

**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 19th day of December 2018 at 7:24 p.m. at Town Hall, 60 McAlpin Avenue, Mahopac, New York. Members of the Town Board present by roll call were: Councilman Lupinacci, Councilwoman McDonough and Supervisor Schmitt. Councilman Barile and Councilman Schneider were 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 with Police Chief Michael Cazzari to discuss a matter of personnel, and with Brad Pinsky, Esq. to discuss a contractual matter. The Town Board also held discussion with regard to the Town's garbage district contract. Supervisor Schmitt added his apologies with regard to the delayed start of the meeting, explaining that an in-depth conversation was held which could not be put off.

**MINUTES OF TOWN BOARD MEETINGS HELD ON 11/28/18 AND 12/5/18 -
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 November 28th and December 5th 2018 were accepted as submitted by the Town Clerk.

**BOARD OF ASSESSMENT REVIEW APPOINTMENT MADE - JAMES
SCARANGELLA - 12/19/18 THROUGH 9/30/23**

RESOLVED that the Town Board of the Town of Carmel hereby appoints James Scarangella to the Town of Carmel Board of Assessment Review for a term commencing immediately and expiring September 30, 2023.

Resolution

Offered by: Councilwoman McDonough
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> </u> | <u> </u> | Absent |
| John Lupinacci | <u> X </u> | <u> </u> | |
| Suzanne McDonough | <u> X </u> | <u> </u> | |
| Kenneth Schmitt | <u> X </u> | <u> </u> | |

**RECREATION AND PARKS ADVISORY COMMITTEE APPOINTMENT MADE - KEN
FORAN - 1/1/19 THROUGH 12/31/21**

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints Ken Foran to the Town of Carmel Recreation and Parks Advisory Committee for a term commencing January 1, 2019 and expiring December 31, 2021.

Resolution

Offered by: Supervisor Schmitt
Seconded by: Councilwoman McDonough Councilman Lupinacci

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

(Cont.)

The Town Board acknowledged Mr. Foran and expressed their appreciated to him for his many years of outstanding service as a member of the Town of Carmel Recreation and Parks Advisory Committee.

ASSESSMENT ROLLS FOR THE OPERATION AND MAINTENANCE OF THE IMPROVEMENTS OF THE GARBAGE, SEWER AND WATER DISTRICTS FOR FISCAL YEAR 2019 ADOPTED

RESOLVED that the Town Board of the Town of Carmel hereby adopts the assessment rolls for the operation and maintenance of the improvements serving Carmel Sewer Districts #1, #2, #3, #4, #5, #6, #7 and #8 and extensions thereto as well as Carmel Water Districts #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #12, #13, #14 and extensions thereto as well as The Town of Carmel Garbage District of said Town for fiscal year 2019 as originally prepared by Town Assessor Glenn Droese and filed with the Town Clerk as the final assessment rolls for the year 2019.

Resolution

Offered by: Councilman Lupinacci
Seconded by: Councilwoman McDonough

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

MAHOPAC FALLS VOLUNTEER FIRE DEPARTMENT - APPROVAL AND EXECUTION OF AGREEMENT PURSUANT TO INTERNAL REVENUE CODE §147(F) AUTHORIZED

RESOLVED, that the Town Board of the Town of Carmel, pursuant to §147(f) of the Internal Revenue Code, hereby approves the entry by Mahopac Falls Volunteer Fire Department into an agreement with principal amount thereof not exceeding \$1,200,000.00 for the financing of certain equipment consisting of two (2) 2019 Smeal Pumper Trucks for the aforesaid department; and

BE IT FURTHER RESOLVED that this approval shall in no way constitute any financial obligation or involvement in the referenced financing transaction; and

BE IT FURTHER RESOLVED, that Town Supervisor Kenneth Schmitt is hereby authorized to execute the aforesaid approval and agreement instrument in general form and substance as attached hereto and made a part hereof.

Resolution

Offered by: Councilwoman McDonough
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> </u> | <u> </u> | Absent |
| John Lupinacci | <u> X </u> | <u> </u> | |
| Suzanne McDonough | <u> X </u> | <u> </u> | |
| Kenneth Schmitt | <u> X </u> | <u> </u> | |

19 DECEMBER 2018
TOWN BOARD MEETING

(Cont.)

KENNETH SCHMITT
Town Supervisor

SUZANNE MC DONOUGH
Town Councilwoman
Deputy Supervisor

MICHAEL A. BARILE
Town Councilman
JOHN D. LUPINACCI
Town Councilman
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

Section 147(f) Approval and Written Agreement

The undersigned Official of the Town of Carmel, County of Putnam, State of New York (hereinafter referred to as "Municipality") pursuant to section 147(f) of the Internal Revenue Code of 1986, as amended (the "code"), hereby approves the entering into by Mahopac Falls Volunteer Fire Department of an Agreement in an aggregate principal amount not to exceed \$1,200,000 to finance equipment consisting of two (2) 2019 Smeal Pumper Tankers which will be located at the fire house of the Mahopac Falls Volunteer Fire Department. This approval does not in any way constitute any financial involvement or obligation of the Municipality.

Furthermore, this document acknowledges that for consideration, the receipt and sufficiency of which are hereby acknowledged, the Mahopac Falls Volunteer Fire Department has provided firefighting and other services for the Municipality for many years and the Mahopac Falls Volunteer Fire Department hereby agrees to meet the requirement to continue to provide firefighting and other services for the Municipality.

Dated as of _____

Mahopac Falls Volunteer Fire Department Town of Carmel

Randall J. Tompkins
President, Bd. Of Directors

Kenneth Schmitt
Town Supervisor

PUBLIC HEARING SCHEDULED FOR 1/23/19 - PROPOSED LOCAL LAW AMENDING CHAPTER 147 OF THE CODE OF THE TOWN OF CARMEL ENTITLED "VEHICLES AND TRAFFIC" - RYAN COURT, GLENEIDA BOULEVARD, AND MUSCOOT ROAD NORTH

RESOLVED that the Town Board of the Town of Carmel hereby authorizes the scheduling of a Public Hearing at the Town Hall, 60 McAlpin Avenue, Mahopac, New York 10541 on Wednesday, January 23, 2019 at 7:00 p.m. or as soon thereafter that evening as possible on a Local Law amending Chapter 147 of the Code of the Town of Carmel entitled "Vehicles and Traffic" by amending certain Schedules therein; and
BE IT FURTHER RESOLVED that the Town Clerk is hereby authorized and instructed to publish and post the necessary notices in the official newspapers of the Town and on the Town bulletin board regarding this Public Hearing.

Resolution
Offered by: Supervisor Schmitt
Seconded by: Councilwoman McDonough

19 DECEMBER 2018
TOWN BOARD MEETING

(Cont.)

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

PROPOSED LOCAL LAW # OF THE YEAR 2019
A LOCAL LAW AMENDING CHAPTER 147 OF THE TOWN CODE
OF THE TOWN OF CARMEL, ENTITLED “VEHICLES AND TRAFFIC”

SECTION 1

This Local Law shall be known as 2019 Amendments to Chapter 147 entitled “Vehicles and Traffic”.

SECTION 2

Chapter 147 of the Town Code of the Town of Carmel, §147-54, Schedule XIII: PARKING PROHIBITED CERTAIN HOURS is hereby amended to add the following to the existing provision of said section:

In accordance with the provision of §147-22, no person shall park a vehicle between the hours listed upon any of the following described streets or parts of streets:

| Name of Street | Side | Hours/Days | Location |
|-----------------------|-------------|--------------------------------------|-----------------|
| Ryan Court | Both | 7:00 a.m.–5:00 p.m. Monday-Friday | Entire Length |

SECTION 3

Chapter 147 of the Town Code of the Town of Carmel, §147-55, Schedule XIV: NO STANDING CERTAIN HOURS is hereby amended to add the following to the existing provision of said section:

In accordance with the provision of §147-23, no person shall stand a vehicle between the times specified upon any of the following described streets or parts of streets:

| Name of Street | Side | Hours/Days | Location |
|-----------------------|-------------|---------------------------------------|--------------------------------------|
| Gleneida Boulevard | Both | 7:00 a.m. –5:00 p.m. Monday-Friday | 200 feet East of Baldwin Place Rd |
| Muscoot Road North | Both | 7:00 a.m. –5:00 p.m. Monday-Friday | 200 feet East of Baldwin Place Rd |
| Ryan Court | Both | 7:00 a.m.–5:00 p.m. Monday-Friday | Entire Length |

SECTION 4 HOME RULE

Nothing in this Local Law is intended, or shall be construed (a) to limit the home rule authority of the Town under State Law to limit the Town’s discretion in setting fees and charges in connection with any applications requiring Town approval.

SECTION 5 SEVERABILITY

If any part or provision of this Local Law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Local Law or the application thereof to other persons or circumstances, and the Town Board of the Town of Carmel hereby declares that it would have passed this Local Law or the remainder thereof had such invalid application or invalid provision been apparent.

(Cont.)

SECTION 6 Effective Date

This Local Law shall take effect immediately upon filing in the office of the Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

POLICE DEPARTMENT - ADVERTISING FOR BIDS FOR PURCHASE OF POLICE UNIFORMS AUTHORIZED

RESOLVED that, pursuant to the request of Michael Cazzari, Town of Carmel Chief of Police, Town Clerk Ann Spofford is hereby authorized to advertise for bids for the purchase of Town of Carmel Police uniforms for the Town of Carmel Police Department in calendar year 2019; and

BE IT FURTHER RESOLVED that the Chief of Police is to furnish detailed specifications for the above to Town Clerk Ann Spofford to be used in conjunction with the Town's general bid conditions and specifications.

Resolution

Offered by: Councilman Lupinacci

Seconded by: Councilwoman McDonough

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

POLICE DEPARTMENT - CONTRACT EXTENDED FOR CLEANING OF POLICE UNIFORMS - MAHOPAC LAUNDERAID AND DRY CLEANERS

WHEREAS the Town Board of the Town of Carmel has previously authorized the award of bid and contract for cleaning of Town of Carmel Police uniforms;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel, upon the recommendation of Chief of Police Michael Cazzari hereby authorizes the extension of said contract with Mahopac Launderaid and Dry Cleaners, 960 Route 6N Mahopac, NY a period through and including December 31, 2019 at price of \$2.95 per unit.

Resolution

Offered by: Councilwoman McDonough

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> </u> | <u> </u> | Absent |
| John Lupinacci | <u> X </u> | <u> </u> | |
| Suzanne McDonough | <u> X </u> | <u> </u> | |
| Kenneth Schmitt | <u> X </u> | <u> </u> | |

BUDGET MODIFICATIONS AUTHORIZED - SCHEDULES 2018/06 AND 2018/06A

WHEREAS the Town Comptroller Mary Ann Maxwell has reviewed the proposed Final Budget Modifications for the period ending November 30, 2018 with the Town Board which are detailed and explained on the attached Budget Revisions Schedules 2018/06 and 2018/06A;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the Final Budget Modifications/Revisions for the period ending November 30, 2018 as shown itemized on Schedules 2018/06 and 2018/06A; which are attached hereto, incorporated herein and made a part hereof.

19 DECEMBER 2018
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL
BUDGET REVISIONS NOVEMBER 2018 - #2018/06

| BUDGET REVISION NUMBER | ACCOUNT | ACCOUNT TITLE & TRANSFER DESCRIPTION | INCREASE USES & SOURCES OF FUNDS | DECREASE USES & SOURCES OF FUNDS |
|------------------------------|---------------|--|---|---|
| GENERAL FUND | | | | |
| 1 | 100.1989.0040 | UNCLASSIFIED EXPENDITURE | 10,249.00 | |
| | 100.1989.9909 | APPROPRIATED FUND BALANCE | * | 10,249.00 |
| | | - PROVIDE FOR REIMBURSEMENT TO CAPITAL FUND FOR A TOPOGRAPHIC SURVEY PERFORMED IN 2007 RELATING TO THE ABANDONED WOODCREST GARDENS CAPITAL PROJECT | | |
| 2 | 100.1110.0011 | JUSTICE COURT STAFF PERSONNEL SERVICES | 2,468.00 | |
| | 100.1220.0011 | SUPERVISOR STAFF PERSONNEL SERVICES | 1,035.00 | |
| | 100.1315.0011 | COMPTROLLER STAFF PERSONNEL SERVICES | 2,436.00 | |
| | 100.1330.0011 | TAX RECEIVER STAFF PERSONNEL SERVICES | 891.00 | |
| | 100.1355.0011 | ASSESSOR STAFF PERSONNEL SERVICES | 3,692.00 | |
| | 100.1410.0011 | TOWN CLERK STAFF PERSONNEL SERVICES | 972.00 | |
| | 100.1440.0011 | ENGINEERING STAFF PERSONNEL SERVICES | 2,995.00 | |
| | 100.1610.0010 | CENTRAL SERVICES PERSONNEL SERVICES | 1,641.00 | |
| | 100.1610.0011 | CENTRAL SERVICES STAFF PERSONNEL SERVICES | 2,014.00 | |
| | 100.1620.0011 | MAINTENANCE DEPARTMENT STAFF PERSONNEL SERVICES | 1,327.00 | |
| | 100.3620.0010 | CODE ENFORCER PERSONNEL SERVICES | 2,114.00 | |
| | 100.7020.0011 | RECREATION ADMIM STAFF PERSONNEL SERVICES | 2,554.00 | |
| | 100.7110.0011 | PARK MAINTENANCE STAFF PERSONNEL SERVICES | 2,245.00 | |
| | 100.1010.0016 | TOWN BOARD RESERVE COMPENSATION | | 26,384.00 |
| | | - TRANSFER FOR EMPLOYEE PAY INCREASES PER SETTLED CSEA CONTRACT | | |
| 3 | 100.1110.0046 | JUSTICE COURT INTERPRETING SERVICES | 2,000.00 | |
| | 100.1110.0086 | RETIREE HEALTH INSURANCE | | 2,000.00 |
| | | - TRANSFER FOR INTERPRETING SERVICES | | |
| 4 | 100.1420.0046 | BOND LEGAL SERVICES | 1,300.00 | |
| | 100.1320.0044 | AUDIT SPECIAL EXPENSE | | 1,300.00 |
| | | - TRANSFER FOR BOND LEGAL SERVICES | | |
| 5 | 100.3120.0086 | POLICE RETIREE HEALTH INSURANCE | 20,000.00 | |
| | 100.3120.0084 | POLICE EMPLOYEE HEALTH INSURANCE | | 20,000.00 |
| | | - TRANSFER FOR POLICE RETIREE HEALTH INSURANCE | | |
| 6 | 100.3620.0012 | CODE ENFORCER STAFF OVERTIME | 2,500.00 | |
| | 100.3620.0013 | CODE ENFORCER TEMPORARY STAFF | | 2,500.00 |
| | | - TRANSFER FOR CODE ENFORCER STAFF OVERTIME | | |
| 7 | 100.5010.0086 | HIGHWAY ADMIN RETIREE HEALTH INSURANCE | 11,100.00 | |
| | 100.5010.0080 | HIGHWAY ADMIN EMPLOYEE HEALTH INSURANCE | | 11,100.00 |
| | | - TRANSFER FOR HIGHWAY ADMIN RETIREE HEALTH INSURANCE | | |
| 8 | 100.7020.0012 | RECREATION ADMIN STAFF OVERTIME | 2,500.00 | |
| | 100.7310.0013 | YOUTH PROGRAM TEMPORARY STAFF | 2,300.00 | |
| | 100.7020.0014 | RECREATION ADMIN STAFF LONGEVITY | | 2,500.00 |
| | 100.7180.0013 | BEACH TEMPORARY STAFF | | 2,300.00 |
| | | - TRANSFER FOR TEMPORARY STAFF AND STAFF OVERTIME | | |
| 9 | 100.7020.0086 | RECREATION RETIREE HEALTH INSURANCE | 300.00 | |
| | 100.7020.0080 | RECREATION EMPLOYEE HEALTH INSURANCE | | 300.00 |
| | | - TRANSFER FOR RECREATION RETIREE HEALTH INSURANCE | | |
| 10 | 100.7115.0040 | AIRPORT PARK CONTRACTUAL EXPENSE | 100.00 | |
| | 100.7118.0040 | BALDWIN MEADOWS CONTRACTUAL EXPENSE | 200.00 | |
| | 100.7310.0040 | YOUTH CONTRACTUAL EXPENSE | 1,000.00 | |
| | 100.7110.0086 | PARK RETIREE HEALTH INSURANCE | | 1,300.00 |
| | | - TRANSFER FOR MISC RECREATION EXPENSES | | |
| HIGHWAY FUND | | | | |
| 11 | 500.5130.0040 | MACHINERY REPAIR EXPENSE | 30,000.00 | |
| | 500.5130.0046 | HIGHWAY EQUIPMENT LEASES/RENTALS | 1,500.00 | |
| | 500.5110.0084 | HEALTH INSURANCE | | 15,000.00 |
| | 500.5110.0086 | RETIREE HEALTH INSURANCE | | 15,000.00 |
| | 500.5130.0083 | WORKERS COMPENSATION INSURANCE | | 1,500.00 |
| | | - TRANSFER FOR HIGHWAY MACHINERY REPAIR AND LEASES/RENTALS | | |

TOWN OF CARMEL
BUDGET REVISIONS NOVEMBER 2018 - #2018/06

| BUDGET REVISION NUMBER | ACCOUNT | ACCOUNT TITLE & TRANSFER DESCRIPTION | INCREASE USES & SOURCES OF FUNDS | DECREASE USES & SOURCES OF FUNDS |
|------------------------------|---------------|--|---|---|
| LAKE CASSE PARK DISTRICT | | | | |
| 12 | 401.7140.0040 | CONTRACTUAL EXPENSES | 2,000.00 | |
| | 401.7140.0042 | UTILITIES EXPENSE | 2,000.00 | |
| | 401.7140.0020 | EQUIPMENT | | 3,000.00 |
| | 401.7140.0054 | CAPITAL EXPENDITURES | | 1,000.00 |
| | | - TRANSFER FOR UTILITIES MISC EXPENSES ANTICIPATED BEFORE YEAR END | | |
| CARMEL WATER DISTRICT #2 | | | | |
| 13 | 602.8310.0020 | EQUIPMENT | 10,000.00 | |
| | 602.8310.0090 | CONTINGENCY | | 10,000.00 |
| | | - TRANSFER FOR THE PURCHASE OF A PUMP | | |

| | | | | | |
|---|---------------|--|---|-----------|-----------|
| CARMEL SEWER DISTRICT #2 | | | | | |
| 14 | 702.8130.0020 | EQUIPMENT | | 5,000.00 | |
| | 702.8130.0040 | CONTRACTUAL EXPENSES | | 19,800.00 | |
| | 702.8130.0046 | PURCHASE OF WATER | | 200.00 | |
| | 702.8130.0099 | REPAIR RESERVE | | | 25,000.00 |
| | | - TRANSFER FOR MISC EXPENSES INCLUDING THE PURCHASE OF A GENERATOR | | | |
| CARMEL SEWER DISTRICT #4 | | | | | |
| 15 | 704.8130.0040 | CONTRACTUAL EXPENSES | | 30,000.00 | |
| | 704.8130.0140 | MICROFILTRATION - CONTRACTUAL EXPENSES | | 30,000.00 | |
| | 704.8130.9909 | APPROPRIATED FUND BALANCE | * | 60,000.00 | |
| | | - TRANSFER FOR PUMP REPAIR AND UV BLUBS | | | |
| CARMEL SEWER DISTRICT #5 | | | | | |
| 16 | 705.8130.0040 | CONTRACTUAL EXPENSES | | 3,000.00 | |
| | 705.8130.0099 | REPAIR RESERVE | | | 3,000.00 |
| | | - TRANSFER FOR CONTRACTUAL EXPENSES | | | |
| CARMEL LIGHTING DISTRICT | | | | | |
| 17 | 752.5182.0040 | CONTRACTUAL EXPENSES | | 7,500.00 | |
| | 752.5182.2681 | INSURANCE RECOVERY ASSET | * | 7,500.00 | |
| | | - PROVIDE FOR CONTRACTUAL EXPENSES FROM INSURANCE CLAIM | | | |
| HIGHWAY SPECIAL CAPITAL IMPROVEMENTS | | | | | |
| 18 | 952.5112.0012 | OVERTIME | | 1,000.00 | |
| | 952.5112.0082 | SOCIAL SECURITY | | 100.00 | |
| | 952.5112.0045 | CONTRACTUAL IMPROVEMENTS | | | 1,100.00 |
| | | - TRANSFER FOR EMPLOYEE OVERTIME COSTS | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

TOWN OF CARMEL
BUDGET REVISIONS NOVEMBER 2018 - #2018/06A

[illegible]

RESOLVED that the Town Board of the Town of Carmel hereby adopts, effective immediately, the Town of Carmel User Fee Schedule for Fiscal Year 2019 in form as attached hereto and made a part hereof.

Resolution
Offered by: Councilman Lupinacci
Seconded by: Councilwoman McDonough

19 DECEMBER 2018
TOWN BOARD MEETING

(Cont.)

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

TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019

| FEE DESCRIPTION | 2018 Adopted Fees | 2019 "PROPOSED" ADOPTED USER FEES | |
|--|-------------------|-----------------------------------|--|
| TOWN CLERK'S OFFICE | | | |
| Certification: | | | |
| Registrar's Certification (Birth/Death) | | 10.00 | |
| Town Clerks Certification (Marriage/Other) | | 10.00 | |
| Genealogy Fee Schedule: | | 1 - 3 years - \$22.00 | |
| | | 4 - 10 years - \$42.00 | |
| | | 11 - 20 years - \$62.00 | |
| | | 21 - 30 years - \$82.00 | |
| | | 31 - 40 years - \$102.00 | |
| | | 41 - 50 years - \$122.00 | |
| | | 51 - 60 years - \$142.00 | |
| | | 61 - 70 years - \$162.00 | |
| Copies: | | | |
| Copies of Town Ordinance or Other Documents - Per Page | | 0.25 | |
| Facsimile/Fax - Per Page | | 2.00 | |
| Map (Zoning, Election, Other) - Black & White/Color | | 10.00/15.00 | |
| Licenses: | | | |
| Auctioneering License - Annual | | 300.00 | |
| Auctioneering License - One Day | | 150.00 | |
| Annual Dog License Fee - spayed/nuetered | | 7.50 | |
| Annual Dog License Fee - unspayed/un-nuetered | | 15.50 | |
| Garbage Carting License - Renewal * | | 2,000.00 | * Plus \$150 per truck inspection annually |
| Garbage Carting License - NEW * | | 2,500.00 | * Plus \$150 per truck inspection annually |
| Marriage License | | 40.00 | |
| Peddling License - 3 Months | | 500.00 | |
| Miscellaneous: | | | |
| Cemetery Grave Marker - Each | | 100.00 | |
| Dog Pick-Up | | - | |
| Dog Shelter Fee - First Impoundment | | 25.00 | + 20.00 Each Additional 24 Hours |
| Second Impoundment - within one year | | 50.00 | + 20.00 Each Additional 24 Hours |
| Third Impoundment - within one year | | 60.00 | + 20.00 Each Additional 24 Hours |
| Subsequent Impoundment - within one year | | 70.00 | + 20.00 Each Additional 24 Hours |
| Petition to Amend Zoning Ordinance | 1500.00 | 5000.00 | |
| Permits: | | | |
| Canvassing/Soliciting Permit - 3 Months | | 350.00 | |
| Public Assembly Permit - Each Event | | 200.00 | |
| Sound Amplification Permit Commercial | | 100.00 | |
| Sound Amplification Permit Residential | | 50.00 | |
| Town Code: | | | |
| Annual Town Code Book Supplement | | 75.00 | |
| Code Book | | 300.00 | |
| Freshwater Wetlands Chapter Pamphlet | | 35.00 | |
| Street Specifications | | 10.00 | |
| Subdivision of Land Ordinance Pamphlet | | 35.00 | |
| Vehicle and Traffic Chapter Pamphlet | | 25.00 | |
| Zoning Chapter Pamphlet | | 35.00 | |

TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019

| FEE DESCRIPTION | 2018 Adopted Fees | 2019 "PROPOSED" ADOPTED USER FEES | |
|--|-------------------|-----------------------------------|------------------------|
| POLICE DEPARTMENT | | | |
| Accident Report - Business | | 0.25 | per page |
| Accident Report - Personal | | 0.25 | per page |
| Finger Printing Service - Non Residents - Per Person | | 35.00 | |
| Photograph | | 20.00 | per photo |
| Police Special Escort Service - Per Hour | | - | |
| Special Event or Special Services - Per Hour | | - | |
| CD of Photographs from Casefile | | 50.00 | |
| Tow Application Fee | \$1,500.00 | 250.00 | Annual Application Fee |
| Vehicle Impound Fee | | 100.00 | per vehicle |
| ALARM ORDINANCE | | | |
| Alarm Permit - 1 Year - Residential & Commercial | | 40.00 | |
| One False Alarm | | - | |
| Two False Alarms | | - | |
| Three False Alarms | 25.00 | 50.00 | |
| Four False Alarms | 50.00 | 100.00 | |
| Five False Alarms | 100.00 | 500.00 | |
| Six-Nine False Alarms | 200.00 | 750.00 | |
| Ten or more False Alarms | 225.00 | 1,000.00 | |
| HIGHWAY DEPARTMENT | | | |
| Driveway Bond - "Refundable" | | 750.00 | |
| Driveway Permit - Includes two Inspections | | 215.00 | |
| Road Opening Bond - "Refundable" - Entire Road | 1,000.00 | 5,000.00 | |
| Road Opening Bond - "Refundable" - Half Road | 500.00 | 2,500.00 | |
| Road Opening Permit | 215.00 | 500.00 | |

19 DECEMBER 2018
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019

| FEE DESCRIPTION | | 2018 Adopted Fees | 2019 "PROPOSED" ADOPTED USER FEES | |
|---|--|---------------------|-----------------------------------|------------------------------|
| PARKS & RECREATION DEPARTMENT | | | | |
| Camp: | | | | |
| Playground Camp | | \$460.00/\$920.00 | 465.00 | Non-Resident \$925.00 |
| * Early Bird Registration Fee - Playground Camp | | \$410.00/\$820.00 | 415.00 | Non-Resident \$825.00 |
| Primary Camp [9:30 AM to 2:30 PM] | | \$510.00/\$1,020.00 | 515.00 | Non-Resident 1,025.00 |
| * Early Bird Registration Fee - Primary Camp | | \$460.00/\$920.00 | 465.00 | Non-Resident \$925.00 |
| Primary Camp Extended Day [2:30 PM to 4:30 PM] | | \$190.00 | 195.00 | |
| Classes/Lessons: | | | | |
| Additional Swimming Lessons | | \$70 | \$75 | Residents only |
| Adult Classes | | \$65.00 - \$320.00 | \$70.00 - \$325.00 | * plus \$35.00 non residents |
| CPR Review | | \$70 | \$75 | Non-Resident \$110.00 |
| Lifeguard Training Aid/Safety | | \$375.00/\$410.00 | \$380.00 | Non-Resident \$415.00 |
| Lifeguard Training Review | | \$190.00/\$225.00 | \$195.00 | Non-Resident \$230.00 |
| Pre School Classes | | FREE - \$175.00 | FREE - \$180.00 | * plus \$35.00 non residents |
| RTE - Responding to Emergencies | | \$220.00 | 225.00 | Non-Resident \$255.00 |
| Special Tennis, Aerobics, or Other Lessons | | | Cost | * plus \$35.00 non residents |
| Swimming Lessons Including Permit | | \$140.00 | 145.00 | Residents only |
| Tennis Lessons - 6 One Hour Sessions | | \$70.00/\$105.00 | 75.00 | Non-Resident \$110.00 |
| Tennis Lessons - 8 One Hour Sessions | | \$90.00/\$125.00 | 95.00 | Non-Resident \$130.00 |
| Facilities Rental: | | | | |
| Ballfield Rental - 2 Hour Limit | | | \$150.00/\$250.00 w/lights | |
| Boat Rental Fee | | | 5.00 | |
| Civic Building Rental/Pavilion | | | 200.00 | +Supervisor Hourly Rate |
| Group Picnic | | | 150.00 | Residents Only |
| Private Building Rental | | | 300.00 | +Supervisor Hourly Rate |
| Sycamore Park Concession [Seasonal] | | | 3,500.00 | |
| ID/Permits: "Residents Only" | | | | |
| Beach Guest Card | | | 50.00 | |
| Adult Swimming Permit | | | 100.00 | |
| Daily Adult Beach Fee | | | 8.00 | |
| Daily Adult Guest Beach Fee | | | 10.00 | |
| Daily Youth Beach Fee | | | 7.00 | |
| Daily Youth Guest Beach Fee | | | 9.00 | |
| Family Swimming Permit | | | 200.00 | |
| Family Tennis Permit | | | 80.00 | |
| On-line Registration Fee | | | 6.00 | |
| Senior Citizen Identification Card | | | No charge | |
| Nanny Registration Fee | | | 12.00 | |
| Nanny Swim Permit | | | 100.00 | |
| Individual Tennis Permit | | | 50.00 | |
| Tennis Guest Fee | | | 6.00 | |
| Youth Swimming Permit | | | 80.00 | |
| Dog Park: | | | | |
| Sycamore Dog Park User Fee - Resident | | 25.00 | 30.00 | Annual |
| Sycamore Dog Park User Fee - Non-Resident | | 75.00 | 80.00 | Annual |

TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019

| FEE DESCRIPTION | | 2018 Adopted Fees | 2019 "PROPOSED" ADOPTED USER FEES | |
|--|--|-------------------|-----------------------------------|---|
| BUILDING & CODES DEPARTMENT | | | | |
| Accessory Apartment Permit | | 400.00 | 1,000.00 | |
| Bed & Breakfast Special Application | | 400.00 | 1,000.00 | |
| Building Permits -- Flat Rate PLUS Estimated Cost of Construction | | | 50.00 | Flat Rate PLUS |
| Estimated Cost of Construction -- Calculated as: | | | 12.00 | per \$1,000 Calculated Estimated Cost |
| Residential -- New construction | | | 100.00 | per sq. ft. |
| Residential -- Finish existing space to living space | | | 20.00 | per sq. ft. |
| Commercial | | | 150.00 | per sq. ft. |
| Commercial - Garage | | | 75.00 - 80.00 | per sq. ft. |
| Decks | | | 35.00 | per sq. ft. |
| Garage | | | 75.00 | per sq. ft. |
| Shed | | | 25.00 | per sq. ft. |
| Certificates of Compliance | | | 80.00/150.00 | Residential/Commercial |
| Certificates of Occupancy | | | 80.00/150.00 | Residential/Commercial |
| Excavation or Fill Permit for the first 2,000 cubic yards | | | 200.00 | Plus \$100 for each additional 1,000 CY |
| Inspection Fee for Clearance of Title Search Violation | | | 50.00 | Each Inspection |
| Mother/Daughter Permit | | 200.00 | 400.00 | |
| Plumbing Permit Per Fixture | | | 15.00 each | \$75.00 minimum fee |
| [Plumbing/ Air Conditioning Inspection | | | | |
| Re-Inspection Fee When Inspection Requested but Job Not Ready | | 50.00 | 100.00 | Paid in Advance of 2nd Inspection |
| Sign Permit | | | 150.00 | |
| Swimming Pool Permit - Above Ground | | | 150.00 | |
| Swimming Pool Permit - In Ground | | | 300.00 | |
| HVAC Fee | | | 50.00 | Flat Rate plus |
| | | | 10.00 | per \$1,000 Estimated Cost of Installation |
| Title Search | | 100.00/200.00 | 175.00/325.00 | Residential/ Commercial + \$100 per establishment |
| Zoning Letter | | 75.00 | 100.00 | |
| Outdoor Dining Annual Fee | | | 100.00 | Annual Fee |
| Outdoor Dining (fee per 10 or more seats) | | | + 50.00/up to 10 seats | An add'l \$50.00 for 11 or more seats |
| Fire Inspection: Multifamily / Commercial | | | 150.00 / 100.00 | Commercial \$100 per establishment |
| Blasting Permit | | 100.00 | 300.00 | per month |
| Operational Permits * | | | 100.00 | |
| * (NYSDOS requires towns to issue permits for storage of certain materials and certain uses) | | | | |
| Natural Gas Inspections | | | | |
| Residential | | | 50.00 | (5 Fixtures) \$10 each additional |
| Commercial | | | 100.00 | (5 Fixtures) \$20 each additional |
| Liquid Propane Gas Inspections | | | | |
| Residential | | | 50.00 | (5 Fixtures) - \$10 each additional |
| Commercial | | | 100.00 | (5 Fixtures) - \$20 each additional |

19 DECEMBER 2018
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019

| FEE DESCRIPTION | 2018 Adopted Fees | 2019 "PROPOSED" ADOPTED USER FEES | |
|---|-------------------------------|-----------------------------------|--|
| ENVIRONMENTAL CONSERVATION REVIEW BOARD | | | |
| ECB Wetlands Marker | | 15.00 | |
| Permit Renewal/Extension Fee | | 75.00 | For each one year permit renewal/extension; |
| Application Withdrawal | | 50.00 | |
| Letter of Maintenance | | 75.00 | |
| Letter of Permission (In lieu of application) | | 150.00 | |
| Major Interagency Review - Over 5 Acres - Per Acre or Part Thereof | | 60.00 | Total Wetland Include, 100' Control Area (per acre) |
| Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof | | 50.00 | Total Wetland Include, 100' Control Area (per acre) |
| Private Consultation/Conference with Wetland Inspector Per Hour | | 175.00 | |
| Public Hearing | | minimum \$150.00 or cost | |
| SEQR - DEIS | | 1% | of Bond |
| Site Plan Inspection - Single Lot - Per Acre or Part Thereof | | 300.00 | Total Wetland Include, 100' Control Area (per acre) |
| Subdivision Plan Inspection - Per Acre or Part Thereof | | 300.00 | Total Wetland Include, 100' Control Area (per acre) |
| Tree Cutting - Up to 5 Acres | 350.00 | 500.00 | Escrow to be determined by Professional Forester |
| Tree Cutting - 5 to 25 Acres | 350.00 | 1,000.00 | Escrow to be determined by Professional Forester |
| Tree Cutting - Over 25 Acres | 400.00 | 1,500.00 | Escrow to be determined by Professional Forester |
| Minor Wetland Permit Application - for projects disturbing up to 1,000 sq ft in the 100 ft buffer area. | | 225.00 | |
| Escrow Fee for Minor Project | - | 500.00 | |
| Major Wetland Permit Application - for projects disturbing 1,000 sq ft or greater in the 100 ft buffer area or any disturbance in the buffer. | | 500.00 | *plus \$100 for each add'l 1,000 sq ft disturbance (or part thereof) in the 100 ft buffer. Maximum fee \$1,000 |
| Escrow Fee for Major Project | 1,000.00 | 2,500.00 | *as determined by the Town's Wetland Inspector |
| Wetland Determination for Health Dept | | 200.00 | |
| Floodplain Permit Fee | *** NEW PROPOSED 2019 FEE *** | minimum \$250.00 | maximum \$500 |
| ZONING BOARD OF APPEALS | | | |
| 280A Exemption | | 400.00 | |
| Accessory Apartment Application | | 250.00 | |
| Application Withdrawal | | 100.00 | |
| Area Variance Application | | 200.00 | |
| Bed and Breakfast Special Permit Application | | 400.00 | |
| Interpretation of Ordinance | | 400.00 | |
| Use Variance Application | | 400.00 | |
| Computer address labels for variance mailing | 25.00 | 50.00 | |
| NOTIFICATION SIGN | 25.00 | 50.00 | per sign |
| PLANNING BOARD | | | |
| PLANNING SUBDIVISION FEES: | | | |
| Sketch fee | 500.00 | 1,000.00 | One time fee |
| Preliminary Fees | | | |
| Major Subdivision | 3,000.00 | 5,000.00 | Plus \$950 per lot |
| Minor Subdivision | 2,500.00 | 3,500.00 | Plus \$950 per lot |
| "Extension of Preliminary Sub-division" | 500.00 | 1,000.00 | |
| Final Fees: | | | |
| Amendment to Final Plat | 1,500.00 | 2,500.00 | |
| Major Subdivision | 1,500.00 | 2,500.00 | Plus \$750 per lot |
| Minor Subdivision | 1,500.00 | 2,500.00 | Plus \$750 per lot |
| Re-approval of Final Approval | 1,500.00 | 2,500.00 | (Does not include SEQR fees) |
| Extension of final approval | 1,000.00 | 2,000.00 | |
| OPEN DEVELOPMENT REVIEW FEE | 2,500.00 | 3,500.00 | |
| LOT LINE ADJUSTMENT FEE | 2,500.00 | 3,500.00 | |

User Fee Schedule 2019

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TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019

| FEE DESCRIPTION | 2018 Adopted Fees | 2019 "PROPOSED" ADOPTED USER FEES | |
|---|-------------------|-----------------------------------|---|
| SITE PLAN FEES: | | | |
| Commercial Site Plan -- Flat Rate PLUS Parking Spaces | | 2,000.00 | Plus \$100 per Parking Spaces |
| Residential Site Plan -- Flat Rate PLUS Unit Fee | | 3,000.00 | PLUS \$500 per Dwelling Unit |
| Amendment to Previous Approved Site Plan -- with no new parking spaces | | 3,000.00 | |
| Amendment to Previous Approved Site Plan -- with new parking spaces | | 3,000.00 | Plus \$100 per Parking Spaces |
| Re-grant of Site Plan Approval | 1,500.00 | 3,000.00 | |
| Extension of Site Plan Approval | 1,000.00 | 2,000.00 | |
| SPECIAL SITE PLAN FEES | | | |
| Boat House/Bathhouse | 800.00 | 1,000.00 | |
| Parking Lot | 800.00 | 1,000.00 | |
| Pools/Tennis Courts/ Playgrounds | 800.00 | 1,000.00 | |
| Residential Barns | 800.00 | 1,000.00 | |
| Residential Dock | 800.00 | 1,000.00 | |
| Residential Horse Riding Ring | 800.00 | 1,000.00 | |
| Home Office | 800.00 | 1,000.00 | |
| LANDFILL, SURFACE GRADING, & OTHER EXCAVATION | | | |
| Up to 2 Acres | 300.00 | 300.00 | |
| From 2 to 5 Acres | 300.00 | 600.00 | |
| Over 5 Acres | 300.00 | 900.00 | Plus \$40.00/Acre |
| ARCHITECTURAL REVIEW | | | |
| New Commercial Structure Review | 250.00 | 300.00 | |
| Modification to Existing Commercial Structure Review | 150.00 | 200.00 | |
| Other Structure or Sign Review | 50.00 | 100.00 | |
| Single Family Residential Structure Review | 100.00 | 150.00 | |
| Two or More Family Residential Structure Review | 100.00 | 150.00 | Plus 50.00 each Additional Unit over two |
| PLANNING/MISCELLANEOUS FEES: | | | |
| Engineering Fee (Site Plans & Subdivisions) - Technical Review and Construction Inspections | | 5% | % of Bond Amount |
| Public Hearings Including Bond Returns and Reductions | 175.00 | 175.00 | Per Hearing |
| Planning Board SEQR Escrow Fees - DEIS | | 2.00% | Not to exceed 2% of Project Value |
| Planning Board SEQR Escrow Fees - FEIS | | 2.00% | Not to exceed 2% of Project Value |
| Recreation Fee in Lieu of Parklands | 7,500.00 | 8,500.00 | Per Residential Lot |
| Recreation Fee Sr. Cit. Multi Family Dwelling/Apt. | | 3,500.00 | Per Dwelling/Apartment for site plan with approvals originating prior to 12/31/15 |
| Recreation Fee Sr. Cit. Multi Family Dwelling/Apt. | 4,500.00 | 6,500.00 | Per Dwelling/Apartment for site plan with approvals originating after 1/1/16 |
| Recreation Fee Multi Family Developments | 5,000.00 | 7,000.00 | Per Dwelling |
| Computer address labels | 25.00 | 50.00 | |
| NOTIFICATION SIGN | 35.00 | 50.00 | per sign |

User Fee Schedule 2019

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19 DECEMBER 2018
TOWN BOARD MEETING

(Cont.)

TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2019

| FEE DESCRIPTION | 2018 Adopted Fees | 2019 "PROPOSED" ADOPTED USER FEES | |
|---|-------------------|--------------------------------------|--|
| DEPARTMENT MISCELLANEOUS TOWN SERVICES: | | | |
| Computer Labels | | 0.05 | Each Label - 5.00 Minimum |
| Computer Report of Tax Parcels | | 0.25 | Per Page - 5.00 Minimum |
| Copies of Plans/Maps - 24" x 36" | | 10.00 | |
| Copies of Records/Documents | | 0.25 | Per Page |
| Mail Reminder Notices | | 2.00 | |
| Returned Deposited Bad Check - Each Item | | 20.00 | |
| Tax or Record Search and Copy | | 5.00 | |
| Tax or Record Search and Copy with Letter | | 10.00 | |
| Floodplain Permit | | 250.00 | |
| Banner Permit Fee (non-waivable) | | 400.00 | * Fee for each banner issued under permit - Revised 4/2015 |
| SPECIAL DISTRICTS | | | |
| PARK DISTRICTS: | | | |
| Building Rental - District Resident | | 150.00 | |
| Building Rental - Non-District Resident | | N/A | |
| Building Rental Deposit - "Refundable" | | 150.00 | |
| Building Rental Cleaning Fee | | 100.00 | |
| SEWER DISTRICTS: | | | |
| Sewer System Service Application, including one inspection | | 250.00 | Residential |
| (where Street Lateral to Curb Line exists) | | 500.00 | Commercial |
| Sewer System Connection Additional Inspection - Each Inspection | | 50.00 | |
| Sewer Sludge Dumping Fee, each 1000 gallons | | 200.00 | |
| Out of District Application Fee - Residential | 1,500.00 | 2,500.00 | |
| Out of District Application Fee - Commercial | 2,500.00 | 3,500.00 | |
| WATER DISTRICTS: | | | |
| Water System Service Application, including one inspection | | 250.00 | Residential |
| (where water line curb box exists) | | 500.00 | Commercial |
| Water System Connection Additional Inspection - Each Inspection | | 50.00 | |
| New Water Meter & Installation - 3/4" Meter | | 325.00 | |
| New Water Meter Purchase | | 275.00 | |
| All Others | | Quote | |
| Water Meter Replace Due To Customer's Damage | 325.00 | ***At Replacement Cost*** | plus 15% |
| Water Meter Test, by written request of consumer | | 200.00 | * If test shows the meter failed no cost; if test shows meter functions then fee applies |
| Water service turned on or off | | 50.00 | |
| Water sprinkler tap - Annual Fee | | 200.00 | |
| Final Bill Fee | | 35.00 | |
| Bulk Water Sales | | 10 times the normal in district rate | Minimum fee \$300.00 |
| Out of District Application Fee - Residential | 1,500.00 | 2,500.00 | |
| Out of District Application Fee - Commercial | 2,500.00 | 3,500.00 | |
| Water Bill Adjustment from Estimate to Actual | | 25.00 after 2nd adjustment | |

User Fee Schedule 2019

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TOWN OF CARMEL PROCUREMENT POLICY - RENEWED

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

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

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

Resolution

Offered by: Councilwoman McDonough
Seconded by: Councilman Lupinacci

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

(Cont.)

TOWN OF CARMEL

PROCUREMENT POLICY AND PROCEDURES

(Revised December 2018)

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

PURPOSE

Goods and services which are required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost, and to guard against favoritism, improvidence, extravagance, fraud and corruption. The Purchasing Policy confirms the commitment of The Town of Carmel to ensure that its purchases of goods and services are made legally, fairly, prudently, competently, and at the lowest possible cost offered by responsible vendors. This Purchasing Policy, General Municipal Law Sections 103 and 104, and the State Comptroller's Financial Management Guide subsection 8, provide guidance to those involved in the purchasing process. The Town of Carmel adopts the following Purchasing Policy statements in accordance with Section 104b of the General Municipal Law (GML).

I. ANALYZE THE PROPOSED PROCUREMENT/PURCHASE

Generally, the official(s) responsible for making the particular procurement will make the initial determination of whether competitive bidding is required as follows:

- Determine whether it is expected that over the course of the fiscal year, the Town will spend in excess of the competitive bidding thresholds for the same or similar items or services.
- Determine whether an item is available under State or County contract.
- For legal issues regarding the applicability of competitive bidding requirements, verify with the Town Legal Counsel, as appropriate
- In the case of an emergency, determine that the statutory criteria are met (see GML, §102[4])
- In the case of a lease, determine that a document is a true lease and not an installment purchase contract
- In the case of a sole source, determine that the item is required in the public interest, has no reasonable equivalent and is in fact available only from one source.
- In the case of a combination of professional services and a purchase, determine whether the professional service is the predominate part of the transaction and is inextricably integrated with the purchase.

CATEGORIES OF PROCUREMENTS/PURCHASING

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

19 DECEMBER 2018
TOWN BOARD MEETING

(Cont.)

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

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

EMERGENCIES. There are three basic statutory criteria to be met within this exception. These are

- (1) the situation arises out of an accident or other unforeseen occurrence or condition;
- (2) the circumstance affects public building, public property or the life, health, safety or property of the political subdivision’s residents; and
- (3) the situation requires immediate action which cannot await competitive bidding.

Sole Source. With this exception, the town employee should document the unique benefits of the item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item is reasonable, when compared to other products or services in the marketplace.

In addition, the responsible town employee must document that, there is no possibility of competition for the procurement and there is a sole source provider.

II. METHODS OF COMPETITION TO BE USED FOR NON-BID PROCUREMENTS

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

| TYPE AND AMOUNT OF PROCUREMENT | VERBAL QUOTES | | WRITTEN QUOTES | OFFICIAL RFPS | EXCEPT EXEMPT |
|---|------------------|---|--|------------------|------------------|
| | 0 | 3 | AUTHORIZING RESOLUTION REQUIRED 3 | | |
| Purchase Contracts Below \$20,000 | | | | | |
| 200 – 999 | X | | | | |
| 1,000 – 4,999 | | X | | | |
| 5,000 – 9,999 | | | X | | |
| 10,000 – 19,999 | | | | X | |
| Public Work Contracts Below \$35,000 | | | | | |
| Under 1,000 | X | | | | |
| 1,000 – 4,999 | | X | | | |
| 5,000 – 19,999 | | | X | | |
| * 20,000 – 34,999 | | | | X | |
| Emergencies | | | | | X |
| Insurance | | | | | X |
| Professional Services | | | | X | X |
| True Leases | | | | | X |
| Second-Hand Equipment from other Govts. | | | | | X |
| Sole Source Providers | | | | | X |

**19 DECEMBER 2018
TOWN BOARD MEETING**

(Cont.)

* NOTES: THE TOWN WILL CONTINUE TO MONITOR PUBLIC WORK CONTRACTS FOR COMPETITIVE PRICING IN THE BID CATEGORY \$20,000 – \$34,999; FOR EXEMPTIONS, OFFICIAL REQUESTS FOR PROPOSALS (RFP'S) ARE STILL ENCOURAGED.

General Municipal Law, Section 104-b, subdivision 2, paragraph (b) requires that alternative proposals for goods and services be secured by the responsible employee by use of written requests for proposals, written quotations, verbal quotations or any other methods which further the objectives of Section 104-b.

III. DOCUMENT ACTIONS TAKEN

With respect to any Purchase Contract or Public Works Contract requiring verbal or written quotes pursuant to this policy, all quotes received must be submitted to the Comptroller's Office for review prior to any purchase or commencement of any public work.

Any purchase or public works contract \$4,999.00 or below in value, as well as certain purchase contracts and/or public works contracts for Highway Department, may be authorized for payment by General Resolution of the Town Board upon Audit and Review by the Town Comptroller.

Documentation of actions taken shall include board resolutions, memoranda, written quotes, telephone logs for verbal quotes, requests for proposals, contracts and other appropriate forms of documentation.

Distinguish between contracts for public works and purchase contracts. In general, purchase contracts involve the acquisition of commodities, materials, supplies or equipment, while contracts for public work

ProcurementPolicy2019

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involve services, labor or construction. Each procurement must be reviewed on a case-by-case basis and a determination made as to what kind of contract is involved.

For other items not subject to competitive bidding, such as professional services, emergencies, purchases under State or County contracts or procurements from sole sources, documentation could include a memo to the files which details why the procurement is not subject to competitive bidding and include:

- a description of the facts giving rise to an emergency and a statement of how the situation meets the statutory criteria
- a description of the particular professional services and a statement of what general criteria apply
- copies of state or county contracts
- opinions of the municipal attorney
- a description of sole source items and how such determinations were made.

Verbal Quotations. The responsible employee should record at a minimum: date, item or service desired, price quoted, name of vendor, name of vendor's representative.

Written or Fax Quotations. Vendors should provide at a minimum: date, description of item or details of service to be provided, price quoted, name of contact.

Requests for Proposals. Public notice and a minimum number of professionals are contacted directly asking for the submission of written proposals. A request for proposals and evaluation of proposals should consider price plus other factors like experience, staffing and suitability for needs and may include negotiations on a fair and equal basis. The award should be the most advantageous to the Town.

NOTE:* TOWN LEGAL COUNSEL SHOULD REVIEW RFPS AND CONTRACTS TO BE EXECUTED WITH THE FIRM SELECTED.

IV. PROCUREMENT FROM OTHER THAN LOWEST RESPONSIBLE DOLLAR OFFERED

Whenever any contract is awarded to other than the lowest responsible vendor or contractor there must be justification and documentation of the reason why the purchase is in the best interest of the Town and otherwise furthers the purposes of Section 104-b.

For example, if a vendor submitting the lowest proposal has a history of not making deliveries on time or of delivering goods of inferior quality, such facts might be justification for taking other than the lower offer, but such decision must be documented with facts.

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(Cont.)

V. GOVERNING BOARD EXCEPTIONS

The Town Board sets forth the following circumstance where types of procurements for which it would not be in the best interests of the Town to solicit alternative proposals or quotations:

- emergencies where time is a crucial factor
- procurements for which there is no possibility of competition (sole source items)
- very small procurements for which solicitations of competition would not be cost effective.

ProcurementPolicy2019

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VI. INPUT FROM OFFICERS INVOLVED IN PROCUREMENT

Comments concerning the policies and procedures shall be solicited from officers of the Town of Carmel therein involved in the procurement process from time to time, to be used in amending the policy when circumstances warrant changes.

VII. UPDATING THE POLICIES AND PROCEDURES

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

VIII. UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to fully comply with the provisions of General Municipal Law Section 104-b shall not be grounds to avoid action taken or give rise to a cause of action against the Town of Carmel or any officer or employee thereof.

ProcurementPolicy2019

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IX. RESPONSIBLE PURCHASING AGENTS – NAMES AND TITLES

Pursuant to Chapter 402 of the Laws of 2007, effective January 1, 2019, as required under Section 104 of the NYS General Municipal Law, the Town is including the names of the municipal officials responsible for purchasing decisions, as follows:

| <u>Position Title</u> | <u>Position Incumbent</u> |
|--------------------------------------|----------------------------------|
| Town Supervisor | Kenneth Schmitt |
| Town Board | Michael Barile |
| Town Board | John Lupinacci |
| Town Board | Suzanne McDonough |
| Town Board | Jonathan Schneider |
| Town Justice | Joseph Spofford |
| Town Justice | Thomas Jacobellis |
| Court Clerk | Patricia Genna |
| Comptroller | Mary Ann Maxwell |
| Town Assessor | Glenn Droese |
| Town Clerk | Ann Spofford |
| Deputy Town Clerk | Phyllis Bourges |
| Receiver of Taxes | Kathleen Kraus |
| Deputy Receiver of Taxes | Gary Kiernan |
| Town Civil Engineer | Richard Franzetti |
| Town Engineering Project Coordinator | Robert Vara |
| Principal Clerk | Eileen Brennan |
| Highway Superintendent | Michael Simone |
| Deputy Highway Superintendent | Michael Martin |
| Chief of Police | Michael Cazzari |
| Lieutenant | John Dearman |
| Codes Enforcer | Michael Carnazza |
| Director of Parks and Recreation | James Gilchrist |

(Cont.)

X. REIMBURSEMENT FOR EXPENSES \$15.00 OR LESS

From time to time a department head or employee attends a town business function or makes a minor purchase for which they lost a receipt, did not receive a receipt or forgot to obtain a receipt. Documentation representing what was paid for, how much was paid for it, that it was for town business, and the signature of the claimant verifying such will be acceptable in lieu of a receipt. The town reserves the right to reject such claim if claims lacking receipts become more frequent, or if it becomes known that receipts are readily available. Original receipts should be attached to claims for reimbursement whenever possible: regardless of the dollar amount.

ProcurementPolicy2019

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Supervisor Schmitt stated that the Town of Carmel Procurement Policy was amended to reflect the change in Deputy Highway Superintendent from Bob Erickson to Michael Martin.

BOND RELEASE AUTHORIZED - CARGAIN FUNERAL HOME SITE PLAN - 418 ROUTE SIX, MAHOPAC - TM #75.15-1-6

WHEREAS application has been made by Cargain Funeral Home, Inc. for the total release of a bond posted in accordance with Chapter 131 and/or Chapter 156 of the Town Code regarding the property known and designated as Town of Carmel Tax Map #75.15.-1-6 located at 418 Route Six, Mahopac; and

WHEREAS said applications have been reviewed by the Planning Board and the Office of the Town Engineer, both of which have recommended the release of said bonds;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the release of the bonds referenced herein specifically Ironshore Indemnity, Inc. Bond # SUR20000675 in the amount of \$132,000.00.

Resolution

Offered by: Supervisor Schmitt
Seconded by: Councilwoman McDonough

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

BOND REDUCTION AUTHORIZED - RANDOM RIDGE SUBDIVISION - KENNICUT HILL ROAD, MAHOPAC - TM #76.10-1-23

WHEREAS application has been made by Blitman Mahopac, LLC for reduction of a subdivision bond posted in accordance with the Land Subdivision and/or Zoning Regulations for the Random Ridge Subdivision, Kennicut Hill Rd., Mahopac, NY, Tax Map #76.10-1-23; and

WHEREAS said application had been previously reviewed by the Town Engineer and a reduction of the bond has been previously recommended and approved by the Planning Board;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the reduction of the aforementioned bond posted for the Random Ridge, from its original amount of \$1,967,000, Atlantic Specialty Insurance Co. Bond No. 800005249, to a reduced amount of \$650,000; and

BE IT FURTHER RESOLVED, that any substitution of valid collateral in form of surety bond, cash bond or letter of credit in the amount set forth herein is hereby authorized.

(Cont.)

Resolution
Offered by: Councilman Lupinacci
Seconded by: Councilwoman McDonough

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

Councilman Lupinacci pointed out that the resolution was modified from originally drafted. The reduced amount of \$393,400.00 was amended to \$650,000.00.

**HIGHWAY DEPARTMENT - EXPENDITURE FOR PURCHASE OF EQUIPMENT
AUTHORIZED - NOT TO EXCEED \$30,000.00**

RESOLVED, the Town Board of the Town of Carmel, and upon the recommendation of Town of Carmel Highway Superintendent Michael Simone, hereby determines that an emergency exists with respect to the need to acquire certain snow removal vehicles in advance of the upcoming winter season; and

BE IT FURTHER RESOLVED that the expenditure of a sum not to exceed \$30,000 for the immediate purchase of such equipment is hereby authorized; and

BE IT FURTHER RESOLVED, that Town Comptroller Mary Ann Maxwell is hereby authorized to make any and all budget revisions to modifications necessary to effectuate the expenditures authorized herein.

Resolution
Offered by: Councilwoman McDonough
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> </u> | <u> </u> | Absent |
| John Lupinacci | <u> X </u> | <u> </u> | |
| Suzanne McDonough | <u> X </u> | <u> </u> | |
| Kenneth Schmitt | <u> X </u> | <u> </u> | |

**HIGHWAY DEPARTMENT CERTAIN 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 vehicles listed and enumerated in the memorandum dated November 27, 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: Supervisor Schmitt
Seconded by: Councilwoman McDonough and Councilman Lupinacci

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

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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: NOVEMBER 27, 2018

RE: REQUEST TO DISPOSE OF EQUIPMENT/PURCHASE USED SNOW PLOW TRUCK

I am requesting the authorization to dispose of the following:

- 2007 Chevy Silverado VIN 1GBJK34D27E138279 – Truck #2
(Insurance Settlement DOI 11/2/18, \$9,400, after deductible)
- 2003 Chevy Silverado VIN 1GBJK341X3E338794 – Truck #15
(Blown Motor)

The loss of these 2-vehicles, which were utilized as small snow-plow trucks, will leave me short-handed in the upcoming snow season.

As this is an emergency situation, I am also requesting authorization to purchase:

- 1-USED medium-duty truck, with snow equipment

I have researched the cost and the purchase could be up to \$30,000. With the \$9,400 insurance settlement, the other \$20,000 can come from my remaining 2018 budget.

NOTICE REQUIREMENT WAIVED - SECTION 64 OF THE NEW YORK STATE ABC LAW WITH RESPECT TO A LIQUOR LICENSE FOR 376 ROUTE SIX CORP D/B/A MOJITOS MEXICAN BAR & GRILL

WHEREAS, the representatives and/or proprietors of 376 Route Six Corp., dba Mojitos Mexican Bar & Grill, 376 Route Six, Mahopac, NY 10541, have advised of the intention to apply for an on-premises liquor license for which thirty days advance notice of such application must be sent to the municipality, and

WHEREAS, the notice required by Article 5 of the ABC Law may be waived by the Town Board, and

WHEREAS, the Town of Carmel Town Board does not intend to comment upon the application referred to herein;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Carmel hereby waives the thirty day notice requirement contained in Article 5 of the Alcoholic and Beverage Control Law, and states that it does not intend to offer any comments regarding said application, for a liquor license at the premises referred to herein; and

BE IT FURTHER RESOLVED that Town Clerk Ann Spofford is hereby authorized to sign a Waiver of Said Notice on behalf of the Town of Carmel.

Resolution

Offered by: Councilman Lupinacci

Seconded by: Councilwoman McDonough

19 DECEMBER 2018
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(Cont.)

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

BUILDING DEPARTMENT - REQUEST FOR PROPOSALS AUTHORIZED PURSUANT TO PROPERTY MAINTENANCE LAW

RESOLVED that the Town Board of the Town of Carmel, in accordance with Chapter 114 of the Town of Carmel Town Code titled “Property Maintenance” hereby authorizes Town of Carmel Director of Codes Enforcement Michael Carnazza to solicit/request proposals for the cleanup and correction of Town Code violations existing for the properties listed in the memorandum dated December 6, 2018, which is incorporated herein and made a part hereof.

Resolution
Offered by: Councilwoman McDonough
Seconded by: Supervisor Schmitt

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

Michael G. Carnazza
Director of Code Enforcement

Kenneth Schmitt
Supervisor



60 McAlpin Avenue
Mahopac, New York 10541

MEMORANDUM

TO: Supervisor Kenneth Schmitt &
Members of the Town of Carmel Town Board

FROM: Michael G. Carnazza, Director of Code Enforcement

DATE: December 6, 2018

RE: Property Maintenance Clean-ups

Can I get permission to get bids to clean the below properties. The Building Dept. has received many complaints and nothing is being done by the owners.

Tm# 74.42-1-69
28 Crosshill Rd., Mahopac, NY 10541
Property needs to be mowed, weeds cut, tree removed from rear of house, clean any litter and debris

Tm# 75.65-1-43
4 Cross Dr., Mahopac, NY 10541
Property needs to be mowed, weeds cut, clean any litter and debris

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TM# 75.6-2-64
615 Rt. 6N, Mahopac, NY 10541
Property needs to be mowed, weeds cut, clean any litter and debris

TM# 63.82-1-69
313 Oak Rd. West, Mahopac, N.Y. 10541
Property needs to be mowed, weeds cut, clean any litter and debris

TM#86.47-1-20
30 Shore Dr., Mahopac, N.Y. 10541
Property needs to be mowed, weeds cut, clean any litter and debris

Tel: (845) 628-1500 ext. 170 Fax: (845) 628-7085 email mgc@ci.carmel.ny.us

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.

PUBLIC COMMENTS - OPEN FORUM

Frank Dicairano, 33 Hamlin Road, stated that his property borders the Airport Park and spoke with regard to issues related to the current ballfield construction at the park. Mr. Dicairano stated his objection to the amount of trees being removed. He commented that the two new ponds at the park show no signs of being connected and expressed his concern that the water retained in them would stagnate and in the warm weather become a breeding ground for mosquitos. Mr. Dicairano commented that the ponds also pose a safety hazard to children and animals.

Councilman Lupinacci briefly explained the planned drainage improvements at the park, noting that the construction is in its preliminary stage and that the two retention ponds will be connected to a swale to control the flow of water for proper drainage. He assured Mr. Dicairano that tree plantings are included in the project's design, signs will be posted at the ponds, and there will be fencing installed along the perimeter of the park. Discussion ensued regarding the matter.

Supervisor Schmitt acknowledged Mr. Dicairano's concerns and advised him that they will be taken under consideration. Discussion continued regarding the project.

TOWN BOARD MEMBER COMMENTS - OPEN FORUM

Councilwoman McDonough announced that the Putnam Arts Council's annual holiday sale continues and welcomed the public to visit their website for further details.

Councilwoman McDonough announced that the Carmel Town Hall will be closed on December 25, 2018 and January 1, 2019 for the holidays.

Councilman Lupinacci announced that the Town Board is looking for a qualified person to fill a vacancy on the Planning Board. Interested residents should submit a letter of interest and resume to Supervisor Kenneth Schmitt's office by December 28, 2018.

Councilman Lupinacci announced that there is also a vacancy in the position of Town Historian. Interested residents should submit a letter of interest and resume to Supervisor Kenneth Schmitt's office.

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Supervisor Schmitt announced that the electronic waste drop-off station located at 33 McAlpin Avenue will temporarily be suspended until further notice. The last day the e-waste container will be available is December 22, 2018. The Putnam County Department of Health is currently in the process of seeking a new vendor to provide e-waste service to the residents of Putnam County.

Supervisor Schmitt announced that the Town Board will meet next on January 2, 2019 at 7:00 p.m. at the Carmel Town Hall for their Organizational Meeting.

Supervisor Schmitt extended best wishes for a festive holiday season, a Merry Christmas and Happy New Year to all.

ADJOURNMENT

All agenda items having been addressed, on motion by Councilwoman McDonough, seconded by Councilman Lupinacci, with all Town Board members present in agreement, the meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Ann Spofford, Town Clerk