

**TOWN OF KENT
TOWN BOARD MEETING
Tuesday, June 3, 2014**

Public Hearing - 7:00 p.m.

Close Sewer Use Law Public Hearing

Workshop

1. Recognition of Emergency Responders
2. Audit Report
3. Imagination Station Work Detail
4. Attorney RFP's
5. Term Limits – Public Hearing
6. Lake Carmel Park District
 - Beach opening and closing dates
 - Extension of beach passes
 - Advisory committee
7. Sidewalk Construction Grant
8. Portable lavatories
9. Clean-up of 70 Putnam Drive, 34 Larchmont Road and 35 Larchmont Road
10. Town Hall Summer Hours – revise Town of Kent Employee Handbook Section 501
11. Amend Resolution #58 and increase Highway Department emergency spending from \$3,500 to \$8,000.00
12. Water District 2 Annual Water Quality Certification Report
13. Public Comment

Meeting

1. Pledge of Allegiance
2. Roll Call
3. Authorize Town Clerk to advertise Attorney RFP's
4. Approve amending Resolution #58 to increase Highway Department emergency spending from \$3,500 to \$8,000.00
5. Authorize Town Supervisor to contract for clean-up of 70 Putnam Drive, 34 Larchmont Road and 35 Larchmont Road
6. Authorize Town Supervisor to send letter of support for Sidewalk Construction Grant
7. Approve Sewer Use Law
8. Set date for Public Hearing on Term Limits
9. Approve Revision of Town of Kent Employee Handbook Section 501 to change summer hours to 8:00 a.m. to 4:00 p.m.
10. Approve Vouchers and Claims
11. Public Comment

W#1

Synopsis of Kent Police Department Report # 2014-000653:

On the morning of April 28, 2014 shortly before 7:00 AM a frantic call for help was received by Dispatchers Brendan Stevens and Brian Neary at the Putnam County 911 Center. Jeanne Strittmatter reported that her 21 year old daughter, Elizabeth Kafalas, had collapsed on the floor of their Lake Carmel home and had stopped breathing. As CPR instructions were being given over the phone the Lake Carmel Fire Department and the Kent Police Department were dispatched to the scene. Within just a couple of minutes members of both departments had arrived at the Kafalas residence to render what would become life-saving aid. Lake Carmel Fire Department Captain Patrick Ryan, Firefighter Candice Telesco and Kent Police Officer Alexander Vanderwoude performed CPR on Elizabeth while Kent Police Officer Thomas Varbero retrieved an AED (Automated External Defibrillator) from his patrol vehicle. Officer Varbero used the AED to administer an electrical shock to Elizabeth in an effort to get her heart pumping again. A few seconds after the shock was administered Elizabeth took a deep gasp but did not yet regain consciousness. Additional members of the Lake Carmel Fire Department including Lieutenant and Emergency Medical Technician (EMT) Lisa Madsen, Firefighter and Emergency Medical Technician (EMT) Ryan Morin, and Firefighter Eric Ment arrived on scene with the ambulance. Joined by Trans Care Paramedic Beth Bodnar the Lake Carmel Ambulance crew continued to render aid until they and Elizabeth arrived at Putnam Hospital Center. Elizabeth was flown to Westchester Medical Center via Stat Flight helicopter where she was admitted to the cardiac care unit. Elizabeth was released from the hospital a week later and is making a fantastic recovery. I would like to take this opportunity to commend all of the emergency services providers and first responders who answered the call of duty that April morning. Their heroic efforts were instrumental in saving the life of a fellow human being.

TERM LIMITS

1. Title.

The title of this chapter shall be the "Term Limits Law".

2. Legislative intent.

It is the intent of the Town Board of the Town of Kent to expand participation in the electoral process and to bring new ideas to governance of the Town of Kent. To these ends, the Town Board of the Town of Kent adopts this chapter to limit terms of office for elected officials in the Town of Kent.

3. Term limits established.

No elective public officer of the Town of Kent shall have more than ____ consecutive terms of ____ years each in the same public office. For purposes of this chapter, "same public office" shall mean any and all public offices that are the same as the office that the elective public officer last held. Any terms of office held prior to the November ____, 2014, general election shall not be counted for term limitation purposes.

4. Partial term of office.

Nothing contained herein shall prohibit an elective public officer in the Town of Kent from holding either an elective or appointive partial term in the same elective public office, immediately prior to election to that elective public office for a full term. In that event, the partial term shall not be counted for purposes of the term limitation imposed by this chapter.

5. Other elective office.

Nothing contained in this chapter shall prohibit an elective public officer from seeking, being elected to, or holding another and different elective public office in the Town of Kent at the conclusion of a term of public office as required by this chapter.

6. Exclusion.

Nothing contained in this chapter shall apply to the office of Town Justice of the Town of Kent.

7. Authority.

This chapter is enacted pursuant to §10(1)(ii)(a) of the Municipal Home Rule Law of the State of New York which authorizes towns to adopt local laws concerning the mode of selection and terms of office of elected officials.

W# 7

Jasmine Ramos

From: John Pilner [John.Pilner@putnamcountyny.gov]
Sent: Wednesday, May 28, 2014 4:50 PM
To: jramos@townofkentny.gov
Subject: FW: Scanned from MFP-07155350 05/06/2014 14:15
Attachments: DOC050614.pdf

Supervisor Fleming;

Could you please confirm by reply that you did receive my e-mail from 5/27/14. Thank you. ----John

-----Original Message-----

From: John Pilner
Sent: Tuesday, May 27, 2014 2:15 PM
To: 'jramos@townofkentny.gov'
Subject: FW: Scanned from MFP-07155350 05/06/2014 14:15

Maureen;

This is the same e-mail from 5/6/14. If you could please send us a support letter again we would appreciate it. Our federal TAP grant application will rank higher with support letters. Thanks. ----John Pilner

-----Original Message-----

From: John Pilner
Sent: Tuesday, May 06, 2014 2:39 PM
To: 'mfleming@townofkentny.gov'
Cc: John Tully; Fred Pena
Subject: FW: Scanned from MFP-07155350 05/06/2014 14:15

Supervisor Fleming;

I have forwarded to you a copy of a support letter we had in our previous TEP grant application from May 2008. I am asking for another support letter for essentially the same project, just 6 years later. I have marked up the old letter to make it correct for today. Back in 2008 we were awarded the TEP grant for \$2 million to construct a sidewalk along Route 52 from ShopRite Plaza northward to Lake Carmel. The project was too ambitious in its scope, and could not be accomplished with \$2 million, and could not be re-scoped according to the TEP regulations. We are now applying again for this project, but with a much reduced scope. The sidewalk would extend from ShopRite Plaza (where the current sidewalk ends) northward to the Putnam County Savings Bank and the former Kent Library. Our application deadline is 6/11/14, and I hope you can support this project. If you have additional questions, please contact me at 845-878-3480 ext. 48108, or at this e-mail. Thank you. ----John Pilner -----

Original Message-----

From: scantomail [mailto:scantomail@putnamcounty.gov]
Sent: Tuesday, May 06, 2014 5:15 PM
To: John Pilner
Subject: Scanned from MFP-07155350 05/06/2014 14:15

Scanned from MFP-07155350.

Date: 05/06/2014 14:15

Pages:1

Resolution:200x200 DPI

KATHERINE M. DOHERTY
Supervisor
(845) 225-3943

EDITH SCHANIL
Town Clerk
(845) 225-2067



RECEIVED

MAY 23 2008

PUTNAM CO. PLANNING DEPT

TOWN OF KENT
25 Sybil's Crossing
Kent Lakes, New York 10512

KARL ROHDE
Councilman

MICHAEL A. TIERNEY
Councilman

PENNY ANN OSBORN
Councilwoman

LOUIS TARTARO
Councilman

May 20, 2008

Mr. John Pilner
Putnam County Department of Planning
841 Fair Street
Carmel, NY 10512

Subject: TEP Grant for Sidewalk Construction

Dear Mr. Pilner:

I am writing in support of Putnam County's application for TEP Federal Grant to fund the sidewalk construction along Route 52 from Shoprite Plaza to Barrett Hill Road in Lake Carmel, the Town of Kent.

a TAP
Putnam County Savings Bank and
the former library

Extending the sidewalks will not only increase the beauty of Route 52, but will also enhance the character of the community, promote pedestrian safety, and thus improve the quality of life of our citizens.

I would appreciate every consideration given to this application and if I can be of any assistance, please feel free to contact me at (845) 225-3943 or email kdoherly@townofkentny.gov.

Thank you and best regards.

Sincerely,

Katherine M. Doherty, Town Supervisor
On Behalf of the Town Board

KD/tc

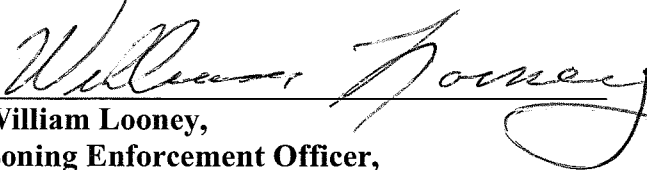
CODE ENFORCEMENT
OF
TOWN OF KENT, PUTNAM COUNTY, NEW YORK
845-306-5598

W #9

Supervisor Fleming:
Town Board Officials of the Town of Kent:
Putnam County, New York.

May 29, 2014.

Enclosed please find proposal submitted by landscaping contractor "Putnam Handyman" contact number 914-588-7555, to address property maintenance issues that have been the subject of violation notices issued to property owners by this writer but have not been corrected. A request for proposals from contractors "Tri-County Lawn and Landscape Inc." and "X-Scape Landscaping" contact numbers 845-432-5488 and 845-235-0297 respectively have not resulted in a submission as of this date. These conditions have become a source of concern to surrounding property owners who have contacted the undersigned seeking relief and have requested that the town address the issue. The undersigned acting as an agent for the Town of Kent in the role of Zoning Enforcement Officer respectfully requests that the Supervisor and Town Board Officials of the Town of Kent review this matter and present the cleanup task for approval at the earliest opportunity. Respectfully,


William Looney,
Zoning Enforcement Officer,
Town of Kent.

c/c Michael Tierney, Councilman.

Paul Denbaum, Councilman.

Penny Ann Osborn, Councilwoman.

William Huestis, Councilman.

CODE ENFORCEMENT
OF
TOWN OF KENT, PUTNAM COUNTY, NEW YORK
845-306-5598

COPY

ORDER TO REMEDY VIOLATION

Location: 70 PUTNAM DRIVE, CARMEL, N.Y. 10512.
Map NO: 22.66-2-18

Date: May 22, 2014.

TO: ROGER DUCLOS

Address/Owner/Agent: 70 PUTNAM DRIVE, N.Y. 10512.

PLEASE TAKE NOTICE THERE EXISTS A VIOLATION OF: **PROPERTY MAINTENANCE** FOUND IN SECTION 55A-11 SUB B. (1) (b) OF THE TOWN ORDINANCES OF THE TOWN OF KENT.

The State Building Construction Code
Zoning Ordinances

Other Applicable Laws, Ordinances or Regulations X

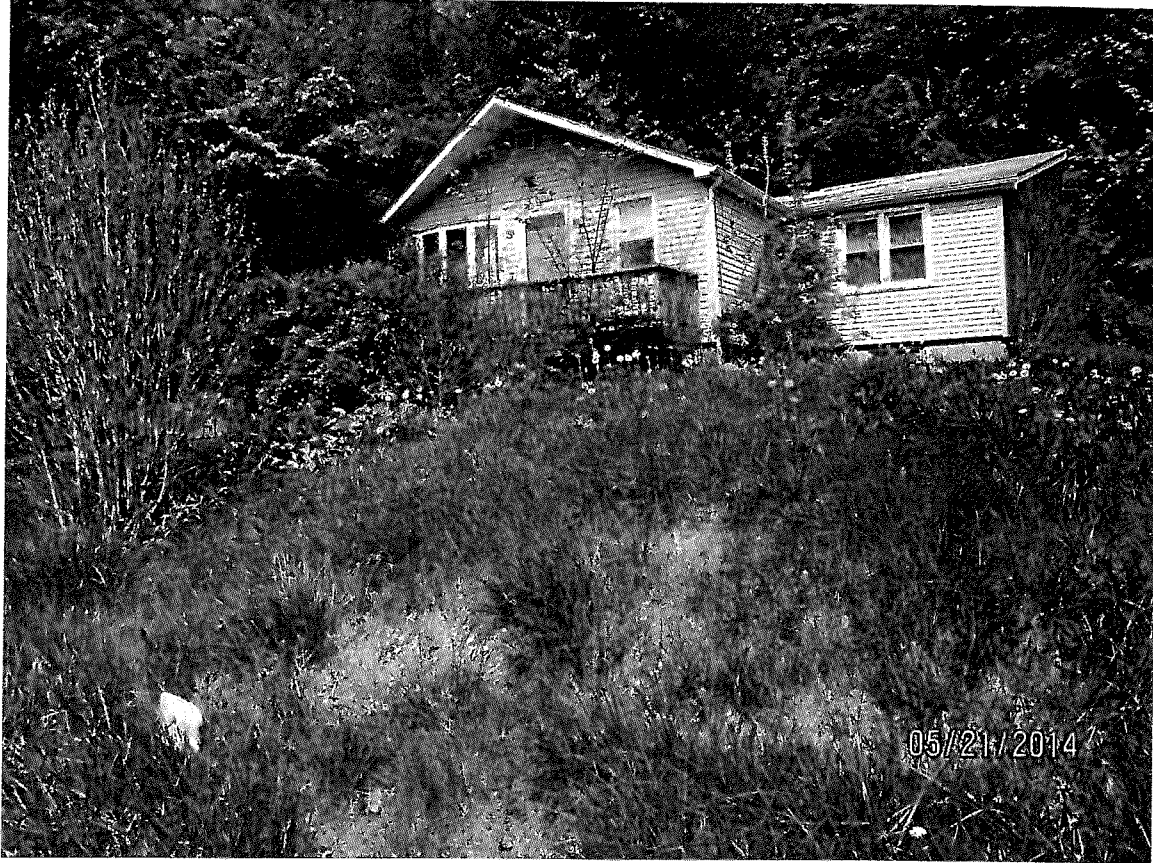
at premises hereinafter described in that:

OWNER/AGENT HAS FAILED TO KEEP THE EXTERIOR AREA OF SITE FREE OF EXCESS WEED/GRASS GROWTH.

OWNER/AGENT HAS TEN DAYS FROM THIS DATE OF SERVICE TO SUBMIT A WRITTEN REQUEST TO THIS OFFICE FOR A HEARING TO DISCUSS REMEDIAL ACTION TO ABATE THE STATED ISSUES.

IF THE ABOVE LISTED VIOLATIONS ARE NOT CORRECTED, NOR WRITTEN NOTICE RECEIVED, THE TOWN WILL CONTRACT WITH A VENDER TO ADDRESS THE ISSUES AND THE FEE THAT THE COMPANY PRESENTS WILL BE CHARGED TO THE PROPERTY OWNER. ADDITIONALLY IF THE PROPERTY OWNER FAILS TO PAY THE TOWN BILL THE DEBT WILL BE ATTACHED TO THE OWNER'S TAX BILL PAYABLE ON THE NEXT INSTALLMENT.

(SEE FOLLOWING PAGES)



ALL WEED/GRASS GROWTH MUST BE TRIMMED

YOU ARE THEREFORE DIRECTED AND ORDERED to comply with the law and to remedy the conditions above mentioned within the time constraints stated above. Failure to remedy the conditions aforesaid and to comply with the law may constitute an offense punishable by fine or imprisonment or both.

WILLIAM LOONEY,
ZONING ENFORCEMENT OFFICER,
TOWN OF KENT.

CODE ENFORCEMENT
OF
TOWN OF KENT, PUTNAM COUNTY, NEW YORK
845-306-5598

COPY

ORDER TO REMEDY VIOLATION

Location: 35 LARCHMONT ROAD, CARMEL, N.Y. 10512
Map NO: 33.50-1-44

Date: May 21, 2014.

TO: FINANCIAL FREEDOM, ONEWEST BANK FSB

Address/Owner/Agent: PO BOX 85400, AUSTIN, TX., 78708.

PLEASE TAKE NOTICE THERE EXISTS A VIOLATION OF: **PROPERTY MAINTENANCE** FOUND IN SECTION 55A-11 SUB B. (1) (b) OF THE TOWN ORDINANCES OF THE TOWN OF KENT.

The State Building Construction Code _____
Zoning Ordinances _____

Other Applicable Laws, Ordinances or Regulations X

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WILLIAM LOONEY,
ZONING ENFORCEMENT OFFICER,
TOWN OF KENT.

PUTNAM HANDYMAN CONST.

282 Towners Rd. Carmel NY 10512 PC:5478

putnamhandyman@yahoo.com (914)588-7555

May 27, 2014

Town of Kent Zoning Enforcement Officer

William Looney

25 Sybils Crossing

Kent Lakes N.Y. 10512

Dear Bill,

Here is a copy of the proposal you requested in order to clean up the properties located at 35 Larchmont Rd and 70 Putnam Dr.

35 Larchmont Rd

At this location we will be clearing the property of the overgrowth and removing fallen tree debris and chipping it. The yard will be trimmed then mowed removing all the excess trimmings. The brush encroaching on the house will cut back and removed.
\$350

70 Putnam Dr

At this location we will be clearing the property of the overgrowth and removing fallen tree debris and chipping it. The yard will be trimmed then mowed removing all the excess trimmings. The brush encroaching on the house will cut back and removed.
\$550

This is an accurate proposal of the work to be completed for each property currently there and does not include any unforeseen circumstances that may arise. This proposal is good for 30 days. Thank you for choosing Putnam Handyman Construction and our affiliates and we look forward to working with you soon.

Timothy Proctor

Owner/Operator

500 OPERATIONAL POLICIES

501 *Departmental Hours*

Normal Hours of Operation - The normal hours of operation are established by the Town Board at the annual organizational meeting. An employee's Department Head and the Town Supervisor will establish the employee's work schedule, which may differ from the normal hours of operation depending upon the particular needs and requirements of the department. The Town Board reserves the right to approve all employee work schedules, except where otherwise prohibited by applicable State or Town Law. *[Revised by Town Board Resolution 2-25-09]*

Summer Hours - Summer hours of operation will be in effect beginning the first Monday of June through the first Friday of September that follows Labor Day. The summer hours of operation are 8:30am to 4:30pm. *[Adopted by Town Board Resolution 5-23-05; Revised by Town Board Resolution 6-16-08]*

Department Head Absences – Department Heads have duties that may require them to be absent from their offices at certain times during the day. In the event that a Department Head is absent from the office, basic departmental forms should be readily available for distribution and/or collection. It is the Department Head's responsibility to determine what services are to be provided and to schedule coverage of these basic services during scheduled business hours.

Union Employees – The work schedules of employees covered by a collective bargaining agreement shall be governed by the applicable collective bargaining agreement.

502 *Emergency Situations*

Closing Procedures - In the event that extraordinary weather conditions or other emergencies develop prior to the beginning of the workday, the Town Supervisor may authorize the closing of non-emergency operations, or, if extraordinary weather conditions or other emergencies develop during a workday, the Town Supervisor may direct that certain employees who perform non-essential services leave work.

Closing Affect on Compensation – Pay for FLSA non-covered or exempt employees will not be affected by an emergency closing. Pay for FLSA non-exempt employees will be in accordance with the provisions below:

- **During Work** - A full-time employee who is directed by the Town Supervisor to leave work due to an emergency closing will be paid for the remainder of the employee's normal workday at the employee's regular rate of pay. Such time will not be included as time worked for the purpose of computing overtime. A FLSA non-exempt part-time employee will also be paid for the remainder of the workday as long as the employee was scheduled to work on that day. An employee who has previously scheduled a paid leave day must still charge the absence for the day to the appropriate paid leave.

An employee who is directed by the Town Supervisor to remain at work while other employees are directed to leave work due to an emergency closing will be credited compensatory time at the rate of one hour for each extra hour worked in addition to being paid for the remainder of the employee's normal workday. The employee must use the compensatory time within thirty calendar days from the date in which

Water District #2

W # 12

New York State Department of Health

Annual Water Quality Report Certification Form

Community Water System Name: Kent Water District #2

Community Water System Address: Leeside Drive - Lake Carmel, NY 10512

PWS ID #: NY 9905000

The community water system named above hereby confirms that its Annual Water Quality Report has been distributed to customers (and appropriate notices of availability have been given). Further, the system certifies that the information contained in the report is correct and consistent with the compliance monitoring data previously submitted to the health department.

Certified by:

Name: Penny Ann Osborn

Title: Town of Kent Councilwoman

Phone #: 845 225 3943 Date: 5/8/14

Please indicate how your report was distributed to your customers:

☐ Annual Water Quality Report was distributed to bill-paying customers by mail.

☐ Annual Water Quality Report was distributed to bill-paying customers by direct delivery (please specify the direct delivery method used).

☐ Hand delivered.

☐ Published in local paper (i.e., *Penny Saver*) that was directly delivered or mailed to all bill-paying customers.

☐ Published in local municipal newsletter that was directly delivered or mailed.

☐ Mailed a notification that AWQR is available on a public website via a direct URL

☐ Emailed with a message containing a direct URL link to the AWQR

☐ Emailed with AWQR sent as an attachment to the email

☐ Emailed with AWQR sent as an embedded image in the email

☐ Additional electronic delivery that meets "otherwise directly deliver" requirement

☐ Other (please specify) _____

☐ System does not have bill-paying customers.

For systems serving at least 100,000 persons, in addition to distributing your report using the methods described above, your Annual Water Quality Report must also be posted on the Internet.



Annual Water Quality Report is posted on the Internet at www.Town of Kent NY.gov

Please indicate what "Good Faith" efforts were used to reach non-bill paying consumers. Those efforts included the following methods as recommended by the New York State Department of Health.

☒ Posting the Annual Water Quality Report on the Internet at www.Town of Kent NY.gov

☐ Mailing the Annual Water Quality Report to postal patrons within the service area.

☐ Advertising the availability of the Annual Water Quality Report in the news media.

☐ Publication of the Annual Water Quality Report in a local newspaper.

☐ Posting the Annual Water Quality Report in public places (attach a list of locations).

☐ Delivery of multiple copies to single-bill addresses serving several persons such as: apartments, businesses, and large private employers.

☐ Delivery to community organizations.