the victims of the police shooting in South Carolina.

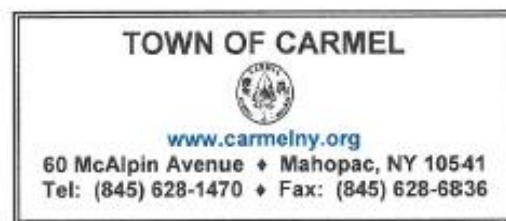
**PRESENTATION OF TENTATIVE BUDGET FOR FISCAL YEAR 2019 TO TOWN BOARD**

Phyllis Bourges, Deputy Town Clerk, presented copies of Supervisor Schmitt's 2019 Tentative Budget to the Town Board as filed in the Office of the Town Clerk on September 28, 2018.

**SUPERVISOR KENNETH SCHMITT - 2019 TENTATIVE BUDGET MESSAGE**

Supervisor Schmitt delivered his 2019 Tentative Budget Message.

*Office of the Supervisor  
Kenneth Schmitt*



**SUPERVISOR'S FISCAL YEAR 2019 TENTATIVE BUDGET MESSAGE**

Good evening ladies and gentlemen, members of the Town Board, residents and property owners of the Town of Carmel. One of the most important duties of the Town Supervisor is to initiate and coordinate the annual budget process, and tonight, I am presenting the Tentative Fiscal Year 2019 Budget to the Town Clerk, Town Board Members and the public.

First a note about the process; the Tentative Budget is based on months of preparation and collaboration between myself, the Town Comptroller, Mary Ann Maxwell, the Managers of the various Town departments, as well as other Elected Officials. I wish to thank everyone for the care and consideration they took in the preparation of their budget requests. The Town Comptroller and I worked for many days and hours examining every single line item in the budget. Expenses and revenues were reviewed and carefully considered while formulating the Tentative Budget.

In 2011, New York State established a property tax levy limit for all government municipalities known as the 2% Tax Cap. The Tax Cap law sets a limit on the annual growth of property taxes levied by local governments to 2% or the rate of inflation, whichever is less. In 2019, the rate of inflation increased to 2.25%. The Town's FY 2019 tax levy increase cannot exceed 2%. I am pleased to report to you this evening that my Tentative FY 2019 Budget achieves this mandate and will stay under the New York State Tax cap.

The Tentative FY 2019 Budget is still subject to review and amendments made by the Carmel Town Board. Changes to the Tentative Budget may be made by the Board and a Preliminary Budget will be adopted on October 17<sup>th</sup>. A Public Hearing will be held on November 7<sup>th</sup>. A final Town wide and FY 2019 budget must be voted on and adopted on or before November 20<sup>th</sup>, 2018.

**Total Town wide tax increase for 2019:**

The 2019 FY Tentative Budget reflects a 1.6% increase in the Town-wide tax rate. Included in my Tentative Budget is Funding for the following initiatives:

- A full time Special Patrol Officer (Retired Police Officer) to provide a greater level of security in the Town Hall during normal business hours.
- Two Variable Message Boards that will be used to communicate information to the public during emergencies and Town wide events.

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- Funding to facilitate upgrades and improvements to the Town Hall Recording Studio. (The current equipment was installed in 2005).
- Purchase and install a new air conditioning unit for the main meeting room of the Town Hall (current unit has been in service since 1975).
- One (1) full-time position in the Town of Carmel Highway Department. This will bring the highway staff to thirty-four (34) IBTA employees. It is important to note that from 1984 to 1998, the Town of Carmel Highway Department employed thirty-six (36) IBTA workers. The Highway staff was reduced by four (4) full-time workers during the economic down turn. In summary, this new position is replacing a position that had been cut from previous budgets.
- Funding for Professional Consulting Firms to assist the Town in providing professional and technical guidance as the Town moves forward in developing a new Master Plan, along with reviewing and revising the Town of Carmel Town Code.

Our Town Comptroller, Mary Ann Maxwell will now present to you the FY 2019 Town of Carmel Supervisor's Tentative budget. This presentation will provide for you an in depth review of the Town's finances identifying projected expenditures and revenues for Fiscal Year 2019.

In closing, my sincere thanks to Town Comptroller, Mary Ann Maxwell, my office staff, Anne Pasquerello and Bella Cimadomo, along with other elected officials, department heads and managers for their diligence and assistance during the preparation of my Tentative FY 2019 Budget.

Respectfully submitted this 3<sup>rd</sup> day of October, 2018



Kenneth Schmitt,  
Supervisor, Town of Carmel

**2019 TENTATIVE BUDGET FINANCIAL SUMMARY - PRESENTATION**

Mary Ann Maxwell, Town Comptroller detailed the following presentation.

# TOWN OF CARMEL

## 2019 Tentative Budget

## NYS Property Tax Cap

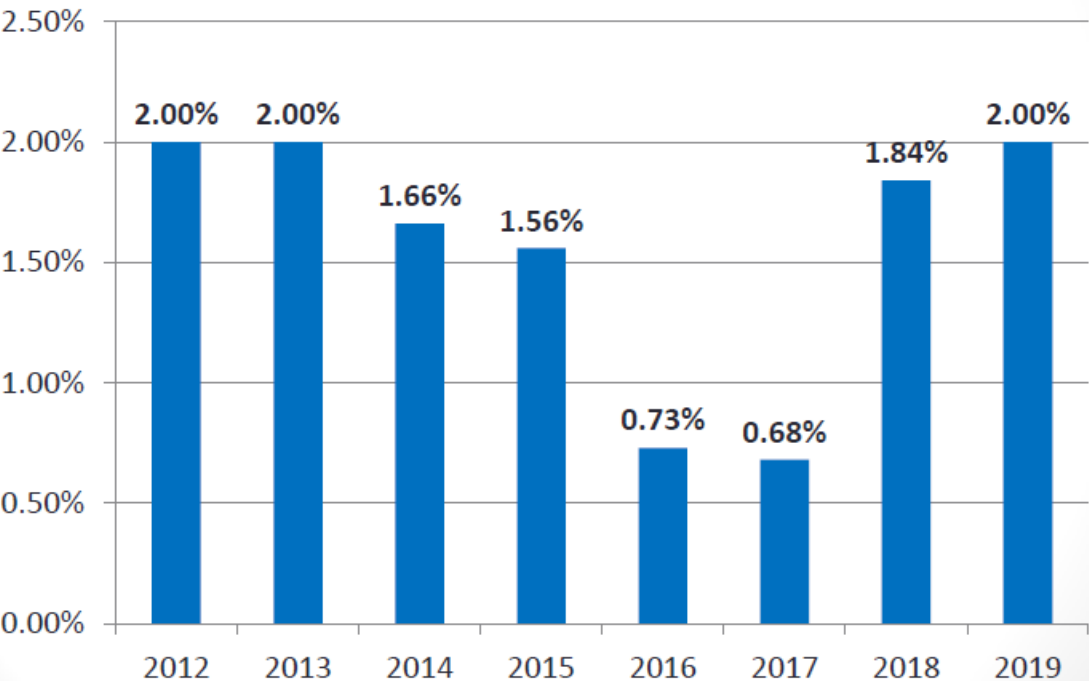
- In 2011 the NYS Office of State Comptroller established the 2% Real Property Tax Cap Law.
- With some exceptions, this law limits the amount local governments and school districts can increase property taxes by the lesser of:

2 percent; or  
the rate of inflation.

## Tax Levy

- The ***Allowable Tax Levy Growth*** imposed by NYS Comptroller’s Office for the 2019 Budget is 2.00% which is the lesser of 2.25% which is the current rate of inflation.
- For the Town of Carmel (Townwide and Special Districts) this equates to a ***Maximum Allowable Tax Levy*** increase of \$986,023.

## NYS 2.0% Property Tax Cap *Maximum Allowable Tax Levy*



## Total Tax Levy Increase

- Due to a Retired Capital Debt in 2015 the Town of Carmel has an Available Carryover from 2018 to 2019 of \$327,581.
- Therefore the total ***Maximum Allowable 2019 Tax Levy increase*** (Townwide/Special Districts) including the carryover is **\$1,313,604**

|  |                    |
|--|--------------------|
| Maximum Allowable Levy                   | \$986,023          |
| Available Carryover                      | <u>\$327,581</u>   |
| <b>Total Allowable Tax Levy Increase</b> | <b>\$1,313,604</b> |

## Total Tax Levy Increase

- 2019 Tentative Budget the **Overall Tax Levy Increase** of:  
  
    \* **2019 Tentative Levy Increase:      \$1,287,697**
- Tentative 2019 Budget is **under** the Tax Cap by **\$25,907**  
    (1,313,604 – 1,287,697 = 25,907)
- Due to good financial planning *and an available carryover from a retired capital debt* the Town of Carmel is able to stay under the Tax Cap in the 2019 Tentative Budget.

## Tax Levy

- **Property Tax Levy** is calculated by taking the Town’s total annual expenditures less any revenues and/or appropriated fund balance equity.

|                                       |
|---------------------------------------|
| Expenditures                          |
| - Revenues                            |
| <u>+(-) Appropriated Fund Balance</u> |
| <b>= Property Tax Levy</b>            |



## Tax Rate

- The **annual Tax Rate** is determined by dividing the total amount of the **property tax levy** by the total **taxable assessed value** of a town or special district.

$$\frac{\text{Property Tax Levy} / \text{Taxable Assessed Value}}{\text{}} = \text{Annual Tax Rate}$$

- The Townwide *100% Equalized Assessed Value* used for the 2019 Tentative Budget is 4,753,716,241, an **increase** of approx. 101,073,441 from the prior year equalized assessed value.
- An **increase** in the assessed value would result in an **decrease** in the tax rate if the levy remained the same.

## Tax Levy vs. Tax Rate

### 2019 Tentative Budget – Townwide (General/Highway)

#### Tax Levy

|                          |                     |
|--------------------------|---------------------|
| Expenditures             | \$29,779,505        |
| (Revenues)               | (5,701,710)         |
| Fund Balances - Reserves | <u>(265,000) *</u>  |
| <b>Property Tax Levy</b> | <b>\$23,812,795</b> |

#### Tax Rate

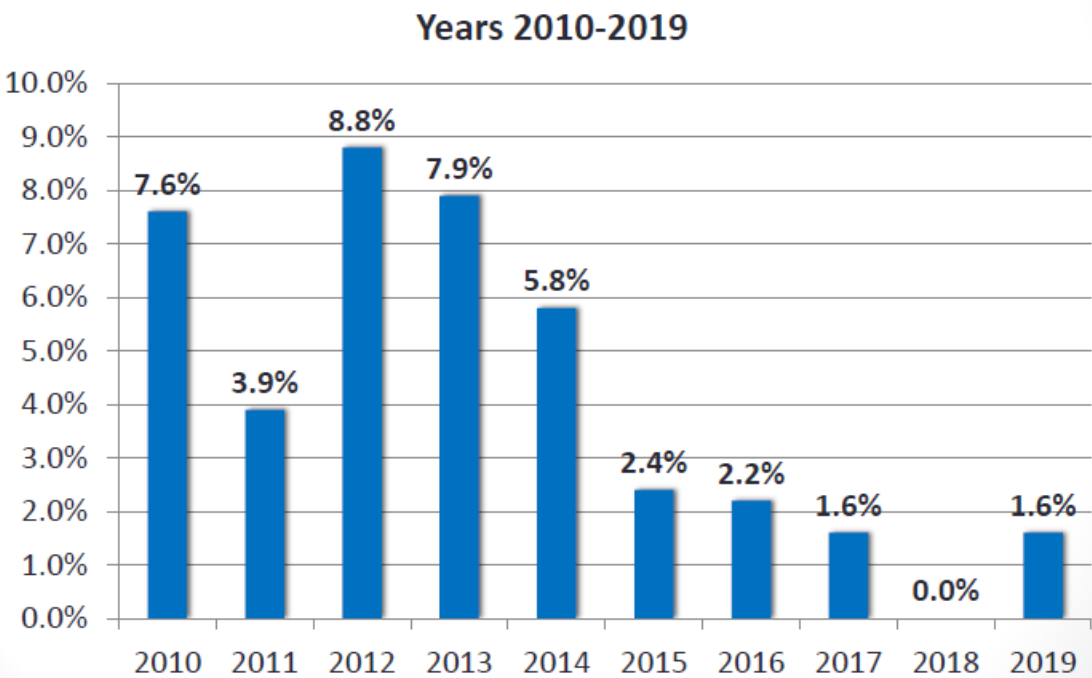
|  |                      |
|--|----------------------|
| Property Tax Levy                              | \$23,812,795/        |
| Taxable Assessed Value <i>(100% Equalized)</i> | <u>4,753,716,241</u> |
| <b>Tax Rate</b>                                | <b>5.01</b>          |

**\* 2019 Annual Tax Rate Increase      1.6%**

*\* Represents tax % increase on rate from prior year*

# Tax Rate Annual Increase

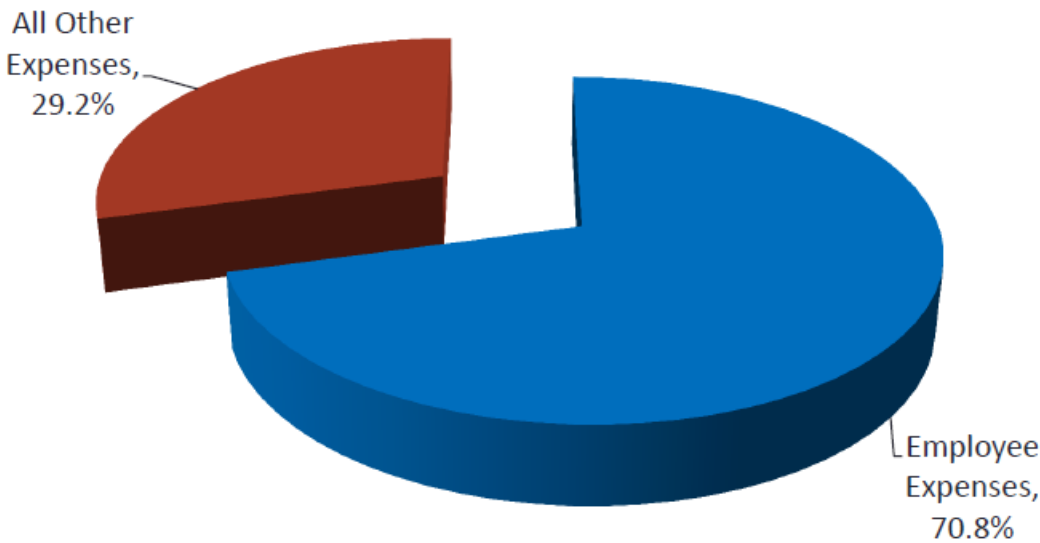
*Townwide (General/Highway) – 10 Year History*



# 2019 Tentative Budget

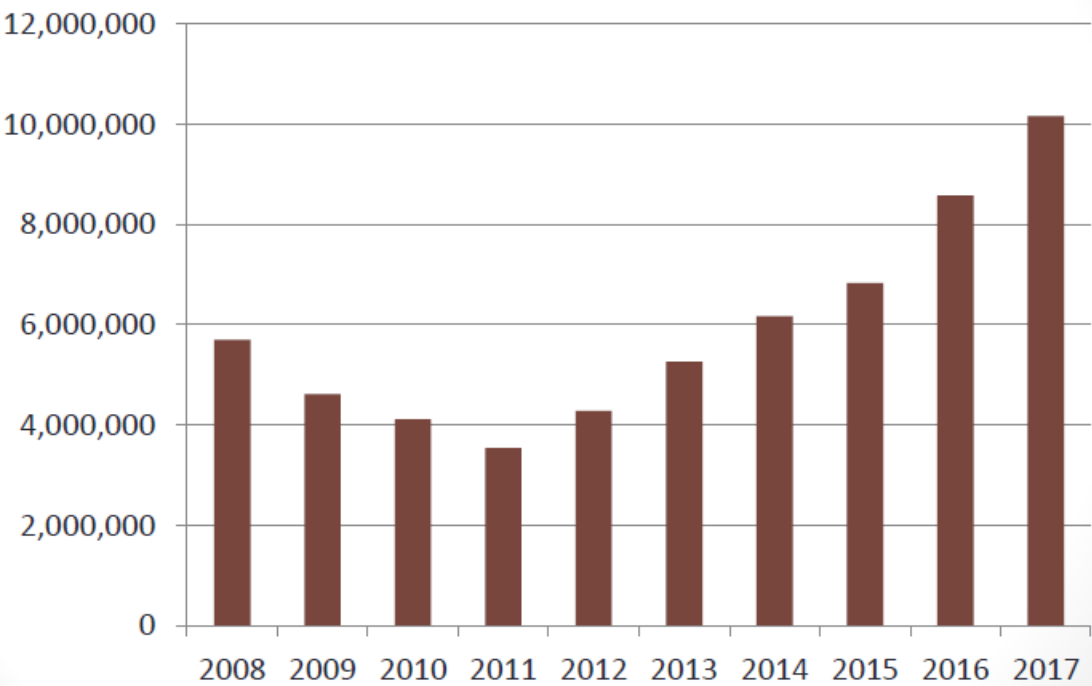
- **Townwide (General/Highway)** - the average homeowner (assessed at \$347,000) would pay approximately \$1,738 per year which is a \$27 increase from the prior year. This assessed valuation reflects the current equalization rate of 100.00%
- Of the \$29.8 million in Townwide Expenditures approximately \$21.1 million is budgeted in 2019 for **Employee Compensation & Benefit Costs**. This represents a percentage of approximately 70.8% of total expenditures.

## General & Highway Expenditures by Type



**\*\* Employee expenses include Annual Salary, Overtime, Other Compensation Cost, Pension, Health Benefit Costs, Workers Compensation, FICA/Medicare/MTA Tax**

## Townwide Fund Equity 10 Year History



## BUDGET DRIVERS/HIGHLIGHTS

- **Employee Benefit Costs:**
  - \* Health Insurance Costs continue to increase - budgeted at an **8% increase**.
  - \* Pension Contributions increased slightly (ERS 15.8%, PFRS 24.6% of salary)
  - \* Workers Comp Rates is estimated to increase slightly 3% above the 2018 actual.
- **Salaries/Benefits increased** due to union contracts settlements. Negotiations ongoing with CSEA contract which expired Dec 2017.

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- **RMEO II FT position** - new full time position in the Highway Fund 2019 Tentative Budget (approximate cost salary/benefits - \$130,000).
- **SPO (Special Patrol Officer)** - budgeted in the 2019 Tentative Budget - \$30,000
- **Police Overtime** - the 2019 Budget reflects a decrease in Police Overtime expense by \$30,000
- **Mortgage Tax Revenue** the YTD 2018 actual revenue is approximately \$705,000 through Sept 2018 with a \$900,000 annual budget. \$900,000 is budgeted in 2019.

## BUDGET DRIVERS/HIGHLIGHTS

- **Revenues Increased** approximately 2.0% from prior year:
  - \* Employee HI Contributions - increased approximately \$40,000 (due to union contract settlements)
  - \* Interest Earnings increased by \$30,000 in the 2019 Budget
  - \* Building Dept Fees increased approximately \$40,000 in the 2019 Budget
- **Cable Franchise Fees** - \$810,000 budgeted revenue in 2019 Budget
- **Parks and Recreation Fees** - \$290,000 budgeted revenue in 2019 Budget
- **CHIPS Highway Funding** – State Aid estimated at \$585,000 in 2019 Budget
- **Police Lake Patrol** – State Aid estimated at \$20,000 in 2019 Budget
- **Contingent Line** – Budgeted \$200,000 in 2019 Tentative Budget (Partially to fund Master Plan and Town Code).

## BUDGET DRIVERS/HIGHLIGHTS

- **Capital Equipment/Projects Budgeted from Reserve Fund Balances for:**
  - New Video Recording Equipment (From Capital Reserve) - \$100,000
  - New A/C Unit at Town Hall Meeting Room (From Capital Reserve) - \$75,000
  - Video Message Boards (From Capital Reserve) - \$40,000
  - 2 Vehicles for Police/Recreation (From Equipment Reserve) - \$50,000
- **New Debt Service** – 2019 New Required Debt Payments from Land Acquisition, Airport Park, Highway Projects, Water Meter Project, Carmel Water Districts #2, Carmel Water District #9, Carmel Sewer District #1.

**Total 'New Money' Debt Issued in October BAN Sale = \$7,365,000**

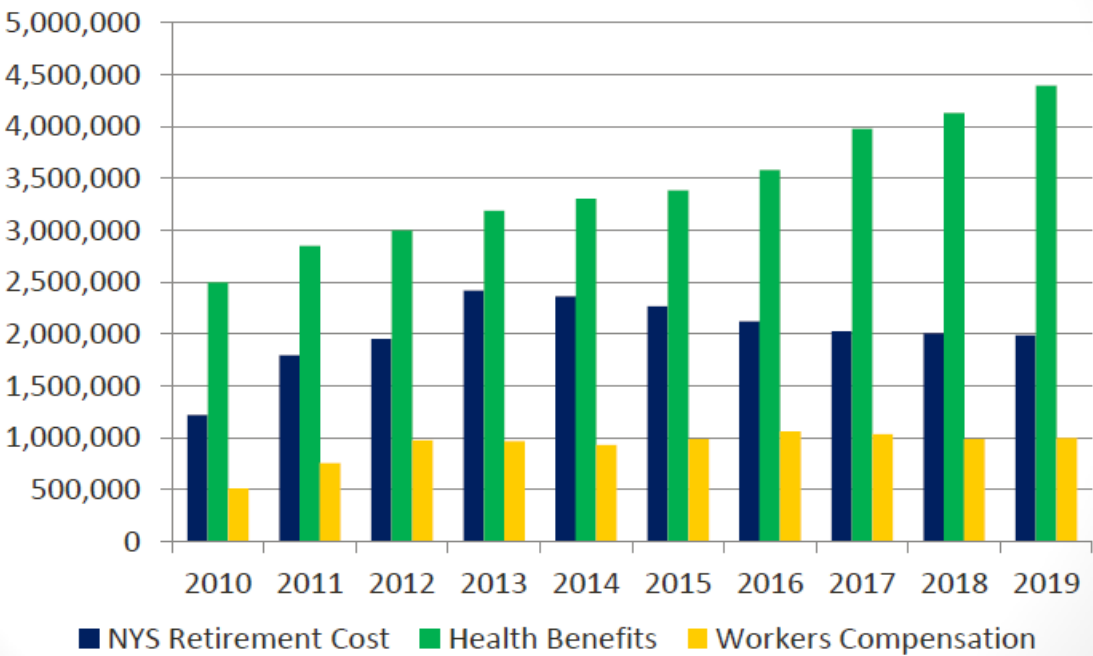
- **Townwide Reassessment Project** – In years 2014 – 2018 the Town budgeted \$150,000 each year to cover cost of the Townwide Reassessment Project. The Town will continue to budget for Cyclical Assessments in order to keep the Town's 100% Equalized Assessed Value.



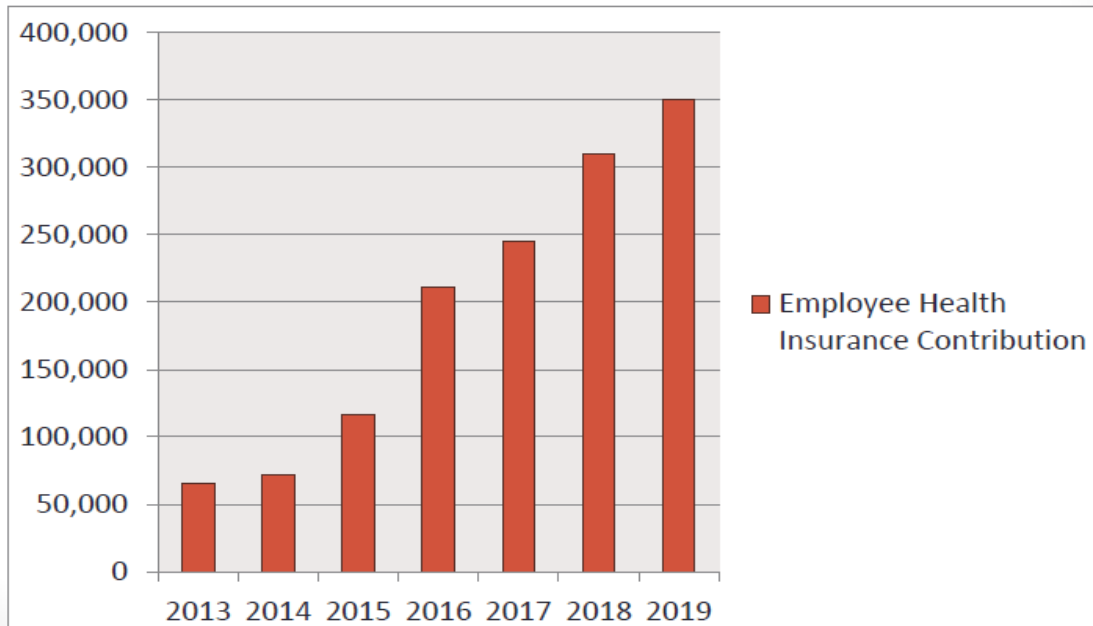
## BUDGET DRIVERS/HIGHLIGHTS

- **Highway Fund**
  - Snow Materials expense remained the same as prior year. \$700,000 is budgeted in the 2019 Snow Budget.
  - \$150,000 is budgeted for Capital Machinery increasing the Capital Machinery Reserve to \$400,000 since we have an unused carryover balance of \$250,000.
- **Highway Snow Reserve Fund Balance as of 12/31/17 was \$750,000.** Due to rough winter (Jan-March 2018) we had to transfer \$100,000 from this reserve leaving a balance of \$650,000.
- **CSD #2.4.7** will see a special district tax increase due to an increase in the O&M contract.
- **Technology upgrades** - \$80,000 is budgeted in the 2019 for technology upgrades. A fund was established for future purchase of *data imaging equipment* - Balance \$65K

## Employee/Retiree Benefits Costs 2010-2019



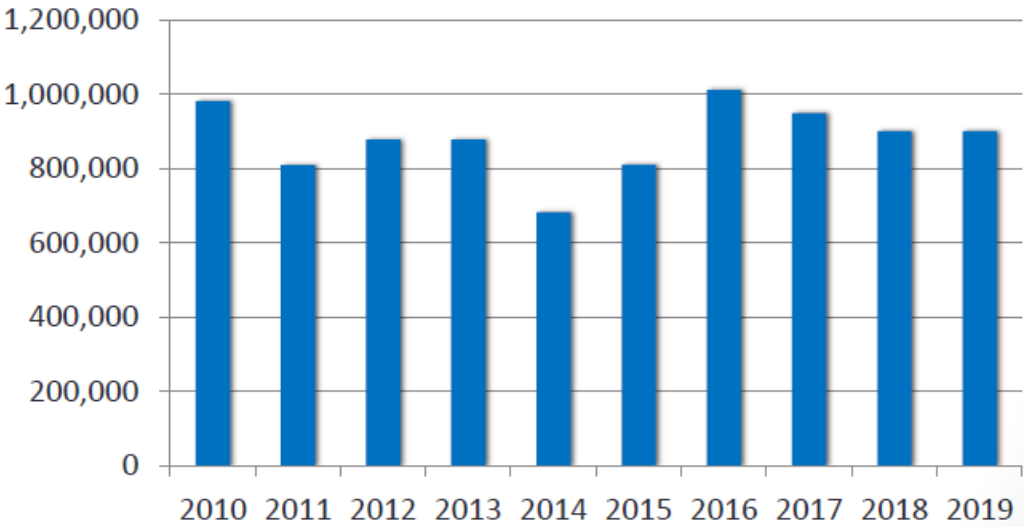
## Employee HI Contributions 2013 - 2019



# Mortgage Tax Revenue

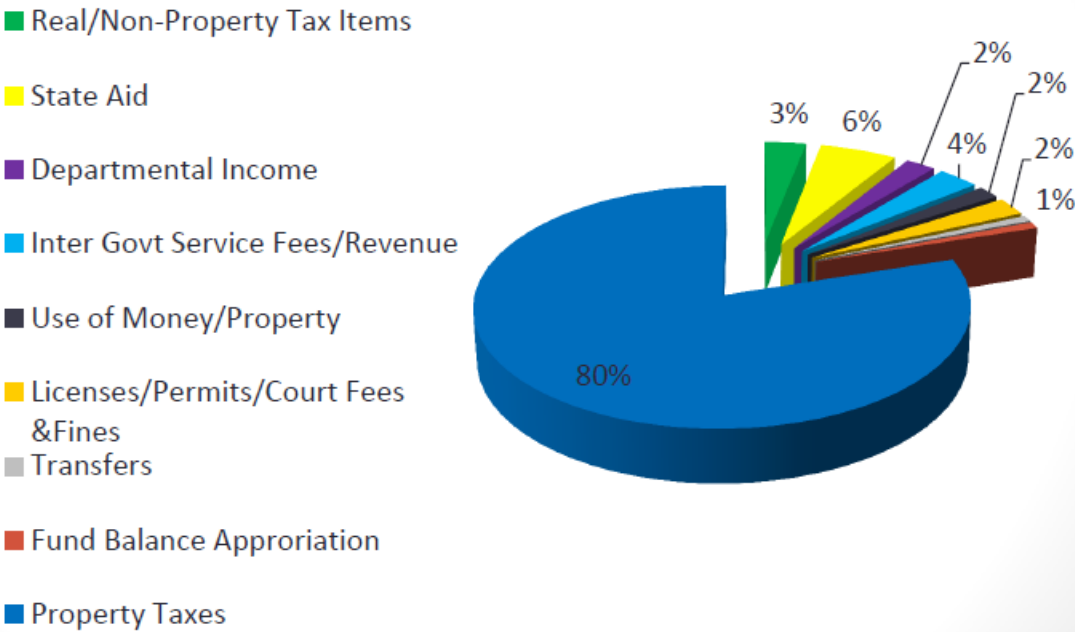
## 10 Year History

Years 2010-2019



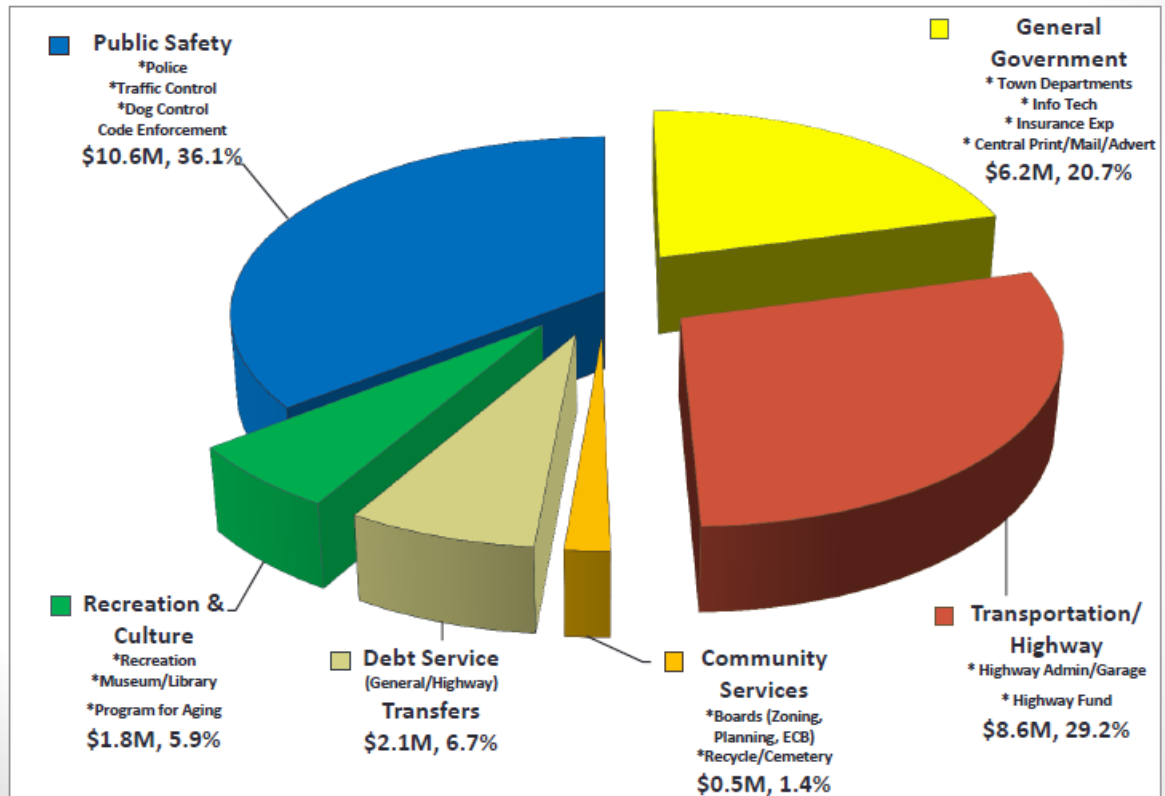
# Townwide Budgeted Revenues for Fiscal Year 2019

2019 Budgeted Revenues \$29,779,505



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## Townwide Budgeted Expenditures for Fiscal Year 2019 - \$29,779,505



## Questions/Answers

- If anyone has any questions or concerns regarding the 2019 Tentative Budget please feel free to stop by the Comptroller's Office or call at (845) 628-1500 ext 175.

*Mary Ann Maxwell*

**Town Comptroller  
Town of Carmel**

Mary Ann Maxwell, Town Comptroller thanked her staff for their help in preparing the budget and noted that the 2019 Tentative Budget and her Power Point presentation will be available on the Town of Carmel's website.

Supervisor Schmitt detailed the timeline with regard to the 2019 Budget adoption process, pointing out that the Public Hearing in connection therewith will be held on November 7, 2018. He stated that the Town Board is expected to adopt the 2019 Budget on November 20, 2018. He noted that changes can be made either up or down by the Town Board before the budget is adopted. Supervisor Schmitt then opened the floor to the public for questions and comments on the 2019 Tentative Budget and presentation.

Mrs. Jean Hopper stated that she was confused by what was meant by the General Fund and Highway Fund expenditures. She also questioned what the new full time position was that was being funded in the Highway Department.

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Mary Ann Maxwell, Town Comptroller explained the different funds and what they were used for and she stated that the position in the Highway Department is for a Machine Equipment Operator.

Mrs. Hopper questioned if an amount is budgeted does that mean that it will definitely be spent and she asked what vehicles were being budgeted for.

Mary Ann Maxwell, Town Comptroller explained that just because an amount is budgeted does not necessarily mean that the funds will be spent. She also explained that one vehicle that is being budgeted for is for the Police Department and the other one is for the Recreation Department.

**MINUTES OF TOWN BOARD MEETINGS HELD ON SEPTEMBER 5, 2018 AND SEPTEMBER 12, 2018 - ACCEPT AS SUBMITTED BY THE TOWN CLERK**

On motion by Councilwoman McDonough, seconded by Councilman Lupinacci, with all members of the Town Board present voting “aye”, the minutes of the Town Board meetings held on September 5, 2018 and September 12, 2018 were accepted as submitted by the Town Clerk.

**PURCHASE AND INSTALLATION OF TECHNOLOGY UPGRADES - AUTHORIZED**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the purchase and acquisition of desktop computer and printer replacements from Hewlett Packard in accordance with the attached schedule in the sum of \$16,014.11; and  
BE IT FURTHER RESOLVED that the Town Board of the Town of Carmel hereby authorizes various infrastructure improvements and replacement of aged UPS Units, batteries, memory upgrades, and all installation services required in connection therewith as provided by Sullivan Data in accordance with the attached schedule in the aggregate amount of \$3,215.39.

Resolution  
Offered by: Councilman Schneider  
Seconded by: Councilwoman McDonough

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

TOWN OF CARMEL TECHNOLOGY UPGRADES FISCAL YEAR 2018

| Town of Carmel Technology Upgrades          |                                    |           |              |
|---|------------------------------------|-----------|--------------|
| Vendor/Description                          | Item #                             | Amount    | Total Amount |
| 2018 Budget                                 |                                    |           | 70,000.00    |
| Billed by Hewlett Packard                   |                                    |           |              |
| * Desktop Computer Replacements             |                                    |           |              |
|   | Building (1)                       | 980.42    |              |
|   | Town Clerk (1)                     | 980.42    |              |
|   | Highway (4)                        | 3,921.68  |              |
|   | Recreation (3)                     | 2,941.26  |              |
|   | Police (5)                         | 6,037.52  |              |
|   |                                    |           |              |
| * Printers (Town Clerk, Planning, 2 Spares) | 2                                  | 1,152.81  |              |
|   |                                    |           |              |
|   | Total billed by Hewlett Packard    |           | 16,014.11    |
| Billed by Sullivan Data                     |                                    |           |              |
| Batteries - American Power (MD712)          | (53.55 x 6)                        | 321.29    |              |
| UPS - American Power (BR1000G)              | 1                                  | 144.10    |              |
| Sullivan Data (Install & Configure)         | Building                           | 500.00    |              |
|   | Tn Clerk                           | 500.00    |              |
|   | Highway                            | 2,000.00  |              |
|   | Tax Receiver                       | 250.00    |              |
|   | Recreation                         | 1,500.00  |              |
|   | Police                             | 3,000.00  |              |
|   |                                    |           |              |
|   |                                    |           |              |
|   | Less: Install included in contract | -5,000.00 |              |
|   |                                    |           |              |
|   | Total billed by Sullivan Data      |           | 3,215.39     |

*Done*

*Done*

|                                   |             |
|-----------------------------------|-------------|
| Desktop Upgrades Total            | \$24,229.50 |
| Install Services Included in Cost | \$5,000.00  |
| Net Cost Of Desktop Upgrades      | \$19,229.50 |

[illegible]



OCTOBER 3, 2018  
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**AIRPORT PARK AND ATHLETIC COMPLEX PHASE I IMPROVEMENTS – BID  
AWARDED TO ARGENIO BROTHERS, INC.**

WHEREAS the Town Board of the Town of Carmel has previously authorized the solicitation of bids for the construction of Airport Park and Athletic Complex Phase I Improvements; and

WHEREAS said bids were received and opened by Town of Carmel Town Clerk Ann Spofford on September 19, 2018 and Consulting Engineer, Insite Engineering, Surveying and Landscape Architecture, P.C. has prepared and forwarded a bid opening memo dated September 21, 2018 to the Town Board, a copy of which is on file in the Office of the Town Clerk; and

WHEREAS, the Consulting Engineer has recommended the awarding of the aforesaid bid, to Argenio Brothers, Inc. Newburgh, NY, the low responsible bidder meeting all specifications;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel, hereby awards the aforesaid bid to Argenio Brothers, Inc. at a lump sum price of \$1,373,861.00 (ONE MILLION THREE HUNDRED SEVENTY-THREE THOUSAND EIGHT HUNDRED SIXTY ONE DOLLARS); and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to execute any other and further documentation necessary to accept such bid and contract for said services.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Schneider

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

**APPLICATION FORM RELATING TO ISSUANCE OF TOW LICENSES PURSUANT  
TO CHAPTER 140 – ADOPTED**

RESOLVED, that the Town Board of the Town of Carmel hereby adopts the application form pursuant to Town of Carmel Town Code §140 relating to issues of Tow Licenses pursuant to the aforesaid Chapter, such application to be in general form as attached hereto; and

BE IT FURTHER RESOLVED that Town of Carmel Chief of Police Michael Cazzari is hereby authorized to utilize said form for all applications submitted pursuant to Town Code §140.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilwoman McDonough

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

(845) 628-1300  
Fax (845) 628-2597  
[www.carmelny.org/police](http://www.carmelny.org/police)

## APPLICATION FOR TOW LICENSE

|                                   |                                 |
|-----------------------------------|---------------------------------|
| Official Use Only                 |                                 |
| Date Received:                    | _____                           |
| Date Reviewed:                    | _____                           |
| Approved <input type="checkbox"/> | Denied <input type="checkbox"/> |

**I. Applicant Data:**

**A. Name:** \_\_\_\_\_

B. Address:

| Street Address | City/Town | State | Zip Code |
|----------------|-----------|-------|----------|
|----------------|-----------|-------|----------|

Residence Telephone ( ) \_\_\_\_\_  
Area Code Number

C. Corporation or Business Name: \_\_\_\_\_

**D. Business Address:**

| Street Address | City/Town | State | Zip Code |
|----------------|-----------|-------|----------|
|----------------|-----------|-------|----------|

Business Telephone ( ) \_\_\_\_\_  
Area Code Number

**E. Address of Storage Facility:** (If different than business address)

| Street Address | City/Town | State | Zip Code |
|----------------|-----------|-------|----------|
|----------------|-----------|-------|----------|

F. Does the Applicant own the premises where the storage facility is located? Yes \_\_\_ No \_\_\_

G. If No, List the Name and address of the property owner and supply a copy of the lease or rental agreement for the premises:

| Name | Street Address | City/Town | Zip Code |
|------|----------------|-----------|----------|
|------|----------------|-----------|----------|

H. List all Officers, Directors, Registered Agent or Stockholders owning more than 10%:

[illegible]

**II. Tow Vehicles Registered to the Applicant:** (Attach copies of listed vehicles NYS Registrations)

[illegible]

III. **List of Tow Operators:** (Attach copies of listed operators NYS Drivers Licenses)

[illegible]

OCTOBER 3, 2018  
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IV. Applicant's Affirmations:

2

I swear (or affirm):

- A. As Applicant I have read and I am familiar with all the provision of chapter 140 of the Town of Carmel Local Law titled "Towing and Storage"; I hereby agree to abide by the fees and procedures required by this local law at all times.

Initials \_\_\_\_\_

- B. As Applicant I agree that the Chief of Police or his/her designee may at any reasonable time conduct an inspection of the towed vehicles or storage facility of any applicant or licensee for the purpose of determining compliance with this local law. The Town of Carmel Police Department may have a Commercial Vehicle Safety Bureau Inspector from the New York State Department of Transportation inspect any tow truck at any time throughout the licensing period.

Initials \_\_\_\_\_

- C. As Applicant I affirm that neither myself nor any tow vehicle operator has any criminal convictions or prior motor vehicle infractions which might adversely affect public safety or welfare. I have attached a copy of the Drivers License for all tow operators listed in this application.

Initials \_\_\_\_\_

- D. As Applicant I affirm that I own, lease, operate and maintain a registered, working New-York-State-licensed motor vehicle repair facility within the Town of Carmel. If the premise on which the motor vehicle repair facility is situated is not owned by the Applicant, a copy of the written lease for the use of the premises or facility is attached to this application.

Initials \_\_\_\_\_

- E. As Applicant I have attached a copy of the Department of Treasury IRS form W-9 (Request for Taxpayer Identification Number and Certification), for the Applicant's business.

Initials \_\_\_\_\_

- F. As Applicant I affirm that all tow trucks and equipment are in safe and sound condition and in compliance with all applicable laws, rules and regulations. I have attached a copy of the vehicle registrations for all tow vehicles listed in this application.

Initials \_\_\_\_\_

- G. As Applicant I agree to provide on-call towing and storage services 24 hours per day, every day of the year.

Initials \_\_\_\_\_

3

- H. As Applicant I agree that the fees and procedures required by chapter 140 of the Town of Carmel Local Law "Towing and Storage" shall be complied with at all times.

Initials \_\_\_\_\_

- I. As Applicant I affirm that I have met the insurance requirements required by chapter 140 of the Town of Carmel Local Law "Towing and Storage" and I have attached copies of all insurance certificates to this application.

Initials \_\_\_\_\_

- J. As Applicant I agree that the Chief of Police or his/her designee may at any reasonable time conduct an inspection of the towed vehicles or storage facility of any applicant or licensee for the purpose of determining compliance with chapter 140 of the Town of Carmel Local Law "Towing and Storage". The Town of Carmel Police Department may have a Commercial Vehicle Safety Bureau Inspector from the New York State Department of Transportation inspect any tow truck at any time throughout the licensing period.

Initials \_\_\_\_\_

- K. The Applicant agrees to be solely responsible for the payment of its employee's unemployment, social security and other payroll taxes including contributions from them when required by law.

Initials \_\_\_\_\_

- L. The Applicant hereby agrees to hold harmless and indemnify the Town of Carmel, its officers, employees and agents from any and all liability claims, losses or damage arising or alleged to arise from the performance of the towing services requested of or rendered by the licensee. The foregoing indemnification language shall be incorporated in the general comprehensive liability policy required in chapter 140 of the Town of Carmel Local Law "Towing and Storage".

Initials \_\_\_\_\_

OCTOBER 3, 2018  
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Additional space is provided below if needed for completing answers to any of the preceding questions. Number such answers to correspond to the questions. If any further space is required, attach additional sheets to this size paper.

4

State of New York  
County of \_\_\_\_\_ S.S.:

I, \_\_\_\_\_, being duly sworn, do hereby depose and say that I am the above named person and that I have completed the foregoing application, including all additions thereto, and that I understand the contents. I further state that the answers contained herein are complete and correct in every respect. I understand that any material misrepresentations of fact may be cause for rejection of the application or disqualification and prosecution.

**Notice:** Pursuant To Section 210.45 Of The New York State Penal Law, It Is A Crime Punishable As A Class “A” Misdemeanor To Knowingly Make A False Statement Herein.

\_\_\_\_\_  
Signature of Applicant in Presence of  
Notary Public

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public or Commissioner of Deeds

5

**USER FEE SCHEDULE FOR FISCAL YEAR 2018 AMENDED REGARDING TOWING AND STORAGE FEES UNDER CHAPTER 140**

RESOLVED that the Town Board of the Town of Carmel hereby amends, effective immediately, the Town of Carmel User Fee Schedule for Fiscal Year 2018 with respect to Towing and Storage Fees under Chapter 140 of the Town of Carmel Town Code with the addition of the fee as contained on the schedule which is attached hereto, incorporated herein and made a part hereof.

**Resolution**

Offered by: Councilman Schneider  
Seconded by: Councilwoman McDonough

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

**FEE SCHEDULE**

| Fees   | Business hours                            | After Business Hours                  |
|--|---|---------------------------------------|
|  | Monday – Friday<br>(8:00 a.m.- 5:00 p.m.) | And Holidays<br>(5:01 p.m.-7:59 a.m.) |
| Straight Tow – passenger vehicles & commercial vehicles not exceeding 3 tons GVW | \$ 195.00                                 | \$ 195.00                             |
| Service Call   | \$100.00                                  | \$100.00                              |
| Clean-up Fee   | \$ 35.00/ per half hour                   | \$ 35.00/ per half hour               |

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|   |   |                         |
|---|---|-------------------------|
| Second Tow Truck/ or<br>Winching involved | \$100.00/ per half hour   | \$100.00/ per half hour |
| Storage:                                  | \$ 65.00 per calendar day – outside storage.<br>\$ 75.00 per day – inside storage after the first<br>day, first day is \$ 65.00   |                         |
| Drop Fee:                                 | The service fee of \$ 50.00 will be charged if the<br>owner and/or agent arrives after a vehicle is<br>completely hooked up. The tow licensees, in<br>such cases, will be reinstated on the respective<br>tow list and not lose their turn on the roster. |                         |

**GLENN DROESE, ASSESSOR – ATTENDANCE AT NEW YORK STATE  
ASSESSOR'S ASSOCIATION ANNUAL CONFERENCE SEPTEMBER 30, 2018 –  
OCTOBER 3, 2018 – AUTHORIZED.**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town of Carmel Assessor Glenn Droese to attend the New York State Assessor’s Association Annual Conference September 30, 2018 through October 3, 2018 in Binghamton, NY; and

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

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

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

**DONATION OF ACCRUED SICK TIME TO EMPLOYEE 1046 - APPROVED AS**

RESOLVED, that the Town Board of the Town of Carmel hereby accepts and approves the donation of accrued sick time to Employee #1046 from the following Town of Carmel Employees:

| EMPLOYEE I.D. # | TIME DONATED           |
|-----------------|------------------------|
| 2295            | 40 (FORTY) Hours       |
| 1042            | 40 (FORTY) Hours       |
| 2099            | 8 (EIGHT) Hours        |
| 1146            | 8 (EIGHT) Hours        |
| 1684            | 16 (SIXTEEN) Hours     |
| 2097            | 40 (FORTY) Hours       |
| 2010            | 8 (EIGHT) Hours        |
| 2350            | 8 (EIGHT) Hours        |
| 1047            | 16 (SIXTEEN) Hours     |
| 1765            | 24(TWENTY-FOUR) Hours  |
| 1112            | 24 (TWENTY-FOUR) Hours |
| 1837            | 40 (FORTY) Hours       |



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Resolution  
Offered by: Councilman Lupinacci  
Seconded by: Councilwoman McDonough

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

**HIGHWAY DEPARTMENT – EQUIPMENT DECLARED OBSOLETE AND DISPOSAL AUTHORIZED**

RESOLVED that, upon the recommendation of Town of Carmel Highway Superintendent Michael Simone, the Town Board of the Town of Carmel hereby declares the equipment listed and enumerated in the memorandum dated September 18, 2018, which is incorporated herein and made a part hereof, to be obsolete and authorizes their disposal in accordance with Town Law, including but not limited to Town Law §64(2-a).

Resolution  
Offered by: Councilman Schneider  
Seconded by: Councilman Lupinacci and Councilwoman McDonough

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

**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 KENNETH SCHMITT  
TOWN BOARD  
  
DATE: SEPTEMBER 18, 2018  
  
RE: REQUEST TO DISPOSE OF EQUIPMENT

I am requesting the authorization to dispose of the following:

| Highway Department Equipment Retired |           |                   |          |            |
|--------------------------------------|-----------|-------------------|----------|------------|
| Description                          | Hwy ID    | VIN Number        | Acquired | Off Ins    |
| 1989 Dresser Loader                  |           | 3390139C004539    | 01/23/89 | 11/22/2013 |
| 2004 Eager Beaver Trailer 20XPT      |           | 112H8V32X4L062521 | 01/07/04 | 05/14/18   |
| 1991 Mack Dump - 10 Wheeler          | Truck #52 | 1M2B197C2MM008136 | 12/30/88 | 08/01/18   |
| Conveyer, Kimco Sand                 |           | Yard              | 12/29/99 |            |

**CSD# 8 AND CWDs #10 AND #13 – PAYMENT TO EMPIRE STATE ELECTRIC MOTORS AND BEE AND JAY PLUMBING FOR REPAIRS - AUTHORIZED**

RESOLVED, the Town Board of the Town of Carmel, acting as Commissioners of Carmel Sewer District #8, and upon the recommendation of Town Engineer Richard J. Franzetti, hereby authorizes payment to Empire State Electric Motors, Goshen, NY

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the sum of \$9,350.00 for goods and services rendered in connection with repairs performed at the Drewville Road pump station in accordance with the invoices dated September 12, 2018; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Carmel, acting as Commissioners of Carmel Water Districts #10 and #13, and upon the recommendation of Town Engineer Richard J. Franzetti, hereby authorizes payment to Bee & Jay Plumbing, Mahopac, NY the sum of \$5,466.91 for booster pump repairs in accordance with the invoice dated September 4, 2018.

Resolution

Offered by: Councilwoman McDonough  
Seconded by: Councilman Lupinacci

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

HIGHWAY DEPARTMENT – ADVERTISEMENT FOR BIDS FOR PURCHASE OF SAND, GUIDERAIL, WINTER MIX AND BEET JUICE DEICER - AUTHORIZED

RESOLVED that, pursuant to the request of Michael Simone, Town of Carmel Highway Superintendent, the Town Board of the Town of Carmel hereby authorizes Town Clerk Ann Spofford to advertise for bids for the purchase of the following items for fiscal year 2018:

- Sand
- Guide Rail
- Winter Mix
- Beet Juice Deicer

BE IT FURTHER RESOLVED that the Highway Superintendent is to furnish detailed specifications for the above to the Town Clerk to be used in conjunction with the Town's general bid conditions and specifications.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilwoman McDonough

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

CSD #2 – PROPOSAL OF GENTECH, LTD FOR PROVISION AND INSTALLATION OF 20KW GENERATOR UNIT AND APPURTENANCES – ACCEPTED

WHEREAS, Town of Carmel Town Engineer Richard J. Franzetti, P.E. has previously solicited proposals for replacement of standby power generators at the Carmel Sewer District #2 Belden Road South Pump Station facility;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of Town Engineer Richard J. Franzetti, P.E., hereby accepts the proposal of Gentech, Ltd., New Windsor, NY for the provision and installation of a new 20KW generator unit and appurtenances at a cost not to exceed \$22,695.00, in accordance with the proposal dated August 12, 2018; and

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BE IT FURTHER RESOLVED that upon presentation of insurance certificates in form acceptable to Town Counsel, Town Supervisor Kenneth Schmitt is hereby authorized to sign any and all documentation necessary to accept the proposal and authorize the actions contained herein; and

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget transfers or modifications required to fund the cost of this authorization.

Resolution

Offered by: Councilman Schneider  
Seconded by: Councilman Lupinacci

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

**PUBLIC COMMENTS - AGENDA ITEMS**

No member of the public wished to comment at this time.

**TOWN BOARD MEMBER COMMENTS - AGENDA ITEMS**

No member of the Town Board wished to comment at this time.

**OPEN FORUM - PUBLIC COMMENTS**

No member of the public wished to comment at this time.

**OPEN FORUM – TOWN BOARD COMMENTS**

Councilman Schneider announced that the opening ceremony for the Vietnam Veteran's Memorial Moving Wall would be on Thursday, October 4<sup>th</sup> at 7:00 PM at the Putnam County Veteran's Park. He explained that all the names of those on the wall would be read aloud at the park continuously until the closing ceremony on Sunday, October 7<sup>th</sup> at 3:00 PM.

Councilwoman McDonough announced there would be an open meeting of the Recreation Commission at Sycamore Park on Thursday, October 4<sup>th</sup> at 7:30 PM.

**ADJOURNMENT**

All agenda items having been addressed, on motion by Councilwoman McDonough, seconded by Councilman Lupinacci, with all members present in agreement, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Phyllis Bourges, Deputy Town Clerk