



TOWN OF PUTNAM VALLEY

Town Board Work Session

June 8th, 2022

Town Hall

5 PM

~~~~~

**Meeting called to Order**

**Pledge of Allegiance**

1. Clean-Flo Discussion
2. Solar Panels Permits
3. Districts:
  - a. Approve Lake Oscawana Supervisor Appointment, 2022 Season
  - b. Approve Lake Oscawana Harvester Operator Appointment, 2022 Season
  - c. Approve LPID Beach Monitor Appointments 2022
4. Facilities: Authorize Supervisor to Adopt and Sign Negative Declaration – Camp Recreation Building
5. Highway: Approve Replacement Seasonal Laborer
6. Daily Fee Report – Summary May 1, 2022 – May 31, 2022
7. Audit of Monthly Bills

**Adjournment**

**Next Town Board Meeting: Wednesday, June 22<sup>nd</sup>, 2022, 6 PM**



Town of Putnam Valley

PERMIT APPLICATION

NY State Unified Solar Permit

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. Municipal authorities that adopt the unified permit streamline their process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the authority having jurisdiction (AHJ) will issue a building and/or electrical permit for the solar PV installation described herein.

PROJECT ELIGIBILITY FOR UNIFIED PERMITTING PROCESS

By submitting this application, the applicant attests that the proposed project meets the established eligibility criteria for the unified permitting process (subject to verification by the AHJ). The proposed solar PV system installation:

- Yes  No 1. Has a rated DC capacity of 25 kW or less.
- Yes  No 2. Is not subject to review by an Architectural or Historical Review Board. (If review has already been issued answer YES and attach a copy)
- Yes  No 3. Does not need a zoning variance or special use permit.  
(If variance or permit has already been issued answer YES and attach a copy)
- Yes  No 4. Is mounted on a permitted roof structure, on a legal accessory structure, or ground mounted on the applicant's property. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.
- Yes  No 5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
- Yes  No 6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.

For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit conventional permit applications. Permit applications may be downloaded here: <https://www.putnamvalley.com/building-zoning/> or obtained in person at 265 Oscawana Lake Road during business hours 8a.m.-4p.m. (M-F). Phone: 845-526-2377

2



## Town of Putnam Valley

### SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria on page 1, this application and the following attachments will constitute the Unified Solar Permitting package.

- This application form, with all fields completed and bearing relevant signatures.
- Permitting fee calculation: ,  

$$\underline{\# \text{ of Sq.Ft. } \times \$75}$$

$$1000 \quad \times \quad 15 = \text{Fee.} \quad \text{Then a 30\% discount is applied to the Fee.}$$
- payable by Cash, Money Order or Check made payable to Town of Putnam Valley.
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically to [rquaglietta@putnamvalley.com](mailto:rquaglietta@putnamvalley.com) or in person at Town Hall, Building Dept, 265 Oscawana Lake Road (Telephone: 845-526-2377 during business hours 8 a.m.-4 p.m. (M-F)).

### APPLICATION REVIEW TIMELINE

Permit determinations will be issued within 21 calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within 14 calendar days of receiving incomplete or inaccurate applications.

### FOR FURTHER INFORMATION

Questions about this permitting process may be directed to Building Dept, 265 Oscawana Lake Road (Telephone: 845-526-2377) during business hours 8 a.m.-4 p.m. (M-F).

3a

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

**Memo**

**To:** Town Board  
**From:** Karen Kroboth – District Clerk *KK*  
**Date:** 5/23/2022  
**Re:** Lake Oscawana Supervisor appointment 2022

---


I formally request the Town Board appoint Jennifer Maroulis as the Lake Oscawana Beach Supervisor for the 2022 season at a salary of \$2,000, with no benefits.

This appointment will run from May 27<sup>th</sup>, 2022 to September 5<sup>th</sup>, 2022.

3b

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

**Memo**

**To:** Town Board  
**From:** Karen Kroboth – District Clerk   
**Date:** 5/20/2022  
**Re:** Lake Oscawana Harvester Operator appointment, 2022


---

I formally request the Town Board appoint Mark Yetter as the Lake Oscawana Assistant Harvester Operator for the 2022 cutting season (May-October), at an hourly rate of \$20.00, with no benefits, on an as needed basis.

3c

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

**Memo**

**To:** Town Board  
**From:** Karen Kroboth – District Clerk   
**Date:** 5/27/2022  
**Re:** LPID Beach Monitor appointments 2022

---

I formally request the Town Board appoint the following people as Beach Monitors for the 2022 season at an hourly rate of \$10.75 with no benefits. This position will run from Memorial Day weekend (5/28) through Labor Day weekend (9/5).

- Brianna Gambichler
- Alexandria Drinovac



4

## Town of Putnam Valley

**To:** Putnam Valley Town Board

**From:** Susan L. Manno

**Date:** May 27, 2022

**Subject:** Authorize Supervisor to Adopt and sign Negative Declaration  
Camp Recreation Building

I formally request that the Putnam Valley Town Board authorize the supervisor to adopt and sign the Negative Declaration prepared by the towns' Wetlands Inspector for the winterization of the camp Recreation Building. The Environmental Assessment reveals that there will be no negative impact to the land surrounding the Recreation Building.

14



**Town of Putnam Valley Town  
Board  
265 Oscawana Lake Road  
Putnam Valley, New York 10579  
(845)526- 2121 Fax (845)526-2130  
www.putnamvalley.com**

**June 8, 2022**

**DECLARATION OF LEAD AGENCY  
SEQRA DETERMINATION  
TOWN OF PUTNAM VALLEY TOWN BOARD  
PUTNAM VALLEY, NEW YORK**

**GRANT APPLICATION AND WINTERIZATION OF THE EXISTING  
RECREATIONAL BUILDING LOCTED IN THE TOWN CAMP FACILITY.**

**WHEREAS**, the Town of Putnam Valley is proposing to winterize the existing recreational building located in the town camp owned by the Town of Putnam Valley and located at 140 Brook Falls Road by the installation of a heating system and sheet rock in order to enable the use of the facility during the early Spring and late Fall; (“the proposed action”); and

**WHEREAS**, there is no proposed land disturbance or expansion of the size of the recreational building; and

**WHEREAS**, in order to provide funding for the proposed action, the Town Board of Putnam Valley has authorized the submission of a grant application to the Dormitory Authority of the State of New York; and

**WHEREAS**, in order to review the proposed action relative to potential environmental impacts, the Town Board has completed a Short-Form Environmental Assessment Form dated April 11, 2022, which has been executed by the Town Supervisor; and

**WHEREAS**, as per resolution #R22-174 the Town Board Declared their Intent to act as Lead Agency for the proposed action and circulated the Short-Form Environmental Assessment Form and associated documents to involved and interested agencies; and

**WHEREAS**, upon not receiving any objections the Declaration of the Intent to act as Lead Agency for the proposed action, the Town Board declares Lead Agency relative to the proposed Action; and



**WHEREAS**, the Town Board has reviewed the short-form environmental assessment form relative to the proposed action; and

**NOW THEREFORE BE IT RESOLVED THAT**, the Town Board has determined that proposed action is a Type II Action pursuant to the New York State Environmental Quality Review Act (SEQRA) 6 NYCRR Part 617.5(c) (2), and the Town Board finds that there are no negative environmental impacts associated with the proposed action and that further environmental review is not warranted.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

|                   | Yea   | Nay   | Abstention | Absent |
|-------------------|-------|-------|------------|--------|
| Jacqueline Annabi | _____ | _____ | _____      | _____  |
| Louie Luongo      | _____ | _____ | _____      | _____  |
| Ralph Smith       | _____ | _____ | _____      | _____  |
| Stacey Tompkins   | _____ | _____ | _____      | _____  |
| Christian Russo   | _____ | _____ | _____      | _____  |

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

I certify that the above resolution was adopted by the Town of Putnam Valley Town Board at a meeting of the Board on the date set forth above.

\_\_\_\_\_  
Putnam Valley, NY Town Clerk

Filed at the Office of the Town Clerk, Putnam Valley, New York  
On the Date of: \_\_\_\_\_

Shawn Keeler  
Road  
Highway Superintendent  
10579  
SKEELER@PUTNAMVALLEY.COM

265 Oscawana Lake  
Putnam Valley, NY

5

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

June 2, 2022

### MEMORANDUM

**TO:** Jacquie Annabi  
Members of the Town Board

**FROM:** Shawn Keeler  
Highway Superintendent

**RE:** additional seasonal laborer

Our fourth seasonal laborer, Mark Mazzarisi, has withdrawn his application for employment. We will be replacing him with Aidan Martin of 151 Secor Road, Mahopac, NY.

Aidan will start on June 6, 2022 through September 2, 2022 at the rate of \$16.00 per hour with no benefits. If necessary, he may be utilized as a fill in laborer after that date.

Sincerely,  
Shawn Keeler

6

6/3/2022

**TOWN OF PUTNAM VALLEY  
OFFICE OF BUILDING & ZONING  
265 Oscawana Lake Road**

**Daily Fee Report - Summary**

From: 5/1/2022 To: 5/31/2022

| <b>Fee Type</b>              | <b>Count</b> | <b>Amount</b>      |
|------------------------------|--------------|--------------------|
| ADDITION/ALTERATION          | 1            | \$606.00           |
| ADDITIONAL FEE               | 1            | \$2,191.00         |
| CW                           | 5            | \$375.00           |
| DECK                         | 6            | \$893.00           |
| DEM/R                        | 1            | \$100.00           |
| ELECTRI APP/NY ELEC          | 5            | \$150.00           |
| ELECTRIC APP/SWIS            | 22           | \$660.00           |
| GAS/PROPANE                  | 8            | \$625.00           |
| GENERATOR PERMIT             | 1            | \$75.00            |
| HVAC                         | 7            | \$675.00           |
| MI                           | 3            | \$1,105.00         |
| PERM                         | 13           | \$4,092.00         |
| PL                           | 5            | \$480.00           |
| RE                           | 13           | \$3,654.00         |
| REINSPECTION FEE             | 1            | \$50.00            |
| RU                           | 1            | \$200.00           |
| SEARC                        | 20           | \$4,000.00         |
| SOLAR PANELS                 | 5            | \$2,602.00         |
| WETADM                       | 1            | \$50.00            |
| WETL                         | 1            | \$100.00           |
| WOOD STOVE PERMIT            | 1            | \$75.00            |
| WT/S                         | 7            | \$700.00           |
| <b>Total Fees Collected:</b> | <b>128</b>   | <b>\$23,458.00</b> |
| <b>Cash</b>                  | <b>10</b>    | <b>\$1,004.00</b>  |
| <b>Check</b>                 | <b>116</b>   | <b>\$22,304.00</b> |
| <b>Money Order</b>           | <b>2</b>     | <b>\$150.00</b>    |

see attached

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                                |