

PUTNAM VALLEY TOWN BOARD
PRE WORK SESSION AND WORK SESSION
6:00 P.M.
WEDNESDAY, OCTOBER 05, 2016

1. Pledge of Allegiance
2. Amend Local Law 165-91.2 by increasing fines
3. Request for proposals to remove unsafe structure located at 192 Tanglewylde Road
4. Discussion of informational flyer
5. Presentation of 2017 Budget from Town Clerk with a formal second and vote
6. Authorize Supervisor to sign contract with Bruce Barber for Planner Responsibilities.
7. Budget Discussion

PUTNAM VALLEY TOWN BOARD
PREWORK SESSION AND WORK SESSION
6:00 P.M.
WEDNESDAY, OCTOBER 05, 2016

PRESENT: Supervisor Tendy
Councilwoman Whetsel
Councilwoman Annabi
Councilman Mackay
Councilman Luongo

ALSO PRESENT: Finance Director Maria Angelico
Town Clerk Sherry Howard
Town Counsel Florence

Supervisor Oliverio opened the meeting at 6:00 p.m.

Supervisor Oliverio said that there will be no meeting next week due to the Jewish Holiday of Yom Kippur.

Pledge of Allegiance

AMENDMENTS TO THE AGENDA

Presented by Supervisor Oliverio

RESOLUTION #R16-319

RESOLVED, that the Town Board add the following amendments to the agenda:

Add: Executive Session at beginning of the meeting on a contractual and personnel matter.

Add: 2A - Authorize Supervisor to sign and accept Penalty Rider to Existing Bond – Homeland Towers.

Seconded by Councilman Mackay, unanimously carried.

The meeting resumed at 6:18 PM. No action was taken in Executive Session.

ADOPT LOCAL LAW 165-91.2 BY INCREASING FINES

Presented by Supervisor Oliverio

Supervisor Oliverio said that the amendment which states there will be a warning first for both sections C and D has been updated. Previously only Section C had a warning first before the fines took effect; now both sections have a warning first. There has already been a Public Hearing on this.

RESOLUTION #R 16-320

RESOLVED, that the Town Board adopt Local Law 165-91.2 which amends the fines for violations as they relate to Subdivisions C and D of the Town Code (Zoning) to take effect on January 1, 2017.

Seconded by Councilwoman Annabi, unanimously carried.

LOCAL LAW 165-91.2 Subdivisions C and D/2016

A LOCAL LAW to amend Chapter 165-91.2 Subdivisions C and D of the Town Code (Zoning) by increasing fines for violations.

BE IT ENACTED by the Town Board of the Town of Putnam Valley as follows:

C. Penalties for violation of the Uniform Code.

- (1) Any person, having been served with a compliance order under Subsection A above, who fails to comply with such order within time specified therein, and any owner, builder, architect, tenant, contractor, subcontractor, construction superintendent or their agents, and any other person who shall knowingly violate any provision of The Uniform Code or of any lawful order of the Town, shall be punishable by a fine of \$1,000.00 per day of violation.
 - (a) For first offense, a fine of not less than \$2,000.00, but no more than \$3,000.00 per day of violation for second offense.
 - (b) A fine of \$3,000.00 per day of violation for third offense.
 - (c) In the even the offense is one of adding fill to land, in addition to the above, an additional fee of \$50.00 per yard of unlawfully added fill as determined by the Code Enforcement Officer.

D. Penalties for violations of this chapter not constituting violations of the Uniform Code.

- (1) Any person, having been served with a compliance order under Subsection A above, who fails to comply with such order within time specified therein and any owner, lessee, tenant, occupant, architect, builder or agent of any of them; any person who violates or is accessory to the violation of any provision of this chapter; who owns, occupies or uses any building, structure or premises which is in violation of any provision of this chapter; who fails to comply with any of the requirements thereof; or who erects, constructs, alters, enlarges, converts, moves or maintains any building, structure or land in violation of any provision of this chapter not constituting a violation of the Uniform Code shall constitute a violation of law and shall be punishable by:
 - (a) A fine not exceeding \$1,000. For a first offense;
 - (b) A fine not less than \$1,000. Nor more than \$2,000.00 for a second offense (where both offenses have occurred within a period of five (5) years);
 - (c) A fine not less than \$2,000.00 nor more than \$3,000.00 for a third or subsequent offense.

**AUTHORIZE SUPERVISOR TO SIGN AND ACCEPT PENALTY RIDER TO
EXISTING BOND – HOMELAND TOWERS**

Presented by Supervisor Oliverio

RESOLUTION #R16-321

RESOLVED, that the Town Board authorize the Supervisor to sign accept a Penalty Rider to an existing Homeland Towers Bond, 1135 Williams Drive, Shrub Oak, New York, Bond # 1032685, Hanover Insurance Company, increasing the bond from \$34,250.65 to \$35,278.17 (year 5) as per Resolution # R-12-310.

Seconded by Councilman Mackay, unanimously carried

**REQUEST FOR PROPOSALS TO REMOVE UNSAFE STRUCTURE LOCATED AT
192 TANGLEWYLDE ROAD**

Presented by Supervisor Oliverio

Supervisor Oliverio said we had a Public Hearing on this, we did our due diligence and now we need proposals (bids) to do the demolition.

Councilman Luongo seconded for discussion. He wants to make sure all the homework was done to do this properly including finding out the owners. Supervisor Oliverio said that everything was done and now we are putting it out to bid. We are sending it out to a minimum of three and we will advertise it.

RESOLUTION #R16-322

RESOLVED, that the Town Board authorize the Supervisor to accept proposals for the removal of an unsafe structure at 192 Tanglewylde Road, Lake Peekskill, New York 10537.

ROLL CALL VOTE

Councilman Luongo- Aye
Councilman Mackay- Aye
Councilwoman Annabi- Aye
Councilwoman Whetsel- Aye
Supervisor Oliverio- Aye

Motion carried with five Ayes.

Sam Oliverio, Town Supervisor

Sherry Howard, Town Clerk

DISCUSSION OF INFORMATIONAL FLYER

Presented by Supervisor Oliverio

Supervisor Oliverio presented an informative flyer that Councilwoman Whetsel put together. He said that it has a plethora of information about our Town. She would like to mail it out to the community or have it available for new residents.

Councilwoman Whetsel said she went over it with various Departments and they thought it would be helpful for new residents who may have never owned a home before or came from an apartment and never had their own property. The pamphlet would instruct them with where to go when they want to build to whom to call when they had a question. It is important for people to know what is available to them. She said some people are completely unaware that permits are needed to do anything at your home. She also said that many commuters are unaware of what goes on in Town. It will push them to the Town Website.

Councilman Mackay said that those questions are all answered on the Town's website; and due to the cost to print and mail out the flyer, which is about \$2,000.00, is not worth it. He felt that a Town Facebook page might suffice instead. We already pay a webmaster a lot of money and we have an informational scroll. Supervisor Oliverio does like the flyer. He thinks it is hand on. His only question is whether to mail it to everyone or just provide it to new residents? He is considering the cost factor. He added that not everybody has a computer or is on Facebook. He felt that we could print up about 500 and get them to new residents.

Councilwoman Annabi said that 230 homes have been sold in Putnam Valley this year. She said that Councilwoman Whetsel did a great job on the flyer but was afraid it would just wind up in people's trash. It really only tells them about the Building Department and Parks and Recreation.

Councilman Mackay said that maybe the Business Network could do a welcome packet.

Councilman Luongo said that he would like more time to look at it and asked that a copy be given to each Town Board Member.

Supervisor Oliverio said that the pamphlet has good merit and will put it back on the October 19th meeting for a vote and how we want to distribute it. He does not want to mix this with the Business Association.

Councilwoman Whetsel said that this could just be a good starting point. It can be made more cost effective by making it four (4) panels instead.

PRESENTATION OF 2017 TENTATIVE BUDGET FROM TOWN CLERK WITH A FORMAL SECOND AND VOTE

Presented by Supervisor Oliverio

Supervisor Oliverio said that the Town Board accepted the tentative budget at the last meeting; but there was no second that was recorded.

RESOLUTION #R16-323

RESOLVED, that the Town Board accept the Town Clerks Tentative Budget as presented at our September 21, 2016 meeting.

Seconded by Councilwoman Annabi, unanimously carried.

AUTHORIZE SUPERVISOR TO SIGN CONTRACT WITH BRUCE BARBER FOR PLANNER RESPONSIBILITIES

Presented by Supervisor Oliverio

Supervisor Oliverio said that Mr. Barber has been doing this job since January 2016 and this is a rider to his wetlands contract. It is for the months of October, November and December. It would be for \$1,000.00 a month. This contract would be able to be renewed in January of 2017.

Councilwoman Annabi seconded this for discussion. She said for the resident's clarification that we have a separate planner for large developments, big businesses and homes. Supervisor Oliverio said that Mr. Barber has been working out of title, as he is rewriting some of our codes that we needed to update.

RESOLUTION #R16-324

RESOLVED, that the Town Board authorize the Supervisor to sign the Rider to Contract for Professional Services rendered by Bruce Barber as stipulated in the contract attached. His contract will expire on December 31, 2016.

Seconded by Councilwoman Annabi, unanimously carried.

WORK SESSION DISCUSSION ON TOWN/HIGHWAY 2017 BUDGET

Supervisor Oliverio opened the Town/Highway 2016 Budget Work Session discussion. He asked for an update from our Financial Officer Maria Angelico.

She stated that the tentative budget stood at 4.54% without touching any of the Fund Balance. Highway Superintendent, Larry Cobb, looked at his budget and found that the CHIPS money from the State which we had originally budgeted at \$210,000.00 has been bumped up to around \$260,000 for this year and next year. So this is additional revenue, and has reduced next year's tax rate. He also looked at his expenses, and as overtime was not really required last year because we had a good winter there is \$50,000.00 more there as well which can go back into the fund balance. His fund balance for Highway is also in good shape. He has been able to keep costs down and he feels comfortable taking out of his fund balance \$128,000.00 to keep his tax rate at 0%. So there will be no tax increase at all for the Highway Department for 2017. With what the Highway Department was able to do the Town Tax now stands at 2.83%. This is a huge reduction. Thank-you Larry Cobb.

Ms. Angelico said the \$5,000.00 change you see is for the clock repair. It is expected to be done in 2016 so it is not necessary to have it in the 2017 budget. Supervisor Oliverio said let's continue to look and see what other changes could be made. Facilities Manager Susan Manno said that even if we run out of time in fixing the clock, we can encumber the money for next year.

Councilwoman Whetsel said that the mortgage tax which goes into the General Fund has only been credited to us thru March 30, 2016. We need to press the County for how much we are receiving for the rest of the year. April to October is the height of real estate so there are additional monies coming in. We can take out some money from the general fund to reduce the tax amount and replace it when we get the mortgage tax money. Supervisor Oliverio said that we have already received \$150,000.00 in mortgage tax this year and are anticipating the same for the second half of the year. Ms. Angelico stated that we estimated \$220,000.00 but we cannot predict what we will still get because a lot of things factor in the amount we get i.e. foreclosures etc. Supervisor Oliverio does not want to take money out of the fund balance but maybe we could take out \$25,000.00 in anticipation of the mortgage tax and when the County pays us we can put it back in. Councilwoman Whetsel suggested that maybe a better number to take out would be \$40,000.00. Supervisor Oliverio thought that was too much and Councilman Mackay was unsure if he wants to take any amount out, because we are not sure about what we will be getting. Ms. Angelico said that just on the Town General piece we are at a relatively healthy 16% in our Fund Balance - the State requires us to have 11-14%.

Councilwoman Annabi would like to make some changes in the budget rather than take money out of the fund balance. She would like to start on page seven (7) with the scanning software updates for the Building Department. She believes there are grants for this. Supervisor Oliverio explained that it is a lease arrangement not a purchase. Rich originally wanted to purchase this equipment but will now lease. This software helps us scan violations and will be \$7,000.00 total for the whole year.

The machine will be put in Judy's old office because it is large and the people we will be making copies for will have to pay for them, so we will make a small profit on the machine. This software helps us.

Councilwoman Whetsel asked about the Planner Contract. If we change the planner contract how much will we save? On page ten (10) we have scheduled \$14,000.00 - what are you going to do next year? Supervisor Oliverio said that Bruce Barber will continue in 2017 and will still be getting \$1,000.00 per month so that figure can be changed to \$12,000.00.

Councilwoman Annabi said that on the Managerial Contract that has been signed and approved there are additional stipends that some Managers get. Are these lines also getting the 2% increase that the Managers are now getting as a raise? Supervisor Oliverio thinks they should get it as the base pay is low and this is peanuts. This will put some of the salaries up a little bit.

Councilwoman Annabi said remember they are now getting longevity. Councilwoman Whetsel said it comes out to dollars and cents. **Councilwoman Annabi made a motion to reduce managerial stipends to what they were in 2016. NO increases - the base pay will stay the same. This motion was seconded by Councilman Mackay.** Supervisor Oliverio said this really only affects two (2) individuals. People work very very hard here. People who are starting out here don't do as well as people who have been here a while. Ms. Angelico said that the stipend for one of the people would be \$250.00 and the other one the amount comes out to \$8.00. Councilman Mackay was concerned that we are giving them an increase in the stipend but not an increase in the workload. Supervisor Oliverio disagreed and said that the one person in the Building Department that this affects does indeed have an increased workload. We have more building and more renovations than ever. The Town Board voted on Councilwoman Annabi's motion to reduce managerial stipends to what they were in 2016. NO raises on these lines only. The lines are not being eliminated – they are just not being given raises on them.

ROLL CALL VOTE

Councilman Luongo- Abstain
Councilman Mackay- Aye
Councilwoman Annabi- Aye
Councilwoman Whetsel- Nay
Supervisor Oliverio- Nay

Motion does **not** carry with two (2) Ayes and two (2) Nays.

Sam Oliverio, Town Supervisor

Sherry Howard, Town Clerk

Councilwoman Annabi also noted that the current Museum Director resigned and with a new one coming in; the museum budget should have the proposed increase of \$2,000.00 removed.

Town Clerk, Sherry Howard, who is also the President of the Historical Society explained that the increase would go toward keeping the past Museum Director as the archivist and the current position would then become mostly clerical. Councilwoman Annabi said that in her current position as Town Clerk it would be a conflict of interest for Ms. Howard to advocate for the museum and the current Board Vice President, Phil Keating should come to the next Town Board meeting to explain what the additional \$2,000.00 would be needed for. The \$2,000.00 was left in the budget until the Public Hearing on October 19th so the residents do not get a false reading on the budget.

Ms. Angelico asked if there was any word on the budget for the Ambulance Corp. Supervisor Oliverio said he received it and it is exactly the same as the 2016 budget. That is a zero increase for next year. The library is also zero for next year.

Councilman Luongo mentioned an item on Page six (6) which he asked Facilities Manager Manno about concerning Town vehicle purchases. This year there is \$5,000.00 in the line and next year there is \$10,000.00. Are we looking to have \$15,000.00 in there? She said the car the Building Department uses has taken a huge hit. She thought they could lease a new vehicle. She said we could take that \$5,000.00 and give them that along with the \$10,000.00 to lease a new vehicle and the Facilities Department could then use the old vehicle for their errands. We would have to encumber the \$5,000.00 from last year. Supervisor Oliverio said we should auction off the Land Rover as we have the title now. We could use that money to supplement the new lease. Last time we auctioned it off we got no bids. If we can get some money for the Land Rover, we can lower that line.

Councilman Luongo asked about the line entitled Central Communications Personnel Services. He asked who is this? Ms. Angelico said this is Maryann Arrien. Councilwoman Annabi asked Ms. Arrien if we just put in \$40,000.00 worth of new equipment why are the lines going up 20% and 63% respectively. Ms. Arrien said the new playback equipment has a service contract, which is free for the first year, but then it will cost \$2,700.00 beginning in October of 2017. The other line is needed to complete the sound and two (2) channel mixer upgrades. The money that was given to us by Cablevision was not enough to cover all the new equipment and upgrades.

Councilman Mackay asked about the money in the budget (page 5) for the Ethics Committee. In 2016 there was \$2,250.00 in the budget for them and \$77.00 was spent. Supervisor Oliverio said that Bishop Bondi explained that the money is needed for speakers for ethics workshops. It is also in anticipation in case they may need legal counsel. Councilwoman Annabi said the money was originally there in case they needed to rent a space to hold their meetings, although they are using the Grange for free. Supervisor Oliverio said they will change that amount to \$1,500.00. He added that if Bishop Bondi wants to come to the Public Hearing on the 19th he can explain why he needed the \$2,250.00.

Councilwoman Whetsel asked about the water expenses on page five (5). She noticed that it has gone up a lot and can we take \$2,000.00 - 3,000.00 out of that. Supervisor Oliverio asked Ms. Manno can we take money out of here. Ms. Manno said that this is the 2017 lab fee, it's the testing of Crofts Corners, it's for the water for the residents that have bad wells that we have to supply water for, and it also pays for the contractual agreement with the hydrologist.

Councilwoman Annabi asked if we have a grant for the photovoltaics why is there an expense line for that? Ms. Angelico said that this is off set by the revenue above which is a net-net that equals zero. Councilwoman Whetsel is hoping when this is installed we can save some money on electricity.

Supervisor Oliverio stated that your elected officials have been (with the exception of the Town Clerk and the Highway Superintendent who received a 1% increase) have gotten a 0% increase for 2017. The Council people have not had a raise in 12 years. Ms. Angelico said with the changes made tonight the Town Budget is now 2.8%. Supervisor Oliverio hopes the mortgage tax comes in before we adopt the budget. Ms. Angelico said the County just got the numbers in, so even if we don't get the money it would be nice to know if they have an idea of what we are getting. This is true income. Let's see what the County says. Supervisor Oliverio said the budget will be posted on our website.

PUBLIC COMMENT

Carolyn Albers, founder of Oliver's Orphan Oasis spoke at the podium. This is a special needs rehabilitation and rehome rescue. She has a trainer and works closely with other groups. She would like to use the current dog control building to expand her Organization because now she does everything from her home. She is spending over \$3,000.00 a month for boarding fees. She would like to renovate the shelter to use for some of her animals. She would incur all expenses to make it a serviceable kennel. She is a not for profit Organization. The ASPCA would still be able to use it. Attorney Florence said he believes this is something that can be legally done. Supervisor Oliverio is not sure she can expand the building because Parks and Recreation is there, but the inside can be redone. It would take stress off of Ms. Albers because all of the animals are in her house. She has a group of many volunteers. Attorney Florence said she needed to make sure she has liability insurance. She said she does have insurance. Ms. Manno said she needs to make sure the volunteers are insured as well. Supervisor Oliverio is all for helping dogs. This discussion will be continued.

ACCEPT 2017 PRELIMINARY BUDGET

Presented by Supervisor Oliverio

RESOLUTION #R16-325

RESOLVED that the Town Board accept the Town Clerks Preliminary Budget at 2.8% which will be presented at the Public Hearing on October 19, 2016 at 6:00 PM

PRELIMINARY BUDGET POSTED ON TOWN WEBSITE.

Seconded by Councilwoman Annabi, unanimously carried.
Supervisor Oliverio closed the meeting at 7:48 PM.

Seconded by Councilman Mackay, unanimously carried.

Respectfully submitted,

Sherry Howard
10-18-2016