



TOWN OF PUTNAM VALLEY

Town Board Meeting

August 17th, 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. NYSEG/AMI Smart Meter Presentation
6. Discuss Town Codes
7. Create Public Hearing for Town Codes
8. Appoint Karen Kroboth as Senior District Clerk
9. Approve 2023 Budget Dates
10. Approve Resolution for Bell Hollow Bridge Emergency Repair
11. Approve Phase 1 – Substation, 22 Peekskill Hollow Road
12. Districts: Approve Roaring Brook Lake Labor Fee
13. Parks & Recreation:
  - a. Approve Personnel Changes
  - b. Approve August 2022 Refunds
14. Approve Parks & Recreation Commission Updates
15. Approve CCE Updates
16. Approve NYSEG Environmental Study on Town Property
17. Daily Fee Report – Summary July 1, 2022 – July 31, 2022
18. Public Comment
19. Audit of Monthly Bills
20. Budget Transfers and Amendments

**Adjournment**

**Next Town Board Meeting: Work Session, Wednesday September 14<sup>th</sup>, 2022, 5 PM**

August 9, 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 July 20, 2022.

Thank-you,

Sherry Howard

Town Clerk

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August 9, 2022

To: Town Board

From: Sherry Howard

Resolved, that the Town Board appoint Karen Kroboth as Senior District Clerk. She has now passed the Senior Clerk Test. Her salary will remain at Step 2 of the CSEA Senior Clerk Salary Schedule which is \$48,681.00.

**Resolved that the Town Board authorize the Supervisor approve the following dates for the 2023 budget:**

SEPTEMBER 23, 2022 at 6:00 p.m. Present budget to Town Board and set Public Hearing Date of October 12, 2022.

October 05, 2022 at 5:00 p.m. Budget becomes Preliminary Budget – discussion and review

October 12, 2022 at 5:00 p.m. Budget Discussion/Review and Public Hearing

October 19, 2022 at 6:00 p.m. Budget Discussion and Review (only if needed)

October 26, 2022 at 5:00 p.m. Budget Discussion (only if needed)

November 2, 2022 at 5:00 p.m. Adopt the 2022 Town Budget

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**RESOLUTION 8:17-# \_\_\_\_\_ of 2022**

WHEREAS, the Town of Putnam Valley Town Board finds that it is in the best interest of the Town to retain the legal services of Van DeWater and Van DeWater, LLP, to act as Attorneys for the Town, on an eminent domain proceeding relating to the replacement of the bridge on Bell Hollow Road and does so appoint it to provide legal advice, at the rate of \$220.00 per hour plus disbursements;

WHEREAS, the Town Board further authorizes payment, pursuant to the terms outlined herein, for work already completed by Van DeWater and Van DeWater, LLP relating to the above-described action.

NOW, THEREFORE, BE IT RESOLVED, that Supervisor Annabi is authorized to execute the retainer agreement for Van DeWater and Van DeWater, LLP to provide such legal services to the Town.

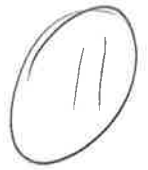
Dated: \_\_\_\_\_

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Motion passes/ fails: Ayes \_\_\_\_\_ Nays \_\_\_\_\_

|                                      | AYE   | NAY   | ABSTAIN |
|--------------------------------------|-------|-------|---------|
| PRESENT/ABSENT Councilman Smith      | _____ | _____ | _____   |
| PRESENT/ABSENT Councilman Luongo     | _____ | _____ | _____   |
| PRESENT/ABSENT Councilwoman Tompkins | _____ | _____ | _____   |
| PRESENT/ABSENT Councilman Russo      | _____ | _____ | _____   |
| PRESENT/ABSENT Supervisor Annabi     | _____ | _____ | _____   |



**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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**TO:** TOWN BOARD  
**FROM:** JACQUELINE ANNABI, TOWN SUPERVISOR  
**SUBJECT:** Phase 1 Environmental Site Assessment – 22 Peekskill Hollow Road  
**DATE:** August 5, 2022

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RESOLVE, that the Town Board authorize the Town Supervisor to sign Task Order 2020-06 with Henningson, Durham & Richardson Architecture and Engineering, P.C. (HDR) and approve payment of \$6,000 pertaining to Phase 1, an environmental site assessment related to the use of the lot at 22 Peekskill Hollow Road.

## **TASK ORDER 2020-06**

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 December 7, 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: 2020-06

PROJECT NAME: **Phase I Environmental Site Assessment – 22 Peekskill Hollow Road, Putnam Valley, NY**

PART 1.0 PROJECT DESCRIPTION: Conduct a Phase I ESA for acquisition of property for a parking lot. The Subject Property consists of one, 0.2-acre parcel developed with an 1,800 square foot building used as a sheriff’s office at the above-referenced address.

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

The scope of services is provided in the attached proposal dated August 5, 2022.

PART 3.0 OWNER’S RESPONSIBILITIES:

- The Town will provide HDR with copies of all records it maintains for the Subject Property including assessor, building, planning, and zoning.
- A survey of the Subject Property and a title abstract report, if available, will be provided.
- Full Subject Property access and contact information for owner(s) will be provided.

PART 4.0 PERIODS OF SERVICE: August 5, 2022 – October 31, 2022

PART 5.0 ENGINEER’S FEE: Total initial estimated fee is \$6,000. This is a time and materials (T&M) budget estimate, based on the above scope of work and HDR’s 2022 hourly labor rate sheet. Should an increased level of effort be required, HDR will inform the Town and obtain authorization to modify the above-noted budget.

PART 6.0 OTHER: Not Applicable

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

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

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

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

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

NAME: Yiannoulla Charalambous

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

TITLE: Authorized Representative


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

ADDRESS: 500 Seventh Avenue  
New York, NY 10018



**TOWN OF PUTNAM VALLEY  
DISTRICTS**

**To:** Putnam Valley Town Board

**From:** Karen Kroboth, District Clerk 

**Date:** 8/8/2022

**Re:** RBL labor

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I formally request the Town Board pay Joseph Aviles \$250 for his labor in spreading gravel in Roaring Brook Lake district.

13a

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

Please approve the following additions/changes to personnel.

1. Tammy Holowiak, PV Children's Center @ \$13.70 hr.
2. Allie Santora, PV Children's Center @ \$13.70 hr.
3. Tara Dolack, PV Children's Center @ \$13.70 hr.

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

Nube Cedillo  
24 William Street  
Lake Peekskill, NY 10537

\$60.00  
Self Defense- Programs  
Class did not run no enrollment

Anton Paloka  
2 Wildflower Lane  
Putnam Valley, NY 10579

\$200.00  
Boys and Girls Basketball  
Camp-Programs  
Cancelled no enrollment



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**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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**TO:** TOWN BOARD  
**FROM:** JACQUELINE ANNABI, TOWN SUPERVISOR  
**SUBJECT:** Parks & Recreation Commission  
**DATE:** August 17, 2022

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RESOLVE, that the Town Board approve the following changes to the Parks and Recreation Commission:

APPOINT Pat Bellino as Chair, effective 8/17/2022 through 12/31/2022

ACCEPT, with regret, the resignation of James Brazee from the Commission, and thank him for his service.

APPOINT Sam Oliverio as Member 8/17/2022 through 12/31/2024; and

APPOINT Henry Lopez as Ad-Hoc Member 8/17/2022 through 12/31/2022



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

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**TO:** TOWN BOARD  
**FROM:** JACQUELINE ANNABI, TOWN SUPERVISOR  
**SUBJECT:** Commission for the Conservation of the Environment (CCE)  
**DATE:** August 11, 2022

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RESOLVE, that the Town Board accept, with regret, the resignation of Jean McGee, and thank her for her service.



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**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: NYSEG / Environmental Survey on Town Property  
DATE: August 12, 2022

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RESOLVE, that the Town Board authorize NYSEG to perform an environmental survey on Putnam Valley Town Property. This is being conducted for the purposes of possible future installation of new electric distribution poles along North Shore Road, which will provide better NYSEG service to customers on the north side of Oscawana Lake.

8/2/2022

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

From: 7/1/2022 To: 7/31/2022

| Fee Type                     | Count      | Amount             |
|------------------------------|------------|--------------------|
| ADDITION/ALTERATION          | 2          | \$829.00           |
| ADDITIONAL FEE               | 1          | \$108.00           |
| ANTENNA                      | 1          | \$7,950.00         |
| CW                           | 4          | \$300.00           |
| DECK                         | 2          | \$800.00           |
| ELECTRI APP/NY ELEC          | 5          | \$150.00           |
| ELECTRIC APP/SWIS            | 9          | \$270.00           |
| FENCE/WALL                   | 2          | \$150.00           |
| GAS/PROPANE                  | 1          | \$75.00            |
| GENERATOR PERMIT             | 2          | \$150.00           |
| HVAC                         | 6          | \$450.00           |
| IN GROUND POOL               | 1          | \$525.00           |
| MI                           | 2          | \$150.00           |
| OIL TANK                     | 6          | \$650.00           |
| PERM                         | 21         | \$3,353.00         |
| PL                           | 5          | \$330.00           |
| RE                           | 11         | \$5,708.00         |
| RU                           | 1          | \$125.00           |
| SEARC                        | 22         | \$4,200.00         |
| SOLAR PANELS                 | 1          | \$722.00           |
| WETADM                       | 3          | \$150.00           |
| WETL                         | 3          | \$300.00           |
| WT/S                         | 5          | \$500.00           |
| <b>Total Fees Collected:</b> | <b>116</b> | <b>\$27,945.00</b> |
| <b>Cash</b>                  | <b>3</b>   | <b>\$258.00</b>    |
| <b>Cashiers Check</b>        | <b>4</b>   | <b>\$435.00</b>    |
| <b>Check</b>                 | <b>109</b> | <b>\$27,252.00</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/Swiss                       |
| FENCE/WALL                 | Permit for Fence/Wall                            |
| GAS/PROPANE                | Permit for Propane Gas Installation              |
| GENERATOR PERMIT           | Generator Installation                           |
| HVAC                       | Heating, Vent., A/C Permit                       |
| IN GROUND POOL             | Permit for In Ground Pool                        |
| MG                         | Minor Grading Permit                             |
| MI                         | Miscellaneous Building Permit                    |
| OPERATING PERMIT           | Operating Permits /Commercial                    |
| PERM                       | Building Permits                                 |
| PERNC                      | New Construction Permits                         |
| PL                         | Plumbing Permits                                 |
| RE                         | Renewal Building Permits                         |
| RHCS                       | Rock Hammer Crush Shatter Rock Permit            |
| RU                         | Spec. Use Renewal                                |
| SEARC                      | Municipal Search                                 |
| TENT                       | Tent Permit                                      |
| TREE                       | Tree Permit                                      |
| WETADM                     | Wetland Administrative Fee                       |
| WETL                       | Wetland Permit Application Fee                   |
| WT/S                       | Wetland Screening                                |




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**Town of Putnam Valley**

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**TO:** Town Board  
**FROM:** Maria Angelico   
**SUBJECT:** Budget Transfers and Amendments  
**DATE:** August 17, 2022

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Hereby request your approval of the attached Budget Transfers and Amendments for Year-To-Date August, 2022.

# TOWN OF PUTNAM VALLEY

## Budget Adjustment Form

|                                                     |                        |                           |                          |
|-----------------------------------------------------|------------------------|---------------------------|--------------------------|
| Year: 2022                                          | Period: 8              | Trans Type: B1 - Transfer | Status: Posted           |
| Trans No: 115919                                    | Trans Date: 08/15/2022 | User Ref: MANGELICO       |                          |
| Requested:                                          | Approved:              | Created by: MANGELICO     | 08/15/2022               |
| Description: BUDGET TRANSFERS YTD THROUGH 8/17/2022 |                        |                           | Account # Order: Yes     |
|                                                     |                        |                           | Print Parent Account: No |

| Account No.          | Account Description           | Amount    |
|----------------------|-------------------------------|-----------|
| A.1620.200           | BUILDINGS.EQUIPMENT           | 5,000.00  |
| A.1620.400           | BUILDINGS.CONTRACTUAL         | -5,000.00 |
| A.7021.400           | PROGRAMS.SUPPLIES             | -1,400.00 |
| A.7021.401           | PROGRAMS.SUMMER PROGRAMS      | 1,400.00  |
| A.7022.200           | CAMP.EQUIPMENT                | 177.00    |
| A.7022.400           | CAMP.SUPPLIES                 | -177.00   |
| A.9050.800           | UNEMPLOYMENT INSURANCE        | 5,135.00  |
| A.9060.800           | HOSPITAL & MEDICAL INSURANCE  | -5,135.00 |
| SD01.9030.800        | SOCIAL SECURITY               | -3.00     |
| SD01.9040.800        | WORKERS COMPENSATION          | 3.00      |
| SD02.9030.800        | SOCIAL SECURITY               | -3.00     |
| SD02.9040.800        | WORKERS COMPENSATION          | 3.00      |
| SD03.9030.800        | SOCIAL SECURITY               | -3.00     |
| SD03.9040.800        | WORKERS COMPENSATION          | 3.00      |
| SD04.9030.800        | SOCIAL SECURITY               | -3.00     |
| SD04.9040.800        | WORKERS COMPENSATION          | 3.00      |
| SM01.1630.400        | ADMIN & CLERICAL.EXPENSE      | 528.48    |
| SM01.7180.200        | BEACHES AND LAKE.EQUIPMENT    | -528.48   |
| SM04.1630.400        | ADMIN & CLERICAL.EXPENSE      | 17.16     |
| SM04.1630.472        | POWER AND LIGHT               | 83.12     |
| SM04.7110.120        | RECREATION.LIFEGUARDS         | -100.28   |
| SM05.1630.400        | ADMIN & CLERICAL.EXPENSE      | 0.31      |
| SM05.7180.200        | BEACH.EQUIPMENT               | -0.31     |
| SM05.7180.200        | BEACH.EQUIPMENT               | -35.00    |
| SM05.9040.800        | WORKERS COMPENSATION          | 35.00     |
| SM06.7110.120        | RECREATION.LIFEGUARDS         | -263.13   |
| SM06.7180.471        | BEACH.MAINTENANCE AND REPAIRS | 263.13    |
| SM08.1630.400        | ADMIN & CLERICAL.EXPENSE      | 120.01    |
| SM08.7110.120        | RECREATION.LIFEGUARDS         | -120.01   |
| <b>Total Amount:</b> |                               | 0.00      |

# TOWN OF PUTNAM VALLEY

## Budget Adjustment Form

|                                              |                        |                        |                          |
|----------------------------------------------|------------------------|------------------------|--------------------------|
| Year: 2022                                   | Period: 8              | Trans Type: B2 - Amend | Status: Posted           |
| Trans No: 115918                             | Trans Date: 08/15/2022 | User Ref: MANGELICO    |                          |
| Requested:                                   | Approved:              | Created by: MANGELICO  | 08/15/2022               |
| Description: BUDGET AMENDMENTS YTD 8/17/2022 |                        |                        | Account # Order: Yes     |
|                                              |                        |                        | Print Parent Account: No |

| Account No.          | Account Description             | Amount    |
|----------------------|---------------------------------|-----------|
| A.1010.416           | TOWN BOARD.DEVELOPMENT PROJECTS | 12,250.00 |
| A.1620.200           | BUILDINGS.EQUIPMENT             | 5,000.00  |
| A.7020.450           | RECREATION.KINGDOM FAIRE        | 8,686.17  |
| DA.5110.410          | FUEL                            | 813.91    |
| SM09.7170.400        | PARKS.MAINTENANCE               | 70.00     |
| SM09.8320.472        | WATER.MAINTENANCE AND REPAIRS   | 1,399.25  |
| SM09.9035.800        | MEDICARE                        | 1.46      |
| SM09.9040.800        | WORKERS COMPENSATION            | 500.00    |
| SS02.9040.800        | WORKERS COMPENSATION            | 325.00    |
| SW01.8320.472        | MAINT & REPAIR                  | 125.72    |
| SW01.9040.800        | WORKERS COMPENSATION            | 525.00    |
| <b>Total Amount:</b> |                                 | 29,696.51 |

