

21 DECEMBER 2011

**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 21st day of December 2011 at 7:14 p.m. at Town Hall, 60 McAlpin Avenue, Mahopac, New York. Members of the Town Board present by roll call were: Councilman Ravallo, Councilman Lombardi, Councilwoman McDonough and Supervisor Schmitt.

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.

2012 ORGANIZATIONAL MEETING ANNOUNCED - 1/4/12

Supervisor Schmitt announced that the 2012 Organizational Meeting of the Town Board of the Town of Carmel will be held on Wednesday, January 4, 2012.

COUNCILMAN RAVALLO DESIGNATED CHAIRMAN OF MEETING

As a tribute to Councilman Ravallo for his twenty-four years of dedicated service as a Town of Carmel councilman, Supervisor Schmitt turned over the chairmanship of the Town Board meeting to his deputy, Councilman Ravallo.

PERFORMANCE BY THE MAHOPAC PACAPELLAS

The Mahopac High School a cappella group, 'the Pacapellas' under the direction of their music teacher Jennifer Vara performed the Star Spangled Banner and several other songs in recognition of Councilman Ravallo's final Town Board meeting.

**MINUTES OF TOWN BOARD MEETINGS HELD ON 11/9/11 AND 11/15/11 -
ACCEPT AS SUBMITTED BY THE TOWN CLERK**

On motion by Councilman Lombardi, seconded by Councilwoman McDonough, with all members of the Town Board present and voting "aye", the minutes of the Town Board meetings held on November 9th and November 15th, 2011 were accepted as submitted by the Town Clerk.

**AMENDMENT TO INTER-MUNICIPAL AGREEMENT FOR THE EAST OF HUDSON
(EOH) COALITION - AUTHORIZED**

WHEREAS, the Town Board of the Town of Carmel has previously authorized the formation and creation of an intermunicipal organization entitled the East of Hudson ("EOH") Coalition and duly authorized entry into an intermunicipal agreement between the East of Hudson Municipalities; and

WHEREAS, the EOH Municipalities have since entered into such intermunicipal agreement (IMA) to form the EOH Coalition; and

WHEREAS, municipalities located in Dutchess County have indicated interest in joining the EOH Coalition by signing the IMA and have requested that one representative from Dutchess County be added to the executive committee thereof; and

WHEREAS on or about October 13, 2011, the EOH Coalition voted unanimously to add one representative from Dutchess County as a member of the EOH Coalition Executive Committee; and

WHEREAS, the vote by each member's representative is not binding on the participating municipality unless the municipal board approves the amendment to the IMA;

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NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel hereby approves the amendment of the IMA by the revision of paragraph 3.1 to read as follows: “There shall be an executive committee consisting of three representatives from Putnam County, three representatives from Westchester County and one representative from Dutchess County”; and

BE IT FURTHER RESOLVED, that a new paragraph 3.1.5 is added to the IMA to read as follows: “One representative shall be elected by a majority vote of the Members from Dutchess County and shall serve for a term of two years.”

Resolution

Offered by: Councilman Lombardi

Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>	
Robert Ravallo	<u> </u>	<u> </u>	Abstain
Frank Lombardi	<u> X </u>	<u> </u>	
Suzanne McDonough	<u> X </u>	<u> </u>	
Kenneth Schmitt	<u> X </u>	<u> </u>	

BUDGET MODIFICATIONS #2011-11 - AUTHORIZED

WHEREAS MaryAnn Maxwell, Town Comptroller has reviewed the November 2011 Budget Modifications with the Town Board which are detailed and explained on the attached Budget Revisions Schedule identified as #2011-11;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes and ratifies the November 2011 Budget Modifications/Revisions itemized on Schedule #2011-11 which are attached to this resolution, incorporated herein and made a part hereof.

Resolution

Offered by: Supervisor Schmitt

Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u> X </u>	<u> </u>
Frank Lombardi	<u> X </u>	<u> </u>
Suzanne McDonough	<u> X </u>	<u> </u>
Kenneth Schmitt	<u> X </u>	<u> </u>

TOWN OF CARMEL
BUDGET REVISIONS FOR NOVEMBER 2011
#2011/11

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION		INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
<u>GENERAL FUND</u>					
01	100-1989-2115	PLANNING BOARD FEES	*		55,000.00
	100-1989-2555	BUILDING ALT PERMIT FEES	*	55,000.00	
		- REVISE BUDGET SOURCES			
02	100-1440-0012	ENGINEERING STAFF OVERTIME		758.00	
	100-1440-0080	ENGINEERING STAFF BENEFIT EXPENSE		488.00	
	100-5132-0021	HIGHWAY GARAGE SPECIAL EXPENSE		2,493.00	
	100-5132-0040	HIGHWAY GARAGE CONTRACTUAL EXPENSE		1,183.00	
	100-8090-0047	RECYCLING SPECIAL EXPENSE		9,000.00	
	100-1989-4321	FEDERAL AID - FEMA	*	13,900.00	
		- PROVIDE FOR STAFF EXPENSE/REPAIRS DUE TO HURRICANE			

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03	100-1110-0040	JUSTICE COURT CONTRACTUAL EXPENSE	700.00	
	100-1110-0045	JUSTICE COURT TICKET SERVICE	300.00	
	100-1220-0040	SUPERVISOR CONTRACTUAL EXPENSE	500.00	
	100-1310-0040	FINANCIAL ADVISOR EXPENSE	1,500.00	
	100-1315-0040	COMPTROLLER OFFICE EXPENSE	200.00	
	100-1330-0040	TAX RECEIVER OFFICE EXPENSE	100.00	
	100-1110-0044	JUSTICE COURT RECORDING EXPENSE		1,000.00
	100-1315-0045	COMPTROLLER EQUIP MAINT EXPENSE		300.00
	100-1010-0040	TOWN BOARD CONTRACT EXPENSE		2,000.00
		- TRANSFER FOR CONTRACTUAL EXPENSES		
04	100-1315-0086	COMPTROLLER RETIREE BENEFIT EXPENSE	1,000.00	
	100-1330-0080	TAX RECEIVER EMPLOYEE BENEFIT COST	1,400.00	
	100-1410-0080	TOWN CLERK EMPLOYEE BENEFIT EXPENSE	3,000.00	
	100-1315-0080	COMPTROLLER EMPLOYEE BENEFIT EXPENSE		5,000.00
	100-1330-0086	TAX RECEIVER RETIREE BENEFIT COST		400.00
		- TRANSFER FOR BENEFIT COST EXPENSE		
05	100-1330-0044	TAX RECEIVER TECHNICAL SERVICE	420.00	
	100-1355-0044	ASSESSOR TECHNICAL SERVICE	1,839.00	
	100-1330-0045	TAX RECEIVER EQUIP UPGRADE		420.00
	100-1355-0086	ASSESSOR RETIREE BENEFIT EXPENSE		1,839.00
		- TRANSFER FOR TECHNICAL SERVICE EXPENSE		
06	100-1410-0040	TOWN CLERK CONTRACT EXPENSE	1,700.00	
	100-1410-0046	TOWN CODES PUBLICATION EXPENSE	1,200.00	
	100-1410-0086	TOWN CLERK RETIREE BENEFIT EXPENSE	100.00	
	100-1410-0013	TOWN CLERK TEMP STAFF EXPENSE		3,000.00
		- TRANSFER FOR TOWN CLERK DEPT EXPENSE		
07	100-1420-0041	LITIGATION LEGAL EXPENSES	1,000.00	
	100-1420-0042	JUSTICE COURT PROSECUTION EXPENSE	10,000.00	
	100-1420-0043	SPECIAL COUNSEL BOARDS	2,000.00	
	100-1420-0048	DEFENSE LEGAL COUNSEL		10,000.00
	100-1420-0049	LEGAL MISC EXPENSE		3,000.00
		- TRANSFER FOR LEGAL EXPENSES		

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08	100-1440-0012	ENGINEERING OVERTIME EXPENSE	700.00	
	100-1440-0013	ENGINEERING TEMP STAFF EXPENSE	4,800.00	
	100-1440-0010	ENGINEERING PERS SERVICE EXPENSE		5,500.00
		- TRANSFER FOR ENGINEERING STAFF EXPENSE		
09	100-1440-0040	ENGINEERING OFFICE EXPENSE	830.00	
	100-1440-0047	ENGINEERING OFFICE TRAINING EXPENSE	600.00	
	100-1440-0086	ENGINEERING RETIREE BENEFIT EXPENSE	170.00	
	100-1440-0080	ENGINEERING EMPLOYEE BENEFIT EXPENSE		1,600.00
		- TRANSFER FOR ENGINEERING COST EXPENSE		
10	100-1480-0045	RECORDS MANAGEMENT STORAGE EXPENSE	1,000.00	
	100-1480-0016	RECORDS MANAGEMENT LABOR EXPENSE		1,000.00
		- TRANSFER FOR REC MANGEMENT EXP		
11	100-1610-0040	CENTRAL SERVICES CONTRACTUAL EXPENSE	300.00	
	100-1610-0086	CENTRAL SERVICES RETIREE BENEFIT EXPENSE	200.00	
	100-1610-0045	CENTRAL SERVICES ADMIN CONTRACTUAL EXPENSE		500.00
		- TRANSFER FOR CONTRACTUAL EXPENSE		
12	100-1620-0012	BUILDING STAFF OVERTIME EXPENSE	600.00	
	100-1620-0042	BUILDINGS UTILITY EXPENSE	9,735.00	
	100-1620-0043	BUILDINGS UTILITY EXPENSE	265.00	
	100-1610-0012	CENTRAL SERVICES OVERTIME EXPENSE		600.00
	100-1610-0080	CENTRAL SERVICES EMPLOYEE BENEFIT EXPENSE		10,000.00
		- TRANSFER FOR BUILDING UTILITY EXPENSE		

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13	100-1640-0019	CENTRAL GARAGE OTHER COMP	4,056.00	
	100-1989-9877	RESERVE FOR COMPENSATED ABSENCES	4,056.00	
		- PROVIDE FOR EMPLOYEE SICK TIME PAYOUTS		
14	100-1680-0041	INFORM TECH SUPPLIES	950.00	
	100-1680-0042	INFORM TECH WEB SITE EXPENSES	50.00	
	100-1670-0040	CENTRAL PRINTING EXPENSE		1,000.00
		- TRANSFER FOR INFO TECH EXPENSES		
15	100-1910-0040	INSURANCE EXPENSE CONTRACTUAL	1,400.00	
	100-1910-0041	INSURANCE CLAIMS EXPENSE		1,400.00
		- TRANSFER FOR INSURANCE EXPENSE		
16	100-1970-0040	OFFICE SUPPLIES UNDISTRIBUTED	1,600.00	
	100-1670-0045	CENTRAL ADVERTISING EXPENSE		1,600.00
		- TRANSFER FOR OFFICE SUPPLIES EXP		
17	100-3120-0041	POLICE VEHICLE FUEL	18,670.00	
	100-1990-0040	CONTINGENCY		18,670.00
		- TRANSFER FOR VEHICLE FUEL EXPENSE		

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18	100-3120-0012	POLICE OVERTIME EXPENSE	115,800.00	
	100-3120-0014	POLICE STAFF LONGEVITY	200.00	
	100-3120-0015	POLICE STAFF STIPEND EXPENSE	2,000.00	
	100-3120-0011	POLICE UNIFORM STAFF EXPENSE		56,000.00
	100-3120-0084	POLICE EMPLOYEE BENEFIT EXPENSE		51,200.00
	100-3120-0086	POLICE RETIREE BENEFIT EXPENSE		5,000.00
	100-1989-3391	STATE AID - POLICE SPECIAL	*	5,600.00
		- TRANSFER/PROVIDE FOR POLICE OVERTIME EXPENSE		
19	100-3120-0045	POLICE VEHICLE MAINTENANCE EXPENSE	10,000.00	
	100-3120-0042	POLICE UTILITY EXPENSE		1,000.00
	100-3120-0044	POLICE LEGAL EXPENSE		4,000.00
	100-3120-0047	POLICE TRAINING EXPENSE		5,000.00
		- TRANSFER FOR POLICE VEHICLE EXPENSE		
20	100-3310-0012	SIGNS CONTROL OVERTIME	1,040.00	
	100-3310-0020	SIGNS CONTROL EQUIPMENT EXPENSE	25.00	
	100-3310-0040	SIGNS CONTROL CONTRACTUAL EXPENSE	435.00	
	100-5010-0040	HIGHWAY ADMIN CONT EXPENSE	150.00	
	100-5010-0086	HIGHWAY ADMIN RETIREE BENEFIT EXPENSE	600.00	
	100-3310-0048	SIGNS MISC EXPENSE		50.00
	100-1640-0084	CENTRAL GARAGE BENEFIT EXPENSE		270.00
	100-3310-0084	SIGNS STAFF BENEFIT EXPENSE		270.00
	100-5010-0080	HIGHWAY ADMIN EMPLOYEE BENEFIT		1,000.00
	100-8090-0084	RECYCLE BENEFIT EXPENSE		125.00
	100-3510-0045	DOG CONTROL CONT EXPENSE		100.00
	100-3510-0080	DOG CONTROL BENEFIT EXPENSE		135.00
	100-8090-0012	RECYCLE STAFF OVERTIME		300.00
		- TRANSFER FOR HIGHWAY ADMIN/SIGN EXPENSES		
21	100-3620-0011	CODES ENFORCE STAFF PAYROLL EXPENSE	3,300.00	
	100-3620-0012	CODES ENFORCE CONTRACTUAL EXP	1,500.00	
	100-3620-0013	CODES ENFORCE CONTRACTUAL EXP	2,000.00	
	100-3620-0080	CODES ENFORCE EMPLOYEE BENEFIT PAY	3,725.00	
	100-3620-0014	CODES ENFORCE LONGEVITY PAY		2,300.00
	100-3620-0086	CODES ENFORCE RETIREE BENEFIT EXPENSE		3,725.00
	100-1355-0011	ASSESSOR STAFF PAYROLL EXPENSE		4,500.00
		- TRANSFER FOR CODES ENFORCE STAFF EXPENSE		
22	100-3620-0040	CODES ENFORCE CONTRACTUAL EXPENSE	300.00	
	100-3620-0041	BUILDING ALARM COST		300.00
		- TRANSFER FOR CONTRACTUAL EXPENSE		

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23	100-5132-0021	HIGHWAY GARAGE SPECIAL EXPENSE		500.00	
	100-5132-0040	HIGHWAY GARAGE CONTRACTUAL EXPENSE		1,500.00	
	100-5132-0042	HIGHWAY GARAGE UTILITY EXPENSE		3,000.00	
	100-1910-0040	INSURANCE EXPENSE			5,000.00
		- TRANSFER FOR HIGHWAY GARAGE EXPENSE			

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24	100-7020-0040	REC ADMIN CONTRACTUAL EXPENSE	100.00	
	100-7020-0041	REC ADMIN VEHICLE FUEL	500.00	
	100-7020-0042	REC ADMIN UTILITIES	100.00	
	100-7020-0045	REC ADMIN BLDG SPECIAL REPAIR		700.00
		- TRANSFER FOR RECREATION ADMIN EXPENSES		
25	100-7020-0086	RECREATION RETIREE BENEFIT COST	4,255.00	
	100-7110-0012	PARK MAINTENANCE OVERTIME EXP	80.00	
	100-7111-0080	PARK SEASONAL BENEFIT EXPENSE	1,000.00	
	100-7310-0013	YOUTH PROGRAM TEMP STAFF EXP	1,000.00	
	100-7110-0017	PARK MAINTENANCE UNIFORM ALLOWANCE		1,000.00
	100-7110-0080	PARK MAINTENANCE EMPLOYEE BENEFIT EXP		5,335.00
		- TRANSFER FOR RECREATION STAFF EXPENSE		
26	100-7110-0041	PARK MAINTENANCE FUEL EXPENSE	1,000.00	
	100-7112-0042	CRANE ROAD UTILITY EXPENSE	1,000.00	
	100-7118-0040	BALDWIN MEADOW CONT EXPENSE	210.00	
	100-7118-0042	BALDWIN MEADOW UTILITY EXPENSE	380.00	
	100-7180-0042	BEACH UTILITY EXPENSE	100.00	
	100-7190-0040	SKATING RINK CONT EXPENSE	100.00	
	100-7270-0040	CONCERT SERIES EXPENSE	9.00	
	100-7110-0013	PARK MAINTENANCE TEMP STAFF EXPENSE		1,000.00
	100-7112-0040	CRANE ROAD CONT EXPENSE		500.00
	100-7112-0041	CRANE ROAD SKATE PARK EXPENSE		500.00
	100-7118-0020	BALWIN MEADOW EQUIPMENT EXPENSE		570.00
	100-7190-0042	SKATING RINK UTILITY EXPENSE		209.00
		- TRANSFER FOR PARK MAINTENANCE EXPENSE		
27	100-7310-0045	YOUTH SELF SUSTAIN PROGRAM EXPENSE	4,280.00	
	100-7110-0022	PARK SPECIAL EQUIPMENT		1,000.00
	100-7111-0020	SYCAMORE BALL FIELD EQUIPMENT		1,000.00
	100-7114-0040	RED MILLS CONT EXPENSE		500.00
	100-7115-0040	AIRPORT CONT EXPENSE		500.00
	100-7180-0020	BEACH EQUIPMENT EXP		500.00
	100-7190-0048	SKATING RINK OTHER EXPENSE		500.00
	100-7190-0080	PARK OTHER EMPLOYEE BENEFIT EXP		280.00
		- TRANSFER FOR YOUTH PROGRAM EXPENSE		
28	100-7450-0040	MUSEUM CONTRACTUAL EXPENSE	950.00	
	100-7450-0042	MUSEUM UTILITY EXPENSE	550.00	
	100-8010-0013	ZONING TEMP STAFF EXPENSE		1,500.00
		- TRANSFER FOR MUSEUM CONTRACTUAL EXP		

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	HIGHWAY FUND			
29	500-5110-0012	HIGHWAY GENERAL REPAIR OVERTIME	20,746.00	
	500-5110-0080	HIGHWAY GENERAL REPAIR RETIREMENT COST	3,490.00	
	500-5110-0081	HIGHWAY GENERAL REPAIR MCT PAYROLL TAX COST	70.00	
	500-5110-0082	HIGHWAY GENERAL REPAIR FICA/MED COST	1,590.00	
	500-5110-0083	HIGHWAY GENERAL REPAIR WORKERS COMP COST	2,770.00	
	500-5110-0084	HIGHWAY GENERAL REPAIR HEALTH INS COST	5,395.00	
	500-5110-0085	HIGHWAY GENERAL REPAIR WELFARE COST	330.00	
	500-5110-0087	HIGHWAY GENERAL REPAIR DISABILITY INS COST	50.00	
	500-5140-0020	WEEDS/BRUSH EQUIPMENT EXPENSE	15,768.00	
	500-5140-0040	WEEDS/BRUSH CONTRACTUAL REPAIR COST	3,786.00	
	500-5140-0041	WEEDS/BRUSH FUEL EXPENSE	8,307.00	
	500-5140-0049	WEEDS/BRUSH MISC REPAIR EXPENSE	397.00	
	500-5010-4321	FEDERAL AID - FEMA	*	60,700.00
		- PROVIDE FOR HIGHWAY STAFF/REPAIR COST DUE TO HURRICANE		
30	500-5110-0082	FICA/MED BENEFIT EXPENSE	12,933.00	
	500-5110-0084	EMPLOYEE HEALTH INSURANCE COST	4,367.00	
	500-5140-0082	FICA/MED BENEFIT EXPENSE	450.00	
	500-5140-0081	MCT PAYROLL TAX EXPENSE	50.00	
	500-5110-0086	RETIREE BENEFIT COST		17,300.00
	500-5130-0084	MACHINERY REPAIR HEALTH INS COST		500.00
		- TRANSFER FOR EMPLOYEE BENEFIT COST		
31	500-5110-0040	GENERAL REPAIR CONTRACTUAL EXPENSE	10,900.00	
	500-5110-0041	GENERAL REPAIR FUEL COST	2,000.00	
	500-5110-0013	GENERAL REPAIR TEMPORARY STAFF COST		1,500.00
	500-5110-0016	GENERAL REPAIR OTHER LABOR COST		1,000.00
	500-5110-0018	HIGHWAY DIFFERENTIAL COST		5,000.00
	500-5110-0086	RETIREE BENEFIT COST		1,900.00
	500-5130-0016	CENTRAL GARAGE SERVICE EXPENSE		1,000.00
	500-5130-0019	OTHER COMPENSATION EXPENSE		1,000.00
	500-5130-0082	MACHINERY REPAIR FICA/MED EXPENSE		900.00
	500-5140-0084	WEEDS/BRUSH HEALTH INSURANCE COST		600.00
		- TRANSFER FOR GENERAL REPAIR COST		
32	500-5112-0012	CHIPS OVERTIME EXPENSE	1,000.00	
	500-5112-0020	CHIPS CONTRACT EXPENSE		1,000.00
		- TRANSFER FOR CHIPS OT EXPENSE		
33	500-5110-0012	GENERAL REPAIR OVERTIME	200.00	
	500-5130-0012	MACHINERY REPAIR OVERTIME	800.00	
	500-5140-0012	WEEDS/BRUSH OVERTIME	1,000.00	
	500-5110-0013	GENERAL REPAIR TEMPORARY STAFF COST		2,000.00
		- TRANSFER FOR STAFF OVERTIME EXP		
34	500-5140-0019	WEEDS/BRUSH OTHER COMPENSATION	15,230.00	
	500-5010-9877	RESERVE FOR COMPENSATED ABSENCES	15,230.00	
		- PROVIDE FOR EMPLOYEE SICK TIME PAYOUT		

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35	500-5130-0040	MACHINERY REPAIR EXPENSES	12,000.00	
	500-5140-0041	WEEDS/BRUSH FUEL EXPENSE	8,000.00	
	500-5010-2680	INSURANCE RECOVERY - PAYROLL	*	20,000.00
		- PROVIDE FOR MACHINERY REPAIR/FUEL EXPENSE		
36	500-5010-2650	SALE OF SCRAP/MATERIALS	*	5,000.00
	500-5010-2300	SERVICES OTHER GOVTS	*	4,000.00
	500-5010-2416	RENTAL OF EQUIPMENT	*	1,000.00
		- REVISE BUDGET SOURCES		

37	500-5142-0012	SNOW REMOVAL OVERTIME	8,000.00	
	500-5142-0011	SNOW REMOVAL PERS SERVICE COST		6,570.00
	500-5142-0013	SNOW REMOVAL TEMP STAFF		1,000.00
	500-5142-0084	HEALTH BENEFIT COST		430.00
		- TRANSFER FOR OVERTIME COST		
CARMEL FIRE PROTECTION DISTRICT #1				
38	301-3410-0048	OTHER EXPENDITURES	100.00	
	301-9025-0040	LOSAP ADMIN EXP	100.00	
	301-3410-9909	APPROPRIATED FUND BALANCE	*	200.00
		- PROVIDE FOR MISC EXPENSES		
TEAKETTLE LAKE PARK DISTRICT				
39	403-7140-0041	SUPPLIES & MATERIAL EXPENSE	250.00	
	403-7140-0020	EQUIPMENT EXPENSE		250.00
		- TRANSFER FOR MATERIAL EXPENSE		
CARMEL WATER DISTRICT #2				
40	602-8310-0040	CONTRACTUAL REPAIR EXPENSE	1,266.00	
	602-8310-0042	UTILITY EXPENSE	1,170.00	
	602-8310-4321	FEDERAL AID - FEMA	*	2,436.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		
CARMEL WATER DISTRICT #3				
41	603-8310-0040	CONTRACTUAL REPAIR EXPENSE	2,017.00	
	603-8310-4321	FEDERAL AID - FEMA	*	2,017.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		
42	603-8310-0047	EMERGENCY REPAIRS	3,500.00	
	603-8310-0048	OTHER OPERATING EXPENSES	500.00	
	603-8310-9909	APPROPRIATED FUND BALANCE	*	4,000.00
		- PROVIDE FOR EMERGENCY REPAIRS		

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	CARMEL WATER DISTRICT #4			
43	604-8310-0041	CHEMICAL EXPENSES	100.00	
	604-8310-0047	EMERGENCY REPAIRS	4,000.00	
	604-8310-0048	OTHER OPERATING EXPENSES	125.00	
	604-8310-0086	RETIREE HEALTH INS COST		275.00
	604-8310-9909	APPROPRIATED FUND BALANCE	*	3,950.00
		- PROVIDE FOR CONTRACTUAL/EMERGENCY REPAIRS		
	CARMEL WATER DISTRICT #5			
44	605-8310-0047	EMERGENCY REPAIRS	2,083.00	
	605-8310-4321	FEDERAL AID - FEMA	*	2,083.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		
45	605-8310-0047	EMERGENCY REPAIRS	3,000.00	
	605-8310-0040	CONTRACTUAL REPAIRS		3,000.00
		- TRANSFER FOR EMERGENCY REPAIRS		
	CARMEL WATER DISTRICT #6			
46	606-8310-0047	EMERGENCY REPAIRS	640.00	
	606-8310-4321	FEDERAL AID - FEMA	*	640.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		

**21 DECEMBER 2011
TOWN BOARD MEETING**

(Cont.)

CARMEL WATER DISTRICT #7				
47	607-8310-0047	EMERGENCY REPAIRS		1,530.00
	607-8310-4321	FEDERAL AID - FEMA	*	1,530.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		
CARMEL WATER DISTRICT #8				
48	608-8310-0040	CONTRACTUAL REPAIRS		960.00
	608-8310-0042	UTILITY EXPENSE		293.00
	608-8310-0047	EMERGENCY REPAIRS		4,245.00
	608-8310-4321	FEDERAL AID - FEMA	*	5,498.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		
49	608-8310-0047	EMERGENCY REPAIRS		550.00
	608-8310-2681	INSURANCE RECOVERY ASSET	*	550.00
		- PROVIDE FOR EMERGENCY REPAIRS		
CARMEL WATER DISTRICT #10				
50	610-8310-0047	EMERGENCY REPAIRS		2,800.00
	610-8310-4321	FEDERAL AID - FEMA	*	2,800.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		

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**TOWN OF CARMEL
BUDGET REVISIONS FOR NOVEMBER 2011
#2011/11**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
CARMEL WATER DISTRICT #12				
51	612-8310-0040	CONTRACTUAL REPAIR EXPENSE		2,005.00
	612-8310-4321	FEDERAL AID - FEMA	*	2,005.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		
CARMEL WATER DISTRICT #13				
52	613-8310-0047	EMERGENCY REPAIRS		1,000.00
	613-8310-2140	METERED WATER RENTS	*	1,000.00
		- PROVIDE FOR EMERGENCY REPAIRS		
CARMEL WATER DISTRICT #14				
53	614-8310-0042	UTILITY EXPENSE		1,100.00
	614-8310-0047	EMERGENCY REPAIRS		1,950.00
	614-8310-2140	METERED WATER RENTS	*	2,500.00
	614-8310-2681	INSURANCE RECOVERY ASSET	*	550.00
		- PROVIDE FOR EMERGENCY REPAIRS		
54	614-8310-0047	EMERGENCY REPAIRS		680.00
	614-8310-4321	FEDERAL AID - FEMA	*	680.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		
CARMEL SEWER DISTRICT #2				
55	702-8130-0040	CONTRACTUAL REPAIRS		2,330.00
	702-8130-0042	UTILITY EXPENSE		1,032.00
	702-8130-4321	FEDERAL AID - FEMA	*	3,362.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		
56	702-8130-0020	UTILITY EXPENSES		20,000.00
	702-8130-0090	CONTINGENCY		
		- TRANSFER FOR UTILITY EXPENSE		20,000.00
57	702-8130-0141	CHEMICAL EXPENSES - MICROFILTRATION		3,300.00
	702-8130-0142	UTILITY EXPENSES - MICROFILTRATION		2,700.00
	702-8130-0041	CHEMICAL EXPENSES		3,300.00
	702-8130-0042	UTILITY EXPENSES		2,700.00
		- REVISE BUDGET FOR MICROFILTRATION COSTS		

21 DECEMBER 2011
TOWN BOARD MEETING

(Cont.)

CARMEL SEWER DISTRICT #3				
58	703-8130-0040	CONTRACTUAL EXPENSES	1,200.00	
	703-8130-0042	UTILITY EXPENSES	300.00	
	703-8130-0099	REPAIR RESERVE FUND		1,500.00
		- TRANSFER FOR CONTRACTUAL REPAIRS		
CARMEL SEWER DISTRICT #4				
59	704-8130-0040	CONTRACTUAL REPAIRS	6,051.00	

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TOWN OF CARMEL
BUDGET REVISIONS FOR NOVEMBER 2011
#2011/11

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
	704-8130-4321	FEDERAL AID - FEMA	*	6,051.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		

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TOWN OF CARMEL
BUDGET REVISIONS FOR NOVEMBER 2011
#2011/11

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
60	704-8130-0041	CHEMICAL EXPENSES	2,500.00	
	704-8130-2701	REFUND PRIOR YEAR EXPENSE	*	2,500.00
		- PROVIDE FOR CHEMICAL EXPENSE		
CARMEL SEWER DISTRICT #6				
61	706-8130-0040	CONTRACTUAL REPAIRS	568.00	
	706-8130-4321	FEDERAL AID - FEMA	*	568.00
		- PROVIDE FOR REPAIR EXPENSE DUE TO HURRICANE		
62	706-8130-0040	CONTRACTUAL REPAIRS	2,000.00	
	706-8130-0099	REPAIR RESERVE FUND		2,000.00
		- TRANSFER FOR CONTRACTUAL REPAIRS		
CARMEL SEWER DISTRICT #1, EXT 3				
63	713-8130-0040	CONTRACTUAL REPAIRS	1,000.00	
	713-8130-0099	REPAIR RESERVE FUND		1,000.00
		- TRANSFER FOR CONTRACTUAL REPAIRS		
DAISY LANE LIGHTING DISTRICT				
64	753-5182-0049	SERVICES OTHER GOVT	50.00	
	753-5182-0042	UTILITY EXPENSE		50.00
		- TRANSFER FOR SERVICES OTHER GOVT		
COUNTRY HILLS LIGHTING DISTRICT				
65	754-5182-0049	SERVICES OTHER GOVT	30.00	
	754-5182-0042	UTILITY EXPENSE		30.00
		- TRANSFER FOR SERVICES OTHER GOVT		

**21 DECEMBER 2011
TOWN BOARD MEETING**

(Cont.)

GENERAL DEBT FUND				
66	810-9730-0071	BAN INTEREST DRAINAGE	100.00	
	810-1989-0040	EFC ADMIN EXPENSES		100.00
		- TRANSFER FOR BAN INTEREST EXPENSE		
HIGHWAY DEBT FUND				
67	850-9730-0070	BAN INTEREST ROADS	1,213.00	
	850-9730-0071	BAN INTEREST MACHINERY	224.00	
	850-5010-9909	APPROPRIATED FUND BALANCE	*	1,437.00
		- PROVIDE FOR BAN INTEREST EXPENSE		
CWD #8 DEBT FUND				
68	868-9730-0070	BAN INTEREST	365.00	
	868-9790-0070	EFC BOND INTEREST EXPENSE		365.00
		- TRANSFER FOR BAN INTEREST EXPENSE		

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**TOWN OF CARMEL
BUDGET REVISIONS FOR NOVEMBER 2011
#2011/11**

BUDGET REVISION NUMBER	ACCOUNT	ACCOUNT TITLE & TRANSFER DESCRIPTION	INCREASE USES & SOURCES OF FUNDS	DECREASE USES & SOURCES OF FUNDS
CWD #14 DEBT FUND				
69	884-9730-0070	BAN INTEREST	119.00	
	884-8310-9909	APPROPRIATED FUND BALANCE	*	119.00
		- PROVIDE FOR BAN INTEREST EXPENSE		
DRAINAGE CAPITAL PROJECT				
70	900-1989-0040	CONTRACTUAL EXPENDITURES	196,000.00	
	900-1989-0048	OTHER PROJECT EXPENDITURES	1,000.00	
	900-1989-0048	SPECIAL CONSULTING SERVICES		197,000.00
		- TRANSFER FOR CAPITAL EXPENSES		
TECHNOLOGY CAPITAL PROJECT				
71	903-1989-0020	CONTRACTUAL EQUIPMENT	18,800.00	
	903-1989-0048	OTHER PROJECT EXPENDITURES	1,200.00	
	903-1989-0040	CONTRACTUAL EXPENDITURES		20,000.00
		- TRANSFER FOR CAPITAL EXPENSES		
CAMARDA PARK CAPITAL PROJECT				
72	911-7140-0048	OTHER PROJECT EXPENDITURES	500.00	
	911-7140-0049	SERVICES OTHER GOVT		500.00
		- TRANSFER FOR MISC CAPITAL EXPENSES		
HIGHWAY RESURFACING CAPITAL PROJECT				
73	950-5112-0048	OTHER PROJECT EXPENDITURES	100.00	
	950-5112-0045	CONTRACTED PAVING SERVICES		100.00
		- TRANSFER FOR MISC CAPITAL EXPENSES		
MACHINERY CAPITAL FUND				
74	951-5130-0024	PURCHASE OF HWY MACHINERY	54,000.00	
	951-5130-0048	OTHER PROJECT EXPENDITURES	2,000.00	
	951-5130-0040	CONTRACTUAL EXPENDITURES		56,000.00
		- TRANSFER FOR CAPITAL EXPENSES		

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21 DECEMBER 2011
TOWN BOARD MEETING

PROPOSAL ACCEPTED FOR EXTENDING AGREEMENT FOR PAYROLL SERVICES - ACS PAYROLL SERVICES - 1/1/2012 THROUGH 3/31/2012

RESOLVED that The Town Board of the Town of Carmel hereby accepts the proposal of ACS Payroll Services to extend the provision of said services for the Town of Carmel for a period of three months, commencing 1/1/2012 through 3/31/2012, at an aggregate sum not to exceed \$4,174.00; and

BE IT FURTHER RESOLVED, that Town Supervisor Kenneth Schmitt is hereby authorized to sign any and all documents necessary to accept such proposal.

Resolution

Offered by: Councilwoman McDonough
Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

FIRE PROTECTION DISTRICTS #1, #2, AND #3 - ENTRY INTO CONTRACTS WITH PENFLEX INC. FOR SERVICE AWARD PROGRAM ADMINISTRATION AUTHORIZED

RESOLVED, that the Town Board of the Town of Carmel, acting as the Commissioners of Fire Protection Districts #1, #2, and #3, hereby authorizes the entry into Service Award Program Services Agreements with Penflex, Inc., of Latham, NY for administration services for the Fire Protection District Service Award Program in year 2012 as contained in the proposal of September 20, 2011, which is attached hereto and made a part hereof, at an estimated cost of \$5,700.00 for Fire Protection District #1, \$6,900.00 for Fire Protection District #2 and \$5,100.00 for Fire Protection District #3, and

BE IT FURTHER RESOLVED, that Town Supervisor Kenneth Schmitt is authorized to sign said agreements on behalf of the Town of Carmel.

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

PENFLEX, INC.
SERVICE AWARD PROGRAM SPECIALISTS

www.penflexinc.com

Penflex, Inc.
50 Century Hill Dr., Suite 3
Latham, NY 12110

Phone: 800.742.1409
Fax: 518.783.6915
Email: info@penflexinc.com

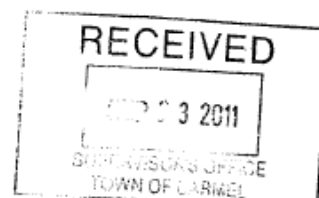
September 20, 2011

Mr. Kenneth Schmitt
Town of Carmel
60 McAlpin Avenue
Mahopac, NY 10541

Re: 2011/2012 Service Award Program Service Fee Agreement

Dear Mr. Schmitt:

Enclosed is our annual Service Fee Agreement which details the fees that we will charge to provide actuarial and administrative services for your Service Award Program for the period November 1, 2011 to October 31, 2012. An Annual Statement, detailing fees billed and paid to Penflex over the last year, is also enclosed.



**21 DECEMBER 2011
TOWN BOARD MEETING**

(Cont.)

Each year when we send our service fee agreements, we try to communicate to our clients the important factors impacting our ability to provide our high level of service. During the last 12 months, we have been hired to take over the actuarial and administrative services of existing programs at a much higher rate than ever before. The frequency with which we've been asked to write articles about key LOSAP issues and been asked to speak as experts on panels has greatly increased. This recent experience has further cemented our belief that Penflex provides the most comprehensive service to local government sponsors of service award programs, and that we are the firm that is most sought out to answer any and all LOSAP related questions. This includes our independent consulting and actuarial expertise, helping our clients navigate such issues as market volatility, the impact of the 2% property tax cap and the LOSAP audit requirements.

We have made great strides in streamlining our processes over the years to more efficiently provide our services. During 2011, we hired an accounting firm to do a complete review of our controls and procedures. As a result of this review, we have made some additional improvements to our processes, including enhancements to our commitment to safeguard the volunteer data in our systems. We now have the ability to securely email participant data and have one of the best network security systems available to small companies like ours. We continue to review our processes and make improvements as needed.

We also recognize that for most of our clients, budgeting for the LOSAP, including our fees, has become more of a challenge. That is why we are mailing our fee agreements this year about 3 weeks earlier than last year. Next year, we aim to mail them by September 1st, which will give all of our clients adequate time to properly budget for our anticipated fees for the upcoming year.

We do have to increase our fees from last year, but please know we do not increase them without careful consideration of the pressure on all of our local government clients to keep their budgets as low as possible. We feel this modest increase is required to allow us to continue the high level of service you have come to expect from Penflex over the last 20+ years. Please note that we have absorbed one of the benefit-related fees into the base fee and have also increased our fee to prepare the IRS form 1099s for those clients that require us to do so.

If you have any questions or concerns at all about our fees or the services we provide for those fees, please don't hesitate to call Ed Holohan to discuss. Otherwise, we ask that you please return a signed copy of the Service Fee Agreement (be sure to indicate YES or NO regarding the LOSAP Audit Package).

If an invoice is attached, please include a check for the amount invoiced with the signed copy of the Service Fee Agreement. Otherwise, we will bill you for administrative fees at the agreed upon time.

Finally, all of us at Penflex look forward to working with you for another year. Thank you for your continued business!

Serving your Volunteers,

Ed, Tony H, Tony F, Lisa, Jen, Donna, Craig, Karen and Lynne
Your Penflex Team of Professionals

**Penflex, Inc. 11/1/11-10/31/12 Service Fee Agreement
TOWN OF CARMEL
CARMEL FIRE PROTECTION DISTRICT NO. 1
SERVICE AWARD PROGRAM**

Standard Services Fee Schedule

Base Fee: \$3,250, \$100 Change from 2010

Per-Participant Fee: \$15, \$1 Change from 2010

Payment certification and trustee directive letters: \$75 per letter, \$0 Change from 2010

Payment adjustment certification and trustee directive letters: \$0 per letter, \$-50 Change from 2010

Estimated Total Standard Services Fees: \$5,700

Optional Services Fee Schedule

PLEASE CHECK ONE BOX:

- ☐ COMPLETE the 'LOSAP Audit Package' for a fee of \$495. The LOSAP Audit Package does not satisfy the LOSAP audit requirement, but assists the accounting firm performing the audit.
- ☒ DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include extra client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Supervisor
Town of Carmel

Edward J. Holohan
Edward J. Holohan, ASA
President, Penflex, Inc.

**21 DECEMBER 2011
TOWN BOARD MEETING**

(Cont.)

PENFLEX, INC.**SERVICE AWARD PROGRAM STANDARD SERVICES**

1. For each Service Award Program participant (including the persons who are being paid monthly Service Awards), prepare an annual Service Award Program individual participant statement.
2. Prepare for the record and **for audit purposes** an annual Service Award Program report which:
 - a. shows and completely documents the calculation of the annual Program cost.
 - b. accounts for changes in the Program's assets.
 - c. by individual firefighter, lists their earned Service Awards, death and disability benefits, (defined benefit plans) or accounts for changes in their Program accounts (defined contribution plans).
 - d. summarizes the major provisions of the Program.
 - e. lists current year program participants and non-participants (i.e. every firefighter who could have earned points during the calendar year is accounted for).
 - f. lists current payment recipients.
 - g. lists each participant's primary beneficiary.
 - h. includes a service credit listing for current participants.
 - i. includes a written description of the actuarial methods and assumptions used to calculate the annual program costs (defined benefit plans).
 - j. For members of the Sponsor's Governing Board or Officials, prepare:
 - i. "Fact Sheet" which includes current year important information about their Service Award Program.
 - ii. "Special Commentary" correspondence which alerts officials about emerging issues or problems and/or which explains changes in the Program (such as an increase in Program funding costs).
3. Meet (one meeting) upon request, first with officials and then with firefighters to review the Service Award Program Annual Report, to answer questions from firefighters about their annual Service Award Program statements and to update officials and the firefighters on Service Award Program related legislation and on their own Program.
4. Provide forms and instructions to enroll new firefighters, change beneficiaries, file for benefit payments, etc.
5. At year-end, provide written instructions about how to prepare the required certified listings to be approved by the Sponsor's Governing Board and fire company officials and posted by the fire company and to be sent to Penflex, Inc.
6. Project the Service Award Program cash flow needs in order to plan and formulate investment strategy.
7. Prepare written notification/explanation to be sent to persons who cease to participate in the Service Award Program.
8. During normal business hours, have trained staff available to answer questions from officials and designated client contact persons.
9. Throughout the year, receive and review financial statements from investment / insurance providers.
10. To insure the soundness and the quality of the services provided by Penflex, periodically retain independent actuaries and/or auditors to review Penflex actuarial calculations and/or practices, procedures and internal controls.
11. Answer routine questions from client's auditors about the Service Award Program and the annual report.
12. When required, prepare vouchers for payments to the Service Award Program Trust Fund.

Penflex, Inc.

Penflex, Inc. 11/1/11-10/31/12 Service Fee Agreement**TOWN OF CARMEL****CARMEL FIRE PROTECTION DISTRICT NO. 2****SERVICE AWARD PROGRAM**

Standard Services Fee Schedule

Base Fee: \$3,250, \$100 Change from 2010

Per-Participant Fee: \$15, \$1 Change from 2010

Payment certification and trustee directive letters: \$75 per letter, \$0 Change from 2010

Payment adjustment certification and trustee directive letters: \$0 per letter, \$-50 Change from 2010

Estimated Total Standard Services Fees: \$6,900

**21 DECEMBER 2011
TOWN BOARD MEETING**

(Cont.)

Optional Services Fee Schedule

PLEASE CHECK ONE BOX:

- ☐ COMPLETE the 'LOSAP Audit Package' for a fee of \$495. The LOSAP Audit Package does not satisfy the LOSAP audit requirement, but assists the accounting firm performing the audit.
- ☒ DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include extra client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Supervisor
Town of Carmel

Edward J. Holohan
Edward J. Holohan, ASA
President, Penflex, Inc.

PENFLEX, INC.**SERVICE AWARD PROGRAM STANDARD SERVICES**

1. For each Service Award Program participant (including the persons who are being paid monthly Service Awards), prepare an annual Service Award Program individual participant statement.
2. Prepare for the record and **for audit purposes** an annual Service Award Program report which:
 - a. shows and completely documents the calculation of the annual Program cost.
 - b. accounts for changes in the Program's assets.
 - c. by individual firefighter, lists their earned Service Awards, death and disability benefits, (defined benefit plans) or accounts for changes in their Program accounts (defined contribution plans).
 - d. summarizes the major provisions of the Program.
 - e. lists current year program participants and non-participants (i.e. every firefighter who could have earned points during the calendar year is accounted for).
 - f. lists current payment recipients.
 - g. lists each participant's primary beneficiary.
 - h. includes a service credit listing for current participants.
 - i. includes a written description of the actuarial methods and assumptions used to calculate the annual program costs (defined benefit plans).
 - j. For members of the Sponsor's Governing Board or Officials, prepare:
 - i. "Fact Sheet" which includes current year important information about their Service Award Program.
 - ii. "Special Commentary" correspondence which alerts officials about emerging issues or problems and/or which explains changes in the Program (such as an increase in Program funding costs).
3. Meet (one meeting) upon request, first with officials and then with firefighters to review the Service Award Program Annual Report, to answer questions from firefighters about their annual Service Award Program statements and to update officials and the firefighters on Service Award Program related legislation and on their own Program.
4. Provide forms and instructions to enroll new firefighters, change beneficiaries, file for benefit payments, etc.
5. At year-end, provide written instructions about how to prepare the required certified listings to be approved by the Sponsor's Governing Board and fire company officials and posted by the fire company and to be sent to Penflex, Inc.
6. Project the Service Award Program cash flow needs in order to plan and formulate investment strategy.
7. Prepare written notification/explanation to be sent to persons who cease to participate in the Service Award Program.
8. During normal business hours, have trained staff available to answer questions from officials and designated client contact persons.
9. Throughout the year, receive and review financial statements from investment / insurance providers.
10. To insure the soundness and the quality of the services provided by Penflex, periodically retain independent actuaries and/or auditors to review Penflex actuarial calculations and/or practices, procedures and internal controls.
11. Answer routine questions from client's auditors about the Service Award Program and the annual report.
12. When required, prepare vouchers for payments to the Service Award Program Trust Fund.

21 DECEMBER 2011
TOWN BOARD MEETING

(Cont.)

Penflex, Inc. 11/1/11-10/31/12 Service Fee Agreement
TOWN OF CARMEL
CARMEL FIRE PROTECTION DISTRICT NO. 3
SERVICE AWARD PROGRAM

Standard Services Fee Schedule

Base Fee: \$3,250, \$100 Change from 2010

Per-Participant Fee: \$15, \$1 Change from 2010

Payment certification and trustee directive letters: \$75 per letter, \$0 Change from 2010

Payment adjustment certification and trustee directive letters: \$0 per letter, \$-50 Change from 2010

Estimated Total Standard Services Fees: \$5,100

Optional Services Fee Schedule

PLEASE CHECK ONE BOX:

- ☐ COMPLETE the 'LOSAP Audit Package' for a fee of \$495. The LOSAP Audit Package does not satisfy the LOSAP audit requirement, but assists the accounting firm performing the audit.
- ☒ DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include extra client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Supervisor
Town of Carmel

Edward J. Holohan
Edward J. Holohan, ASA
President, Penflex, Inc.

PENFLEX, INC.

SERVICE AWARD PROGRAM STANDARD SERVICES

1. For each Service Award Program participant (including the persons who are being paid monthly Service Awards), prepare an annual Service Award Program individual participant statement.
2. Prepare for the record and **for audit purposes** an annual Service Award Program report which:
 - a. shows and completely documents the calculation of the annual Program cost.
 - b. accounts for changes in the Program's assets.
 - c. by individual firefighter, lists their earned Service Awards, death and disability benefits, (defined benefit plans) or accounts for changes in their Program accounts (defined contribution plans).
 - d. summarizes the major provisions of the Program.
 - e. lists current year program participants and non-participants (i.e. every firefighter who could have earned points during the calendar year is accounted for).
 - f. lists current payment recipients.
 - g. lists each participant's primary beneficiary.
 - h. includes a service credit listing for current participants.
 - i. includes a written description of the actuarial methods and assumptions used to calculate the annual program costs (defined benefit plans).
 - j. For members of the Sponsor's Governing Board or Officials, prepare:
 - i. "Fact Sheet" which includes current year important information about their Service Award Program.
 - ii. "Special Commentary" correspondence which alerts officials about emerging issues or problems and/or which explains changes in the Program (such as an increase in Program funding costs).

21 DECEMBER 2011
TOWN BOARD MEETING

(Cont.)

3. Meet (one meeting) upon request, first with officials and then with firefighters to review the Service Award Program Annual Report, to answer questions from firefighters about their annual Service Award Program statements and to update officials and the firefighters on Service Award Program related legislation and on their own Program.
4. Provide forms and instructions to enroll new firefighters, change beneficiaries, file for benefit payments, etc.
5. At year-end, provide written instructions about how to prepare the required certified listings to be approved by the Sponsor's Governing Board and fire company officials and posted by the fire company and to be sent to Penflex, Inc.
6. Project the Service Award Program cash flow needs in order to plan and formulate investment strategy.
7. Prepare written notification/explanation to be sent to persons who cease to participate in the Service Award Program.
8. During normal business hours, have trained staff available to answer questions from officials and designated client contact persons.
9. Throughout the year, receive and review financial statements from investment / insurance providers.
10. To insure the soundness and the quality of the services provided by Penflex, periodically retain independent actuaries and/or auditors to review Penflex actuarial calculations and/or practices, procedures and internal controls.
11. Answer routine questions from client's auditors about the Service Award Program and the annual report.
12. When required, prepare vouchers for payments to the Service Award Program Trust Fund.

Penflex, Inc.

ADVANCEMENT OF GOVERNMENT FUND MONIES AS TEMPORARY LOAN FROM CARMEL SEWER DISTRICT #2 TO THE HIGHWAY FUND - AUTHORIZED

RESOLVED, that Town Board of the Town Board of the Town of Carmel, pursuant to Town Law §209-b, and as the commissioners of Carmel Sewer District #2 hereby authorizes Temporary Advancement of Cash from Carmel Sewer District #2 to the Highway Fund at a maximum amount not to exceed \$200,000 to be repaid with the periodic interest rate when revenue source or debt proceeds are received.

Resolution

Offered by: Supervisor Schmitt
Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

Councilman Ravallo commented that the temporary advancement of cash from Carmel Sewer District #2 to the Highway Fund will strengthen the Town's financial situation.

ATTENDANCE AT 2012 NEW YORK STATE GFOA CONFERENCE AUTHORIZED - SUPERVISOR KENNETH SCHMITT, COMPTROLLER MARY ANN MAXWELL AND PRINCIPAL ACCOUNT CLERK EILEEN BRENNAN

RESOLVED that the Town Board of the Town of Carmel hereby authorizes Supervisor Kenneth Schmitt, Comptroller Maryann Maxwell and Principal Account Clerk Eileen Brennan to attend the 2012 New York State GFOA Conference from April 3, through April 5, 2012 in Albany, NY; and

BE IT FURTHER RESOLVED that the cost of registration and other necessary expenses be advanced or reimbursed by the Town Comptroller's Office upon audit and approval.

Resolution

Offered by: Councilwoman McDonough
Seconded by: Councilman Lombardi

**21 DECEMBER 2011
TOWN BOARD MEETING**

(Cont.)

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

CARMEL WATER DISTRICT #4 - PROPOSAL ACCEPTED FOR OPERATION AND MAINTENANCE SERVICES - BEE & JAY PLUMBING

RESOLVED that The Town Board of the Town of Carmel, acting as Commissioners of Carmel Water District #4, hereby accepts the proposal of Bee & Jay Plumbing, Mahopac, NY, to render operation and maintenance services in Carmel Water District #4 for the period of January 1, 2012 through December 31, 2012 at a cost not to exceed \$1,421.52 per month; and

BE IT FURTHER RESOLVED, that Town Supervisor Kenneth Schmitt is hereby authorized to sign any and all documents necessary to accept such proposal.

Resolution

Offered by: Councilman Lombardi
 Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

Councilman Ravallo stated that the change in operators is being made because of the health issues of the former operator. He added that Bee & Jay Plumbing has demonstrated their ability to service the water district while providing emergency services during the former operator's convalescence.

BOND RELEASE AUTHORIZED - NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION - TM #54.-1-29.2

WHEREAS application has been made by the New York City Department of Environmental Protection for the total release of a site plan bond posted in accordance with the Land Subdivision and/or Zoning Regulations of the Town of Carmel for the property known and designated as Tax Map #54.-1-29.2; and

WHEREAS said application has been reviewed by the Town Engineer Ronald J. Gainer, P.E. and release of the bond has been recommended and approved by the Town Engineer and the Town of Carmel Planning Board,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the release of the site plan bond posted for Tax Map #54.-1-29.2, Travelers Casualty bond no. 104175225 in the amount of \$760,215.00.

Resolution

Offered by: Supervisor Schmitt
 Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>	
Robert Ravallo	<u> </u>	<u> </u>	Abstain
Frank Lombardi	<u>X</u>	<u> </u>	
Suzanne McDonough	<u>X</u>	<u> </u>	
Kenneth Schmitt	<u>X</u>	<u> </u>	

21 DECEMBER 2011
TOWN BOARD MEETING

BOND RELEASE AUTHORIZED - 3J-MAC REAL ESTATE - TM #. 65.17-1-38

WHEREAS , the Town Board of the Town of Carmel, by resolution dated June 15, 2011 had authorized the calling of the performance bond posted by 3J-Mac Real Estate in accordance with the Land Subdivision and/or Zoning Regulations for the property known and designated as Tax Map #65.17-1-38, said action having been taken specifically for the failure of the applicant to complete approved site plan improvements on said property within the time frame of its site plan approval; and

WHEREAS, Town Engineer Ronald J. Gainer, P.E. had recommended the completion of certain site improvements and the installation of various safety measure to secure the site in its unimproved state; and

WHEREAS, the Town Engineer has inspected the improvements and safety measures which have been since installed and completed by applicant 3J-Mac Real Estate at the aforesaid premises at its sole cost and expense; and

WHEREAS, by memorandum dated December 2, 2011, the Town Engineer has recommended the release of the site performance bond previously posted by the applicant 3J-Mac Real Estate and subsequently called by the Town Board;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Carmel hereby authorizes the release of the site plan bond posted for #65.17-1-38, specifically Mahopac National Bank account # 021-45892-4 in the amount of \$51,543; and

BE IT FURTHER RESOLVED that nothing in this resolution authorizing the release of the performance bond monies shall be deemed to indicate that the applicant 3J-Mac Real Estate, LLC has renewed and/or otherwise extended its currently void and expired site plan approvals for the aforesaid premises.

Resolution

Offered by: Councilwoman McDonough
Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

PROPOSAL ACCEPTED FOR VIDEOTAPING OF 2012, 2013 AND 2014 TOWN BOARD, PLANNING BOARD AND ZONING BOARD MEETINGS - EURO VIDEO PRODUCTIONS, LLC

RESOLVED that the Town Board of the Town of Carmel hereby accepts the proposal of Euro Video Productions, LLC, for the video taping of Town Board, Planning Board and Zoning Board meetings for the years 2012 through 2014, at a lump sum cost of \$21,000.00 per year for 2012 and 2013 and \$22,800.00 per year for 2014; plus \$15.00 per DVD for FOIL requests payable to Euro Video Productions, LLC.

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

21 DECEMBER 2011
TOWN BOARD MEETING

**BID FOR POLICE DEPARTMENT UNIFORMS FOR 2012 AWARDED -
BUCKSHOLLOW EMERGENCY EQUIPMENT CORPORATION**

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for Police Department uniforms for the Town of Carmel Police Department for the year 2012, and

WHEREAS such bids were received and opened on November 29, 2011, as detailed in the bid opening memo from the Chief of Police, on file in the Town Clerk's Office, and

WHEREAS the Michael Johnson, Chief of Police has recommended the awarding of the bid as set forth hereafter,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the bids for Police Department uniforms to Buckshollow Emergency Equipment Corporation, Mahopac, NY, the lowest responsible bidder who met specifications, at the following bid prices:

Blauer Gore-Tex with liner: \$219.00 each (No. 9010Z);
Blauer Gore-Tex with liner: \$191.00 each (No. 9910Z);
Dress Blouse Class A: \$195.00 each;
Summer Cap 8 point: \$19.50 each;
Winter Cap 8 point: \$19.50 each;
IKE Jacket: \$99.00 each;
Rain Coat: \$110.00 each;
Blauer #8910 summer shirt: \$37.50 each;
Blauer #8900 winter shirt: \$41.00 each;
Blauer #8561P7 pants: \$72.50 each;
Blauer #8810X pants: \$50.00 each.

Resolution

Offered by: Supervisor Schmitt
Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

Supervisor Schmitt stated that he was pleased that the low bidder for the contract is a company located in the Town of Carmel because the revenue will remain in Putnam County.

**BID FOR DRY CLEANING OF POLICE DEPARTMENT UNIFORMS FOR 2012
AWARDED - CARMEL CLEANERS**

WHEREAS the Town Board of the Town of Carmel has previously authorized advertisement for the solicitation of bids for dry cleaning of Police Department uniforms for the Town of Carmel Police Department for the year 2012, and

WHEREAS such bids were received and opened on November 29, 2011, as detailed in the bid opening memo from the Chief of Police, on file in the Town Clerk's Office, and

WHEREAS the Michael Johnson, Chief of Police has recommended the awarding of the bid as set forth hereafter,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the dry cleaning of Police Department uniforms to Carmel Cleaners, Route 6 Putnam Plaza, Carmel, NY, the lowest responsible bidder who met specifications, at bid price of \$2.79 per unit and \$12.00 per alteration.

**21 DECEMBER 2011
TOWN BOARD MEETING**

(Cont.)

Resolution

Offered by: Councilwoman McDonough
 Seconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

**BID AWARDED FOR 2012 DAILY CLEANING SERVICES OF TOWN OF CARMEL
POLICE DEPARTMENT - CTE, INC., D/B/A RELIABLE CLEANING**

WHEREAS, pursuant to authorization of the Town Board, the Chief of Police has advertised for bids for daily cleaning services for the Police Department for the year 2012; and

WHEREAS such bids were received and opened on November 29, 2011, as detailed in the bid opening memo from the Chief of Police, on file in the Town Clerk's Office, and

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Carmel hereby awards the contract for cleaning services for the Police Department for the year 2012 to CTE, Inc., d/b/a Reliable Cleaning of Carle Place, NY the lowest responsible bidder who met specifications at a total cost of \$9,468.00; and

BE IT FURTHER RESOLVED that upon presentation of insurance certificates,, as required by the bid specifications and in form as approved by the Town Counsel, the Supervisor is authorized to sign the contract, in form as contained in the bid specifications for the performance of said services.

Resolution

Offered by: Councilman Lombardi
 Seconded by: Supervisor Schmitt

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

**PURCHASE OF BULLETPROOF VESTS FOR TOWN OF CARMEL POLICE
DEPARTMENT AUTHORIZED - NOT TO EXCEED \$30,250.00**

WHEREAS Michael Johnson, Chief of Police has recommended to the Town Board of the Town of Carmel that the present bulletproof vests issued to the Town of Carmel Police Department members be replaced; and

WHEREAS, the Chief of Police has advised the Town Board of the availability of said equipment on a New York State-approved bid list by a duly qualified and approved vendor;

NOW BE IT FURTHER RESOLVED that the purchase of the aforesaid vests for Town of Carmel Police Department members at an aggregate price not to exceed \$30,250.00 is hereby authorized and approved and

BE IT FURTHER RESOLVED that the office of the Comptroller is hereby authorized to make any budget modifications necessary to effect the foregoing.

Resolution

Offered by: Supervisor Schmitt
 Seconded by: Councilwoman McDonough

**21 DECEMBER 2011
TOWN BOARD MEETING**

(Cont.)

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

Councilman Ravallo noted that the purchase of the bulletproof vests is being funded through a grant.

REAPPOINTMENT MADE TO THE RECREATION AND PARKS ADVISORY COMMITTEE - MICHAEL BERG - 1/1/12 TO 12/31/14

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints Michael Berg to the Town of Carmel Recreation and Parks Advisory Committee for a term commencing January 1, 2012 and expiring December 31, 2014.

ResolutionOffered by: Councilwoman McDonoughSeconded by: Councilman Lombardi and Supervisor Schmitt

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

REAPPOINTMENT MADE TO THE RECREATION AND PARKS ADVISORY COMMITTEE - AUSTIN DECKER - 1/1/12 TO 12/31/14

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints Austin Decker to the Town of Carmel Recreation and Parks Advisory Committee for a term commencing January 1, 2012 and expiring December 31, 2014.

ResolutionOffered by: Councilman LombardiSeconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

REAPPOINTMENT MADE TO THE RECREATION AND PARKS ADVISORY COMMITTEE - NEIL SULLIVAN - 1/1/12 TO 12/31/14

RESOLVED that the Town Board of the Town of Carmel hereby re-appoints Neil Sullivan to the Town of Carmel Recreation and Parks Advisory Committee for a term commencing January 1, 2012 and expiring December 31, 2014.

ResolutionOffered by: Supervisor SchmittSeconded by: Councilman Lombardi

**21 DECEMBER 2011
TOWN BOARD MEETING**

(Cont.)

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

ATTENDANCE AT 2012 NEW YORK STATE ASSOCIATION OF TOWNS NEWLY ELECTED OFFICIALS TRAINING CONFERENCE AUTHORIZED - COUNCILMAN-ELECT JOHN LUPINACCI AND COUNCILMAN-ELECT JONATHAN SCHNEIDER

RESOLVED that the Town Board of the Town of Carmel hereby authorizes councilman-elect John Lupinacci and councilman-elect Jonathan Schneider to attend the 2012 New York State Association of Towns Newly Elected Officials Training Conference scheduled from January 11 through January 13, 2012 in Albany, NY; and

BE IT FURTHER RESOLVED that the cost of registration and other necessary expenses be advanced or reimbursed by the Town Comptroller's Office upon audit and approval.

ResolutionOffered by: Councilwoman McDonoughSeconded by: Councilman Lombardi and Supervisor Schmitt

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

TOWN OF CARMEL 2011 SUBJECT MATTER LIST AND OFFICE RETENTION SCHEDULE - ADOPTED

RESOLVED that, upon the recommendation of Ann Garris, Town Clerk, the Town Board of the Town of Carmel hereby adopts the Town of Carmel 2011 Subject Matter List and Record Retention Schedule as pre-filed with the Town Clerk.

ResolutionOffered by: Councilwoman McDonoughSeconded by: Councilman Lombardi

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

ASSESSMENT ROLLS FOR THE OPERATION AND MAINTENANCE OF THE IMPROVEMENTS OF THE SEWER AND WATER DISTRICTS FOR FISCAL YEAR 2012 - 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, #11, #12, #13, #14 and extensions thereto of said Town for fiscal year 2012 as originally prepared by the Town Assessor and filed with the Town Clerk as the final assessment rolls for the year 2012.

(Cont.)

Resolution

Offered by: Councilman Lombardi
Seconded by: Councilwoman McDonough

<u>Roll Call Vote</u>	<u>YES</u>	<u>NO</u>
Robert Ravallo	<u>X</u>	<u> </u>
Frank Lombardi	<u>X</u>	<u> </u>
Suzanne McDonough	<u>X</u>	<u> </u>
Kenneth Schmitt	<u>X</u>	<u> </u>

PUBLIC COMMENTS

Peter Creegan expressed his congratulations to Councilman Ravallo. Mr. Creegan went on to ask for clarification with regard to the resolution authorizing the temporary advancement of cash from Carmel Sewer District #2 to the Highway Fund.

Gregory Folchetti, Legal Counsel explained that it was an inter-fund loan that must be paid back with interest.

Councilman Ravallo noted that it has been done by the Town of Carmel in the past.

Mr. Creegan inquired about the interest rate.

Mr. Folchetti stated that it will be the prevailing rate set by New York State.

Mr. Creegan addressed the resolutions authorizing the purchase of police department uniforms and the purchase of bullet proof vests. He suggested that going forward, the Town should look to purchase goods made in America.

Mr. Folchetti pointed out that the Town was bound by General Municipal Law with regard to the bidding process and discussion ensued.

Thomas Carey, former Town Comptroller commended Councilman Ravallo for his excellent service to the Town of Carmel. Mr. Carey spoke regarding Councilman Ravallo’s many accomplishments during his tenure.

TOWN BOARD MEMBER COMMENTS

Councilwoman McDonough announced that the Hamlet of Carmel Civic Association’s annual menorah lighting ceremony will take place at 5:30 p.m. on December 22, 2011 across from the Reed Library.

Supervisor Schmitt announced that the Town Board is looking for interested and qualified persons to fill vacancies on the Architectural Review Board, Planning Board, Zoning Board of Appeals and the Recreation and Parks Advisory Committee. Letters of interest and resumes must be submitted by January 13, 2012.

Councilman Ravallo reflected on his twenty-four years of service with the Town of Carmel. He cited the expansion of Carmel Sewer District #2, the construction of Camarda Park and the Town’s current solid financial condition as his major accomplishments. Councilman Ravallo noted that the failure to bring a major hotel to the Town of Carmel was his major disappointment. Councilman Ravallo acknowledged the support of the elected officials, managers and staff that he has served with throughout the years.

21 DECEMBER 2011
TOWN BOARD MEETING

PRESENTATION OF PLAQUE TO COUNCILMAN ROBERT RAVALLO

Councilman Ravallo was presented with a plaque in appreciation of his twenty-four years of service as Town of Carmel Councilman and for his service as Deputy Supervisor. Supervisor Schmitt, Councilwoman McDonough and Councilman Lombardi each spoke in recognition of Councilman Ravallo's commitment and dedication.

TOWN BOARD MEMBER COMMENTS CONTINUED

Supervisor Schmitt announced that the 2012 Swearing in Ceremony for newly elected Town of Carmel officials will be held at the Town Hall on January 1, 2012 at 10:00 a.m. and invited residents to attend.

The members of the Town Board wished a Happy Hanukah, Merry Christmas and Happy New Year to all.

ADJOURNMENT

All agenda items having been addressed, on motion by Councilman Lombardi, seconded by Supervisor Schmitt, with all Town Board members present and in agreement, the meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Ann Garris, Town Clerk