



# **TOWN OF PUTNAM VALLEY**

## **Pre-Work Session**

**Wednesday March 4, 2020**

**Town Hall 5 PM**

**Meeting called to Order**

**Pledge of Allegiance**

**Supervisor's Comments**

**Roll Call**

- 1. Authorize Supervisor to waive fees for the TCCC operating permit fee for 2020**
- 2. Authorize Supervisor to sign maintenance contract with KARACO Heating and Cooling, LLC**
- 3. Authorize Highway Department to purchase a new garbage truck**
- 4. Board of Ethics Committee –**
  - a. Accept the resignation of The Hon. Clem Van Ross from the Board of Ethics and Appoint Brian Whittaker to fill the remainder of Clem's term ending 12/31/2021**
  - b. Accept the terms of office for all BOE Members**
  - c. Accept the BOE meeting dates**
- 5. Discussion –**
  - a. Putnam Valley Fire Department Fiscal Analysis**

**Next Meeting: Wednesday March 11, 2020, Work Session at 5pm, Town Hall**



Bringing Tradition, the Arts and Community Together

729 Peekskill Hollow Road, Putnam Valley, NY 10579  
www.tompkinscorners.org  
845-528-7280/914-506-0387

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Supervisor Oliverio &  
Town Council Persons  
Town of Putnam Valley  
265 Oscawana Lake Road  
Putnam Valley, New York 10579

January 17, 2020

Re: Tompkins Corners Cultural Center, LLC.  
729 Peekskill Hollow Road Road  
Putnam Valley, N.Y. 10579

Dear Town Board,

Tompkins Corners Cultural Center is a 501(c) (3), not for profit organization. Our mission is to provide various cultural arts to the greater community. The 2019 season has been a great success in part due to all the support we have received from the community. We look forward to a successful season in 2020.

→ TCCC is formally requesting Town Board consideration to waive a one hundred dollar (\$100.00), 2020 Operating Permit Fee required by the Putnam Valley Building Department.

We would like to thank the Town Board for your continued support towards our organization and ask that you continue to promote our our events.

Sincerely,

Michael Doebbler  
TCCC Secretary

A Not-for-Profit 501(c)(3) Corporation

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# Memorandum

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**To:** Town Board Members  
**From:** Judy Travis, District Clerk  
**Date:** 2/24/2020  
**Re:** Lake Peekskill Community Center

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I formally request the Town Board's authorization for the Supervisor to sign the attached contract with KARACO Heating & Cooling, LLC., P.O. Box 337, Putnam Valley, NY 10579 for maintenance of the heating and air conditioning systems in the Lake Peekskill Community Center located at 7 Northway, Lake Peekskill.

The contract will run March 1, 2020 through December 31, 2020

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# KARACO Heating & Cooling, LLC.

Heating \*Ventilating\*Air Conditioning\* Sales\*Service

P.O. Box 337

Putnam Valley, NY 10579

(845) 528-9390

karacohvac@gmail.com

## PROPOSAL FOR MAINTENANCE OF HEATING & AIR CONDITIONING SYSTEMS (2020 COMMERCIAL MAINTENANCE CONTRACT)

**TO:** TOWN OF PUTNAM VALLEY  
**JOB SITE:** LAKE PEEKSKILL COMMUNITY CENTER  
7 NORTH WAY  
LAKE PEEKSKILL, NY 10537  
**PHONE NUMBER:** 845-526-4057  
**CONTRACT PERIOD:** MARCH 1, 2020 THRU DECEMBER 31, 2020

KARACO Heating & Cooling, LLC hereby submits this proposal subject to all terms and conditions, as follows:

*One* Air Conditioning Unit, *One* Air Filter - Comprehensive Spring Service

*One* Air Conditioning Unit - Mid-Season Quick Check

*One* LP Gas Furnace, *One* Air Filter - Comprehensive Fall Service

**TOTAL CONTRACT PRICE:** **\$528.00 (TAX EXEMPT)**

**PLEASE NOTE:** This price does not include our mid-season winter appointment.

**TERMS AND CONDITIONS:** Price is for inspection and maintenance only. Price does not include parts other than fiberglass air filter and minor materials used in the inspection and maintenance, or any labor costs for repairs or service. All prices are subject to change after 30 days from the date of this proposal. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. In the event of an emergency KARACO Heating & Cooling, LLC is authorized and will make any necessary repairs required to prevent immediate damage or service interruption to the property. In the event the property lease is terminated, the contract price will be refunded on a prorated basis based on how many inspections have been preformed up to the time of lease end, not the contract term. It is the responsibility of the client to contact our company when an appointment is needed for any type of service. Full payment is due at contract signing.

**ACCEPTANCE:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. KARACO Heating & Cooling, LLC is authorized to do the work as specified. Payment will be made as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Ronald L. Karabinos*

02/21/2020

Ronald L. Karabinos, President  
KARACO Heating & Cooling, LLC

\_\_\_\_\_  
Date

CUSTOMER COPY

Lawrence Cobb  
Highway Superintendent

Joseph K. Hertelendy  
General Foreman

Margaret Bradley  
Senior Typist

Joann Carroll  
Part-time Clerk

265 Oscawana Lake Road  
Putnam Valley, NY 10579

(845) 526-3333 phone  
(845) 526-4729 fax

E-mail address:  
LCOBB@PUTNAMVALLEY.COM

Hours of operation:  
7:00 AM - 3:30 PM Monday - Friday

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## Town of Putnam Valley Highway Department

February 27, 2020

### MEMORANDUM

TO: Sam Oliverio  
Members of the Town Board

FROM: Larry Cobb

RE: Purchase of Garbage Truck

The Lake Peekskill Improvement District is purchasing a used garbage truck to replace the 1994 Volvo Garbage Truck that is no longer road worthy. This is an emergency purchase so that the refuse pick up is not interrupted.

2012 International 7300 for \$55,000.00.

Sincerely,

  
Larry Cobb

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**From:** Archbishop Anthony [mailto:ArchbishopofNY@optonline.net]  
**Sent:** Wednesday, February 19, 2020 12:07 PM  
**To:** Sam Oliverio <SOliverio@putnamvalley.com>  
**Subject:** Request  
**Importance:** High

Dear Supervisor Oliverio, and members of the Town Board,

The resignation of The Hon. Clem Van Ross effective upon the appointment of his successor on the Ethics Board requires us to fill that position so that the full complement of the Board will be maintained.

To that end the Ethics Board has been approached by Mr. Brian Whittaker to fill the rest of Clem's term. 1/1/2017-12/31/2021 (We have had no other inquiries since Clem's election.)

Brian is a life-long resident of Putnam Valley who raised his family here and owns a business (Northern Garage Door) for the past 30+ years. He is a stable, well mannered individual who does not come with an agenda other than serving the Town he knows and loves.

We feel he is a "good fit" and request his immediate appointment.

Respectfully,


/s/

Anthony J Bondi, Chair  
For the Board

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**Town of Putnam Valley**

# Memo

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth   
**cc:**  
**Date:** 2/24/2020  
**Re:** Board of Ethics Structure

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I formally request the Board to update the Members and their Terms for the Board of Ethics Committee:

Ralph Smith -Town Board Liaison

Bishop Anthony Bondi – Chair (1/1/2020-12/31/2020), term 1/1/2016-12/31/2020)

Agnes Powe – Vice Chair (1/1/2020-12/31/2024)

Ester McHenry – Secretary (1/1/2017-12/31/2022)

Michael Cicale – Member (1/1/2019-12/31/2023)

Brian Whittaker – Member (1/1/2020-12/31/2021)

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Town of Putnam Valley  
BOARD OF ETHICS  
P.O. Box 656, Putnam Valley, NY 10579

MEMO

Date; January 06, <sup>2</sup>2020  
To; Putnam Valley Town Board, Sherry Howard, Town Clerk  
From; Putnam Valley Board of Ethics  
Ref; Schedule of Putnam Valley Board of Ethics meetings

The Putnam Valley Board of Ethics scheduled meetings are every second Wednesday of the month at 10:00 am at the Lake Peekskill community center.

In case of unforeseen circumstances such as extreme weather, or if the PV schools and/or town hall is closed, then the meeting will be held the following Wednesday. Requests for opinions or complaints should be made in writing; however any citizen may appear at our monthly meeting with a request.

The scheduled meeting dates are;

- January 8**
- February 12**
- March 11**
- April 8**
- May 13**
- June 10**
- July 8**
- August 12**
- September 9**
- October 14**
- November 11**
- December 9**

Please keep this schedule for your reference.

Esther McHenry, secretary.



# **Fiscal Analysis**

**Putnam Valley Fire Department**  
Town of Putnam Valley, Putnam County, New York

*Prepared for:*

**Putnam Valley Fire Department**  
Oscawana Lake Road  
Putnam Valley, NY 10956

*Prepared by:*

**Tim Miller Associates, Inc.**  
10 North Street  
Cold Spring, NY 10579

*Last Submitted:*  
**January 20, 2020**

**1.0 Existing Conditions**

Fire Department Funding

In 2019, property owners in the fire protection district paid \$0.8865 per \$1,000 assessed valuation to fund the district, or approximately \$886.50 per \$100,000 of assessed value. In 2019 property taxes in the amount of \$1,424,902 were levied to fund the Fire District's 2019 budget. The Departments 2019 operating budget totaled \$1,259,000. The remaining funds are used as rewards for incentives to the fire fighters.

Existing Property Tax Revenues - Project Site

The Putnam Valley Fire Department proposes to construct a new fire station to be located on a 10.34-acre parcel with frontage on Oscawana Lake Road in the Town of Putnam Valley, Putnam County, New York. The property is identified on the Town of Putnam Valley tax maps as 72.20-1-7.12. The Project Site, already in the fire department's ownership, is presently vacant, tax exempt, and does not generate property tax revenues to any of the applicable taxing jurisdictions (see Table 3.4-1). The project site has a 2019 total market value of \$212,500 and as a tax exempt property the assessed valuation is \$0. The Project Site is not located in any special taxing district.

<b>Table 1 Taxing Jurisdictions</b>			
<b>Tax Parcel ID</b>	<b>Taxing Jurisdiction</b>	<b>Market Value</b>	<b>Assessed Value</b>
72.20-1-7.12	Putnam County	\$212,500	\$0
	Town of Putnam Valley	\$212,500	\$0
	Putnam Valley School District	\$212,500	\$0
Source: Putnam Valley Real Property Tax Services Agency, 2019.			

**2.0 Potential Impacts**

The Putnam Valley Fire Department (PVFD) currently has two fire stations. Station 1 is located in the municipal complex of buildings located at 12 Canopus Hollow Road, approximately one-half mile to the north of the proposed new fire station. Station 2 is located in the hamlet area of Putnam Valley at 710 Peekskill Hollow Road.

The long-term plan for the PVFD facilities is to build a modern building meeting current National Fire Protection Association (NFPA) standards on the vacant site obtained precisely for this purpose. It is envisioned to turn the existing building, that is critically substandard for a fire department, over to the Town for its use. The PVFD intends to maintain Station #2 that is adequately sized for its current and anticipated use.

The New Fire Station Study (2016 update to the 2010 10-Year Fire Service Plan) describes the condition of the two existing PVFD stations as they pertain to firematic operations (not an architectural or engineering assessment). Originally built in 1946 and renovated in 1970 to 1972, Station 1 has a number of functional deficiencies related to current Department needs, in particular insufficient space for modern apparatus and minimal office space, and its site allows no room for expansion. Station 2, built in 1959 and renovated and expanded in 2000, continues to provide adequate functional space for equipment and staff.

The replacement of Station 1 by a modern facility of sufficient size, equipped with the features of a modern fire department is determined in the Fire Station Study to be necessary. This is primarily due to its inadequate office space and lack of floor space for larger apparatus as older existing apparatus is replaced, to provide satisfactory administrative space and functional space for equipment maintenance and staff safety to support the evolving functions of the Department and in compliance with contemporary health and safety practices. Since the current Station 1 site allows no room for expansion, an alternative site was secured. The Study describes the positive attributes of maintaining the main fire station for PVFD near the existing facility where a greater concentration of residents are located and a concentration of department volunteers as well. Being approximately one-half mile apart on Oscawana Lake Road, there is no operational difference between the old and the new station locations relative to emergency response times.

There is no plan to expand Station 2.

#### Project Costs

The total cost of the proposed facility, as designed, is estimated at up to \$10.8 million dollars. This cost estimate is generated from the conceptual building plans and preliminary site plans currently designed by the Fire Department and its consultants for its facility. The designed facility is envisioned to accommodate the Department's needs for many decades as the Town grows and demand for Department services increases. The building will provide adequate space for its existing operations, storage needs, proper equipment handling, and training, and space to grow to accommodate future staff without need for further building expansion. As such, almost all of the items included in this estimate are considered essential (priority) items necessary to construct and furnish an active fire station that meets modern operational and training needs and meets current standards set by the NFPA.

#### Revenue Source

The PV Fire Protection District has been in need of a new facility for some time and has been saving funds to help pay for the improvements. The District currently has \$2,000,000 set aside in funds. Their current budget of \$1,259,000 includes funds in the amount of \$350,000 annually to pay the bond payment when the new fire house is built. In addition, the current budget includes funds to pay the mortgage for improvements to substation #2, in the amount of \$75,000 annually, which was paid off in 2019. Thus, with no tax increase, the District has funds to make annual payments of up to \$425,000 to pay off a bond on the new facility. Current cost estimates for the new fire house are up to \$10.8 million dollars, however, including this year's loan funds, the District has \$2,425,000 already saved, thus the remaining need for funds drops to \$8,375,000.

Based on the current remaining need for funds to cover construction costs of up to \$8,375,000 million for the new firehouse, and a 4.25% serial bond interest rate, the annual cost to the fire protection district resulting from the new construction would be approximately \$495,000 for a term of 30 years, of which the District's annual budget already includes \$425,000 leaving a remaining need for \$70,000 annually . Adding the additional annual cost of new firehouse construction to the existing 2019 Fire Department funding would increase the fire district levy to \$1,494,902. The proposed firehouse construction would be included in the District's annual budget which is funded through property taxes levied on property owners within the fire protection district.

#### Fire Protection District

A fire protection district is a geographic service area within a town, established for the purpose of fire protection. Towns contract for fire protection services within these districts at the expense of the property owners in that district. The contract may be with a city or village fire department, a fire district, or an independent fire company. An independent fire company is a special not-for-profit corporation formed to provide fire protection to a fire district, fire protection district, or village under contract. The contract is with a governing body. In towns served by a fire protection district, the town levies property taxes to pay for the contractual cost.

In the case of Putnam Valley, the Town contracts with the independent not-for-profit fire company, the Putnam Valley Volunteer Fire Department. The Putnam Valley Volunteer Fire Department was incorporated in 1946 as a not-for-profit private corporation, and is overseen by a Board of Directors.

The Putnam Valley Town Board created a fire protection district to be able to levy a property tax to pay for the fire department's costs. Putnam Valley is one of the few places where the boundary of the fire protection district is coincident with the Town boundary.

#### Fiscal Effect on Property Owners

TMA contacted the Putnam County Real Property Services Agency to obtain a property tax roll for the fire protection district which includes property classification codes for each property within the district. With this information, it is possible to determine the average value of residential parcels within the District, by dividing the taxable value of all residential parcels by the total number of residential parcels. The average value of residential parcels in the District is approximately \$400,000.

Based on data presented on the Town's printed tax roll used to calculate 2019 tax rates, the total taxable value of property within the fire protection district is \$1,607,334,807. Dividing the fire district funding (including costs for a new firehouse) by the district's total taxable value results in a tax rate of \$0.93005 per \$1,000 taxable value. Thus, the increase in the tax rate could be \$0.04355 per \$1,000 taxable assessed value resulting in a tax increase of approximately \$17.42 for a home valued at \$400,000. Actual budgeting for the Department's 2020 budget resulted in a zero percent increase. Cost saving measures being investigated by the Department related to the firehouse, in combination with negotiation of a five year contract could result in no increase at all to residents related to the firehouse construction. The projected annual increase of approximately \$17.42 is considered a conservative estimate of fiscal impacts related to the proposed firehouse.

As a result of the firehouse's construction, only the tax rate for the Putnam Valley Fire Protection District would increase. The tax rates associated with other applicable taxing jurisdictions would not change as a result of the proposed Project.

<b>Table 2</b>			
<b>Property Taxes After Development</b>			
<b>Taxing Jurisdiction</b>	<b>2019 Tax Rate*</b>	<b>Projected Tax Rate*</b>	<b>Net Change*</b>
Putnam County	\$3.0833	\$3.0833	\$0.0000
Town of Putnam Valley	\$5.0303	\$5.0303	\$0.0000
Putnam Valley School District	\$26.3487	\$26.3487	\$0.0000
Putnam Valley Fire Protection District	\$0.8865	\$0.93005	\$0.04355
<b>TOTAL</b>	<b>\$35.3488</b>	<b>\$35.7176</b>	<b>\$0.04355</b>
Taxes Paid on \$400,000 assessed value	\$14,140	\$14,158	\$17.42
<small>Source: Tim Miller Associates, 2019.                      * - Tax Rate per \$1,000 of assessed valuation.                      In the Town of Putnam Valley, properties are assessed at 100 percent of market value.</small>			

Based on an average value of \$400,000, the average residential property owner would pay \$372<sup>1</sup> annually to the fire protection district of which \$17.42 represents the increase in taxes to fund the new firehouse.

Presently, fire protection district taxes represent less than three percent (2.79%) of all taxes paid by a typical property owner located within the Town of Putnam Valley. Based on the projected tax rate, the future fire protection district tax would increase by less than half of (1) percent when the new firehouse is built, or approximately \$18 per year for the average \$400,000 Putnam Valley home. However, it is acknowledged that the tax rate for other taxing jurisdictions may increase/decrease over time, depending on future budgets adopted by same.

### 3.0 Mitigation Measures

No mitigation measures are proposed related to Fiscal impacts.

<sup>1</sup>Based on 0.8865 tax rate.