



# TOWN OF PUTNAM VALLEY

## Town Board Meeting

March 23<sup>rd</sup>, 2022

Town Hall

6 PM

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### AGENDA

#### Meeting called to Order

#### Pledge of Allegiance

1. Departmental Reports
2. Supervisor's Comments
3. Legislative Reports
4. Approval of Minutes
5. Discuss Kingdom Faire
6. Parks & Recreation:
  - a. Approve 2022 Sunset Series Staff
  - b. Approve March 2022 Refunds
  - c. Approve Day Camp Salaries 2022
  - d. Approve Additions/Changes to Personnel
  - e. Approve Appointment of Senior Recreation Leader
7. Districts:
  - a. Approve Advertising for Seasonal Personnel
  - b. Approve Appointment of Egg Adler for the 2022
  - c. Authorize Going Out to Bid for District Garbage Pick-up
8. Facilities: Authorize Going Out to Bid Via NYS Office of General Procurement Services  
Mini-Bid – Town Vehicle
9. Approve Appointment of Jean McGee to Commission for the Conservation of the Environment (CCE)
10. Approve Independent Auditors' Report on Town of Putnam Valley Justice Court
11. Approve Resignation of Court Justice Clement Van Ross
12. Approve Appointment of Judge Sandy Newman as Interim Court Justice
13. Approve Letter to Legislature William Gouldman regarding ARPA Funds
14. Approve Letter to NYS Senator Sue Serino & Assemblyman Kevin Byrne regarding Inland Waterway Declaration
15. Public Comment
16. Audit of Monthly Bills
17. Budget Transfers and Amendments

#### Adjournment

Next Town Board Meeting: Work Session, Wednesday April 6<sup>th</sup>, 2022, 5 PM

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March 21, 2022

To: Town Board

From: Sherry Howard

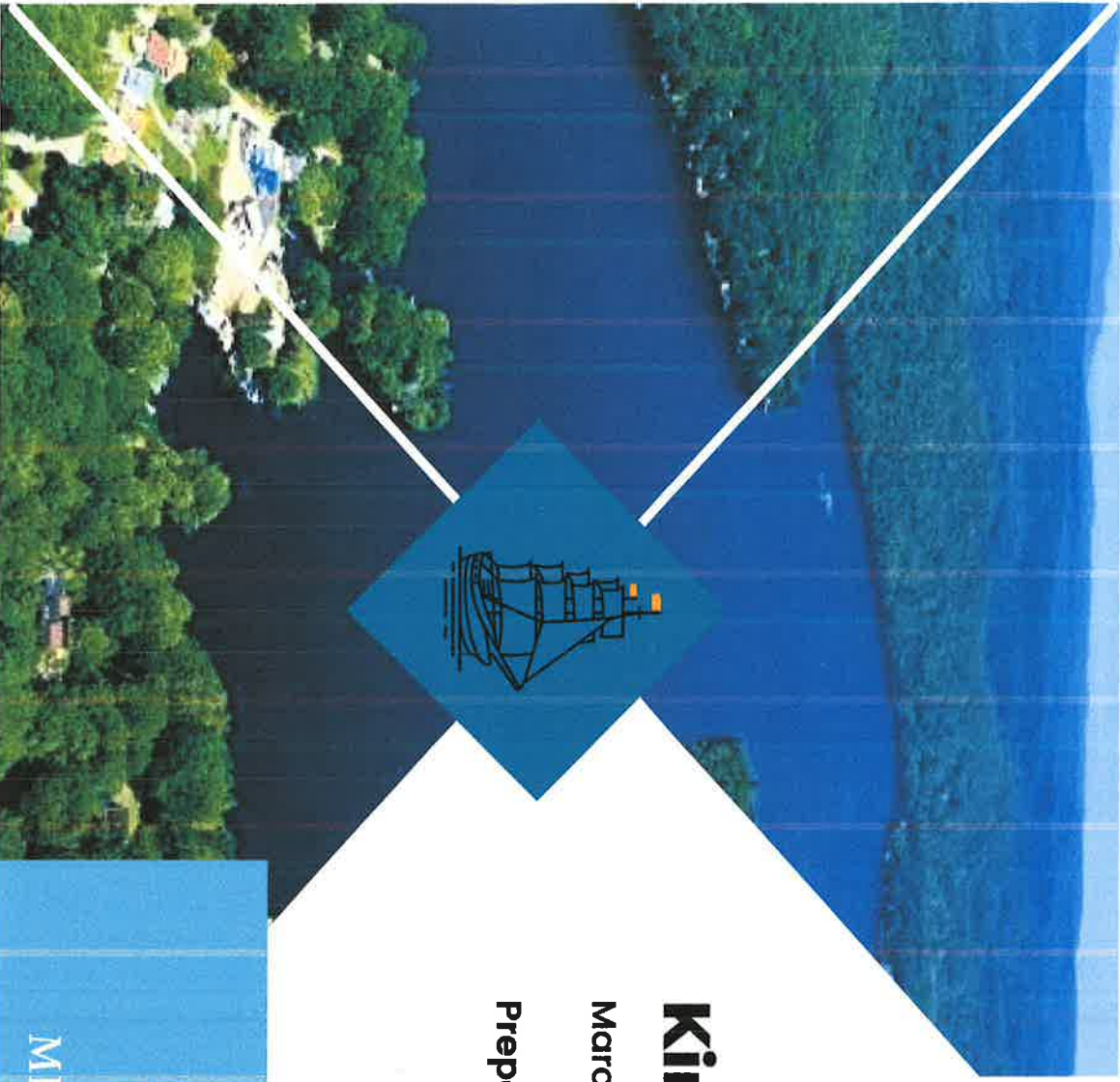
Subject: Approval of minutes

I respectfully request the Putnam Valley Town Board authorize the Supervisor to accept the Town Board meeting minutes from February 9, February 16, and March 9, 2022.

Thank-you,

Sherry Howard

Town Clerk



# Kingdom Faire

March 15th, 2022

Prepared for: Putnam Valley, NY

MEGARA



## Event Information

# Kingdom Faire

A typical Renaissance or period-focused festival or fair(e) is an open-air weekend, gathering which brings the community a specific immersive arts experience in a fun, unique, and occasionally educational setting. Kingdom Faire will have all the elements of a classic Renaissance Faire but will be focused on being family-friendly, inclusive, and safe. Our low price point makes the event accessible to a variety of communities and constituents.

There are a variety of different art forms on display including music, dance, acting, circus arts, illusion, spoken word, and the overall event environment. Furthermore, as a company dedicated to diversity and representation, we strive to present performers and performances from an array of cultures, backgrounds, and areas of expertise.

### Key Event Elements:

**Cast of Performers:** These members act as both entertainment and guest services.

**Theatrical Performances:** Presently planning to have eight dedicated entertainment areas with a variety of live theatrical performances (contingent upon final layout).

**Food & Beverage Vendors:** The event will feature a variety of local and regional food and beverage vendors. These vendors will be required to provide insurance, county health permits, and a NYS certificate of authority (COA) prior to vending.

**Craft & Artisan Vendors:** The fair will include a large number of local and touring craft and artisan vendors. This juried selection of vendors will be responsible for managing their own wares, tents, and sales. Similar to the food vendors, insurance and COAs will be required.

**Games & Rides:** A series of low-risk, skill-based games and activities will be present at the faire. There will be no mechanical rides or activities.





# Leadership Team

Megara, Inc. is a live entertainment company that operates three annual festivals in the Greater New York Metropolitan Area. We were founded in 2021 with the mission to provide diverse, engaging, and quality entertainment to the region. As a core part of our company's goals, we adopted a Diversity, Equity, and Inclusion Statement and a Fair Pay and Treatment Policy to address the unique issues within our industry. We presently are interested in hosting Kingdom Faire in Putnam Valley, NY. Kingdom Faire is New York's Premiere Renaissance and Medieval Festival. With over 80 unique artisans, 20 different variety acts, and a local cast, there is something for everyone to enjoy.



**Chris Francia – CEO**

Christopher has spent the last decade building startup companies into larger successes. He co-founded Kubient, Inc. and saw it IPO on the NASDAQ in 2020. When he stepped down from the company it was worth over \$100 Million. He spent 5 years as a Line Producer producing over 75 live events for a variety of sports and networks, not least among them CBS, KSL, KJZZ, KBVU, and ESPN.



**Tisza Evans – Artistic Director**

Tisza has over 8 years of event management experience, managing tours and road shows across the nation for Mid-Atlantic Productions, Preferred Brands International, LightHouse Experiential Marketing, and Newtroid Productions. She has also served as a director at the New York Renaissance Faire for the last 11 years. She is exceptional at building strong teams to support her events and has the entertainment accolades to ensure we meet all of our creative and business goals.



**Frank Segro – COO**

Frank spent over a decade overseeing operations at Bethel Wood Center for the Arts, a premier amphitheater, Museum, and performing arts center located at the National Register site of the 1969 Woodstock Festival. Frank brings immense operational expertise and experience for open-air events, including, multi-day camping festivals with attendances reaching upwards of 45,000 guests.

**80+ Years of  
Renaissance Faire &  
30+ Years Event  
Production Experience**

## Megara Inc

In addition to these three, there are six other full-time employees working to produce events at Megara, as well as several part-time and seasonal staff members.

## Event Location:

# Putnam Valley Camp

We believe Putnam Valley Camp would be an ideal location for our inaugural Kingdom Faire. After visiting the site, we have identified several wonderful aspects of the Putnam Valley Camp site that make it a great candidate for this event. Putnam Valley Camp's unique location and access to the local train station provide us access to the New York/New Jersey market while keeping the Connecticut market and remainder of the Northeast within a reasonable travel distance.



## Proximity, Population

The camp is located just moments away from the largest urban population in the country, with access to major road networks and airports. With over eight million people within 60 miles of the center of the site, we believe there will be an ample organic customer base at our disposal. This in addition to the transient crowd that generally visits faires such as this likely means significant turnout, even in year one.



## Grounds, Open space

The parcels and grounds at the camp provide vast amounts of manicured and expertly maintained open space. This space is not only safer for the spread of people (given COVID and other concerns), but it also pairs wonderfully with the themes and tone of our event. The facility has an unparalleled reputation for excellence which is evident even to the casual observer.



# Benefits to County/Town

It's safe to say that the long and short-term benefits to the county and region will be immeasurable. The impact the arts have on our communities increases exponentially in direct correlation to access. A study by Americans For The Arts found that 93% of people in the U.S. indicated that live entertainment is vital to their happiness while 79% of businesses noted that affiliation to the Arts greatly increases opportunities for increased brand awareness, networking, and new business development. Given the devastating impact COVID has had on this industry, it is important to reinvest in these programs to keep the region strong, safe, and healthy.

## Arts & Family Friendly Entertainment

- Kingdom Faire provides a safe and inclusive environment for family-friendly entertainment.
- Low price point makes the event accessible to a variety of communities and constituents.
- There are a variety of different art forms on display including music, dance, acting, circus arts, illusion, spoken word, and the immersive environment.
- As a company dedicated to diversity and representation, we strive to present performers and performances from an array of cultures, backgrounds and areas of expertise.

## Jobs, Wages, Economic Development

- Kingdom Faire will bring in an estimated \$3-4M in economic output in the NYS economy.
- In addition to the direct revenue from spending by Megara to produce the event, the Town/County will stand to generate significant income from sales & room taxes, as well as visitor spending.
- This event will provide upwards of 150 direct and indirect jobs to the region, with 24 direct FTEs.

## Tourism, Competition

- This is an opportunity for the Town/County to add a long-term event to its existing repertoire of programs and compete with other regional attractions like Playland, Legoland, The Blaze, etc.
- Furthermore, this event further solidifies the Town/County as a tourism destination in New York state.



# Kingdom Faire Web & Social Results



66%

Website traffic  
coming from users  
outside of New York  
State

1/3

New users visiting our  
website and clicking  
on the Ticketing page.

702,000

TikTok Hashtag Views  
#Kingdomfaire

181,000

TikTok Video Views

91,000

TikTok Likes

3X

Above Average  
Industry  
Engagement Rate





# Logistics & Operations

**Operating Period:** Every Saturday & Sunday from April 30th to June 26th and the Monday of Memorial day (19 operating days). In **RED** on the right.

**Public Operating Hours:** 10AM to 7PM. Staff will arrive 2-3 hours in advance for set-up/rehearsal and leave 1-2 hours post-event for clean-up/strike.

**Load-In/Load Out:** In addition to the days in which we are open to the public, we will need access to the space in advance to load-in and prepare the site for operation. We currently anticipate a two-week load-in and a four-day load-out. In **GREEN** on the right. In addition to this period, we will need access to the site in between operating days to prep specific events or promotions or load in new vendors, etc.

**Expected Attendance:** We are presently anticipating attendances of 500-2,000 visitors per day. Most attendees do try to make a day of the faire and many spend upwards of 3-4 hours onsite.

**Expected Traffic Flows:** With the exception of peak visiting hours (Noon-2 PM) we believe traffic will flow in at regular intervals throughout the day, subject to variables such as weather, other events in the region, etc. With a conservative average of 2.5 guests per car, we expect the hourly volume of vehicular traffic to peak around 200-300 cars.

| April 2022 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| Sun        | Mon | Tue | Wed | Thu | Fri | Sat |
|            |     |     |     |     | 1   | 2   |
| 3          | 4   | 5   | 6   | 7   | 8   | 9   |
| 10         | 11  | 12  | 13  | 14  | 15  | 16  |
| 17         | 18  | 19  | 20  | 21  | 22  | 23  |
| 24         | 25  | 26  | 27  | 28  | 29  | 30  |
| May 2022   |     |     |     |     |     |     |
| Sun        | Mon | Tue | Wed | Thu | Fri | Sat |
| 1          | 2   | 3   | 4   | 5   | 6   | 7   |
| 8          | 9   | 10  | 11  | 12  | 13  | 14  |
| 15         | 16  | 17  | 18  | 19  | 20  | 21  |
| 22         | 23  | 24  | 25  | 26  | 27  | 28  |
| 29         | 30  | 31  |     |     |     |     |
| June 2022  |     |     |     |     |     |     |
| Sun        | Mon | Tue | Wed | Thu | Fri | Sat |
|            |     |     | 1   | 2   | 3   | 4   |
| 5          | 6   | 7   | 8   | 9   | 10  | 11  |
| 12         | 13  | 14  | 15  | 16  | 17  | 18  |
| 19         | 20  | 21  | 22  | 23  | 24  | 25  |
| 26         | 27  | 28  | 29  | 30  |     |     |

**Thank You**

6A

# Memo

**To:** Town Board  
**From:** Frank DiMarco  
**CC:** Sherry Howard, Elaine McGinty  
**Date:** 3/3/2022  
**Re:** Sunset Series Staff

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Town Board Members,

The Parks and Recreation Department and its commission recommend you accept the personnel additions for the 2022 Concert Series.

Sherry Howard – Sunset Series Coordinator @ \$3,200 for the season

Georgine Bagnato – Advertising Coordinator @ \$1,200 for the season

Please be advised that this has been accounted for in the accepted 2022 budget and we are currently well under budget at this time



6b

To: Town Board  
From: Frank DiMarco, Parks and Recreation Director  
Subject: Parks and Recreation Refunds  
Date: March refunds 2022

|                                                                     |                                             |
|---------------------------------------------------------------------|---------------------------------------------|
| Catherine Mason<br>306 Lake Drive<br>Lake Peekskill, NY 10537       | \$50.00<br>LPCC<br>Remaining deposit refund |
| Asha Tobiaz-Wenzler<br>46 Argyle Street<br>Lake Peekskill, NY 10537 | \$500.00<br>LPCC<br>Deposit refund          |
| Grace Urbina<br>66 Tanglewylde Road<br>Lake Peekskill, NY 10537     | \$440.00<br>LPCC<br>Deposit refund          |



# PUTNAM VALLEY PARKS & RECREATION



## DAY CAMP SALARIES 2022

|                                |            |
|--------------------------------|------------|
| Patti Singer (EMT-Co-Director) | \$33.82 hr |
| Andrew Salustri                | \$21.00 hr |
| Patti Singer Office            | \$21.00 hr |
| (Not to exceed 100 hours)      |            |
| Andrew Salustri Office         | \$20.75 hr |
| (Not to exceed 100 hours)      |            |
| Junior Counselor               | \$9.50 hr  |
| Senior Counselor               | \$10.70hr  |
| Specialist                     | \$11.21 hr |
| CIT Coordinator                | \$12.25 hr |
| Youth Activities Specialist    | \$12.75 hr |
| Maintenance                    | \$17.85 hr |

6d

To: Town Board  
From: Frank DiMarco, Parks and Recreation  
Subject: Personnel  
Date: March 2022

Please approve the following additions/changes to personnel.

1. Juliana Russo, PV Children's Center @ \$13.70 hr.
2. Tatiana Rodriguez, PV Children's Center @ \$13.70 hr.
3. Samantha Vulcano, PV Children's Center @ 13.70 hr.
4. Gracey Mazzella, PV Children's Center @ 13.20 hr.
5. Patricia Singer, PV Day Camp office hrs. @ \$21.00 hr. (Not to exceed 100 hrs)
6. Willie Totten, Basketball referee @ \$45.00 hr.



6e

# Memo

**To:** Town Board  
**From:** Frank DiMarco  
**CC:** Sherry Howard  
**Date:** 3/21/2022  
**Re:** Senior Recreation Leader

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Town Board Members,

The Parks and Recreation Department and its Commission recommend the appointment of Amanda McGannon to Senior Recreation Leader at the yearly salary of \$49,322.00 beginning April 11<sup>th</sup>, 2022. This would represent Step one (1) of the Union Contract.

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**TOWN OF PUTNAM VALLEY  
DISTRICTS**

# Memo

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 3/10/2021  
**Re:** Authorization to advertise for seasonal personnel

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I formally request the Town Board's authorization to advertise for 2022 seasonal personnel.

- Lake Oscawana harvester operators
- LPID beach monitors

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**TOWN OF PUTNAM VALLEY  
DISTRICTS**

# Memo

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 3/11//2022  
**Re:** Appoint Egg Adler for the 2022 season

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I formally request the Town Board appoint Friedel Landau Muller, as egg addler for Lake Peekskill, Roaring Brook Lake and Barger Pond for the 2022 season at a salary of \$450.00 with no benefits.



7c

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

# Memo

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 3/11//2022  
**Re:** Authorization to go out to Bid for District Garbage Pick Up

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I formally request the Town Board's authorization to go out to bid for the residential solid waste pick up in the following Districts:

- Glenmar Gardens
- Brookdale Gardens
- Hilltop Estates
- Wildwood Knolls
- Roaring Brook Lake
- Lookout Manor
- Abele Park

The current three year contract with AAA Carting and Rubbish removal will expire on December 31, 2022.



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## Town of Putnam Valley

**To:** Putnam Valley Town Board

**From:** Susan L. Manno

**Date:** March 10, 2022

**Subject:** Authorize Facilities Department to go out to bid via  
New York State Office of General Procurement Services Mini-Bid  
Town Vehicle

I formally request that the Putnam Valley Town Board authorize the Facilities Department to go out to bid using a New York State Office of General Procurement Services Mini-Bid for an all-wheel drive, 4 door, Sport Utility Vehicle (SUV) for town business usage. New York State Contract award number 23166. The price of a new vehicle has been included in the 2022 budget. Additional funding received from auction of (2) 2008 Ford Escapes will be put toward new vehicle purchase as well.

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**TO:** TOWN BOARD  
**FROM:** WENDY WHETSEL  
CHAIR OF PV CCE  
**SUBJECT:** Jean McGee / Commission for the Conservation of the Environment  
**DATE:** March 11, 2022

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As Chair of the Commission for the Conservation of the Environment, I formally request that Jean McGee become a member of our commission.

Thank you for your consideration,  
Wendy Whetsel

Jean McGee

March 10, 2022

Jacqueline Annabi  
Town Supervisor, Putnam Valley

Dear Jacqueline Annabi,

I am applying to be a member of the Commission for the Conservation of the Environment (CCE). I viewed on the town's website there is a position currently available. As a 30 year resident of Putnam Valley I have a love and appreciation for our town and its natural beauty. My children were born and raised here and we have spent much of our time hiking the local trails, and camping at Fahnstock's primitive campsites twice a year. We are able to walk through the woods from our house to the town's park, and have watched and valued it over the years grow into its current thriving form. Now that my children are grown and on their own, I am looking for ways to give back to my community.

My interest in board membership, environmental concerns, and projects stem from several areas. I was on the board of directors for Something Good In The World (SGITW) for 14 years. A non-profit organization that runs experiential environmental programs. (<https://somethinggoodintheworld.org>) I am a co-founder and current Secretary for the board of directors of Second Chance Foods, Inc (SCF). We are a 501(c)3 organization focused on food justice and the environmental issues of food waste through food rescue, and making sure that food gets to homeless shelters, food pantries, and soup kitchens. (<https://secondchancefoods.org>) I am also a current member of the meadowing committee of the non-profit organization, Sustainable Putnam. (<https://sustainableputnam.org>) Lastly, in 2019 I wrote a master's thesis on the dandelion, in which, I included discussions on the environmental impact of insecticides and pesticides on bees, groundwater, and the soil microbiome.

In the graduate program at Springfield College I was trained and published as a researcher. My hope is to bring this talent forward with me as a member of the CCE to help further the processes and educational possibilities within our town of Putnam Valley.

Thank you for your time,  
Jean McGee



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**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Town Justice Court / Independent Auditors' Report  
DATE: March 14, 2022

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RESOLVE, that the Town Board accept and approve the findings of the attached Independent Auditors' Report from O'Connor Davies pertaining to their examination of the records for the Town Justice Court. Said report reflects that the Town of Putnam Valley Court is in compliance with Section 2019-a of the Uniform Justice Court Act, which requires that town justices annually provide their court records and documents to the auditing board for review.

**Town of Putnam Valley, New York**

Town Justice Court

Statement of Cash Receipts, Cash Disbursements  
and Cash Balances

Year Ended December 31, 2021

RECEIVED  
MAR 14 2022

BY: .....





## **Independent Auditors' Report**

**The Honorable Town Supervisor  
and Members of the Town Board  
of the Town of Putnam Valley, New York**

### **Report on the Audit of the Financial Statement**

#### ***Opinion***

We have audited the statement of cash receipts, cash disbursements and cash balances of the Town Justice Court of the Town of Putnam Valley, New York, as of and for the year ended December 31, 2021, and the related note to the financial statement.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the cash receipts, cash disbursements and cash balances of the Town Justice Court of the Town of Putnam Valley, New York as of December 31, 2021, and for the year then ended in accordance with the cash basis of accounting described in Note 1.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS"). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statement section of our report. We are required to be independent of the Town Justice Court of the Town of Putnam Valley, New York, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Emphasis of Matter – Basis of Accounting***

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

#### ***Responsibilities of Management for the Financial Statement***

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1, and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

PKF O'CONNOR DAVIES, LLP  
500 Mamaroneck Avenue, Harrison, NY 10528 | Tel: 914.381.8900 | Fax: 914.381.8910 | [www.pkfod.com](http://www.pkfod.com)

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## ***Auditors' Responsibilities for the Audit of the Financial Statement***

Our objectives are to obtain reasonable assurance about whether the financial statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statement.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statement.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town Justice Court of the Town of Putnam Valley, New York's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statement.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town Justice Court of the Town of Putnam Valley, New York's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Restriction on Use***

This report is intended solely for the information and use of the Board of Trustees, the Office of Court Administration and management and is not intended to be and should not be used by anyone other than these specified parties.

*PKF O'Connor Davies, LLP*

**PKF O'Connor Davies, LLP**

Harrison, New York

March 7, 2022

**Town of Putnam Valley, New York**

Town Justice Court  
 Statement of Cash Receipts, Cash Disbursements  
 and Cash Balances  
 Year Ended December 31, 2021

|                                                                 | <u>Justice DiCarlo<br/>Bail</u> | <u>Justice Longobucco<br/>Fines</u> |
|-----------------------------------------------------------------|---------------------------------|-------------------------------------|
| <b>CASH RECEIPTS</b>                                            |                                 |                                     |
| Bail                                                            | \$ -                            | \$ -                                |
| Fines, fees and other                                           | -                               | 206,210                             |
|                                                                 | <u>-</u>                        | <u>206,210</u>                      |
| Total Cash Receipts                                             | -                               | 206,210                             |
| <b>CASH DISBURSEMENTS</b>                                       |                                 |                                     |
| Remittance to Town                                              | -                               | 194,909                             |
| Bail refunds and forfeitures                                    | 1,101                           | -                                   |
|                                                                 | <u>1,101</u>                    | <u>-</u>                            |
| Total Cash Disbursements                                        | 1,101                           | 194,909                             |
| Excess (Deficiency) of Cash Receipts<br>Over Cash Disbursements | (1,101)                         | 11,301                              |
| <b>CASH BALANCES</b>                                            |                                 |                                     |
| Beginning of Year                                               | <u>9,971</u>                    | <u>-</u>                            |
| End of Year                                                     | <u>\$ 8,870</u>                 | <u>\$ 11,301</u>                    |
| <b>CASH BALANCES REPRESENTED BY</b>                             |                                 |                                     |
| Amounts due to Town                                             | \$ -                            | \$ 11,301                           |
| Undisposed cases                                                | <u>8,870</u>                    | <u>-</u>                            |
|                                                                 | <u>\$ 8,870</u>                 | <u>\$ 11,301</u>                    |

The accompanying note is an integral part of the financial statement.

| Justice Newman | Justice Van Ross |                 |
|----------------|------------------|-----------------|
| Fines          | Bail             | Fines           |
| \$ -           | \$ 1,000         | \$ -            |
| -              | -                | 92,452          |
| -              | 1,000            | 92,452          |
| 10,900         | -                | 92,707          |
| -              | -                | -               |
| 10,900         | -                | 92,707          |
| (10,900)       | 1,000            | (255)           |
| 10,900         | -                | 5,690           |
| <u>\$ -</u>    | <u>\$ 1,000</u>  | <u>\$ 5,435</u> |
| \$ -           | \$ -             | \$ 5,435        |
| -              | 1,000            | -               |
| <u>\$ -</u>    | <u>\$ 1,000</u>  | <u>\$ 5,435</u> |

## Town of Putnam Valley, New York

Town Justice Court  
Note to Financial Statement  
December 31, 2021

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### Note 1 - Summary of Significant Accounting Policies

#### A. Basis of Accounting

This financial statement was prepared on the basis of cash receipts and cash disbursements in conformity with the accounting principles prescribed in the New York State Handbook for Town and Village Justices and Court Clerks, which is a comprehensive basis of accounting other than generally accepted accounting principles. Under this cash basis of accounting, revenues are recognized when cash is received and expenditures are recognized when cash is disbursed.

#### B. Cash and Equivalents, Investments and Risk Disclosures

**Cash and Equivalents** - Cash and equivalents consist of funds deposited in demand deposit accounts, time deposit accounts and short-term investments with original maturities of less than three months from the date of acquisition.

The Town Justice Court's deposits and investment policies follow the Town of Putnam Valley, New York's ("Town") policies. The Town's investment policies are governed by state statutes. The Town has adopted its own written investment policy which provides for the deposit of funds in FDIC insured commercial banks or trust companies located within the state. The Town is authorized to use demand deposit accounts, time deposit accounts and certificates of deposit.

Collateral is required for demand deposit accounts, time deposit accounts and certificates of deposit at 100% of all deposits not covered by Federal deposit insurance. The Town has entered into custodial agreements with the various banks which hold their deposits. These agreements authorize the obligations that may be pledged as collateral. Such obligations include, among other instruments, obligations of the United States and its agencies and obligations of the State and its municipal and school district subdivisions.

**Investments** - Permissible investments include obligations of the U.S. Treasury, U.S. Agencies, repurchase agreements and obligations of New York State or its political subdivisions.

The Town follows the provisions of Governmental Accounting Standards Board ("GASB") Statement No. 72, "*Fair Value Measurements and Application*", which defines fair value and establishes a fair value hierarchy organized into three levels based upon the input assumptions used in pricing assets. Level 1 inputs have the highest reliability and are related to assets with unadjusted quoted prices in active markets. Level 2 inputs relate to assets with other than quoted prices in active markets which may include quoted prices for similar assets or liabilities or other inputs which can be corroborated by observable market data. Level 3 inputs are unobservable inputs and are used to the extent that observable inputs do not exist.

#### **Risk Disclosure**

**Interest Rate Risk** - Interest rate risk is the risk that the government will incur losses in fair value caused by changing interest rates. The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from changing interest rates. Generally, the Town does not invest in any long-term investment obligations.

**Town of Putnam Valley, New York**

Town Justice Court  
Note to Financial Statement (Concluded)  
December 31, 2021

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**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Custodial Credit Risk** - Custodial risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. GASB Statement No. 40, "*Deposit and Investment Risk - an amendment of GASB Statement No. 3*" directs that deposits be disclosed as exposed to custodial credit risk if they are not covered by depository insurance and the deposits are either uncollateralized, collateralized by securities held by the pledging financial institution or collateralized by securities held by the pledging financial institution's trust department but not in the Town's name. The Town's aggregate bank balances that were not covered by depository insurance were not exposed to custodial risk at December 31, 2021.

**Credit Risk** - Credit risk is the risk that an issuer or other counterparty will not fulfill its specific obligation even without the entity's complete failure. The Town does not have a formal credit risk policy other than restrictions to obligations allowable under General Municipal Law of the State of New York.

**Concentration of Credit Risk** - Concentration of credit risk is the risk attributed to the magnitude of a government's investments in a single issuer. The Town's investment policy limits the amount on deposit at each of its banking institutions.

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**JACQUELINE ANNABI**  
**TOWN SUPERVISOR**

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**TO:** TOWN BOARD  
**FROM:** JACQUELINE ANNABI, TOWN SUPERVISOR  
**SUBJECT:** Town Justice Court / Resignation of Judge Clement Van Ross  
**DATE:** March 21, 2022

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RESOLVE, that the Town Board accept the resignation of Judge Clement Van Ross from his position as Town of Putnam Valley Court Justice, effective immediately.



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**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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**TO:** TOWN BOARD  
**FROM:** JACQUELINE ANNABI, TOWN SUPERVISOR  
**SUBJECT:** Town Justice Court / Appointment of Town Justice  
**DATE:** March 21, 2022

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RESOLVE, that the Town Board appoint The Honorable Sandy Newman to the Town Justice Court of Putnam Valley as an interim judge, effective April 1, 2022 at a salary of \$23,710 per annum, with no benefits. Judge Newman will be filling the vacancy of Judge Clement Van Ross until a new judge is elected to the position.



# TOWN OF PUTNAM VALLEY

**TOWN BOARD MEMBERS**

LOUIE LUONGO, *Councilman*  
RALPH SMITH, *Councilman*  
STACEY TOMPKINS, *Councilwoman*  
CHRISTIAN RUSSO, *Councilman*

JACQUELINE ANNABI  
SUPERVISOR

**SUPERVISOR'S OFFICE**

MARIA ANGELICO, *Finance Director*  
SUSAN MANNO, *Facilities Manager*  
ELAINE MCGINTY, *Supervisor's Secretary*

March 21, 2022

Legislator William J. Gouldman  
Putnam County Legislature  
40 Gleneida Avenue  
Carmel, NY 10512

***Re: ARPA Funds***

Dear Legislator Gouldman,

Further to the letter from our County Legislature, MaryEllen Odell, dated March 15, 2022 allocating ARPA Funds in the sum of \$1.2 million to the Town of Putnam Valley, please note that these funds will be spent on the following projects:

- Wells at Town Hall
- Explore Reverse Osmosis System or UV Lighting System for clean water to assist residents affected by the salt shed
- Roads and Infrastructure
- Repair Bell Hollow Bridge
- Upgrade Gas Tanks
- Repair Horton Hollow Road
- Repair Lake Peekskill Dam and Roaring Brook Dam
- Repair Abele Park Boat Ramps
- Laptops
- Upgrades for Webmaster and Community Media

We greatly appreciate the appropriation of these funds to our Town, and look forward to the improvements and upgrades that will be accomplished as a result of the same.

Sincerely,

Jacqueline Annabi  
Supervisor, Town of Putnam Valley

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# TOWN OF PUTNAM VALLEY

**TOWN BOARD MEMBERS**

LOUIE LUONGO, Councilman  
RALPH SMITH, Councilman  
STACEY TOMPKINS, Councilwoman  
CHRISTIAN RUSSO, Councilman

JACQUELINE ANNABI  
SUPERVISOR

**SUPERVISOR'S OFFICE**

MARIA ANGELICO, Finance Director  
SUSAN MANNO, Facilities Manager  
ELAINE McGINTY, Supervisor's Secretary

March 21, 2022

NY State Senator Sue Serino  
District Office  
4254 Albany Post Road  
Hyde Park, NY 12538

Assemblyman Kevin M. Byrne  
District Office  
3 Starr Ridge Road  
Brewster, NY 10509

***Re: Inland Waterway Declaration – Lake Peekskill & Roaring Brook Lake***

Dear Senator Serino & Assemblyman Byrne,

I am writing to you both requesting your assistance in having Lake Peekskill and Roaring Brook Lake declared, and notated as, two bodies of water entered into, and included in, the New York State database of Inland Waterways.

Thank you for your assistance in this matter.

Sincerely,

Jacqueline Annabi  
Supervisor, Town of Putnam Valley