

**PUTNAM VALLEY TOWN BOARD**  
**PRE-WORK SESSION**  
**WEDNESDAY, MARCH 04, 2020**  
**5:00 PM**

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 for the Lake Peekskill District
4. Board of Ethics Committee –
  - A. Accept resignation of the Honorable Clem Van Ross from the Board of Ethics and appoint Brian Whittaker to fill the time remaining until 12/31/2021
  - B. Accept the terms of office for all BOE members
  - C. Accept the BOE meeting dates
5. Discussion – Putnam Valley Fire Department Fiscal Analysis

**PUTNAM VALLEY TOWN BOARD**  
**PRE-WORK SESSION**  
**WEDNESDAY MARCH 04, 2020**  
**5:00 PM**

**PRESENT:** Supervisor Oliverio  
Councilman Smith  
Councilman Luongo  
Councilwoman Annabi  
Councilwoman Whetsel

**ALSO PRESENT:** Town Clerk Sherry Howard  
Town Counsel Robert Lusardi

**SUPERVISORS COMMENTS**

Supervisor Oliverio welcomed everyone to the Pre-work Session and reminded the public that the first two (2) meetings of the month take place at 5:00 PM; and the third meeting (which is the Regular Meeting) begins at 6:00 PM.

*Pledge of Allegiance and moment of silence for our troops.*

**ROLL CALL**

Supervisor Oliverio noted that everyone is here this evening.

**AUTHORIZE SUPERVISOR TO WAIVE FEES FOR THE TCCC OPERATING PERMIT FEE FOR 2020**

Presented by Councilman Luongo

**RESOLUTION #R20-111**

**RESOLVED** that the Town Board authorize the Supervisor to waive the \$100.00 2020 Operating Permit Fee required by the Putnam Valley Building Department.

Seconded by Councilwoman Annabi, unanimously carried.

**AUTHORIZE SUPERVISOR TO SIGN THE KARACO CONTRACT**

Presented by Councilwoman Annabi

**RESOLUTION #R20-112**

**RESOLVED** that the Town Board authorize the Supervisor to sign the contract with KARACO Heating & Cooling, LLC. PO 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.

Seconded by Councilman Luongo, unanimously carried.

**AUTHORIZE HIGHWAY DEPARTMENT TO PURCHASE A NEW GARBAGE TRUCK FOR THE LAKE PEEKSKILL DISTRICT**

Presented by Councilwoman Whetsel

**RESOLUTION #R20-113**

**RESOLVED** that the Town Board authorize the Highway Department to purchase 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.

Seconded by Councilman Smith unanimously carried.

Supervisor Oliverio said people of Lake Peekskill please understand that your other truck broke down and there was only one (1) left - if that broke down you would have nothing. Highway Superintendent Cobb made sure he got the best truck possible for the best price. This was an emergency issue. This money will come out of your truck fund – it was a wise move for your District to have this fund.

**ACCEPT RESIGNATION OF THE HONORABLE CLEM VAN ROSS FROM THE BOARD OF ETHICS**

Presented by Councilman Smith

**RESOLUTION #R20-114**

**RESOLVED** that the Town Board accept the resignation of the Honorable Clem Van Ross from the Board of Ethics as he has now been elected to the Putnam Valley Town Justice Court.

Seconded by Councilwoman Annabi unanimously carried.

**APPOINT BRIAN WHITTAKER TO FINISH THE HONORABLE CLEM VAN ROSS' TERM**

Presented by Supervisor Oliverio

**RESOLUTION #R20-115**

**RESOLVED** that the Town Board and please appoint Brian Whittaker complete the Honorable Clem Van Ross' term on the Putnam Valley Ethics Board until 12/31/2020.

Seconded by Councilwoman Annabi for discussion

Councilwoman Annabi noted that when the Town Board appoints someone to complete a term they only get it for one (1) year and then the position is relooked at. The Town Board agreed and had Mr. Whittaker's term end on 12/31/2020 as listed above.

Councilman Luongo seconded as amended, unanimously carried.

**ACCEPT THE TERMS OF OFFICE FOR ALL BOARD OF ETHICS MEMBERS**

Presented by Councilman Luongo

**RESOLUTION #R20-116**

**RESOLVED** that the Putnam Valley Town Board update the Members and their terms for the Board of Ethics Committee:

Ralph Smith – Town Board Liaison

Bishop Anthony Bondi – Chair (1/1/20 – 12/31/2020), term (1/1/2016 – 12/31/2020)

Agnes Powe – Vice Chair (1/1/20 – 12/31/2024)

Esther McHenry – Secretary (1/1/17- 12/31/2022)

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

Brian Whittaker – Member (1/1/2020 – 12/31/2020) (as per Resolution above).

Seconded by Councilwoman Annabi, unanimously carried.

**ACCEPT THE BOARD OF ETHICS MEETING DATES**

Presented by Councilwoman Annabi

**RESOLUTION #R20-117**

**RESOLVED** that the Putnam Valley Town Board accept the meeting dates for the Putnam Valley Ethic Committee which are scheduled 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 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 meetings with a request. The scheduled meeting dates are as follows:

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

Seconded by Councilman Smith, unanimously carried.

**DISCUSSION - PUTNAM VALLEY FIRE DEPARTMENT FISCAL ANALYSIS**

Presented by Supervisor Oliverio

Supervisor Oliverio said the Town Board has all received the Fiscal Analysis Report from the Putnam Valley Fire Department about the cost of the new building – they are going to move forward on that project. He continued saying the cost to the Taxpayer is \$17.42 total a year which is not a huge expense. The total cost for the building they are aiming at is 10.8 million and of course it would be bonded or a mortgage would be acquired. Councilwoman Annabi asked exactly what Supervisor Oliverio means by the \$17.42 a year cost. Supervisor Oliverio said the cost of everything including setting it up and getting it running would cost \$17.42 a year for the taxpayer. In that, part of that amount is already integrated into their budget. Councilwoman Annabi asked if this is \$17.42 per thousand. Supervisor Oliverio said no it is just \$17.42 per household per year. He said the thing that we have to understand is that the faster this is built the less cost we are incurring. The Fire Department knows that the Town Board can only support the cost listed in the Report. If the bids exceed that or there is cost overrun the Fire Department can either cut back on the building or do some fund raising. This is the promise we made to the public. Good frugal planning is allowing the Fire Department to go forward with the project. When the Planning Board is ready to give the go-ahead with this project this is part of their SEQR requirement. The Town Board has to be okay with the Fiscal Analysis as stated. We need to pass a Resolution to that effect when we hear from the Planning Board that they are ready. Councilwoman Annabi read part of the Fiscal Analysis – it reads in whole as follows:

## **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**

**Fiscal Analysis**  
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>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.

**Fiscal Analysis**  
January 20, 2020

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.



**Fiscal Analysis**  
January 20, 2020

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.

**Fiscal Analysis**  
January 20, 2020

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.

Taxing Jurisdiction	2019 Tax Rate*	Projected Tax Rate*	Net Change*
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

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.

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.

Councilwoman Annabi said the report was written very well. Supervisor Oliverio said the Town Board should review the report carefully because when it is time they will be passing a Resolution supporting this project. Town Attorney Lussardi said the Planning Board has to issue a negative declaration first but the Board sits in the position of the “funding agency”.

Councilman Luongo said wouldn't the Planning Board need this before they made the next step? Attorney Lussardi responded by saying it is a complicated question. He said Financial Impacts of a project in general terms that the lead agency needs to explore and discuss and resolve along with aesthetics, wetlands, and traffic etc. In that regard the Planning Board as lead agency is going to factor in fiscal impacts into the environmental review. The Document you have was submitted to the Planning Board as part of the environmental review to be determined by the Planning Board; however this Board is an indirect funding agency and the Town Planner felt and I concurred that while there is not any direct vote that this Board is going to take to fund a firehouse- you have done annual contracts with the fire department and hopefully now you will be doing a five (5) year contract with the fire department which they are going to need and I recommend. So each time you vote on a contract and part of that contract includes payment of the bond for the fire house - in a way you are indirectly funding the project. Funding is defined under SEQR as either direct or indirect. This SEQR review that is being done by the Planning Board will cover the decisions that this Board will make in the future to fund the fire house through the contracts that you may or may not agree to over time. We just want the Board to acknowledge that component of the whole thing.

Supervisor Oliverio asked do we need the five year contract now or can that wait until budget time? Town Attorney Lussardi said that can wait until budget time; but there was a mention of a five (5) year contract in that report, but it is not critical. Supervisor Oliverio said we will discuss this in Executive Session next week. Supervisor Oliverio asked Councilman Luongo and Assessor Sheryl Luongo if they would be going out for that bond before spring. Ms. Luongo said probably not. Supervisor Oliverio said we can propose the budget in August but having it now, reviewing it, and assuring the Fire Department that this is the contract that we will put forward would be a big help. Attorney Lussardi said he will put together a Resolution.

Councilman Smith said he did bring the issue up to the other Board Members about the construction of the bridge in the down town area as it seems like the final drawings are in. He was hoping someone from the County would come in and explain the plans to the Board and the Public. Supervisor Oliverio said Commissioner Pena, and John Tully did come down and explain everything last year— and nothing seems to have changed. We can ask them to come back but we are at their mercy. Supervisor Oliverio did ask County Legislator Gouldman to try to help him get someone to speak to us. Councilman Luongo said the plans for Oregon Corners have been an on-going discussion for a long time and the plans we got are still marked “preliminary”. So are there more changes to come? The plans we got are so small and hard to read – he tried to blow it up but the scale stays the same.

Councilman Smith said some of the business owners who are there now were not there a year ago and I'm sure they have a lot of questions.

Councilwoman Whetsel asked if they were going to extend the moratorium on photovoltaics. Supervisor Oliverio said they are going to talk about it next week. Attorney Lussardi said he is not a fan of moratoriums because they just delay the inevitable. He prefers a law be passed instead. Councilwoman Whetsel said it needs to be thought out because we are heading toward being climate smart.

Councilwoman Annabi said the weight limit is not being lifted from Peekskill Hollow Road. She and Supervisor Oliverio sat down with County Executive Odell, Fred Pena, John Tully and County Legislator Gouldman and they asked them to wait until after the construction was done – and they agreed. This will be about two (2) to three (3) years. We will talk to them about making it permanent but at least we have some time.

Supervisor Oliverio closed the meeting at 5:26 PM.

Seconded by Councilwoman Annabi, unanimously carried.

Respectfully Submitted

Sherry Howard  
Town Clerk  
03-06-2020