



TOWN OF PUTNAM VALLEY

Town Board Work Session

January 12th, 2022

Town Hall

5 PM

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**Meeting called to Order**

**Pledge of Allegiance**

1. Roaring Brook Lake Carp Fence Maintenance 2022
2. RJ Chestnut snowplowing Glenmar Gardens 2022
3. CEMCO Contract – Glenmar Gardens
4. CEMCO Contract – Mill Pond
5. KARACO Maintenance Contract for LP Community Center
6. Highway Department – Auction of Surplus Equipment
7. Appoint Part-Time Administrative Assistant


**Adjournment**

**Next Town Board Meeting: Town Board Meeting, Wednesday January 19<sup>th</sup>, 2022, 6 PM**

11

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

# Memo

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 12/15/2021  
**Re:** Roaring Brook Lake Lake Carp Fence Maintenance 2022

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I formally request that the Town Board appoint Dennis Berdecia to clean the carp fences on Roaring Brook Lake at a rate of \$75.00 per cleaning with no benefits.

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

# Memo

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk *KK*  
**Date:** 1/4/2022  
**Re:** RJ Chesnut snowplowing Glenmar Gardens 2022

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I formally request that the Town Board authorize the Supervisor to sign the proposal from RJ CHESNUT Construction Co., for snow plowing services to clear the access road to the Glenmar Gardens water pump shed for the period of January 1, 2022 to December 31, 2022.

The price of a minor storm is \$80, accumulation of 6 inches or less

The price a major storm is \$120, accumulation is excess of 6 inches

R J Chesnut  
Construction Co  
72 Oakridge Dr, Putnam Valley, NY 10579  
845-667-0504  
RJChesnutcc@gmail.com  
November 2021

District administrator, Town of Putnam Valley  
265 Oscawanna Lake Rd  
Putnam Valley, NY 10579

Please see below for our proposal to clear the access road to the Glenmar Gardens water pump shed. As in the past, minor storms are up to 6 inches snow, and major storms are in excess of that.

SNOW REMOVAL           \$. 80.00\_ for minor storms           \$120.00\_ for major storms  
The normal minimum threshold for plowing is 3 inches. Based on driveway conditions and access requirements, plowing or access sand may be used to maintain safe conditions. Minor storms are up to 6 inches accumulated, major storms are in excess of 6 inches.


As discussed, provide limited or emergency access only  
 Clear entire driveway  
 Clear mailbox                                    Hand shovel to door

Feel free to call or email if you have any questions or requirements have changed.

By signing below, I authorize the above work to be completed,  
(please provide all phone numbers, billing address, and email also)

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

# Memo

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 1/4/2022  
**Re:** CEMCO contract – Glenmar Gardens

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I formally request the Town Board authorize the supervisor to sign the CEMCO contract for the professional operation, administration and supervision of the water treatment facility located at Glenmar Gardens.

The term of the contract will be for a period of 3 years, starting January 1<sup>st</sup>, 2022 and expiring December 31, 2024.

CEMCO will bill 12 equal monthly installments of \$648 for an annual total of \$7,776.

Services not included in the operational contract will be billed as a line items. These services include engineering, accounting and legal fees, utility costs, chemical costs, laboratory fees, supplies and materials, and emergency repairs.

# CEMCO

## WATER & WASTEWATER SPECIALISTS INC.

59 HEALEY LANE ~ STORMVILLE, NEW YORK 12582

PHONE 845 878-9711 ~ FAX 845 878-6578

EMAIL: CEMCO59@GMAIL.COM

ROY BARTICCIOTTO NYS CERTIFIED WATER & WASTEWATER OPERATOR

### Contract

By and between CEMCO Water and Wastewater Specialists, Incorporated in the State of New York, 59 Healey Lane Stormville, New York 12582 (Hereafter referred to as Cemco.) and Town of Putnam Valley. (Hereafter referred to as Town)

### WITNESSETH:

WHEREAS Town seeks professional operation, administration and supervision of a Water Treatment Facilities at: Glenmar Gardens

WHEREAS, CEMCO has agreed to provide the same;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows.

#### 1. SERVICES TO BE PROVIDED BY CEMCO

- A. To maintain compliance with the permits and regulation of Putnam County Department of Health and the New York State Department of Environmental Conservation to monitoring as per described above, testing including coliform required water samples and all reporting required by the health department.
- B. To staff the facility as required by normal operation procedures and regulatory requirements,
- C. To provide twenty four (24) hour, seven (7) days per week emergency call service. All emergency repairs will be billed at the rate discussed in Section 5 of this contract.
- D. To implement and direct all actions deemed appropriate, to ascertain the goals and objectives of the facility, and appropriate regulatory agencies.
- E. To provide, monthly routine and periodic maintenance, data accumulation and associated reporting to the satisfaction of all involved regulatory agencies and Town.
- F. Provide Town with recommendations relative to a plan of action to resolve or correct any compliance deficiencies including the cost estimates to affect same.

- G. Evaluate the operation and condition of existing equipment.
- G. To conduct all business at the specific sites in a sanitary manner.
- H. To cooperate fully with other Town professionals and representatives.
- I. To be available for routine inspections and meeting with the New York State Department of Environmental Conservation and the Putnam County Department of Health.
- J. This contract is based on the existing plant equipment and required operation methods. It is understood that if these items vary drastically, and require additional man hours, the cost shall be negotiated.

2. **REGULATORY COMPLIANCE**

CEMCO guarantees the professional services provided. CEMCO guarantees that the facilities will be operated in a manner that will assure regulatory compliance with the exception of items beyond the control of CEMCO.

3. **SERVICES NOT INCLUDED IN THE OPERATIONAL CONTRACT & WILL BE BILLED AS A LINE ITEM**

- A. Engineering, accounting and legal fees.
- B. Utility costs: to be billed directly to Glassbury.
- C. Chemical costs
- D. Laboratory fees.
- E. Supplies and materials.
- F. Emergency repairs

4. **TERMS OF THE AGREEMENT**

The term of the agreement shall be for a period of Three (3) years commencing on the Service Commencement date. Thereafter, this agreement shall be renewed for a subsequent year period if both parties agree. Start date of services January 1,2022.

Either party hereto may terminate this agreement without cause on sixty (60) days prior to notice in writing to the other party. Such notice shall be sent register or certified mail, return receipt requested, or be hand delivered. If hand delivered, the notice shall be effective as the date of delivery. If mailed, on the date of posting.

5. **COMPENSATION**

- A. CEMCO shall be compensated as follows

Billed in 12 equal monthly installments of \$648.00 to be paid in 15 days of receipt of invoices.

- B. Glenmar agrees to reimburse CEMCO promptly for all costs billed to Glenmar for services beyond these basic amounts.
- C. Additional man hours for services not covered in section 2 of this agreement will be billed at the following rates: Including Travel Time:
  - a. Technical Specialist \$ 250 per hour
  - b. Chief Operator/Mechanic \$ 125 per hour
  - c. Plant Operator \$ 75 per hour
  - d. Laborer \$ 75 per hour
  - e. Emergency call \$ 125 per hour

Additional hour would only be billed with the prior approval of Glenmar.

- D. CEMCO shall, at the time of the execution of this contract agreement, maintain insurance in the minimum amount for personal injury and property damage, as well as statutory workers compensation and disability coverage, a copy of which policy CEMCO agrees to supply to Glenmar. Such policy shall be in full force and affect during the term of the agreement. Glenmar shall be listed as an additionally insured on the policy if requested.

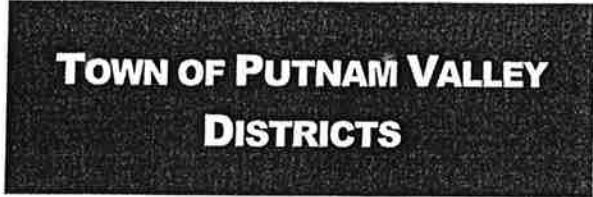
By \_\_\_\_\_ Date \_\_\_\_\_

Roy Barticciotto, President  
CEMCO Water and Wastewater Specialists, Inc.

By \_\_\_\_\_ Date \_\_\_\_\_

Glenmar Gardens Authorized Representative





# Memo

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk *(KK)*  
**Date:** 1/4/2022  
**Re:** CEMCO contract – Mill Pond

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I formally request the Town Board authorize the supervisor to sign the CEMCO contract for the Mill Pond Water District.

The term of the contract will be for a period of 3 years, starting January 1<sup>st</sup>, 2022 and expiring December 31, 2024.

CEMCO will bill \$540 per month for the operating fee and \$324 per month for meter readings. This will be a total of \$10,368 per year.

# CEMCO

## WATER & WASTEWATER SPECIALISTS INC.

59 HEALEY LANE ~ STORMVILLE, NEW YORK 12582

PHONE 845 878-9711 ~ FAX 845 878-6578

EMAIL: CEMCO59@GMAIL.COM

ROY BARTICCIOTTO NYS CERTIFIED WATER & WASTEWATER OPERATOR

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November 16, 2021

Town Supervisor  
Town of Putnam Valley  
Re: Mill Pond Water System

Our proposal is for a 3-year contract to run from January 1, 2022 through December 31, 2024. The monthly operating fee will be \$540.00 per month. There will be a \$324.00 per month charge for the length of this contract for monthly meter readings.

If you have any questions or concerns, not addressed here, please contact our office at (845)878-9711. Thank you for choosing CEMCO for your water and wastewater needs.

By signing this form, both parties agree to the terms, conditions, and length set forth in this proposal.

Thank you. We appreciate your business.

\_\_\_\_\_  
Roy Barticciotto, President


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

\_\_\_\_\_  
Authorized Signer

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

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

# Memo

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 1/4/2022  
**Re:** KARACO Maintenance contract for LP Community Center

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I formally request that the Town Board authorize the Supervisor to accept and sign the proposal from KARACO Heating & Cooling, for the maintenance of the heating and air conditioning systems at the Lake Peekskill Community Center for the period of January 1, 2022 to December 31, 2022.

The total price is \$662.00.

# KARACO Heating & Cooling, LLC.

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

P.O. Box 337

Putnam Valley, NY 10579

(845) 528-9390

karacohvac@gmail.com

## PROPOSAL FOR MAINTENANCE OF HEATING & AIR CONDITIONING SYSTEMS (2022 COMMERCIAL MAINTENANCE CONTRACT)

**TO:** TOWN OF PUTNAM VALLEY  
**JOB SITE:** LAKE PEEKSKILL COMMUNITY CENTER  
7 NORTH WAY  
LAKE PEEKSKILL, NY 10537  
**PHONE NUMBER:** 845-526-4057

**CONTRACT PERIOD:** JANUARY 1, 2022 THRU DECEMBER 31, 2022

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

*ONE* LP Gas Furnace - Mid-Season Quick Check

*ONE* Air Conditioning Unit, *ONE* SpaceGard Filter - Comprehensive Spring Service

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

*ONE* LP Gas Furnace, *ONE* SpaceGard Filter - Comprehensive Fall Service

**TOTAL CONTRACT PRICE: \$662.00 (TAX EXEMPT)**

**PLEASE NOTE:** This contract does not include any humidifier service.

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

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

Signature

Date

*Ronald L. Karabinos*

11/18/2021

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

Date

OFFICE COPY

Shawn Keeler  
Road  
Highway Superintendent  
10579  
SKEELER@PUTNAMVALLEY.COM

265 Oscawana Lake  
Putnam Valley, NY

6

David Conklin  
phone  
General Foreman

(845) 526-3333

(845) 526-4729 fax

Margaret Bradley  
Senior Clerk Typist

Hours of operation:  
7:00 AM -

3:30 PM  
Alexis Acevedo  
Part-time Clerk

## Town of Putnam Valley Highway Department

January 6, 2022

### MEMORANDUM

TO: Jacquie Annabi  
Members of the Town Board

FROM: Shawn Keeler

RE: Auction equipment

The following equipment is going up for auction as surplus equipment.

1. 1994 Champion Grader 720A Vin#720AVHP24806. Runs, needs new batteries, needs some work.
2. 2006 International 7500 Dump Truck/Sander w/10 foot Henkle Plow.  
Vin # 1HTTWMAZR66J261675. Runs, needs some care.
3. 1 small 3 yard slide – in stainless sander – needs some work.
4. (1) medium 4 yard slide – in stainless sander – needs some work.
5. (3) large 7-8 yard slide – in stainless sanders – needs some work.
6. (3) 8 foot. unimount western plows – for parts.
7. (1) 9 foot. unimount western plow – for parts.

Sincerely,

Shawn M. Keeler

7

**RESOLVE**, that the Town Board authorize the appointment of Nancy Taus as a part-time Administrative Assistant to the Facilities and Finance Departments, not to exceed 17.5 hours per week, at a rate of \$13.25 per hour for the year 2022. No benefits will be included with this position.