

**TOWN OF KENT
TOWN BOARD MEETING
Tuesday, June 16, 2020**

Executive Session – 6:00 p.m.

To discuss proposed, pending or current litigation and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Workshop/Meeting – 7:00 p.m.

1. Pledge of Allegiance
2. Discussion and Vote on the following:
 - a. Lake Carmel Park District – resignation of Advisory Board member, advertise for members of the LCPDAB, lake management contract, hiring of lifeguards, hiring of park maintenance helper, and tree plantings
 - b. Planning Department – accept surety bond for tax map # 12.1-28
 - c. Code Enforcement – correct violations at TM# 33.65-1-36 and TM# 33.81-1-42
 - d. Renumbering of Local Law No. 2-2020 to maintain the organization of the Code.
 - e. Partnership between Town of Kent and Town of Carmel for submission of application regarding EOH Community Wastewater Planning Assistance Grant Program
 - f. Social Media Policy
 - g. Advertise for cleaning service bids
 - h. Approval of Vouchers and Claims
3. Announcements and Public Comment



Limnology Information and Freshwater Ecology Inc
 19 Sandy Pines Blvd
 Hopewell Junction, New York 12533
 845-227-8805 office
 845-227-0406 fax
 845-494-1359 cell
 www.lifeincponds.com
 markroland@lifeincponds.com

March 13, 2020

Maureen Fleming
 Supervisor Town of Kent
 25 Sybil's Crossing
 Kent Lakes, NY 10512

Re: Lake Carmel

Dear Maureen Fleming;

I want to thank you for the opportunity to provide a lake management proposal for Lake Carmel. I am aware that the major aquatic problem associated with the lake is a Blue Green Algae Bloom. This problem can be controlled in order for the lake to be esthetically pleasing and useable. The following is an estimate for **Lake Carmel**.

I am recommending the following lake maintenance schedule for the summer of 2020. The lake needs to be treated with an algacide named Cutrine Ultra and Copper Sulfate; I have attached a copy of the manufactures label for your information. You should be aware that although the treatments will clear up the algae blooms, ongoing maintenance is a **yearly** recommendation. The costs for these treatments are as follows:

I. Cutrine Ultra/ Copper Sulfate: June, July, August as needed	
Labor and Products: (2 Treatments)	\$17,650.00
II: NYS DEC Pesticide Permit & Permit Preparation fees:	\$200.00
III: NYS Division of Water NPDES Permit fees:	\$110.00
<u>Total 2020 Charges</u>	<u>\$17960.00</u>

It cannot be determined at this time exactly how many treatments the lake will require. NYSDEC Regulations and the label of Cutrine Ultra are specific that only one half of the water body can be treated at a time. This is a mandatory precaution, and from my experience with the lake this past summer a good precaution. With the Carp in the lake, and the low Dissolved oxygen levels at times treating half the lake is in my professional opinion necessary. The \$17650.00 charge is for 2 treatments of Cutrine Ultra.

It is imperative that at the first sign of the Blue Green Algae that the treatments begin. Two treatments should be adequate if the treatments begin at the onset of the algae blooms. If a third treatment is required to keep the lake in good condition due to a hot and dry summer the additional charge for a third treatment will be \$5500.00. The town will only be invoiced for treatments performed.

The prices above for the treatments include the required products, performing the application, posting the entire shoreline of the lake per NYSDEC regulations. LIFE Inc will also be performing water quality analysis of the DO (Dissolved Oxygen) levels that are needed 24 hours before and after a scheduled treatment. Water quality analysis is an important component to any application of an algacide in a large lake.

The cost of the permits and associated fees includes the filing fees for 2 NYSDEC Pesticide Permits and one NYSDEC Division of Waters Permit. The preparation fees include hydrogeology work, creating topographical, aerial and scaled maps of the water body; preparing a downstream model and notifications to downstream owners as required by NYSDEC Regulations.

I was a residence of The Town of Kent for 28 years, and my parents lived in 7 Hills Lake for over 30 years. I have a long history with The Town of Kent and as the owner of LIFE Inc I assure you that I have the best of intentions for helping to keep Lake Carmel useable all summer; this proposal is about helping a Lake Community.

If you decide to you use my firm for this work, please sign and return a copy of this estimate, my firm will handle the permit process. Upon receipt of the signed contract I will prepare a NYSDEC aquatic permit package for your signature.

If you have any further questions, please feel free to contact me.

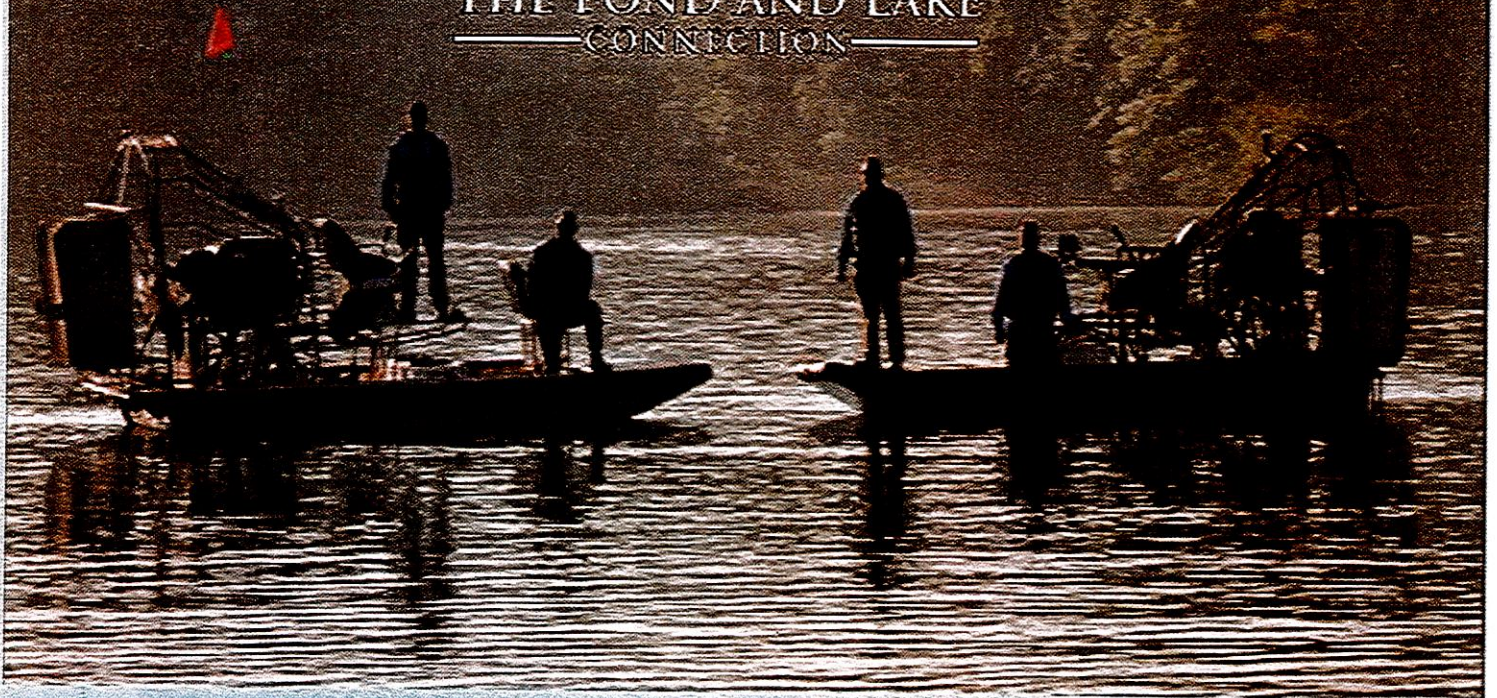
Sincerely,
Mark Roland
Mark Roland
President

Town of Kent

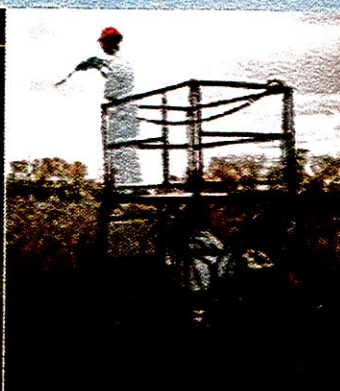
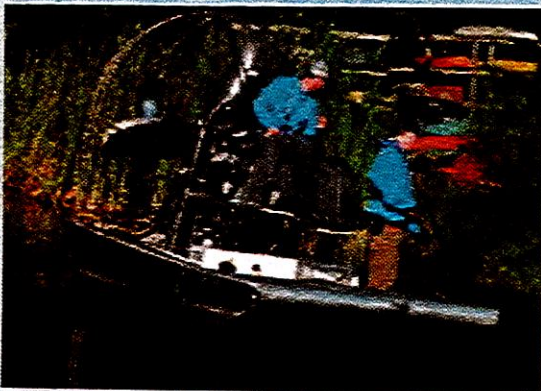
Date



THE POND AND LAKE CONNECTION



PROFESSIONAL REFERENCES AND LAKE MANAGEMENT
SERVICES PROVIDED BY
THE POND AND LAKE CONNECTION



1112 FEDERAL ROAD, BROOKFIELD, CT 06804



THE POND AND LAKE CONNECTION

References and Results from Management Programs:

Lake Kitchawan

Ms. Carol Sherwood
Pound Ridge, NY
914.763.9513
105 Acre Lake

Full Aquatic Management Plan

Target Species: Eurasian Milfoil, Algae and Lily Pads

Approach / Methodology: Aquatic Herbicide / Algaecide

Under Management Since 2014

Town of Carmel- Tea Kettle Lakes

Mr. Richard Franzetti
Carmel, NY
914.843.4704
Two 5 Acre Lakes

Full Aquatic Management Program,

Target Species: Watermeal, Duckweed and Algae

Approach / Methodology: Aquatic Herbicide / Algaecide

Under Management Since 2013

Mamasco Lake

Mr. Mike Austin
914-755-1329
Ridgefield, CT
86 Acre Lake

Full Aquatic Management Plan, Lake Mapping

Target Species: Curly Lead Pondweed, Milfoil and Blue-Green Algae

Approach / Methodology: Aquatic Herbicide / Algaecide

Under Management Since 2015

Blue Lake

Mr. Bill Hixson
North Stonington, CT
860.885. 1030
56 Acre Lake

Full Aquatic Management Plan

Target Species: Fanwort / Cabomba

Approach / Methodology: Aquatic Herbicide

Under Management Since 2013

Rainbow Lake

Mr. Douglas Carroll
Ridgefield, CT
douglas.carroll@hotmail.com
41 Acres

Full Aquatic Management Plan

Target Species: Curly Lead Pondweed and Blue-Green Algae

Approach / Methodology: Aquatic Herbicide / Algaecide

Under Management Since 2013

Pierrepont Lake / Twixt Hills

Mr. Clark Morrow
Ridgefield, CT
203.448.7557
43 Acre Lake

Full Aquatic Management Program, Lake Mapping

Target Species: Curly Lead Pondweed, Coontail and Algae

Approach / Methodology: Aquatic Herbicide / Algaecide

Under Management Since 2012

1112 FEDERAL ROAD, BROOKFIELD, CT 06804
TELEPHONE (203) 885-0184 FAX (203) 885-0873
WWW.THEPONDCONNECTION.COM
NY 15201 / CT 2764 / NJ 99972A / RI 6781 / MA CC-0048047
PA BU12662 / VT 1586-5192



THE POND AND LAKE CONNECTION

Other Lakes Currently Managed by The Pond and Lake Connection:

Crystal Lake- Middletown, CT - 32 Acres/ Curly Leaf Pondweed
Lake Wepawaug- Orange, CT- 16 Acres/ Algae and Pondweeds
Swan Lake- Swan Lake, NY- 300 Acres / Water Chestnut
Pinewood Lake- Trumbull, CT – 61 Acres / Algae and Pondweeds
Timer Lake- Torrington, CT- 25 Acres / Fanwort, Alligator Weed, Lilies and Water Chestnut
Putnam Lake- Patterson, NY- 400 Acres / Blue Green Algae
Truesdale Lake- South Salem, NY- 93 Acres/ Curly Leaf Pondweed and Algae
Ridgebury Lake- Wawayanda, NY- 30 Acres / Curly Leaf Pondweed, Milfoil and Algae
Thrushwood Lake- Trumbull, CT- 5 Acres/ Algae
Dog Pond- Goshen, CT- 63 Acres / Milfoil
Frye Lake- Greenwich, CT – 12 Acres / Blue – Green Algae
Spring Lake – Wallingford, CT- 7 Acres / Curly Leaf Pondweed, Milfoil and Duckweed
Seven Hills Lake- Carmel, NY- 35 Acres/ Milfoil
Bedford Lake- Bedford, NY- 20 Acres/ Planktonic Algae
Lake Mishnock- Coventry, RI- 51 Acres / Milfoil (**PROCELLACOR**)
Hundred Acre Pond- West Kingston, RI- 100 Acres/ Curly Leaf Pondweed and Bladderwort
Rogers Lake- Old Lyme, CT – 260 Acres / Variable Leaf Milfoil and Fanwort (**PROCELLACOR**)
Putnam Lake – Patterson, NY – 256 Acres / Blue Green Algae
Lake Mauweehoo- Sherman, CT- 40 Acres/ Curly Leaf Pondweed and Algae
Lake Meahagh- Cortlandt, NY- 79 acres / Eurasian Milfoil

Specialized Equipment Owned by The Pond and Lake Connection **Used to Conduct Aquatic Applications:**

Two 16' Airboats Equipped with 100 Gallon Spray Tanks, Sub-Surface Injection
10', 12', 14' and 16' Jon Boats with Outboard Motor
Calibrated Spreader, Spray Tank and Injection Pump
Mule / UTV Spray Vehicle, Amphibious Marsh Master Spray Vehicle
Chart Plotter, GPS systems with Depth Finders

1112 FEDERAL ROAD, BROOKFIELD, CT 06804
TELEPHONE (203) 885-0184 FAX (203) 885-0873
WWW.THEPONDCONNECTION.COM
NY 15201 / CT 2764 / NJ 99972A / RI 6781 / MA CC-0048047
PA BU12662 / VT 1586-5192



THE POND AND LAKE CONNECTION

About The Pond and Lake Connection:

The Pond and Lake Connection is a full-service aquatic management company helping lake owners for over 25 years. Our goals are to attain and preserve balance in your water resources by providing the highest quality and most comprehensive line of aquatic services and products.

Lake Services Offered

- Algae and Invasive Weed Control
 - Lake Aeration Systems
 - Fish Monitoring and Stocking
 - Natural and Biological Controls
- Terrestrial Invasive Species Controls
- Phosphorus and Nutrient Management
- Water Quality and Algae Identification Testing
 - Bathymetrical Lake Mapping
 - Floating Wetland Islands
 - Lake Survey and Reports
- Federal, State & Local Permitting
 - Association Meetings
 - Watershed Studies

Members of:



North American Lake Management Society



New York State Federation
Of Lake Associations



Pennsylvania's Waters in Your Hands



1112 FEDERAL ROAD, BROOKFIELD, CT 06804
TELEPHONE (203) 885-0184 FAX (203) 885-0873
WWW.THEPONDCONNECTION.COM
NY 15201 / CT 2764 / NJ 99972A / RI 6781 / MA CC-0048047
PA BU12662 / VT 1586-5192



THE POND AND LAKE — CONNECTION —

May 18, 2020

Lake Carmel
Maureen Fleming- Town Supervisor
25 Sybil's Crossing
Kent Lakes, New York 10512

2020 Proposal for the Aquatic Vegetation Treatment Program of Lake Carmel

Please accept this as our 2020 proposal for the Aquatic Management Program of Lake Carmel. We are recommending treating the pond with a state registered algaecide and /or herbicide. An outline of these applications can be found below.

Scope of Services

The required New York Department of Environmental Conservation (NY DEC) will be transferred to The Pond and Lake Connection upon acceptance of this contract. Upon receipt of the approved permit and growth of the plants the initial algaecide application will be made. Applications will be made based on label recommendations, standard aquatic weed management practices, and your approval. You will be notified of any water-use restrictions under New York Law. These restrictions will be considered during treatments. Follow-up applications will be performed as necessary.

Tentative Schedule of Performance

- NYS DEC Aquatic Permits..... to be Transferred The Pond and Lake Connection
- Pre-Treatment Inspection.....Late Spring / Early Summer
- Initial algaecide application Late Spring / Early Summer
- Follow Up Applications.....As Needed

Our ability to proceed with these treatments is dependent on the timely receipt of the required NY DEC & SPDES approved permits. **If you are in agreement with the terms as described above, please sign and return as soon as possible to ensure we receive the state permit in time for treatments.** If you have any questions, please feel free to call the office at any time. Product labels can be found on our website for additional information or furnish upon request.

We appreciate this opportunity and are looking forward to working with you in the year ahead. Thank you!

Sincerely,
James Gorman
The Pond and Lake Connection

ACCEPTED BY: Lake Carmel

Sign Name

Print Name

Date

1112 FEDERAL ROAD, BROOKFIELD, CT 06804
TELEPHONE (203) 885-0184 FAX (203) 885-0873
WWW.THEPONDCONNECTION.COM
NY 15201 / CT 2764 / NJ 99972A



THE POND AND LAKE
CONNECTION

1112 Federal Road
Brookfield, CT 06804

Estimate

Date	Estimate #
5/25/2020	53791

Name / Address

Lake Carmel
Maureen Fleming- Town Supervisor
25 Sybil's Crossing
Kent Lakes, New York 10512

Description	Qty	Rate	Total
New York State DEC Permit- Valid for 2020 to be transferred to The Pond and Lake Connection	2	0.00	0.00
For Cutrine Ultra and Copper Sulfate (Regularly \$250 each)			
Federal SPDES EPA Aquatic Permit	1	150.00	150.00
Initial Half Lake Treatment with the Aquatic Algaecide- Cutrine Ultra	1	8,000.00	8,000.00
1st Follow Up Half Lake Treatment with the Aquatic Algaecide- Cutrine Ultra	1	7,700.00	7,700.00
2nd Follow Up Half Lake Treatment with the Aquatic Algaecide- Cutrine Ultra	1	7,500.00	7,500.00
*Please note if Copper Sulfate is used pricing is \$4,500.00			
If the above meets your approval, please sign this copy and return it to the office. Thank you!		Subtotal	\$23,350.00
NY #15201 / CT #2764 / NJ #99972A/ MA # CC-0048047 / RI #6781 / VT #1586-5192/ PA #BU12662		Sales Tax (0.0%)	\$0.00
		Total	\$23,350.00

Signature _____

Phone #	Fax #	E-mail	Web Site
203-885-0184	203-885-0873	pondconnection@gmail.com	www.thepondconnection.com

Lake Carmel Lifeguards Summer 2020

Staff Name	Title	Rate of Pay
Bredan Donelan- full time	HG	\$15.00
Anthony Velez- part time	BC	\$14.00
Christian- part time possibly can give us more hours before Kiwi opens	BC	\$12.00(\$1.00 increase from last year)
Anthony Savio- part time- can give us more time until Kiwi opens	LG	\$11.80

Tamara Harrison

From: Lake Carmel Parks Clerk
Sent: Friday, June 05, 2020 11:52 AM
To: Maureen Fleming
Cc: Payroll Kent; Tamara Harrison
Subject: Agenda Item - Jose Rodriguez Seasonal Employment

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Frank Sabatini, Lake Carmel Crew Chief, requests the hiring of Jose Rodriguez and would like to have his application added to the agenda for the next town board meeting. Jose has previously worked for the recreation department and is seeking seasonal employment. Frank would like to add Jose to the seasonal crew with the Lake Carmel Park District at a rate of \$11.80 per hour.

Thank you.

Heidi Link

Lake Carmel Park District Clerk

Town of Kent

25 Sybil's Crossing

Kent Lakes, NY 10512

Telephone: (845) 306-5602

Fax: (845) 225-5130

lcpdclerk@townofkentny.gov

www.townofkentny.gov/lcpd_home.htm

Tamara Harrison

From: Lake Carmel Parks Clerk
Sent: Wednesday, June 10, 2020 11:19 AM
To: Maureen Fleming; Tamara Harrison
Cc: Christopher Ruthven; Jamie McGlasson
Subject: Tree Replacement in Lake Carmel
Attachments: kent_200522091158.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

The Lake Carmel Park District Advisory Board is requesting that quotes (one verbal and one written) be added to the June 16 agenda for trees to be purchased for planting in Lake Carmel.

Attached
Hardscrabble: \$2025.00 total

Verbal quote
Kent Countryside: \$2760.00 total
Weeping Cherry \$335/ea.
Pin Oak \$300/ea.
Red Bud (green leaf) \$270/ea.
Magnolia \$115/ea.

Heidi Link
Lake Carmel Park District Clerk
Town of Kent

25 Sybil's Crossing
Kent Lakes, NY 10512
Telephone: (845) 306-5602
Fax: (845) 225-5130
lcpdclerk@townofkentny.gov
www.townofkentny.gov/lcpd_home.htm

Zino Nurseries, Inc.
Hardscrabble Farms
Shagbark Farm

45 Hardscrabble Road
 North Salem, NY 10560
 Phone: (914) 669-5633



www.hardscrabblefarms.com

PAGE NO 1

CUST NO: *1 JOB NO: 000 PURCHASE ORDER:

REFERENCE:
 LAKE CARAMEL

TERMS:
 DUE ON RECEIPT

CLERK:
 BKH

DATE:
 5/22/20

SOLD TO:
 **** CASH ****

SHIP TO:
 TOWN OF KENT
 LAKE CARAMEL PARK DISRICT CL

EXP. DATE: 12/18/20

TERMINAL: 554

KENT FALLS NY 10512

SALES REP: BKH
 TAX: NYX NY EXEMPT

QUOTATION: 44428

ORDERED	DESCRIPTION	SUGG	PRICE /PER	EXTENSION
2	QUERCUS PALUSTRIS Size: 2-2.5		225.00 /EA	450.00 N
3	PRUNUS SUBHIRTELLA PENDULA Size: 2-2.5		185.00 /EA	555.00 N
3	CERCIS CANADENSIS Size: 2-2.5		195.00 /EA	585.00 N
3	MAGNOLIA X JANE Size: 7-8		145.00 /EA	435.00 N

TAXABLE 0.00
 NON-TAXABLE 2025.00
 SUBTOTAL 2025.00

TAX AMOUNT 0.00

TOTAL \$2,025.00

IMPORTANT:

Prices and the availability of plants are subject to change at time of shipment.
 This Estimate must be submitted at time of pick up to receive the correct items and pricing.
 Estimate is valid for 30 days.

X
 Received By

2b.

Tamara Harrison

From: Planning Kent
Sent: Friday, June 12, 2020 3:03 PM
To: Maureen Fleming
Cc: Lana Cappelli; Accountant; Tamara Harrison; Building Inspector
Subject: Alexander Othmer Erosion Control Bond
Attachments: Othmer Adopted Bond Resolution 5 2020 Jun 2020.pdf

Please find attached a surety bond # 9357N in the amount of \$8,930.00 from The Service Insurance Company, Inc., 80 Main St. - Ste 330, West Orange, NJ 07052 for the period 5/22/20 through 5/21/21 and to be renewed annually until released by the Obligee. Also attached is supporting documentation from the Planning Board. The Planning Board voted to accept this bond and to forward to the Town Board and, if appropriate, to also accept the bond at their next Board meeting.

Thanks very much.

Vera Patterson
Town of Kent
Planning Board Secretary
25 Sybil's Crossing
Kent, NY 10512
planningkent@townofkentny.gov
845-225-7802 (T)
845-306-5283 (F)

Town of Kent Planning Board
25 Sybil's Crossing
Tel: 845-225-7802

email: planningkent@townofkentny.gov
Kent, NY 10512
Fax: 845-306-5283

Resolution #5

Year 2020

Date: June 11, 2020
From: The Kent Planning Board
To: The Kent Town Board:
Maureen Fleming, Supervisor - w/Att Paul Denbaum
Bill Huestis, Deputy Supervisor Jaimie McGlasson
Chris Ruthven
CC: W. Walters, Building Inspector - w/Att T. Harrison - w/Att.
L. Cappelli, Town Clerk - w/Att Finance Department - w/Att.
Re: **Accept Erosion Control & Sediment Control Bond**
Alexander Othmer
1087 N. Horsepound Road
Kent, NY 10512 for Property located at:
189 Churchill Road
Kent, NY 10512
TM: 12.1-28

Resolved: On June 11, 2020 Kent Planning Board reviewed material pertaining to the recommendation noted above (attached) and agreed that it was appropriate to forward it to the Town Board for their action.

Mr. Tolmach asked for a motion to forward this recommendation to the Kent Town Board to accept the attached surety bonds for the following bonds:

Erosion Control Bond	-	\$8,930
Final Inspection Fee	-	\$1,500

Mr. Tolmach asked for a motion to accept the Erosion Control Bond in the amount of \$8,930.00. The motion was made by Mr. Wilhelm and seconded by Mr. Carey. The roll call votes were as follows:

Philip Tolmach, Chairman	<u>Aye</u>
Dennis Lowes, Vice Chairman	<u>Aye</u>
Simon Carey	<u>Aye</u>
Giancarlo Gattucci	<u>Aye</u>
Nisim Sachakov	<u>Aye</u>
Charles Sisto	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

The motion carried.

The Planning Board respectfully asks that, if the Town Board is in agreement, they approve these recommendations.

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on June 11, 2020.

Dated: June 12, 2020



Vera Patterson
Planning Board Secretary



CODE ENFORCEMENT

**OF THE TOWN OF KENT, PUTNAM COUNTY, N.Y. 10512
845-306-5598**

June 11, 2020

**From: Zoning Enforcement Officer, Town of Kent:
To: Supervisor Fleming, Town board members, Town of Kent:
Subject: Violations requiring town corrective action:**

**Enclosed please find violation issued by the undersigned and bids for correction.
Site owners have not responded to Notice of Violation.**

Locations requiring correction and bids for site:

8 Teatown Court:

**JB Affordable Lawn Care: \$125.00
Dirt and Demo did not submit a bid.
Rhona Landscapping did not submit a bid.**

Notices of Violation and bids are enclosed.

For your consideration and approval.

**William Looney,
Zoning Enforcement Officer,
Town of Kent.**

J.B. AFFORDABLE LAWN CARE INC.
Mountainview Knolls Drive, Apt A
Fishkill New York, 12524
845-222-0284

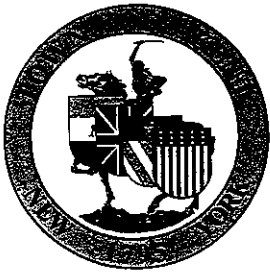
June 11, 2020

Attention Mr. William Looney, Zoning Enforcement Officer:

Please consider the following proposals for lawn maintenance:

8 Teatown Court. 125.00

Thank You,
James Bennett,
President



**CODE ENFORCEMENT
OF
THE TOWN OF KENT, PUTNAM COUNTY, N.Y. 10512
845-306-5598
KENTCODES@GMAIL.COM
ORDER TO REMEDY VIOLATION**

Location: 8 Teatown Ct Kent, NY

Map NO: 33.65-1-36

Date: 6/2/2020

TO:

**Joe DeMonico
PO BOX 132
Eastchester, NY 10709-0132**

PLEASE TAKE NOTICE: THERE EXISTS A VIOLATION OF:

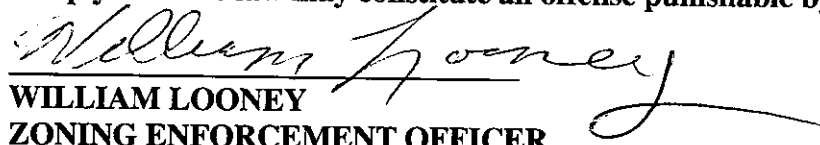
Town of Kent Municipal Code\Chapter 55a-Property Maintenance Code\Section 11 Subs B-1-B Nuisances

at premises hereinafter described in that:

GRASS/BRUSH: OWNER/AGENT HAS FAILED TO MAINTAIN SITE FREE OF EXCESS WEED/GRASS/BRUSH GROWTH.

OWNER/AGENT MUST NOTIFY THIS OFFICE WITHIN TEN DAYS OF A PROPOSAL TO REMEDY THE AFOREMENTIONED VIOLATION. IF THE REMEDY IS NOT FORTHCOMING THE TOWN OF KENT WILL CONTRACT WITH A VENDOR TO CORRECT THE VIOLATION AND THE FEE CHARGED WILL BE CHARGED TO THE HOME OWNER OR THE TAX ASSESSMENT LEVIED ON THE SITE IF NOT PAID.

YOU ARE THEREFORE DIRECTED AND ORDERED to comply with the law and remedy the conditions above mentioned. 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 THE TOWN OF KENT, PUTNAM COUNTY, N.Y. 10512
845-306-5598**

June 11, 2020

**From: Zoning Enforcement Officer, Town of Kent:
To: Supervisor Fleming, Town board members, Town of Kent:
Subject: Violations requiring town corrective action:**


**Enclosed please find violation issued by the undersigned and bids for correction.
Site owners have not responded to Notice of Violation.**

Locations requiring correction and bids for site:

8 Teatown Court:

**Larry Reynolds Tree Service: \$1200.00
Johnson's Tree Service: \$1500.00
Bill Henry Tree Service: Did not submit a bid.
Notices of Violation and bids are enclosed.**

For your consideration and approval.


**William Looney,
Zoning Enforcement Officer,
Town of Kent.**



**CODE ENFORCEMENT
OF
THE TOWN OF KENT, PUTNAM COUNTY, N.Y. 10512
845-306-5598
KENTCODES@GMAIL.COM
ORDER TO REMEDY VIOLATION**

Location: 8 Teatown Ct Kent, NY

Map NO: 33.65-1-36

Date: 6/2/2020

TO:

Joe DeMonico
PO BOX 132
Eastchester, NY 10709-0132

PLEASE TAKE NOTICE: THERE EXISTS A VIOLATION OF:

Town of Kent Municipal Code\Chapter 55a-Property Maintenance Code\Section 11 Subs B-1-
C Maintenance of Exterior

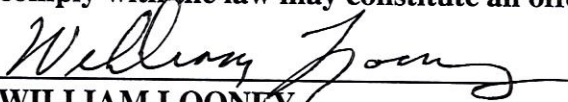
at premises hereinafter described in that:

**DANGEROUS TREE: THERE EXISTS ON SITE A DANGEROUS TREE (SEE PHOTO)
POSING A THREAT TO THE HEALTH AND SAFETY OF THE HOMEOWNER AND/OR
ADJACENT PEOPLE AND PROPERTY.**

**OWNER HAS TEN DAYS FROM THIS DATE TO SUBMIT A PLAN TO THIS OFFICE TO
REMOVE THE DANGER PRESENTED BY THE INDICATED TREE.**

**IF THE ABOVE LISTED VIOLATION IS NOT CORRECTED, NOR NOTICE RECEIVED,
THE TOWN OF KENT WILL CONTRACT WITH A VENDOR TO ADDRESS THE ISSUE
AND THE FEE THE COMPANY PRESENTS WILL BE CHARGED TO THE PROPERTY
OWNERS. IF THE PROPERTY OWNERS FAIL TO PAY THE BILL THE DEPT WILL BE
ATTACHED TO THE OWNER'S TAX BILL PAYABLE ON THE NEXT INSTALLMENT.**

**YOU ARE THEREFORE DIRECTED AND ORDERED to comply with the law and
remedy the conditions above mentioned. 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**

Larry Reynolds Tree Service, Inc.

Established 1986

168 Tibet Drive Carmel, New York 10512

(845) 225-7954 Cell (917) 295-3546

Fax (845) 228-5246

Page No. 1 of 1

Date 6/5/20

Town of Kent

C/O William Hooney

JOB NAME / NO.

LOCATION

#8 Teatown CT
LK Carmel, NY

PHONE

Take down Dead Oak Tree
Front left corner over
house

Complete Removal

\$ 1,200.00

We hereby agree to furnish material and labor - complete in accordance with above specifications, for the sum of
dollars \$ 1,200.00

payable as follows: at Completion of Job

material and labor to be furnished and work to be completed in a workmanlike manner
according to standard practices and specifications. Any deviation from above specifications involving
material or labor shall be at the client's expense and will become an extra charge over and
above the estimate. No responsibility is accepted for delays, accidents or delays beyond our
control. Owner to carry liability and other necessary insurance.

Authorized
Signature

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal: The above prices, specifications and
conditions are hereby accepted. You are authorized
to the work as specified and outlined above.

Signature



Website: www.johnsonstreeserviceinc.com

Item	Description	Quantity	Cost	Total
Tree Work	For: 8 Teatown Court, Carmel, NY Remove dead oak tree in front of house. Total removal. Putnam County Sales Tax	1	1,500.00	1,500.00
			8.975%	125.63
		Total		\$1,625.63



CODE ENFORCEMENT

**OF THE TOWN OF KENT, PUTNAM COUNTY, N.Y. 10512
845-306-5598**

June 11, 2020

**From: Zoning Enforcement Officer, Town of Kent:
To: Supervisor Fleming, Town board members, Town of Kent:
Subject: Violations requiring town corrective action:**

**Enclosed please find violation issued by the undersigned and bids for correction.
Site owners have not responded to Notice of Violation.**

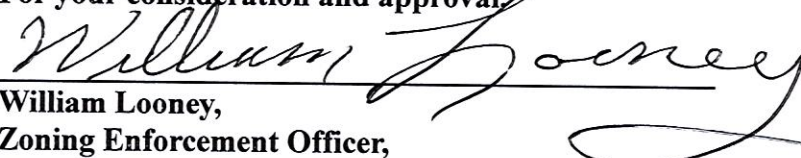
Locations requiring correction and bids for site:

34 Amazon Road:

**Larry Reynolds Tree Service: \$375.00
Bill Henry Tree Service: \$400.00
Johnson's Tree Service: \$600.00**

Notices of Violation and bids are enclosed.

For your consideration and approval.


**William Looney,
Zoning Enforcement Officer,
Town of Kent.**



**CODE ENFORCEMENT
OF
THE TOWN OF KENT, PUTNAM COUNTY, N.Y. 10512
845-306-5598
KENTCODES@GMAIL.COM
ORDER TO REMEDY VIOLATION**

Location: 34 Amazon Rd Kent, NY 10512

Map NO: 33.81-1-42

Date: 5/20/2020

TO:

**Deutsche Bank National Trust
1661 worthington Rd Ste 100
West Palm Beach, FL 33409**

PLEASE TAKE NOTICE: THERE EXISTS A VIOLATION OF:

Town of Kent Municipal Code\Chapter 55a-Property Maintenance Code\Section 11 Subs B-1-B Nuisances

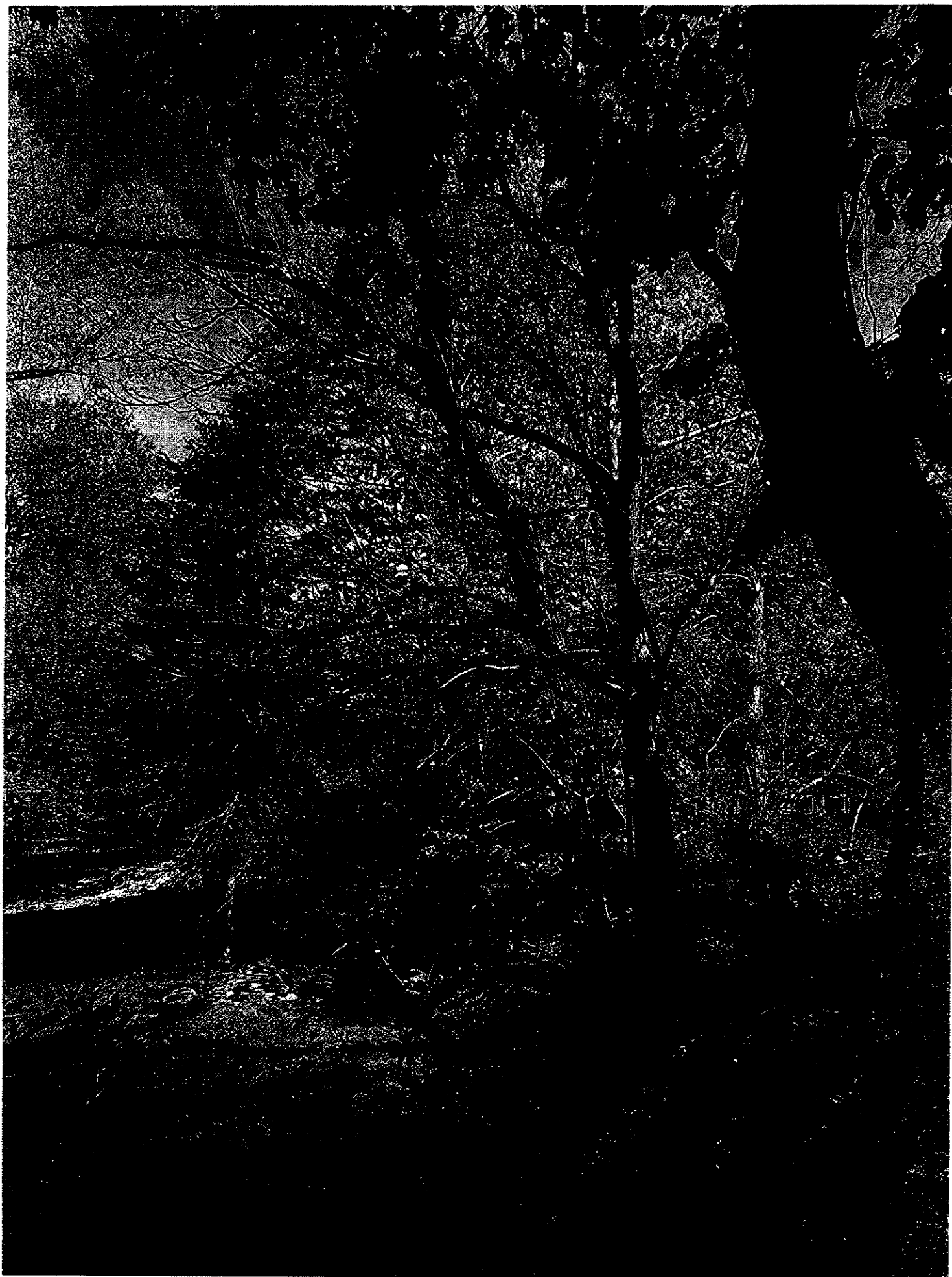
at premises hereinafter described in that:

**DANGEROUS TREE: THERE EXISTS ON SITE A DANGEROUS TREE (SEE PHOTO)
POSING A THREAT TO THE HEALTH AND SAFETY OF THE HOMEOWNER AND/OR
ADJACENT PEOPLE AND PROPERTY.**

**OWNER HAS TEN DAYS FROM THIS DATE TO SUBMIT A PLAN TO THIS OFFICE TO
REMOVE THE DANGER PRESENTED BY THE INDICATED TREE.
IF THE ABOVE LISTED VIOLATION IS NOT CORRECTED, NOR NOTICE RECEIVED,
THE TOWN OF KENT WILL CONTRACT WITH A VENDOR TO ADDRESS THE ISSUE
AND THE FEE THE COMPANY PRESENTS WILL BE CHARGED TO THE PROPERTY
OWNERS. IF THE PROPERTY OWNERS FAIL TO PAY THE BILL THE DEBT WILL BE
ATTACHED TO THE OWNER'S TAX BILL PAYABLE ON THE NEXT INSTALLMENT.**

**YOU ARE THEREFORE DIRECTED AND ORDERED to comply with the law and
remedy the conditions above mentioned. 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**





Estimate

1361 Route 52, Carmel, NY 10512

Phone: 845-878-7569

Email: johnsonswoodpile@aol.com

Website: www.johnsonstreeserviceinc.com

Name/Address
William Looney Town of Kent Building Department 25 Sybil's Crossing Kent Lakes, NY 10512

Date	Estimate No.	Project
06/10/20	284	

Item	Description	Quantity	Cost	Total
Tree Work	For: Debra, 34 Amazon Road, Carmel, NY	1	600.00	600.00
	Tree leaning over fence into neighbor's property. Putnam County Sales Tax	<i>qwl</i>	8.975%	50.25
			<i>qwl</i>	600.00
		Total		\$650.25



**BILL HENRY
TREE SERVICE**

(845) 278-9355

20 Indian Hill Road
Brewster, NY 10509

Estimate

Date	Estimate #
6/2/2020	335

Name / Address
Code Enforcement Town Of Kent Carmel, NY 10512

			Project
Description	Qty	Rate	Total
Job Site: 34 Amazon Road Bring Dead Tree Safely To Ground & Leave. Tax Exempt # 7094192		400.00	400.00T
Any Questions, Please Call 845-278-9355.		Subtotal	\$400.00
		Sales Tax (0.0%)	\$0.00
		Total	\$400.00

LARRY KEYNOLOS
168 Tibet Drive, Carmel, New York 10512
(845) 225-7954 Cell (917) 295-3546
Fax (845) 228-5246

Date 6/5/20

Town of Kent
C/O William Hooney

JOB NAME / NO
LOCATION #34 Amazon Rd LK Carmel
PHONE

Take down 1 dying Butternut
Tree leaning over neighbor's
fence and Property. Get on
ground and leave all debris

\$ 375.00

I, **Proprietor** hereby to furnish material and labor - complete in accordance with above specifications for the sum of
Dollars \$ 375.00

Follows: **at job completion**

Guarantee: I hereby warrant that the work will be completed in a workmanlike manner
and that the materials used will be of the best quality and that I will be responsible for
any and all damages caused by the work or materials used. I will be responsible for
any and all damages caused by the work or materials used. I will be responsible for
any and all damages caused by the work or materials used.

Authorized
Signature

NOTE: This contract is void if not signed by both parties.

Lana Cappelli

From: MaryJo Rollo [MRollo@generalcode.com]
Sent: Tuesday, June 09, 2020 7:51 AM
To: Lana Cappelli
Subject: Town of Kent Code Supplement GC:024400006

TOWN OF KENT NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER!

DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

Morning Lana!

We are currently working on your Town Code supplement and request your assistance in regards to Local Law No. 2-2020.

Local Law No. 2-2020 adopts foreclosure of mortgages and vacant property registry provisions as Ch. 68, which places the subject matter out of alphabetical order. We recommend including this material as Ch. 55B, Property, Registrable, Art. I, Foreclosure of Mortgages and Vacant Property Registry. We would leave a footnote stating that the local law was adopted as Ch. 68, but was renumbered to maintain the organization of the Code.

Please advise if this recommendation is acceptable. Thank you!

MaryJo Rollo
Associate Editor
General Code



Wannalancit Mills
650 Suffolk Street
Suite 410
Lowell, MA 01854

mail@neiwppcc.org
www.neiwppcc.org
p: 978-323-7929
f: 978-323-7919

2e

May 21, 2020

Maureen Fleming
Supervisor
Town of Kent, New York
25 Sybil's Crossing
Kent Lakes, NY 10512

Re: Application Now Available: East of Hudson Community Wastewater Planning Assistance Grant Program

Dear Ms. Fleming,

I am happy to share that NEIWPCC is now taking applications for the East of Hudson Community Wastewater Planning Assistance Grant Program. Applications are due to NEIWPCC by July 1, 2020. Attached you will find an application package with further details on the Program, next steps for Eligible Municipalities, and contact information.

This message is being shared with select contacts provided by the New York City Department of Environmental Protection (DEP). Please confirm receipt of this message, along with the attached application package, and feel free to contact me with any questions at this time. I may be reached by phone at (978) 349-2512 or via email at dyoungs@neiwppcc.org.

Sincerely,

Drew Youngs
NEIWPCC

CC: Vincent Giorgio, NYCDEP

Enclosure: Application Package for East of Hudson Community Wastewater Planning Assistance Grant Program



February 20, 2020

Maureen Fleming
Supervisor
Town of Kent, New York
25 Sybil's Crossing
Kent Lakes, NY 10512

Re: Announcement: East of Hudson Community Wastewater Planning Assistance Grant Program

Dear Ms. Fleming,

NEIWPCC is pleased to announce the East of Hudson Community Wastewater Planning Assistance Grant Program. The Program will provide funding to municipalities to complete wastewater planning studies for eligible lake communities in the Catskill/Delaware portion of New York City's East of Hudson Drinking Water Supply Watershed. The enclosed announcement is being shared with select municipal contacts provided by the New York City Department of Environmental Protection. In the coming weeks, NEIWPCC will be distributing an application package to these same contacts. Please read the enclosed announcement for further details on the Program, next steps for prospective participants, and contact information.

You may contact me directly with any questions. I may be reached by phone at (978) 349-2512 or via email at dyoungs@neiwpcc.org.

Sincerely,

Drew Youngs
NEIWPCC

CC: Vincent Giorgio, NYCDEP

Enclosure: Announcement: East of Hudson Community Wastewater Planning Assistance Grant Program

Connecticut	Wannalancit Mills
Maine	650 Suffolk Street, Suite 410
Massachusetts	Lowell, Massachusetts
	01854
New Hampshire	mail@neiwpcc.org
New York	www.neiwpcc.org
Rhode Island	p: 978-323-7929
Vermont	f: 978-323-7919

Announcement: East of Hudson Community Wastewater Planning Assistance Grant Program

The New England Interstate Water Pollution Control Commission (NEIWPCC) is pleased to announce the East of Hudson Community Wastewater Planning Assistance Grant Program. This announcement is being shared with select municipal contacts provided by the New York City Department of Environmental Protection (DEP). In the coming weeks, NEIWPCC will be distributing an application package to these same contacts. Please read below for further details on the Program, next steps for prospective participants, and contact information.

Introduction:

Section 4.9 of the 2017 Filtration Avoidance Determination for New York City's Catskill/Delaware Water Supply System (FAD) requires DEP to establish an East of Hudson (EOH) Community Wastewater Planning Assistance Grant Program ("Program") for select areas in the EOH FAD basins where poorly functioning individual septic systems have the potential to impact water quality. Funds under the Program are to be used by eligible municipalities to finance engineering studies to assist those municipalities in evaluating wastewater solutions that could be taken to mitigate identified water quality impacts. The generated reports are intended to be used by municipalities to appropriately plan and determine costs for the identified wastewater solution projects so that they may have the information necessary to seek financing through State or Federal funding sources, including, but not limited to, the 2017 Clean Water Infrastructure Act.

The NEIWPCC is serving as the Program Administrator. NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across shared regions, ecosystems, and areas of expertise. Our mission is to advance clean water in the Northeast through collaboration with, and service to, our member states. NEIWPCC's vision is for clean and sustainable water throughout the Northeast. We base our work on the core values of leadership, collaboration, education, service, and science.

Eligibility:

The New York State Department of Environmental Conservation (NYSDEC) has conducted preliminary studies and determined that wastewater planning assistance grants will be made available to study the following areas in the Towns of Carmel, Lewisboro, Kent, and Pound Ridge ("Identified Municipalities"), hereinafter referred to as "Eligible Areas." Overview maps of the following Eligible Areas can be found after page 3 of this announcement:

1. That certain portion of the Croton Falls Reservoir basin located within the Town of Carmel and commonly referred to as "Lake View Road"
2. That certain portion of the Croton Falls Reservoir basin located within the Town of Carmel and commonly referred to as "Lake Casse"

3. That certain portion of the Croton Falls Reservoir basin located within the Town of Carmel and commonly referred to as "Lake Gilead"
4. That certain portion of the Croton Falls Reservoir basin located within the Town of Carmel and commonly referred to as "Mud Pond Brook"
5. That certain portion of the Croton Falls Reservoir basin located within the Towns of Carmel and Kent and commonly referred to as "Palmer Lake"
6. That certain portion of the Cross River Reservoir basin located within the Town of Lewisboro and commonly referred to as "Lake Waccabuc"
7. That certain portion of the Cross River Reservoir basin located within the Town of Lewisboro and commonly referred to as "Lake Truesdale"
8. That portion of the Cross River Reservoir basin located within the Towns of Lewisboro and Pound Ridge and commonly referred to as "Lake Kitchawan"

Funding:

The Program will provide up to a total of \$3 million, to be allocated among Identified Municipalities, to finance engineering studies and planning documents to assist municipalities to evaluate wastewater solutions in Eligible Areas. Studies shall culminate in a final Engineering Report. Funding shall only be used by Identified Municipalities to finance engineering studies and report generation to assist those municipalities in evaluating wastewater treatment options/solutions that they could undertake to mitigate water quality impacts.

Deliverables:

The Deliverable will be an Engineering Report with associated supporting documentation. Deliverables are to be used by Identified Municipalities to appropriately plan and evaluate costs of a variety of wastewater solutions and shall be of sufficient detail and in appropriate form to allow municipalities to seek financing through State and/or federal funding sources, including but not limited to the 2017 Clean Water Infrastructure Act and the NYS Water Quality Improvement Program (WQIP).

The Engineering Report will specify, at a minimum, the following information for Eligible Areas:

1. Environmental Settings
2. Existing Wastewater Treatment Systems
3. Environmental Conditions
4. Delineate area to be served
5. Evaluation of Treatment Options
6. Recommended Treatment Practice
7. Potential Water Quality Impacts
8. Project considerations
9. Cost information

Program Timeline and Scope of Work:

Interested Identified Municipalities may apply by submitting the forthcoming Program Application no later than May 1, 2020. Identified Municipalities applying for multiple areas will need to submit a Program Application for each Eligible Area. After NEIWPCC has approved the Program Application, the eligible municipality shall then enter into a written Program Participation Agreement with NEIWPCC. Identified Municipalities receiving multiple grants for separate Eligible Areas will enter into separate Program Participation Agreements per Eligible Area with NEIWPCC. For Eligible Areas that are located in more than one Identified Municipality, those

municipalities will submit a joint resolution as part of the application, with one municipality serving as the lead and producing a single report for the Eligible Area.

Identified Municipalities receiving grants shall hire an engineering consultant to complete a study of wastewater options. Within 30 days of the municipalities entering into a written Program Participation Agreement with NEIWPCC, they will advertise a Request for Proposals (RFP) for consulting services to complete the study. The municipality must solicit proposals from at least three (3) qualified engineering firms. Within 90 days of the municipalities being awarded the grant funding, they will award a contract to a consulting engineer or engineering firm.

Draft engineering studies are to be submitted to NEIWPCC by no later than July 31, 2021. The municipality(ies), NEIWPCC, and DEP shall have not less than 60 days to review and provide comments on the draft engineering report. Final engineering studies shall address comments provided by the municipality(ies), DEP, and NEIWPCC and will be submitted to NEIWPCC no later than December 1, 2021.

Next Steps and Contact Information:

Select municipal contacts can expect to receive a Program Application package in the coming weeks. The package will consist of an application along with additional information including but not limited to a template RFP and Engineering Report outline.

Inquiries for NEIWPCC should be directed to:

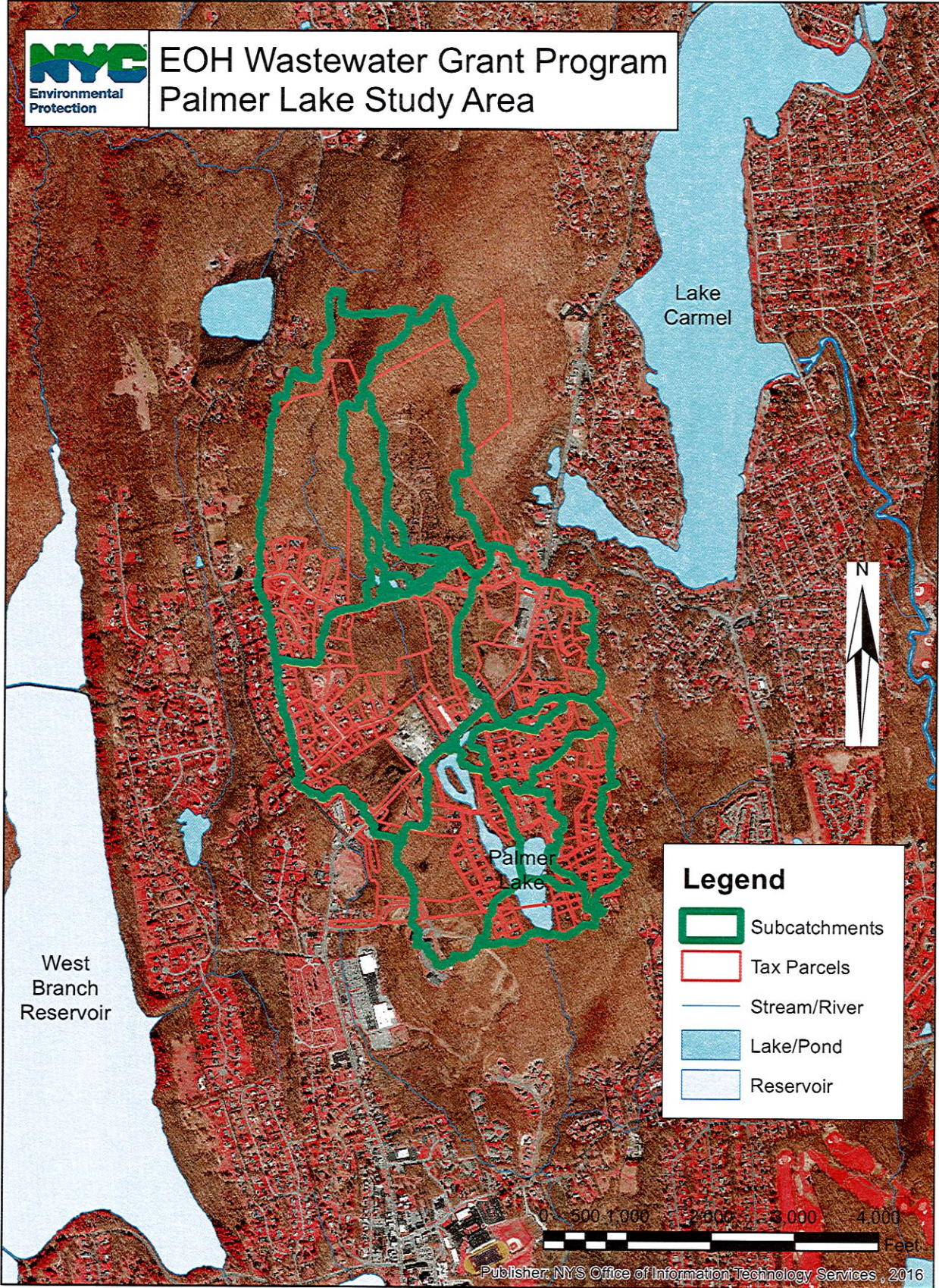
Drew Youngs
Environmental Analyst
978-349-2512
dyoungs@neiwpcc.org

Inquiries for DEP should be directed to:

Vincent Giorgio
Associate Project Manager
914-749-5406
vgiorgio@dep.nyc.gov



EOH Wastewater Grant Program Palmer Lake Study Area



TOWN OF KENT

SOCIAL MEDIA/NETWORKING POLICY

I. Purpose and Policy:

The Town of Kent Social Media/Networking Policy describes the Town's rules and guidelines respecting the personal conduct by Town employees while engaging in social networking and utilizing social media and to eliminate any confusion concerning the use of social media. This Policy applies to all Town employees and its purpose is to:

1. Encourage the Town to permit the responsible use of social media by its employees; and
2. Establish minimum requirements for the use of social media in Town government.

II. Definition of Social Media/Social Networking:

This policy refers to the use of Internet forums and sites, including any form of online publication that allows interactive communication, including, without limitation, *Facebook, Twitter, YouTube, LinkedIn,* and photo-sharing sites and blogging sites. Because new social media/networking sites are created regularly, this Policy is not limited to the sites named herein.

III. Use of Social Media/Networking:

1. Official Town Social Media

To utilize social media for official Town purposes and during Town business hours, employees must receive the authorization of the Department Head. Department Heads are responsible for determining who in their department is authorized to use the official departmental social media site as well as what sites are to be used and defining the level of access employees have to the departmental social media site (i.e., publish, edit, comment or view only.)

Official Town social media sites must be created using an official Town email account. Account password information shall only be shared with authorized employee(s) who have been designated by the Department Head to administer the site.

-If authorization is obtained, the employee utilizing social media is required to be respectful to the Town, to other employees, community partners, elected and appointed officials and government agencies. Department Heads or their designated site administrator is responsible for the content posted on the site. Official use of social media must comply with applicable federal and state laws including, but not limited to, copyright (discussed further herein), records retention, public records law, e-discovery, privacy protection laws, HIPAA, and any other applicable laws. Employees must not disclose confidential or proprietary information on social media. Further, all other Town policies and rules of conduct, including those regarding discriminatory and sexual harassment and discrimination, apply in full to content on social media. Posting images of vendors, clients, citizens or other employees is prohibited without their written approval and approval of the Department Head. If there are any questions about the

appropriateness of posting content to the site, the Town Attorney should be consulted before posting.

All other use of social media/networking by Town employees during Town business hours is prohibited. This includes use on personal devices (cell phones, computers, tablets or other electronic devices) as well as on Town equipment.

1.2. Outside the workplace, an employee's right to privacy and free speech protect online activity conducted on an employee's social networks with personal e-mail addresses. However, what an employee publishes on such personal online sites should never be attributed to the Town and should not appear to be endorsed by or originated from the Town. Employees should not use Town-owned property to access personal social media, whether on or off duty. Town logos are not to be used on personal social media accounts without authorization from the Town Board. Conduct on personal social media may nonetheless violate the Town's policies regarding discriminatory harassment and/or sexual harassment. This policy should be read in conjunction with the Town's harassment policies. ~~If an employee chooses to list his/her work affiliation on a social network, then the employee should regard all communication on that network as he/she would in a professional network.~~

IV. Identifying oneself as an employee of the Town:

Because most social networking sites have fields in the "user Profile" for work experience, job title, etc., ~~by identifying oneself as an employee of the Town, a social networker becomes, to some extent, associated with the Town, and everything he/she posts has the potential to reflect on the Town and its image.~~ Although the Town does not want to discourage this association, if an employee participates in social media/networking, the Town expects the following:

1. That each employee will exercise good judgment ~~and proper taste~~ in social media postings and photos;

2. As a Policy, employees are not permitted to identify themselves as representatives of the Town;
3. ~~The Town prohibits employees from listing a job title or using the Town's logo without written consent from the Town Board; and~~
4. ~~If a social network user identifies him/herself as an employee of the Town, then any personal blogs and other personal posts must contain disclaimers that make it clear that the opinions expressed are solely those of the author and do not represent the views of the Town. (An example for a blogger, "the posts on this site, including but not limited to images, links, and comments left by readers, are the author's own and do not represent the position or opinion of the author's employer.")~~

Please remember that an employee's online presence, actions, captured images, posts or comments reflect upon the Town. Each employee is personally responsible for any of his/her online activity conducted with a Town e-mail address or which can be traced back to the Town's domain or which uses Town assets. ~~Utilizing a Town employment title or e-mail address implies that an employee is acting on the Town's behalf.~~

~~V. Making Recommendations for Others for Jobs and Other Roles:~~

~~Some social media sites provide for members to write recommendations or referrals for friends or associates. If a Town employee does this as a representative of the Town, it may give the appearance that the Town endorses the individual being recommended, which may create a liability issue for the Town. It is for this reason that the Town prohibits employees (those who identify themselves on social media/networking sites as an employee of the Town) from making such recommendations or referrals.~~

~~VI. Referring to Others:~~

~~The Town's relationship with citizens, community groups and organizations and with other government agencies can be damaged through a thoughtless comment. Even a positive reference could be utilized in a negative manner and can damage these relationships. As such, this Policy restricts publishing photographs, videos or quotes of others without first obtaining their permission.~~

VII. Confidential Information:

Town employees must protect Town information that is considered to be non-public in nature, in accordance with Town policies pertaining to confidential and proprietary information and disclosure.

VIII. Complying with Terms of Service for Social Networking Sites:

Most social networking sites require that users, when they sign up, agree to abide by a Terms of Service Agreement. In particular for certain employees who may have been assigned a job

related duty to use a social network, the employee is responsible for reading, knowing and complying with the Terms of Service Agreement of the sites used.

IX. Copyright and Other Legal Issues:

The Town requires employees to comply with copyright laws. Plagiarism (the posting of someone else's work) without permission/citation is also not allowed. Other relevant laws include those related to libel, slander and defamation of character and can result in litigation against the author/speaker of the statement. If this involved a Town employee, at the very least it could bring bad publicity to the Town.

X. Consequences to Employee for Policy Violations:

Violations of this Policy may result in disciplinary action, including termination. Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible. Consult with your Department Head if you are uncertain or need clarification about this Policy.

REQUIREMENTS FOR TOWN HALL/COURT

Daily Maintenance

Building wide

1. Vacuum all carpeted areas.
2. Dust with treated mop all tile floors including underneath chairs, tables and desks.
3. Empty waste receptacles, replace trash liners and return to original location - wash and disinfect as needed.
4. Sanitize phones
5. Sanitize all door handles and pushbars
6. Spot clean entrance doors (including side panels)
7. Clean and tidy front counter in Lobby
8. Wipe clean kitchen table, counters, chairs, and sink.

Rest Rooms -

1. Replenish toilet tissue, paper towels and soap dispensers*
2. Clean and disinfect all toilet seats, sinks and urinals **
3. Wash using disinfectant entire tile floors underneath and in back of toilets and urinals.
4. Empty waste receptacles and return to original location
5. Polish all stainless steel plumbing fixtures and dispensers.
6. Clean all mirrors and light switches
7. Clean with disinfectant all partition doors and stall doors.
8. Wipe all vents once a week.

Weekly Maintenance

Building wide

1. Clean Conference Rooms-Tables wiped with spray cleaner-swiffer dust file and cabinet
2. Mop all tile floors with neutral disinfectant...more if needed.
3. Clean front counters in Town Clerk's Office, Receiver of Taxes and Assessor's Office, clean any glass of smudges and finger prints.
4. Clean all stainless steel in kitchen.
5. Clean kitchen microwave inside and outside
6. Sweep stairs and stairwells.
7. Damp mop stairs and stairwells.
8. Dust handrails, ledges, fire extinguishers and metal frames weekly.
9. Speed burnish vinyl composition tile floor once per week.

Monthly -

Building wide

1. Dust all windowsills, AC ducts, and blinds with a swiffer
 2. Dust desks, monitors, and tops of file cabinets
 3. Clean refrigerator
-

Cleaning to be done yearly -

1. All Windows (May)
2. Light fixtures in Justice Court (November)
3. Shampoo rugs/Chairs (hot water steam extraction)
4. Buff and wax all tile floors.

*Paper products to be provided by Town of Kent

** EPA registered hospital grade quaternary disinfectant kills HIV-1, Herpes Simplex I and II.

REQUIREMENTS FOR KENT LIBRARY

Office Space/Public Space (two times per week unless stated differently)

1. Empty waste receptacles, replace trash liners return to original location including washing and disinfecting as needed.
2. Vacuum all carpeted areas.
3. Dust all tile floors with treated mop.
4. Mop all tile floors with neutral disinfectant cleaner.
5. Clean all entrance door glass (including side panels)
6. Dust and clean vacuum computer room.
7. Clean all tables with neutral disinfectant.
8. Dust all chairs, benches, file cabinets, window sills, once per month.
9. Dust all chair rails once per month.
10. Dust all Venetian blinds once a month.
11. Dust all air-conditioning intake and exhaust grills quarterly.
12. Spot clean carpets and chairs as necessary.

Restrooms (five times per week unless stated differently)

1. Empty waste receptacles and return to original location. Wash and disinfect as needed.
2. Replenish toilet tissue, paper towels and soap dispensers. *
3. Clean and disinfect all sinks, toilets, toilet seats sinks and urinals. **
4. Polish all stainless steel plumbing fixtures and dispensers once per week.
5. Clean all mirrors.
6. Clean all light switches.
7. Wash floors with disinfectant, including underneath urinals and toilet bowls.
8. Wipe clean all partitions and doors once per week.
9. Wipe all vents quarterly.

Food Service and Eating Area (2 times per week)

1. Wipe clean all tables, counters, cabinets, ranges, sinks and refrigerators and microwave inside and outside.
2. Empty all waste receptacles and return to original location. Wash and disinfect as needed.
3. Damp mop all eating area floors.

Hallways and Lobby Areas (two times per week)

1. Dust and damp mop.
 2. Dust all window sills, fire extinguishers and ledges once per month.
 3. Clean entrance glass windows.
 4. Dust with treated mop and wet mop with neutral disinfectant cleaner all tile floors.
 5. Sweep all stairs and stairwells and damp mop once per month.
 6. Dust all handrails, ledges, fire extinguishers and metal frames once per month
-

Downstairs Program Room - This will not need to be done until the Kent Library can hold programs again (2 times per week)

- 1 Empty waste receptacles, replace trash liners return to original location including washing and disinfecting as needed.
2. Dust all tile floors with treated mop.
3. Mop all tile floors with neutral disinfectant cleaner
4. Sweep floor of storage area.

*Paper products to be provided by the Town of Kent Library. * * EPA registered hospital grade quaternary disinfectant kill COVID-19,, HIV-1, Herpes, Simplex I and II. All dusting to be done with swiffer duster.

REQUIREMENTS FOR THE POLICE DEPARTMENT

Office Space/Public Space/Restrooms/Locker rooms to be cleaned 6 days per week (not between the hours of 1430-1530 or 1800-0730) as described below;

1. Empty all waste receptacles, replace trash liners and return to original location – wash and disinfect as needed. Once per day. Outside waste receptacles once per week.
2. All carpets vacuumed once per day.
3. Dust with treated mop all tile floors including underneath chairs, tables, desks, and countertops. Once per day.
4. Mop all tile floors with natural disinfectant cleaner. Once per day.
5. Clean all countertops and tables once per day.
6. Kitchen area – including refrigerator, microwave, sink and counter areas once per day.

Restrooms/Locker rooms – Daily Care

7. Empty waste receptacles and return to original location – wash and disinfect as needed.
8. Replenish toilet tissue, paper towels and soap dispensers.
9. Clean and disinfect all toilet seats, sinks and urinals.
10. Polish all stainless steel plumbing fixtures and dispensers.
11. Clean all mirrors and light switches.
12. Wash/mop (using disinfectant) entire tile floors underneath and in back of toilets and urinals.
13. Clean with disinfectant all partition doors and stalls and showers.
14. Wipe all vents

Weekly Cleaning

15. Clean all entrance door glass (including side panels) once per week.
16. Clean glass partition and counter in lobby and communications room. Once per week.
17. Clean (with swifter duster or spray when needed) computer screens, filing cabinets and televisions. Clean all telephones with disinfectant wipe and/or spray. Once per week.
18. Clean all tables and chairs in conference room with swifter duster and/or spray cleaner/disinfectant. Once per week.

Monthly Cleaning

19. Buffing of all tile floors. Once per month.
20. Swifter dust all blinds and window sills. Once per month.
21. Dust all handrails, ledges, fire extinguishers, and metal frames once per month.

Twice Yearly Cleaning

22. Shampoo rugs (hot water steam extraction),
23. Steam clean all fabric chairs
24. Scrub all floors, tile walls, partitions, and moldings along the floors using hospital disinfectant, scrub and wax bathroom floors.
25. Clean all windows inside and outside
26. Clean all light fixtures

* Paper products to be provided by the Town of Kent
Revised 5/15



Town of Kent Highway Department
62 Ludington Court
Kent Lakes, New York 10512
(845) 225-7172 Fax (845) 225-9464
email: highwaykent@townofkentny.gov
Richard T. Othmer, Jr., Highway Superintendent

CLEANING REQUIREMENTS FOR HIGHWAY DEPARTMENT

Highway Superintendent Office, Secretary Office, Locker Room, Trailer Office and New Addition as of October 2020 (Once weekly)

Dust and disinfect all flat surfaces
Disinfect all door handles
Dust computers
Dust all chair legs/rungs
Empty wastebaskets
Sweep and mop all floor areas
Sweep and mop floor area between Secretary's Office and Restrooms

Sweep and mop New Addition - Office, Conference Room and Safety Equipment/Medical
Storage area as of October 2020.

Ladies and Men's Restroom (front of building), Men's Restroom in the Garage Area and New Addition Restrooms as of October 2020

Clean Mirrors
Clean and disinfect all sinks and toilet bowls
Polish bright work on sinks and toilet bowls
Empty wastebaskets
Sweep and mop all floor areas
