

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 5<sup>th</sup> day of December 2018 at 7:07 p.m. at Town Hall, 60 McAlpin Avenue, Mahopac, New York. Members of the Town Board present by roll call were: Councilman Barile, Councilman Schneider, Councilman Lupinacci and Supervisor Schmitt. Councilwoman McDonough was absent.

The Pledge of Allegiance to the Flag was observed prior to the start of official business. A moment of silence was held to honor those serving in the United States Armed Forces.

Supervisor Schmitt announced that the Town Board met at 6:00 p.m. in Executive Session to conduct an interview with regard to an administration board vacancy.

**MINUTES OF TOWN BOARD MEETINGS HELD ON 11/7/18 AND 11/20/18 - ACCEPT AS SUBMITTED BY THE TOWN CLERK**

On motion by Councilman Schneider, seconded by Councilman Lupinacci, with all members of the Town Board present voting “aye”, the minutes of the Town Board meetings held on November 7<sup>th</sup> and November 20<sup>th</sup> 2018 were accepted as submitted by the Town Clerk.

**MAHOPAC VOLUNTEER FIRE DEPARTMENT - ADDITIONS AND DELETIONS TO THE ACTIVE LIST AUTHORIZED**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the addition of the following names to the active list of the Mahopac Volunteer Fire Department:

Richard Beetstra  
Ashlee Belkevich  
Sarah Citarella  
Christina Langlitz  
Kayla Mancusi  
Abigail Mastropietro  
John Nikisher

BE IT FURTHER RESOLVED, that the Town Board of the Town of Carmel hereby authorizes the deletion of the following names to the active list of the Mahopac Volunteer Fire Department:

John Coles  
Rachel Fleischer  
Jennifer Petersen

Resolution

Offered by: Councilman Schneider  
Seconded by: Councilman Lupinacci

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

**BID AWARD AUTHORIZED - SULLIVAN DATA MANAGEMENT, INC. - TWO HEWLETT PACKARD SERVER UNITS - NOT TO EXCEED \$35,693.26 AND INSTALLATION OF SAID SERVER EQUIPMENT AND SOFTWARE AUTHORIZED - \$9,000.00**

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for acquisition of server equipment and related software and equipment for the Town of Carmel IT operations; and

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(Cont.)

WHEREAS such bids were received and opened on November 20, 2018; NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Carmel, hereby awards the bids for the acquisition and installation of 2 (two) Hewlett Packard Server units together with appurtenances including software and UPS equipment for the Town of Carmel IT operations to Sullivan Data Management, Inc., Yorktown Heights, NY the lowest responsible bidder who met specifications at a cost not to exceed \$35,693.26; and

BE IT FURTHER RESOLVED that the sum of \$9,000 is further authorized to be paid to Sullivan Data Management, Inc. for installation of said server equipment and software; and

BE IT FURTHER RESOLVED that Town of Carmel Supervisor Kenneth Schmitt is hereby authorized to sign any documentation necessary to effectuate this authorization on the terms set forth herein; and

BE IT FURTHER RESOLVED that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all necessary budget modifications and/or transfers to fund the acquisition and installation authorized herein.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilman Schneider

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

**SUBMISSION OF STATEMENT OF DELINQUENT TOWN OF CARMEL WATER DISTRICT & SEWER DISTRICT CHARGES FOR RE-LEVYING ON THE 2019 COUNTY & TOWN TAX BILL - AUTHORIZED**

RESOLVED that the Town Board of the Town of Carmel, pursuant to Section 198 of the Town Law of the State of New York, hereby authorizes submission of the attached statements of delinquent water and sewer charges for the Town’s Water and Sewer Districts, as well as pursuant to Chapter 114 of the Town Code, as prepared by the Town Comptroller’s Office and a copy of which is on file in the Office of the Town Supervisor, to the Putnam County Legislature for the re-levying of such charges on the 2019 County and Town Tax Bill.

Resolution

Offered by: Councilman Barile  
Seconded by: Councilman Lupinacci

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

TOWN OF CARMEL DELINQUENT SEWER/WATER RELEVY AS OF 12/05/18

| FUND                  | RPS CODE | DISTRICT | PURPOSE CODE | AMOUNT   |  |
|-----------------------|----------|----------|--------------|----------|--|
| UNPAID WATER CHARGES: |          |          |              |          |  |
| 601                   | WD033    | CWD #1   | DEL. WATER   | 4,355.86 |  |
| 601                   | WD033    | CWD #1   | PENALTY      | 536.33   |  |
|                       |          |          |              | 4,892.19 |  |

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|     |       |            |                        |            |  |
|-----|-------|------------|------------------------|------------|--|
| 602 | WD001 | CWD #2     | DEL. WATER             | 68,868.91  |  |
| 602 | WD001 | CWD #2     | PENALTY                | 21,257.95  |  |
|     |       |            |                        | 90,126.86  |  |
| 603 | WD002 | CWD #3     | DEL. WATER             | 20,896.68  |  |
| 603 | WD002 | CWD #3     | PENALTY                | 6,601.21   |  |
|     |       |            |                        | 27,497.89  |  |
| 604 | WD003 | CWD #4     | DEL. WATER             | 11,094.08  |  |
| 604 | WD003 | CWD #4     | PENALTY                | 3,569.75   |  |
|     |       |            |                        | 14,663.83  |  |
| 605 | WD012 | CWD #5     | DEL. WATER             | 1,786.88   |  |
| 605 | WD012 | CWD #5     | PENALTY                | 602.71     |  |
|     |       |            |                        | 2,389.59   |  |
| 606 | WD013 | CWD #6     | DEL. WATER             | 2,913.59   |  |
| 606 | WD013 | CWD #6     | PENALTY                | 935.12     |  |
|     |       |            |                        | 3,848.71   |  |
| 607 | WD023 | CWD #7     | DEL. WATER             | 3,231.05   |  |
| 607 | WD023 | CWD #7     | PENALTY                | 975.61     |  |
|     |       |            |                        | 4,206.66   |  |
| 608 | WD020 | CWD #8     | DEL. WATER             | 22,970.36  |  |
| 608 | WD020 | CWD #8     | PENALTY                | 7,305.94   |  |
|     |       |            |                        | 30,276.30  |  |
| 609 | WD022 | CWD #9     | DEL. WATER             | 7,387.44   |  |
| 609 | WD022 | CWD #9     | PENALTY                | 2,262.51   |  |
|     |       |            |                        | 9,649.95   |  |
| 610 | WD025 | CWD #10    | DEL. WATER             | 5,963.67   |  |
| 610 | WD025 | CWD #10    | PENALTY                | 1,760.57   |  |
|     |       |            |                        | 7,724.24   |  |
| 612 | WD024 | CWD #12    | DEL. WATER             | 12,812.08  |  |
| 612 | WD024 | CWD #12    | PENALTY                | 4,539.38   |  |
|     |       |            |                        | 17,351.46  |  |
| 613 | WD029 | CWD #13    | DEL. WATER             | 2,448.71   |  |
| 613 | WD029 | CWD #13    | PENALTY                | 637.61     |  |
|     |       |            |                        | 3,086.32   |  |
| 614 | WD030 | CWD #14    | DEL. WATER             | 13,072.88  |  |
| 614 | WD030 | CWD #14    | PENALTY                | 4,656.08   |  |
|     |       |            |                        | 17,728.96  |  |
| 622 | WD028 | CWD #2 EXT | DEL. WATER             | 368.88     |  |
| 622 | WD028 | CWD #2 EXT | PENALTY                | 124.45     |  |
|     |       |            |                        | 493.33     |  |
|     |       |            |                        |            |  |
|     |       |            | Total Delinquent Water | 233,936.29 |  |

TOWN OF CARMEL DELINQUENT SEWER/WATER RELEVY AS OF 12/05/18

|                                 |       |            |                         |            |
|---------------------------------|-------|------------|-------------------------|------------|
| UNPAID OUT OF DISTRICT CHARGES: |       |            |                         |            |
|                                 | WD003 | 86.14-1-2  | OOD Water               | 766.94     |
|                                 | WD020 | 76.18-2-22 | OOD Water               | 916.66     |
|                                 | SW002 | 55.16-1-4  | OOD Sewer Use           | 365.63     |
|                                 | SW003 | 76.30-1-37 | OOD Sewer Use           | 102.00     |
|                                 | SW015 | 55.16-1-4  | OOD Sewer Cap           | 53.68      |
|                                 | SW017 | 76.30-1-37 | OOD Sewer Cap           | 80.85      |
|                                 |       |            |                         |            |
|                                 |       |            | Total Delinquent OOD    | 2,285.76   |
|                                 |       |            |                         |            |
|                                 | TOWN  | 74.34-1-39 | Property Maint Cleanup  | 1,000.00   |
|                                 |       |            |                         |            |
|                                 |       |            | Total Delinquent Relevy | 237,222.05 |
|                                 |       |            |                         |            |
|                                 |       |            |                         |            |

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**BIDS AWARDED FOR MISCELLANEOUS HIGHWAY DEPARTMENT MATERIALS - SUGAR BEET JUICE DEICER, WASHED SAND, WINTER MIX AND GUIDE RAIL**

WHEREAS the Town Board of the Town of Carmel has previously authorized advertised for the solicitation of bids for sugar beet juice deicer, washed sand, winter mix and guide rail, and

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel upon the recommendation of Town of Carmel Highway Superintendent Michael Simone, hereby awards the bids for sugar beet juice deicer, washed sand, winter mix and guiderail for 2018-2019 as set forth in the memorandum of Michael Simone dated November 19, 2018.

Resolution

Offered by: Councilman Schneider  
Seconded by: Councilman Lupinacci

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

**HIGHWAY DEPARTMENT - EQUIPMENT DECLARED OBSOLETE AND DISPOSAL AUTHORIZED - 2007 CHEVROLET SILVERADO**

RESOLVED that, upon the recommendation of Town of Carmel Highway Superintendent Michael Simone, the Town Board of the Town of Carmel hereby declares the following vehicle to be obsolete and authorizes its disposal in accordance with Town Law, including but not limited to Town Law §64(2-a):

- 2007 Chevrolet Silverado VIN # 1GBJK34D57E135487

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilman Barile

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

**CARMEL SEWER DISTRICT #2 - PURCHASE AND INSTALLATION OF GENERATOR UNIT AUTHORIZED - GENTECH LTD - NOT TO EXCEED \$27,175.00**

RESOLVED THAT the Town Board of the Town of Carmel, acting as Commissioners of Carmel Sewer District #2, and upon the recommendation of Town Engineer Richard J. Franzetti, P.E., hereby authorizes the purchase and installation of a 20K Generac Generator unit for the Hughson Road North Pump Station within Carmel Sewer District #2, together with Class A enclosure and 10-year warranty, from Gentech Ltd, New Windsor, NY in accordance with the invoice dated October 6, 2018, and at an overall cost not to exceed \$27,175.00; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to sign any and all documentation necessary to 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.

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(Cont.)

Resolution

Offered by: Councilman Barile  
Seconded by: Councilman Lupinacci

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

**CARMEL WATER DISTRICT #2 - PURCHASE OF (LAKE PIT) CENTRIFUGAL PUMP  
AUTHORIZED - KOESTER ASSOCIATES - NOT TO EXCEED \$10,200.00 AND  
INSTALLATION AUTHORIZED - INFRAMARK, LLC - \$1,400.00**

RESOLVED THAT the Town Board of the Town of Carmel, acting as Commissioners of Carmel Water District #2, and upon the recommendation of Town Engineer Richard J. Franzetti, P.E., hereby authorizes the purchase of a centrifugal pump for the Carmel Water District #2 water supply from Koester Associates, Kinnelon, NJ, in accordance with the proposal/invoice dated November 9, 2018, and at an overall cost not to exceed \$10,200.00; and

BE IT FURTHER RESOLVED that the sum of \$1,400.00 is further authorized to be paid to Water District #2 operator Inframark, LLC for installation of said pump related equipment; and

BE IT FURTHER RESOLVED that Town Supervisor Kenneth Schmitt is hereby authorized to sign any and all documentation necessary to 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>X</u>          | <u>          </u> |        |
| Jonathan Schneider    | <u>X</u>          | <u>          </u> |        |
| John Lupinacci        | <u>X</u>          | <u>          </u> |        |
| Suzanne McDonough     | <u>          </u> | <u>          </u> | Absent |
| Kenneth Schmitt       | <u>X</u>          | <u>          </u> |        |

**PROPOSAL ACCEPTED FOR 2019 PLANNING CONSULTING SERVICES -  
PATRICK CLEARY OF CLEARY CONSULTING - NOT TO EXCEED \$70,000.00**

RESOLVED that the Town Board of the Town of Carmel hereby accepts the proposal of Patrick Cleary of Cleary Consulting, Northport, NY, for the provision of planning consulting services for the year 2019, commencing January 1, 2019, for an annual sum not to exceed \$70,000.00, and

BE IT FURTHER RESOLVED that upon presentation of insurance certificates in form and content satisfactory to counsel, Supervisor Kenneth Schmitt is authorized to execute a contract for said services and any other documentation necessary to accept the aforementioned proposal.

Resolution

Offered by: Councilman Lupinacci  
Seconded by: Councilman Barile

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

**CONTRACT EXTENSION FOR RECORDING OF TOWN MEETINGS AUTHORIZED - ALESCA PRODUCTIONS - NOT TO EXCEED \$16,250.00**

WHEREAS the Town Board of the Town of Carmel has previously authorized the acceptance of the proposal and the entry into contract with Alesca Productions, Mahopac, NY for the video recording of meetings to be held at Town of Carmel Town Hall;

NOW THEREFORE BE IT RESOLVED that the Town Board hereby authorizes the extension of said contract for a period through and including December 31, 2019 at cost not to exceed \$16,250.00 annually; and

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

Resolution

Offered by: Councilman Barile  
Seconded by: Councilman Schneider and Councilman Lupinacci

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

**COMPTROLLER’S OFFICE - ATTENDANCE AT SEMINAR AUTHORIZED**

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Town Comptroller Mary Ann Maxwell, as well as Michelle Tenafrancia and Michelle Russell to attend the KVS Focus Group Seminar in Mt. Kisco, NY on November 29, 2018; 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: Councilman Schneider  
Seconded by: Councilman Lupinacci

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

**PUBLIC COMMENTS - AGENDA ITEMS**

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

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**TOWN BOARD MEMBER COMMENTS - AGENDA ITEMS**

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

**PUBLIC COMMENTS - OPEN FORUM**

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

**TOWN BOARD MEMBER COMMENTS - OPEN FORUM**

Councilman Schneider encouraged residents to donate to the Toys for Tots program serving local families in need by distributing new toys to children during the holidays.

Supervisor Schmitt reflected on his participation at two recent Hanukkah menorah lightings ceremonies held in Town.

Supervisor Schmitt announced that the Town Board is looking for a qualified person to fill a vacancy on the Planning Board as well as on the Board of Assessment Review. Interested residents should submit a letter of interest and resume to the Supervisor's Office.

**ADJOURNMENT**

All agenda items having been addressed, on motion by Councilman Schneider, seconded by Councilman Lupinacci, with all Town Board members present in agreement, the meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Ann Spofford, Town Clerk