



TOWN OF PUTNAM VALLEY

Town Board Meeting

November 18th, 2020

Town Hall

6 PM

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### **Pledge of Allegiance**

Meeting called to Order

Departmental Reports

Supervisor's Comments

Legislative Reports

School Report

1. Discussion: Recycling issues
2. Discussion: Political signage
3. Approval of the 2021 CSEA Holiday Calendar
4. Highway Department
  - a. Approve purchase of budgeted 2019 Steam Roller
5. Building Department
  - a. Daily Fee Reports for the month of October (10/1/2020-10/31/2020)
6. Parks and Recreation
  - a. Refunds
7. Planning and Zoning
  - a. Authorize the Supervisor to sign agreement with Henningson, Durham & Richardson Architecture and Engineering (HDR)
8. Approval of Minutes
9. Audit of Monthly Bills
10. Budget Transfers and Amendments

### **Adjournment**

**Next Town Board Meeting: Pre-Work Session, Wednesday December 2<sup>nd</sup>, 2020, 5PM, Town Hall**

November 15, 2020

From : Karen Kroboth

To: Town Board

I respectfully request the Putnam Valley Town Board authorize the Supervisor to accept the 2021 CSEA Holiday Schedule.

Thank-you,

Karen Kroboth



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Town of Putnam Valley  
Unit 8151

Executive Board  
Craig Cotone - President  
[ccotone@putnamvalley.com](mailto:ccotone@putnamvalley.com)  
Ray Gallagher- Vice President  
[rgallagher@putnamvalley.com](mailto:rgallagher@putnamvalley.com)

Executive Board  
Margaret Bradley- Treasurer  
[mbradley@putnamvalley.com](mailto:mbradley@putnamvalley.com)  
Annie Spinelli-Secretary  
[aspinelli@putnamvalley.com](mailto:aspinelli@putnamvalley.com)

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MEMORANDUM

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**TO:** PUTNAM VALLEY TOWN BOARD  
**FROM:** CRAIG COTONE, CSEA PRESIDENT  
**SUBJECT:** 2021 HOLIDAY SCHEDULE  
**DATE:** OCTOBER \_\_, 2020  
**CC:** SHERRY HOWARD- TOWN CLERK

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The CSEA Union respectfully requests the following holidays as per our contract:

|               |                   |                            |
|---------------|-------------------|----------------------------|
| January 1     | Friday            | New Year's Day             |
| January 18    | Monday            | Martin Luther King Jr. Day |
| February 15   | Monday            | President's Day            |
| May 31        | Monday            | Memorial Day               |
| July 5        | Monday            | Independence Day           |
| September 6   | Monday            | Labor Day                  |
| October 11    | Monday            | Columbus Day               |
| November 11   | Thursday          | Veteran's Day              |
| November 25   | Thursday          | Thanksgiving               |
| November 26   | Friday            | Day after Thanksgiving     |
| December 24   | Friday            | Christmas Eve              |
| **December 27 | Saturday (Monday) | Christmas Day              |
| December 31   | Friday            | New Year's Eve             |

\* Holiday falls on a weekend- Union Requests an alternative date

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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

## Town of Putnam Valley Highway Department

November 16, 2020

### MEMORANDUM

TO: Samuel Oliverio  
Members of the Town Board

FROM: Larry Cobb, Highway Superintendent

RE: Purchase of a drum roller

I will be purchasing a 2019 Tandem drum roller for \$41,595.62. This purchase is within my budget.

Sincerely,



Larry Cobb

|                                                                                  |                                                                                                                                   |                                            |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
|  | <b>HOFFMAN EQUIPMENT COMPANY, INC.</b><br>300 South Randolphville Road - Piscataway NJ 08854<br>O (732) 752-3600 F (732) 968-8371 | www.hoffmanequip.com<br><b>SALES ORDER</b> |
|                                                                                  |                                                                                                                                   |                                            |

|           |                           |           |                  |
|-----------|---------------------------|-----------|------------------|
| Customer: | Town of Putnam Valley Hwy | Salesman: | Michael O'Connor |
| Address:  | 268 Oscawana Lake Rd      |           |                  |
| City:     | Putnam Valley             | NY        | Zip Code: 10579  |

|                       |                                         |                                             |                                |
|-----------------------|-----------------------------------------|---------------------------------------------|--------------------------------|
| EQUIPMENT DESCRIPTION | New <input checked="" type="checkbox"/> | New - rental fleet <input type="checkbox"/> | Used: <input type="checkbox"/> |
| Make:                 | Case                                    | Serial Number:                              | NJWTM2018                      |
| Model:                | DV26D                                   | Unit Number:                                | C02968                         |
| Freight Terms:        |                                         | Finance Terms:                              |                                |

**STANDARD EQUIPPED AS DESCRIBED:**  
 2019 Tandem drum roller, road lights 2 front , 1 rear, arm rests on seat, right side drive lever, offset drum, tiltable drum scrapers, central lifting hook, lockable water tank cap, foldable RPOS, rotating beacon

| Trade Information                                                                                                                           |                                                         | Sale Price:             | \$ 41,595.62 |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------|--------------|
| Make:                                                                                                                                       |                                                         | Attachment:             |              |
| Model:                                                                                                                                      |                                                         | Attachment:             |              |
| Serial Number:                                                                                                                              |                                                         | Total Sale Price:       | \$ 41,595.62 |
| Trade Value:                                                                                                                                |                                                         | Trade Allowance:        | \$ -         |
| Tax exempt status - based on receipt of certificate                                                                                         | Tax Rate:                                               | Balance:                | \$ 41,595.62 |
| Warranty Description                                                                                                                        |                                                         | Sales Tax:              | \$ -         |
| If no warranty is specified - machine sold "as is where is" - warranty expiration based on hour usage or term limit - whichever comes first |                                                         | Trade Payoff Amount:    | \$ -         |
| Type:                                                                                                                                       | 1 yr unlimited-hour full coverage base limited warranty | Rental Option Interest: | \$ -         |
| Term:                                                                                                                                       | 2 yr/2000 hr extended limited engine warranty           | Non-Refundable Deposit: |              |
| Hour:                                                                                                                                       |                                                         | Balance Due:            | \$ 41,595.62 |

**SPECIAL SALE PROVISIONS:**

**THIS IS AN OFFER AND IS SUBJECT TO AND INCLUDES THE TERMS AND CONDITIONS OUTLINED. IT SHALL REMAIN OPEN FOR 30 DAYS**

|               |                       |               |                        |
|---------------|-----------------------|---------------|------------------------|
| Accepted for: | HOFFMAN EQUIPMENT CO. | Accepted for: |                        |
| Witness:      |                       | Signature:    |                        |
| Print:        |                       | Print:        | Larry Cobb             |
| Title:        |                       | Title:        | Highway Superintendent |
| Date:         |                       | Date:         |                        |

**Williamstown Branch:** 2610 South BlackHorse Pike - Williamstown NJ, 08904 - O (856) 875-0036 F (856) 875-0058  
**Long Island Branch:** 22 Peconic Ave. - Medford NY, 11763 - O (631) 207-2900 F (631) 207-2918  
**Bronx Branch:** 1144 Zerega Ave - Bronx NY, 10462 - O (718) 822-1180 F (718) 822-1183  
**Medford Branch:** 1440 Route 9W - Marlboro NY, 12542 - O (845) 236-3000 F (845) 236-3154



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

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From 10/1/2020 To 10/31/2020

| Fee Type                     | Count      | Amount             |
|------------------------------|------------|--------------------|
| ADDITION/ALTERATION          | 6          | \$3,524.00         |
| DECK                         | 1          | \$173.00           |
| ELECTRI APP/NY ELEC          | 13         | \$390.00           |
| ELECTRIC APP/SWIS            | 13         | \$390.00           |
| FENCE/WALL                   | 1          | \$75.00            |
| GAS/PROPANE                  | 8          | \$600.00           |
| GENERATOR PERMIT             | 13         | \$1,050.00         |
| HVAC                         | 7          | \$525.00           |
| IN GROUND POOL               | 1          | \$525.00           |
| MG                           | 6          | \$450.00           |
| MI                           | 3          | \$225.00           |
| OIL TANK                     | 12         | \$1,050.00         |
| OPERATING PERMIT             | 1          | \$100.00           |
| PERM                         | 8          | \$1,442.00         |
| PL                           | 4          | \$300.00           |
| RE                           | 6          | \$2,808.00         |
| SEARC                        | 20         | \$3,000.00         |
| SOLAR PANELS                 | 1          | \$183.00           |
| WETADM                       | 2          | \$100.00           |
| WETL                         | 2          | \$300.00           |
| WT/S                         | 2          | \$200.00           |
| <b>Total Fees Collected:</b> | <b>130</b> | <b>\$17,410.00</b> |
| <b>Cash</b>                  | <b>3</b>   | <b>\$180.00</b>    |
| <b>Check</b>                 | <b>127</b> | <b>\$17,230.00</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/Swis                        |
| 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                                |



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To: Town Board  
From: Frank DiMarco, Parks and Recreation Director  
Subject: Parks and Recreation Refunds  
Date: November 2, 2020

Christina Leitmann  
12 Lakefront Road  
Putnam Valley, NY 10579

\$20.00  
Programs  
Refund for changed date Adult  
Costume Party



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**Town of Putnam Valley  
Planning Board  
265 Oscawana Lake Road  
Putnam Valley, New York 10579  
(845) 526-3740  
[www.putnamvalley.com](http://www.putnamvalley.com)**

To: Supervisor Oliverio

Cc: Town Board

From: Michele Babnik, Planning & Zoning Board Senior Clerk

Date: November 6, 2020

Re: Approve fees for HDR Consulting

Please approve fee schedule for HDR Environmental Consulting Services. HDR will assist the Planning Board with new telecommunications and other environmental projects that need review.

**MASTER SHORT FORM AGREEMENT FOR PROFESSIONAL SERVICES**  
**AGREEMENT NUMBER 2020-2021**

**THIS AGREEMENT** is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2020, between Town of Putnam Valley, New York, hereinafter referred to as "OWNER", and Henningson, Durham & Richardson Architecture and Engineering, P.C., hereinafter referred to as "ENGINEER" or "CONSULTANT," for engineering services as described in this Agreement.

**WHEREAS**, OWNER desires to retain ENGINEER, a professional engineering firm, to provide professional engineering, consulting and related services ("Services") on one or more projects in which the OWNER is involved; and

**WHEREAS**, ENGINEER desires to provide such services on such projects as may be agreed, from time to time, by the parties;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

**SECTION I. PROJECT TASK ORDER**

- 1.1 This Agreement shall apply to as many projects as OWNER and ENGINEER agree will be performed under the terms and conditions of this Agreement. Each project ENGINEER performs for OWNER hereunder shall be designated by a "Task Order." A sample Task Order is attached to this Agreement and marked as Exhibit "A". No Task Order shall be binding or enforceable unless and until it has been properly executed by both OWNER and ENGINEER. Each properly executed Task Order shall become a separate supplemental agreement to this Agreement.
- 1.2 In resolving potential conflicts between this Agreement and the Task Order pertaining to a specific project, the terms of this Agreement shall control.
- 1.3 ENGINEER will provide the Scope of Services as set forth in Part 2 of each Task Order.

**SECTION II. RESPONSIBILITIES OF OWNER**

In addition to the responsibilities described in paragraph 6 of the attached "Henningson, Durham & Richardson Architecture and Engineering, P.C. Terms and Conditions for Professional Services," OWNER shall have the responsibilities described in Part 3 of each Task Order.

**SECTION III. COMPENSATION**

Compensation for ENGINEER's Services shall be in accordance with Part 5 of each Task Order, and in accordance with paragraph 11 of the attached HDR Terms and Conditions.

**SECTION IV. TERMS AND CONDITIONS OF ENGINEERING SERVICES**

The HDR Terms and Conditions, which are attached hereto in Exhibit B, are incorporated into this Agreement by this reference as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

\_\_\_\_\_  
"OWNER"

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HENNINGSON, DURHAM &  
RICHARDSON ARCHITECTURE AND  
ENGINEERING, P.C.

"ENGINEER"

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT A**

**SAMPLE TASK ORDER**

This Task Order pertains to an Agreement by and between Town of Putnam Valley, New York, ("OWNER"), and Henningson, Durham & Richardson Architecture and Engineering, P.C. ("ENGINEER"), dated \_\_\_\_\_, 2020, ("the Agreement"). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER:

PROJECT NAME:

PART 1.0 PROJECT DESCRIPTION:

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

PART 3.0 OWNER'S RESPONSIBILITIES:

PART 4.0 PERIODS OF SERVICE:

PART 5.0 ENGINEER'S FEE:

PART 6.0 OTHER:

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

HENNINGSON, DURHAM &  
RICHARDSON ARCHITECTURE AND  
ENGINEERING, P.C.  
"ENGINEER"

\_\_\_\_\_  
"OWNER"

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT B**  
**TERMS AND CONDITIONS**

# Henningson, Durham & Richardson Architecture and Engineering, P.C.

## Terms and Conditions for Professional Services

### 1. STANDARD OF PERFORMANCE

The standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

### 2. INSURANCE/INDEMNITY

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. If flying an Unmanned Aerial System (UAS or drone), ENGINEER will procure and maintain aircraft unmanned aerial systems insurance of \$1,000,000 per occurrence.

OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. ENGINEER agrees to indemnify OWNER for third party personal injury and property damage claims to the extent caused by ENGINEER's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; and/or fines or penalties), loss of profits or revenue arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract.

### 3. OPINIONS OF PROBABLE COST (COST ESTIMATES)

Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

### 4. CONSTRUCTION PROCEDURES

ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. ENGINEER shall not be responsible for the acts or omissions of the contractor or other parties on the project. ENGINEER shall be entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of ENGINEER

beyond those set forth in this Agreement. OWNER agrees to include ENGINEER as an indemnified party in OWNER's construction contracts for the work, which shall protect ENGINEER to the same degree as OWNER. Further, OWNER agrees that ENGINEER shall be listed as an additional insured under the construction contractor's liability insurance policies.

### 5. CONTROLLING LAW

This Agreement is to be governed by the law of the state where ENGINEER's services are performed.

### 6. SERVICES AND INFORMATION

OWNER will provide all criteria and information pertaining to OWNER's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. OWNER will also provide copies of any OWNER-furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the project.

OWNER will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by ENGINEER. The OWNER agrees to bear full responsibility for the technical accuracy and content of OWNER-furnished documents and services.

In performing professional engineering and related services hereunder, it is understood by OWNER that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the OWNER's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the OWNER's legal and financial interests. To that end, the OWNER agrees that OWNER or the OWNER's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by ENGINEER, and will obtain the advice of an attorney, insurance counselor or other consultant as the OWNER deems necessary to protect the OWNER's interests before OWNER takes action or forebears to take action based upon or relying upon the services provided by ENGINEER.

### 7. SUCCESSORS, ASSIGNS AND BENEFICIARIES

OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other. No third party beneficiaries are intended under this Agreement.

### 8. RE-USE OF DOCUMENTS

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER retains ownership of all such documents. OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom. Any such verification or adaptation will



entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

#### 9. TERMINATION OF AGREEMENT

OWNER or ENGINEER may terminate the Agreement, in whole or in part, by giving seven (7) days written notice to the other party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs ENGINEER incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

#### 10. SEVERABILITY

If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

#### 11. INVOICES

ENGINEER will submit monthly invoices for services rendered and OWNER will make payments to ENGINEER within thirty (30) days of OWNER's receipt of ENGINEER's invoice.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date OWNER receives ENGINEER's invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

#### 12. CHANGES

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

#### 13. CONTROLLING AGREEMENT

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document.

#### 14. EQUAL EMPLOYMENT AND NONDISCRIMINATION

In connection with the services under this Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

#### 15. HAZARDOUS MATERIALS

OWNER represents to ENGINEER that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, OWNER represents that to the best of its knowledge it has disclosed to ENGINEER the existence of all such hazardous materials, including but not limited to asbestos, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. It is acknowledged by both parties that ENGINEER's scope of services do not include services related in any way to hazardous materials. In the event ENGINEER or any other party encounters undisclosed hazardous materials, ENGINEER shall have the obligation to notify OWNER and, to the extent required by law or regulation, the appropriate governmental officials, and ENGINEER may, at its option and without liability for delay, consequential or any other damages to OWNER, suspend performance of services on that portion of the project affected by hazardous materials until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the hazardous materials; and (ii) warrants that the project site is in full compliance with all applicable laws and regulations. OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous materials, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the project site in connection with ENGINEER's services under this Agreement. If ENGINEER's services hereunder cannot be performed because of the existence of hazardous materials, ENGINEER shall be entitled to terminate this Agreement for cause on 30 days written notice. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, its officers, directors, partners, employees, and subconsultants from and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from hazardous materials, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph shall obligate OWNER to indemnify any individual or entity from and against the consequences of that individual's or entity's sole negligence or willful misconduct.

#### 16. EXECUTION

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and OWNER, supersedes and controls over all prior written or oral

understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

**17. ALLOCATION OF RISK**

**OWNER AND ENGINEER HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING ENGINEER'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS, SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF ENGINEER (AND ITS RELATED CORPORATIONS, SUBCONSULTANTS AND EMPLOYEES) TO OWNER AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE LESSER OF \$1,000,000 OR ITS FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF ENGINEER'S SERVICES OR THIS AGREEMENT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY.**

**18. LITIGATION SUPPORT**

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, OWNER shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

**19. NO THIRD PARTY BENEFICIARIES**

No third party beneficiaries are intended under this Agreement. In the event a reliance letter or certification is required under the scope of services, the parties agree to use a form that is mutually acceptable to both parties.

**20. UTILITY LOCATION**

If underground sampling/testing is to be performed, a local utility locating service shall be contacted to make arrangements for all utilities to determine the location of underground utilities. In addition, OWNER shall notify ENGINEER of the presence and location of any underground utilities located on the OWNER's property which are not the responsibility of private/public utilities. ENGINEER shall take reasonable precautions to avoid damaging underground utilities that are properly marked. The OWNER agrees to waive any claim against ENGINEER and will indemnify and hold ENGINEER harmless from any claim of liability, injury or loss caused by or allegedly caused by ENGINEER's damaging of underground utilities that are not properly marked or are not called to ENGINEER's attention prior to beginning the underground sampling/testing.

**21. UNMANNED AERIAL SYSTEMS**

If operating UAS, ENGINEER will obtain all permits or exemptions required by law to operate any UAS included in the services. ENGINEER's operators have completed the training, certifications and licensure as required by the applicable jurisdiction in which the UAS will be operated. OWNER will obtain any necessary permissions for ENGINEER to operate over private property, and assist, as necessary, with all other necessary permissions for operations.

**22. OPERATIONAL TECHNOLOGY SYSTEMS**

OWNER agrees that the effectiveness of operational technology systems ("OT Systems") and features designed, recommended or assessed by ENGINEER are dependent upon OWNER's continued operation and maintenance of the OT Systems in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT Systems. OWNER shall be solely responsible for operating and maintaining the OT System in accordance with applicable industry standards (i.e. ISA, NIST, etc.)

and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, OWNER recognizes and agrees that OT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed, recommended or assessed by ENGINEER are intended to reduce the likelihood that OT Systems will be compromised by such incidents. However, ENGINEER does not guarantee that OWNER's OT Systems are impenetrable and OWNER agrees to waive any claims against ENGINEER resulting from any such incidents that relate to or affect OWNER's OT Systems.

**23. FORCE MAJEURE**

ENGINEER shall not be responsible for delays caused by factors beyond ENGINEER's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the OWNER to furnish timely information or approve or disapprove of ENGINEER's services or work product, or delays caused by faulty performance by the OWNER's or by contractors of any level or any other events or circumstances not within the reasonable control of the party affected, whether similar or dissimilar to any of the foregoing. When such delays beyond ENGINEER's reasonable control occur, the OWNER agrees that ENGINEER shall not be responsible for damages, nor shall ENGINEER be deemed in default of this Agreement, and the parties will negotiate an equitable adjustment to ENGINEER's schedule and/or compensation if impacted by the force majeure event or condition.

| <b>HDR Rates for Environmental Consulting Services</b> |                                    |                   |
|--------------------------------------------------------|------------------------------------|-------------------|
| <b>Town of Putnam Valley, New York</b>                 |                                    |                   |
| <b>Labor Rates</b>                                     |                                    |                   |
| <b>Staff</b>                                           | <b>Role</b>                        | <b>2020 Rates</b> |
| Jacob Bower                                            | Accounting/Administrative          | \$77.45           |
| Sean Decken                                            | Clerk - production / deliverables  | \$99.20           |
| Matt Keaveney                                          | Geologist                          | \$116.05          |
| Ruth Tane                                              | Graphics                           | \$123.95          |
| Scott Englert                                          | Hydrogeologist                     | \$154.28          |
| Nithin John                                            | Structural Engineer I              | \$157.81          |
| Carol Zurlo                                            | Project Scientist                  | \$157.91          |
| Stacy Calta                                            | Planner - Visual Assessment; SEQRA | \$172.34          |
| Brian Montroy                                          | Senior Geologist                   | \$180.37          |
| Michael Musso, P.E.                                    | Program / Project Manager          | \$261.35          |
| Michael Lehtinen, P.G.                                 | Senior Hydrogeologist              | \$274.02          |
| Jesse Jaeckel, P.E.                                    | Structural Engineer II             | \$281.08          |
|                                                        |                                    |                   |
|                                                        |                                    |                   |
|                                                        |                                    |                   |
| Rates are effective through December 31, 2020.         |                                    |                   |
|                                                        |                                    |                   |

8

November 15, 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 October 14<sup>th</sup>, October 21<sup>st</sup> and November 4<sup>th</sup>, 2020

Thank-you,

Sherry Howard

Town Clerk

=====  
**Town of Putnam Valley**  
=====

**TO:** Town Board  
**FROM:** Maria Angelico  
**SUBJECT:** Budget Amendments and Transfers  
**DATE:** November 18, 2020

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Hereby request your approval of the attached Budget Amendments and Transfers for year-to-date November 18, 2020.



# TOWN OF PUTNAM VALLEY

## Budget Adjustment Form

|                                                  |                        |                           |                          |
|--------------------------------------------------|------------------------|---------------------------|--------------------------|
| Year: 2020                                       | Period: 11             | Trans Type: B1 - Transfer | Status: Posted           |
| Trans No: 113435                                 | Trans Date: 11/16/2020 | User Ref: MANGELICO       |                          |
| Requested:                                       | Approved:              | Created by: MANGELICO     | 11/16/2020               |
| Description: BUDGET TRANSFERS THROUGH 11/16/2020 |                        |                           | Account # Order: Yes     |
|                                                  |                        |                           | Print Parent Account: No |

| Account No.          | Account Description                  | Amount     |
|----------------------|--------------------------------------|------------|
| A.1010.400           | TOWN BOARD.PLANNING/LEGAL CONSULTING | 382.50     |
| A.1010.416           | TOWN BOARD.DEVELOPMENT PROJECTS      | 1,650.00   |
| A.1110.200           | JUSTICE COURT.EQUIPMENT              | -616.00    |
| A.1110.424           | JUSTICE COURT.CONTRACTUAL            | 616.00     |
| A.1355.400           | ASSESSMENT.PREP TAX ROLL             | 1,347.16   |
| A.1355.410           | ASSESSMENT.SPEC LEGAL EXP            | -1,347.16  |
| A.1355.410           | ASSESSMENT.SPEC LEGAL EXP            | -1,450.00  |
| A.1420.400           | LAW.SPECIAL LEGAL COUNSEL            | 1,450.00   |
| A.1680.200           | DATA PROCESSING.EQUIPMENT            | 535.37     |
| A.1990.400           | CONTINGENT ACCOUNT                   | -2,032.50  |
| A.1990.400           | CONTINGENT ACCOUNT                   | -535.37    |
| A.1990.400           | CONTINGENT ACCOUNT                   | -147.44    |
| A.5010.421           | HIGHWAY SUPT.PERSONAL EXPENSE        | -76.42     |
| A.5010.424           | HIGHWAY SUPT.CONTRACTUAL             | 76.42      |
| A.7022.400           | CAMP.SUPPLIES                        | -3,395.97  |
| A.7022.401           | CAMP MAINTENANCE CONTRACTUAL         | 3,395.97   |
| A.7110.200           | PARKS.EQUIPMENT                      | 522.73     |
| A.7110.400           | PARKS.CONTRACTUAL                    | -522.73    |
| A.7110.400           | PARKS.CONTRACTUAL                    | -58.00     |
| A.7110.410           | PARKS.VEHICLE MAINTENANCE            | 58.00      |
| A.8090               | ENVIRONMENTAL CONTROL                | 147.44     |
| DA.5112.200          | IMPROVEMENTS.CAPITAL OUTLAY          | -29,540.00 |
| DA.5130.200          | MACHINERY.EQUIPMENT                  | 29,540.00  |
| SM01.1640.210        | GARAGE.TIRES                         | 2,790.00   |
| SM01.1640.425        | GARAGE.FUEL OIL                      | -2,790.00  |
| SM01.8160.431        | SOLID WASTE DISPOSAL                 | 534.37     |
| SM01.8320.472        | WATER.MAINTENANCE AND REPAIRS        | -534.37    |
| SM04.7110.120        | RECREATION.LIFEGUARDS                | -341.06    |
| SM04.7180.410        | BEACH.TAGS & PARKING STICKERS        | 341.06     |
| SM05.7180.410        | BEACH.TAGS & PARKING STICKERS        | -49.00     |
| SM05.7180.471        | BEACH.MAINTENANCE AND REPAIRS        | 49.00      |
| <b>Total Amount:</b> |                                      | 0.00       |

# TOWN OF PUTNAM VALLEY

## Budget Adjustment Form

|                                                   |                        |                        |                          |
|---------------------------------------------------|------------------------|------------------------|--------------------------|
| Year: 2020                                        | Period: 11             | Trans Type: B2 - Amend | Status: Posted           |
| Trans No: 113436                                  | Trans Date: 11/16/2020 | User Ref: MANGELICO    |                          |
| Requested:                                        | Approved:              | Created by: MANGELICO  | 11/16/2020               |
| Description: BUDGET AMENDMENTS THROUGH 11/16/2020 |                        |                        | Account # Order: Yes     |
|                                                   |                        |                        | Print Parent Account: No |

| Account No.          | Account Description     | Amount   |
|----------------------|-------------------------|----------|
| SM01.9035.800        | MEDICARE                | 180.04   |
| SM02.7180.471        | PARK & POOL.MAINTENANCE | 2,279.00 |
| SW01.8320.416        | WATER PURCHASE          | 4,217.84 |
| <b>Total Amount:</b> |                         | 6,676.88 |