



TOWN OF PUTNAM VALLEY

Town Board Meeting

March 18th, 2020

Town Hall 6 PM

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### Meeting called to Order

### Pledge of Allegiance

### Departmental Reports

### Supervisor's Comments

### Legislative Reports

### School Report

1. *Approval of Minutes*

### Facilities

2. *Amend Resolution #R20-121*

### Districts

### Parks and Recreation

3. *Approval of the Landscape bid for fertilizer, etc. for the Town Park*
4. *Refunds*
5. *Personnel additions/changes*

### Building and Zoning

6. *Daily Fee Reports for the month of February (2/1/2020-2/29/2020)*

### Climate Smart

7. *Acceptance of the Climate Smart Pledge*

### Public Comment

8. *Audit of Monthly Bills*
9. *Budget Transfers and Amendments*

### Adjournment

**Next Town Board Meeting:** Pre-Session, Wednesday, April 1<sup>st</sup>, 2020, 5PM at Town Hall

①

March 9, 2020

To: Town Board

From: Sherry Howard

Subject: Approval of minutes

I respectfully request the Putnam Valley Town Board authorize the Supervisor to accept the Town Board minutes from February 12<sup>th</sup>, February 19<sup>th</sup>, March 04<sup>th</sup>, and March 11<sup>th</sup>, 2020.

Thank-you,

Sherry Howard

Town Clerk



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## Town of Putnam Valley

**To:** Putnam Valley Town Board  
**From:** Susan L. Manno  
**Date:** March 12, 2020  
**Subject:** Amend Resolution #R20-121

*SJM*

I formally request that the Putnam Valley Town Board amend Resolution #R20-121 to reflect the corrected price of the (7) Dell Vostro laptop computers @ \$629.00 each and (7) Notebook Cases at \$19.99 for a total cost of \$4,542.93; this expenditure was not budgeted and will need to be taken from the General Fund.

**Advanced Communicatlons Associates, LLC**

485 Peekskill Hollow Road - P.O. Box 695  
Putnam Valley, NY 10579-  
Phone: (845) 528-6620 Fax: (845) 528-6620

# Invoice

**Town of Putnam Valley**  
265 Oscawana Lake Road  
Putnam Valley, NY 10579-  
Att: Susan Manno

|                        |                |
|------------------------|----------------|
| <b>Invoice Date:</b>   | 3/11/2020      |
| <b>Invoice Number:</b> | 02338          |
| <b>Date Received:</b>  | 3/11/2020      |
| <b>Date Completed:</b> |                |
| <b>Customer ID:</b>    | 000006         |
| <b>PO Number:</b>      |                |
| <b>Terms:</b>          | Due on receipt |
| <b>Contact:</b>        | Manno, Susan   |

**Service Requested:**

Special sale - Dell Vostro laptop for remote access

**Resolution:**

Special sale - Dell Vostro laptop for remote access

| Part Name     | Part Description                                                                                                                                      | Quantity | Unit Price | Subtotal   |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|------------|
| DELLV20203000 | Dell Vostro 15 3000 15.6" Business Laptop Computer, Intel Core i3-7020U 2.3GHz, 8GB DDR4 RAM, 256GB SSD, Bluetooth 4.2, HDMI, USB 3.0, Windows 10 Pro | 7        | \$629.00   | \$4,403.00 |

|                        |                            |                   |
|------------------------|----------------------------|-------------------|
| <b>Balance Summary</b> | <b>Subtotal</b>            | <b>\$4,403.00</b> |
|                        | <b>Sales Tax</b>           | <b>\$0.00</b>     |
|                        | <b>Service Order Total</b> | <b>\$4,403.00</b> |
|                        | <b>Total Payments</b>      | <b>\$0.00</b>     |
|                        | <b>Amount Due</b>          | <b>\$4,403.00</b> |

Please remit all payments to: P.O. Box 695

**Advanced Communications Associates, LLC**

485 Peekskill Hollow Road - P.O. Box 695  
Putnam Valley, NY 10579-  
Phone: (845) 528-6620 Fax: (845) 528-6620

# Invoice

**Town of Putnam Valley**  
265 Oscawana Lake Road  
Putnam Valley, NY 10579-  
Att: Susan Manno

|                        |                |
|------------------------|----------------|
| <b>Invoice Date:</b>   | 3/12/2020      |
| <b>Invoice Number:</b> | 02339          |
| <b>Date Received:</b>  | 3/12/2020      |
| <b>Date Completed:</b> |                |
| <b>Customer ID:</b>    | 000006         |
| <b>PO Number:</b>      |                |
| <b>Terms:</b>          | Due on receipt |
| <b>Contact:</b>        | Manno, Susan   |

**Service Requested:**  
Special sale - Laptop cases

**Resolution:**  
Special sale - Laptop cases

| Part Name | Part Description                                                                                                                                     | Quantity | Unit Price | Subtotal |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|----------|
| LB14      | 15.6 inch Laptop Shoulder Bag<br>Messenger Bag Case Notebook<br>HandleSleeve Neoprene Soft Carrying<br>Tablet Travel Case with Accessories<br>Pocket | 7        | \$19.99    | \$139.93 |

|                        |                            |                 |
|------------------------|----------------------------|-----------------|
| <b>Balance Summary</b> | <b>Subtotal</b>            | <b>\$139.93</b> |
|                        | <b>Sales Tax</b>           | <b>\$0.00</b>   |
|                        | <b>Service Order Total</b> | <b>\$139.93</b> |
|                        | <b>Total Payments</b>      | <b>\$0.00</b>   |
|                        | <b>Amount Due</b>          | <b>\$139.93</b> |

Please remit all payments to: P.O. Box 695

**Parks and Recreation**

# Memo

**To:** Town Board  
**From:** Frank DiMarco  
**CC:** Karen Kroboth  
**Date:** 3/11/2020  
**Re:** Turf Care Bid

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The Parks and Recreation Department recommends the town board award our annual Turf Care Bid to **McKinney Landscaping Corporation** and allow the Town Supervisor to sign the contract in the amount of \$6,125.00 for the Town Park and the Rotary Field on Sunset Hill Road.

**McKinney Landscaping Corporation** was the lowest bidder of those who responded. Proposals are attached for your perusal



McKinney Landscaping Corporation  
 P.O. Box 645  
 Putnam Valley, NY 10579  
 Office: (845) 528-3938 Fax: (914) 736-7525

March 3, 2020  
 Contract Dates: 04/2020- 11/2020

**TURF CARE CONTRACT**

**SUBMITTED TO:**

Putnam Valley Parks & Recreation  
 265 Oscawana Lake Road  
 Putnam Valley, NY 10579  
 RGallagher@putnamvalley.com

**WORK PERFORMED AT:**

PV Fields (Soccer, Union, & Softball)  
 & Sunset Park  
 156 Oscawana Lake Road  
 Putnam Valley, NY 10579

**FERTILIZATION PROGRAM:**

- Details for the site(s) will be enclosed in a separate enclosed contract that **MUST** signed separately.
- Labels, product information and weather permitting schedule for the corresponding applications will accompany enclosed contract for your review

**PROGRAM –INCLUDES 7 APPLICATIONS**

- |                                      |                                                        |
|--------------------------------------|--------------------------------------------------------|
| 1. Fertilizer with crabgrass control | 5. Fertilizer and/or spot treat broadleaf weed control |
| 2. Broadleaf weed control            | 6. Dormant fertilizer                                  |
| 3. Fertilizer with crabgrass control | 7. Grub Control                                        |
| 4. Summer fertilizer                 |                                                        |

**ADDITIONAL TURF CARE APPLICATIONS (MUST BE SELECTED)**

- |                                                                      |                                        |
|----------------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Fungicide                                   | <input type="checkbox"/> Poison Ivy    |
| <input type="checkbox"/> Lime application with soil PH test included | <input type="checkbox"/> Tick Control  |
| <input type="checkbox"/> Moss control                                | <input type="checkbox"/> Green Kylinga |

**CHARGES ARE AS FOLLOWS:**

- Turf program total cost is \$6,125.00. A charge of \$875.00 per application will be reflected on monthly invoices.
- Application for Green Kylinga is between \$500.00 and \$850.00 dependent on amount of product needed.
- Additional Applications are priced separately and performed at your request.

**GENERAL:**

- No business or commercial application may apply chemical weed, insect or disease control products in the state of New York without a signed contract.
- Included with this contract is a list of pesticides that may or may not be applied (including brand and generic names of active ingredients) *and* any label warnings of the pesticides that may be applied that are pertinent to the protection of humans, animals or the environment.
- Signs will be posted to indicate that the service has been performed if required by product label.

**Select and initial if you would like to be called before each service \_\_\_\_\_.**

Any alteration or deviation from above specifications involving extra costs, will be executed upon written orders, and will become an extra charge over and above the estimate. Public Liability Insurance as well as workers compensation is the responsibility of McKinney Landscaping Corporation. If the property owner and signatory herein shall at any time be in default hereunder, and if McKinney Landscaping Corporation shall institute an action or summary proceeding against the property owner based upon such default in payments for work or materials supplied then the property owner will reimburse McKinney Landscaping Corporation for the expense of any and all collections, incurred by McKinney Landscaping Corporation, so far as the same are reasonable in amount. **McKinney Landscaping may not assign or sub contract any part of this agreement. We are fully licensed and insured for work listed.**

These prices, specifications and conditions are satisfactory and are hereby accepted. **McKinney Landscaping Corporation** is authorized to do the work specified.

Date 3/3/2020

Signature Alan McKinney, President

Date \_\_\_\_\_

Signature \_\_\_\_\_

# Friendly Lawn Care, Inc.

P.O. Box 10  
Buchanan, NY 10579  
(914)737-0862

DEC# 14201  
Applicators# C3836434

WC# 16412-1405  
PC# 6336

March 5, 2020

## Customer/Client

Putnam Valley Parks and Recreation Department  
265 Oscawana Lake Road  
Putnam Valley, NY 10579

## Site

Rotary Ball Field  
Sunset Hill Drive  
Putnam Valley, NY 10579

**Fertilization Program: All applications use granular products which need to be watered in within 24 to 48 hours of application for optimum control.**

- 1<sup>st</sup> Early Spring – Barricade (prodiamine)** 4/1 – 4/22/2020      Alternate dates: 4/22 – 5/12/2020  
Pre-emergent herbicide with fertilizer; this will help prevent crabgrass.
- 2<sup>nd</sup> Late Spring – Allectus (imidacloprid (merit); bifenthrin)** 5/18 – 6/1/2020      Alternate dates: 6/2 – 6/23/2020  
Fertilizer with a subsurface (grubs) insecticide.
- 3<sup>rd</sup> Summer – LeBanon Pro (bifenthrin)** 6/22 – 7/13/2020      Alternate dates: 7/13 – 8/2/2020  
Granular fertilizer for surface feeding insects (chinch bugs, fleas, army worms, sod webworm, etc).
- 4<sup>th</sup> Fall – Granular Fertilizer** 8/23 – 9/16/2020  
Granular fertilizer to help promote root development and keep your lawn looking green
- 5<sup>th</sup> Lime – Soil Amendment** 9/25 – 10/20/2020  
A soil amendment of either lime or gypsum will be applied, depending on soil conditions.
- 6<sup>th</sup> Winter – Winter Rate Fertilizer** 11/1 – 11/30/2020  
A final application of a granular (winter rate) fertilizer.

Spring/Fall Aeration – will be done at appropriate time and coordinated with PV Parks and Recreation Dept.

**Total Price - \$2,100.00 plus NYS sales tax**

A post emergent spray of Speedzone will be applied as needed to all broadleaf weeds.

**Note:** Crabgrass spray if needed is included. Nutsedge spray is not included in this program and if needed will be billed separately.

**Friendly Lawn Care, Inc. recommends ALL applications to ensure optimum plant health care management. Even if health care programs are administered certain environmental conditions outside of our control may arise during the season. Additional treatments and/or curative actions may be necessary to stop or correct these problems. All additional treatments or actions will be billed separately. You will be made aware of any additional treatments or actions before they are performed.**

***This must be signed before we can apply any applications per DEC. Also if you require notification prior to application please initial here \_\_\_\_\_***

No business or commercial applicator may apply chemical weed, insect or disease control products in the State of New York without a signed contract.

Date: 3/5/20

Friendly Lawn Care: Eric Werner

**Acceptance of Contract**

Date: \_\_\_\_\_

Customer: \_\_\_\_\_



# Martino Lawn Care INC

P.O. BOX 246 Yorktown Heights, NY 10598

**(914) 962-0757**



*Service Address* Customer Number: 3195  
 TOWN OF PUTNUM VALLEY PARKS & REC  
 265 OSCAWANA LAKE Rd  
 PUTNAM VALLEY, NY 10579

*Billing Address*  
 TOWN OF PUTNUM VALLEY PARKS & REC  
 265 OSCAWANA LAKE Rd  
 PUTNAM VALLEY, NY 10579

3/10/2020

We would like to take this fine opportunity to thank you for the trust you have placed in us to care for your lawn. It's a responsibility we won't take lightly.

I believe you'll find the use of the highest quality products, applied by licensed professionals will be the right combination to give you a beautiful lawn we will both be proud of.

|                             | Price      |
|-----------------------------|------------|
| EARLY SPRING APPLICATION    | \$1,700.00 |
| LATE SPRING APPLICATION     | \$1,700.00 |
| SPECIALTY WEED TREATMENT #1 | \$1,700.00 |
| SUMMER GRUB CONTROL         | \$1,700.00 |
| EARLY FALL APPLICATION      | \$1,700.00 |
| FALL WINTERIZER APPLICATION | \$1,700.00 |

*Total Service Amount* \$10,200.00  
*Total Service Amount With Tax* \$11,054.28

I wish to prepay for proposed services  
 Enclosed is my check \$11,054.28

Your prepayment of

**\$11,054.28**

**Yes!** Please bill me as services are performed

*Billing Address*  
 TOWN OF PUTNUM VALLEY PARKS & REC  
 265 OSCAWANA LAKE Rd  
 PUTNAM VALLEY, NY 10579

*Customer Number:*  
 3195

Signature required to start service: \_\_\_\_\_



**Martino Lawn Care INC**  
 P.O. BOX 246  
 Yorktown Heights, NY 10598



To: Town Board  
From: Frank DiMarco, Parks and Recreation Director  
Subject: Parks and Recreation Refunds  
Date: February 20, 2020

|                                                                 |                                                           |
|-----------------------------------------------------------------|-----------------------------------------------------------|
| Patricia Cumbal<br>75 Lee Avenue<br>Putnam Valley, NY 10579     | \$500.00<br>LPCC<br>deposit refund                        |
| Louis Peduto<br>26 Kramers Pond Road<br>Putnam Valley, NY 10579 | \$100.00<br>Sports refund<br>Head Coach                   |
| Diane O'Rourke<br>14 Bel Lago Drive<br>Putnam Valley, NY 10579  | \$105.00<br>Sports refund<br>unable to attend wrestling   |
| Bedri Rexhepi<br>31 Quincy Road<br>Putnam Valley, NY 10579      | \$75.00<br>Programs refund<br>program cancelled           |
| Brenda Tompkins<br>21 Harper Street<br>Lake Peekskill, NY 10537 | \$120.00<br>PVCC after camp<br>does not need Tuesday pm's |

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To: Town Board  
From: Frank DiMarco, Parks and Recreation  
Subject: Personnel  
Date: March 11, 2020

Please approve the following additions/changes to personnel.

1. Stephanie Monaghan, Rec Assistant @ \$11.80 hr.
2. Megan Stephens, Rec Assistant @ \$11.80 hr.

3/2/2020

**TOWN OF PUTNAM VALLEY**  
**OFFICE OF BUILDING & ZONING**  
 265 Oscawana Lake Road  
**Daily Fee Report - Summary**



From: 02/01/2020 To: 2/29/2020

| Fee Type                     | Count     | Amount            |
|------------------------------|-----------|-------------------|
| BEDROOM COUNT REQUEST        | 1         | \$50.00           |
| DEM/R                        | 1         | \$100.00          |
| ELECTRI APP/NY ELEC          | 9         | \$270.00          |
| ELECTRIC APP/SWIS            | 4         | \$120.00          |
| FENCE/WALL                   | 3         | \$225.00          |
| GAS/PROPANE                  | 3         | \$225.00          |
| GENERATOR PERMIT             | 1         | \$75.00           |
| HVAC                         | 1         | \$75.00           |
| MG                           | 7         | \$525.00          |
| MI                           | 2         | \$687.00          |
| OIL TANK                     | 3         | \$275.00          |
| PELLET STOVE                 | 1         | \$75.00           |
| PERM                         | 4         | \$910.00          |
| PL                           | 3         | \$225.00          |
| RE                           | 3         | \$2,064.00        |
| RHCS                         | 1         | \$250.00          |
| RU                           | 1         | \$125.00          |
| SEARC                        | 13        | \$1,950.00        |
| WETADM                       | 2         | \$100.00          |
| WETL                         | 2         | \$200.00          |
| WT/S                         | 2         | \$200.00          |
| <b>Total Fees Collected:</b> | <b>67</b> | <b>\$8,726.00</b> |
| <b>Cash</b>                  | <b>2</b>  | <b>\$105.00</b>   |
| <b>Check</b>                 | <b>65</b> | <b>\$8,621.00</b> |

FEE TYPES

|                            |                                                  |
|----------------------------|--------------------------------------------------|
| ADDITION/ALTERATION        | Permits for Additions/Alterations                |
| BLASTING                   | Permits to Blast                                 |
| CW                         | Commence Work Permit                             |
| CREDIT CARD FEE            | Credit Card Fee charged for usage of credit card |
| DEM/R                      | Demolition/Residential                           |
| ELECTRIC APP/NY ELECTRICAL | Electric application/NY Electrical               |
| ELECTRIC APP/SWISS         | Electric application/Swiss                       |
| FENCE/WALL                 | Permit for Fence/Wall                            |
| GAS/PROPANE                | Permit for Propane Gas Installation              |
| GENERATOR PERMIT           | Generator Installation                           |
| HVAC                       | Heating, Vent., A/C Permit                       |
| IN GROUND POOL             | Permit for In Ground Pool                        |
| MG                         | Minor Grading Permit                             |
| MI                         | Miscellaneous Building Permit                    |
| OPERATING PERMIT           | Operating Permits /Commercial                    |
| PERM                       | Building Permits                                 |
| PERNC                      | New Construction Permits                         |
| PL                         | Plumbing Permits                                 |
| RE                         | Renewal Building Permits                         |
| RHCS                       | Rock Hammer Crush Shatter Rock Permit            |
| RU                         | Spec. Use Renewal                                |
| SEARC                      | Municipal Search                                 |
| TENT                       | Tent Permit                                      |
| TREE                       | Tree Permit                                      |
| WETADM                     | Wetland Administrative Fee                       |
| WETL                       | Wetland Permit Application Fee                   |
| WT/S                       | Wetland Screening                                |

PUTNAM COUNTY LEGISLATURE

Resolution #114  
Introduced by Legislator: Amy Sayegh on behalf of the Economic Development & Energy  
Committee at a Regular Meeting held on June 4, 2019.

APPROVAL/ CLIMATE SMART COMMUNITIES PLEDGE

WHEREAS, Putnam County believes that climate change has impacted our local and global environments; and

WHEREAS, the effects of climate change has increased the need for actions that will protect our infrastructure, economy, farms and ecological communities, including native fish and wildlife populations, reduce the spread of invasive species, protect drinking water supplies and recreational opportunities, and reduce potential threats to the health and well-being of our citizens; and

WHEREAS, Putnam County believes that our response to climate change provides us with an unprecedented opportunity to save money and to build livable, energy-independent and secure communities, vibrant innovation economies, healthy and safe schools and resilient infrastructures; and

WHEREAS, Putnam County believes the scale of greenhouse gas (GHG) emissions reductions required for climate stabilization will require sustained and substantial efforts; and

WHEREAS, Putnam County believes that even with a reduction in emissions today, communities would still be required to adapt to the effects of climate change for decades to come; now therefore be it

RESOLVED, that Putnam County, in order to reduce greenhouse gas emissions and adapt to a changing climate, adopts the New York State Climate Smart Communities Pledge, which comprises the following 10 elements:

- 1) Build a climate-smart community.
- 2) Inventory emissions, set goals, and plan for climate action.
- 3) Decrease energy use.
- 4) Shift to clean, renewable energy.
- 5) Use climate-smart materials management.
- 6) Implement climate-smart land use.
- 7) Enhance community resilience to climate change.
- 8) Support a green innovation economy.
- 9) Inform and inspire the public.
- 10) Engage in an evolving process of climate action.

BY ROLL CALL VOTE: ALL AYES. CARRIED UNANIMOUSLY.



Vote:  
State Of New York  
ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on June 4, 2019.

Dated: June 7, 2019

Signed: *Diane Schonfeld*

Diane Schonfeld  
Clerk Of The Legislature Of Putnam County