



TOWN OF PUTNAM VALLEY

Town Board Meeting

March 15th, 2023

Town Hall

6 PM

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### AGENDA

#### Meeting called to Order

#### Pledge of Allegiance

1. Departmental Reports
2. 11 Oscawana Lake Road – Proposed Conversion to Residential Apartments
3. Putnam Prevention Council Presentation
4. Supervisor's Comments
5. Legislative Reports
6. Approval of Minutes
7. Approve Declaration of March 20th as "Florence Clifton Day"
8. CCE Presentation of Ridgeline Map
9. Approve Contracts for Fireworks for July 4<sup>th</sup> and Town Day Celebrations
10. Facilities Department: Approve Hewlett Packard Financial Services Proposal for Computers
11. Highway Department: Approve Truck Bid
12. Assessor's Office: Approve Putnam County Real Property Tax Service Contract
13. Parks & Recreation:
  - a. Approve Sunset Series Coordinator
  - b. Approve March 2023 Refunds
  - c. Approve Personnel Changes
14. Districts: Wetlands Fee Waiver
15. Public Comment
16. Audit of Monthly Bills
17. Budget Transfers and Amendments

#### Adjournment

**Next Town Board Meeting: Work Session, Wednesday April 12, 2023, 5 PM**

6

March 14, 2023

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 15, and February 20, 2023.

Thank-you,

Sherry Howard

Town Clerk

**RESOLUTION 3:8 # \_\_\_\_ OF 2023**

BE IT RESOLVED, that the Town Board of the Town of Putnam Valley would like to express its congratulations and well-wishes to long-time resident Florence Clifton on the celebration of her 105<sup>th</sup> birthday, and

BE IT FURTHER RESOLVED, that the Town Board acknowledges Florence’s milestone in being the oldest living resident in Putnam Valley; and

BE IT FURTHER RESOLVED, that Florence was a telephone operator at Graymoor, in Garrison and, having retired in her late 80s, Florence drove her car until she was 101 years young; and

BE IT FURTHER RESOLVED, that Florence is a lady of strong faith, who believes that she is still here because God is not ready to take her home yet; and

BE IT FURTHER RESOLVED, that Florence is blessed to be surrounded by family, with her younger brother at the age of 92, son, grandchildren and great-grandchildren very active in her life; and

BE IT FURTHER RESOLVED, that in honor and recognition of this joyous and momentous occasion, the Town Board hereby declares that March 20<sup>th</sup> shall henceforth and forever be known as “Florence Clifton Day” in the Town of Putnam Valley.

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

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

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

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

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



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**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: July 4 Ever Fireworks Inc.  
DATE: March 6, 2023

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RESOLVE, that the Town Board authorize the Town Supervisor to sign a contract with the following pertaining to fireworks displays:

JULY 4 EVER FIREWORKS INC – for fireworks services on July 1<sup>st</sup>, 2023 in celebration of Independence Day for the sum of \$8,000, \$4,000 of which will be deducted from the Parks & Recreation Budget and \$4,000 of which will be deducted from the Town Budget; and

JULY 4 EVER FIREWORKS INC & ROCCO POLIFRONE – for fireworks services for Town Day on September 16<sup>th</sup> 2023 for the sum of \$10,000, which is budgeted for this calendar year.



## **JULY 4 EVER FIREWORKS INC**

**THIS CONTRACT AND AGREEMENT** for the display of Fireworks made and concluded this **22nd** day of **February 2023**, by and between **JULY 4 EVER FIREWORKS INC**, of Walden, NY (hereinafter referred to as "July 4 Ever"),

AND

**Town of Putnam Valley**

(hereinafter referred to as "Client")

**WITNESSETH:** For and in consideration of the sum of One Dollar, each to the other in hand paid, receipt of which is hereby acknowledged, and of the terms and conditions hereinafter mentioned, July 4 Ever and Client do mutually and severally agree to perform their several and respective covenants and to comply with all terms, conditions and payments of this contract:

**July 4 Ever agrees:**

1. To furnish and deliver to Client, Fireworks to be exhibited on the following dates set forth and agreed upon at the time of signing this contract and Client agrees to pay July 4 Ever for the Fireworks as follows:

**Display Date: July 1st ,2023**

**Postponement Date: T.B.D.**

**Contract amount: \$8,000.00** ; 10% due upon signing the Contract and balance due at Noon three days prior to the scheduled display date; all payments shall be made by Draft, Certified Check or Wire Transfer. Checks shall be made payable to July 4 Ever, unless otherwise authorized in writing; NO CASH shall be paid to any agent or employee of July 4 Ever without written authority.

2. JULY 4 EVER further agrees to furnish, sufficient trained personnel to present a display.

**CLIENT further agrees:**

3. To procure and furnish a suitable place to display the said Fireworks; to furnish the necessary police and fire protection; to secure all, Police, Local, and State Permits, and to arrange for any security bonds or insurance as required by law in their community

**Price does not include any permit fees**

**Town of Putnam Valley Fireworks Display @ Leonard Wagner Park**

**The PARTIES mutually agree:**

4. It is agreed and understood by the parties hereto that in the event Fireworks have been taken out and set up before inclement weather and with adequate weather prevailing, such exhibition of fireworks will be carried out in the best possible manner without any deductions from the before named compensations. Should inclement weather prevent firing of said display on the aforementioned Display Date, then it will be understood that program is postponed and will be fired on the aforementioned Postponement Date, and there will be a charge to cover the cost of Postponement of 15%. If there is no alternate date and the program is not fired on the aforementioned Display Date, then it will be understood the program is canceled and there will be a charge to cover the costs of cancellation of 50%.
5. July 4 Ever reserves the exclusive right to make modifications and substitutions provided that such changes are reasonable and necessary and do not adversely affect price, time of delivery, functional character or display performance. July 4 Ever reserves the right to use multiple subcontractors in the setup and licensing of the display
6. If the location of the firing site, spectator's location, parking areas of structures is deemed unsuitable or unsafe, in the discretion of July 4 Ever or its agents or personnel, July 4 Ever may refuse to fire the display until conditions are corrected. If such conditions are not corrected, July 4 Ever may cancel the display without further liability to the Client for such cancellation.



7. This contract shall be deemed made in the State of New York and shall be construed in accordance with the laws of New York. The parties agree and consent to the jurisdiction of New York to determine conflicts regarding the language and payments to be made under this Contract.
8. If Client becomes bankrupt or insolvent, or if a petition in bankruptcy is filed by or against the Client or if a receiver is appointed for the Client, July 4 Ever may refuse to make further delivery and may terminate this contract without prejudice to the rights of July 4 Ever. If the Client's financial conditions become unsatisfactory to July 4 Ever, July 4 Ever, may require the balance of the purchase price to be deposited in escrow or the Client to provide sufficient proof of its ability to pay the balance of the contract price. Client is not entitled to recover incidental or consequential damages in connection with any breach of this Contract.
9. If Client fails to pay the monies due under this contract, July 4 Ever is entitled to recover the balance due plus interest at 1-1/2% per month on amounts past due 60 days or more. Further, on balance outstanding of 120 days or more, July 4 Ever is entitled to recover the balance due, plus accrued interest, plus attorneys fees of 10% of the amount past due, plus court costs.
10. This Contract shall not be construed to create a partnership between the parties or persons mentioned herein.
11. In the event of fire, accident, strikes, delay, flood, act of God or other causes beyond the control of July 4 Ever, which prevent delivery of said materials, the parties hereto release each other from any and all performance of the covenants herein contained and from damages resulting from the breach thereof.
12. Client agrees to hold harmless July 4 Ever for any and all actions, claims, and legal fees incurred outside the operations or control of July 4 Ever . July 4 Ever agrees to hold harmless client for any and all actions, claims, and legal fees incurred outside the operations of the client.
13. \_\_\_\_\_

IN WITNESS WHEREOF, we set our hands and seals to the agreement in duplicate the day and year first above-written.

**For CLIENT:**

**For JULY 4 EVER FIREWORKS INC:**

\_\_\_\_\_

\_\_\_\_\_

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

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

Please sign contract where indicated for Client and return all copies for final acceptance to:

**July 4 Ever**  
**382 Rock Cut Road**  
**Walden, NY 12586**  
**845/564-0184 FAX 845/566-3715**

July 4 Ever  
382 Rock Cut Rd, Walden, NY 12586  
Tel: 845-564-0184 Fax: 845-566-3715

## Communication Sheet

PLEASE COMPLETE THIS FORM AND RETURN IT WITH YOUR SIGNED CONTRACT

### CUSTOMER INFORMATION

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

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

\_\_\_\_\_

### FIRING SITE INFORMATION

LOCATION: \_\_\_\_\_

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

\_\_\_\_\_

CONTACT: \_\_\_\_\_  
(ONE)

PHONE: \_\_\_\_\_

### CONTACT PERSON

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

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

\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### SHOW INFORMATION

DATE: \_\_\_\_\_

RAIN DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

### STORAGE SITE INFO

LOCATION: \_\_\_\_\_

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

\_\_\_\_\_

SECURITY YES OR NO (CIRCLE

### ALTERNATE CONTACT

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

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

\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_



**JULY 4 EVER FIREWORKS INC & ROCCO POLIFRONE**

THIS CONTRACT AND AGREEMENT for the display of Fireworks made and concluded this 22nd day of February, 2023 by and between **JULY 4 EVER FIREWORKS INC & ROCCO POLIFRONE**, of Walden, NY (hereinafter referred to as "July 4 Ever & Rocco Polifrone"),

AND

**Town of Putnam Valley**

(hereinafter referred to as "Client")

**WITNESSETH:** For and in consideration of the sum of One Dollar, each to the other in hand paid, receipt of which is hereby acknowledged, and of the terms and conditions hereinafter mentioned, July 4 Ever & Rocco Polifrone and Client do mutually and severally agree to perform their several and respective covenants and to comply with all terms, conditions and payments of this contract:

**July 4 Ever & Rocco Polifrone agrees:**

1. To furnish and deliver to Client, Fireworks to be exhibited on the following dates set forth and agreed upon at the time of signing this contract and Client agrees to pay July 4 Ever & Rocco Polifrone for the Fireworks as follows:

**Display Date:** September 16th, 2023

**Postponement Date:** T.B.D.

**Contract amount:** \$ 10,000.00 ; 10% due upon signing the Contract and balance due at Noon three days prior to the scheduled display date; all payments shall be made by Draft, Certified Check or Wire Transfer. Checks shall be made payable to July 4 Ever, unless otherwise authorized in writing; NO CASH shall be paid to any agent or employee of July 4 Ever & Rocco Polifrone without written authority.

2. **JULY 4 EVER & ROCCO POLIFRONE** further agrees to furnish, sufficient trained personnel to present a display.

**CLIENT further agrees:**

3. To procure and furnish a suitable place to display the said Fireworks; to furnish the necessary police and fire protection; to secure all, Police, Local, and State Permits, and to arrange for any security bonds or insurance as required by law in their community

**Price does not include any permit fees**

**Town of Putnam Valley Fireworks Display @ Leonard Wagner Park**

**The PARTIES mutually agree:**

4. It is agreed and understood by the parties hereto that in the event Fireworks have been taken out and set up before inclement weather and with adequate weather prevailing, such exhibition of fireworks will be carried out in the best possible manner without any deductions from the before named compensations. Should inclement weather prevent firing of said display on the aforementioned Display Date, then it will be understood that program is postponed and will be fired on the aforementioned Postponement Date, and there will be a charge to cover the cost of Postponement of 15%. If there is no alternate date and the program is not fired on the aforementioned Display Date, then it will be understood the program is canceled and there will be a charge to cover the costs of cancellation of 50%.
5. **July 4 Ever & Rocco Polifrone** reserves the exclusive right to make modifications and substitutions provided that such changes are reasonable and necessary and do not adversely affect price, time of delivery, functional character or display performance. **July 4 Ever & Rocco Polifrone** reserves the right to use multiple subcontractors in the setup and licensing of the display
6. If the location of the firing site, spectator's location, parking areas or structures is deemed unsuitable or unsafe, in the discretion of **July 4 Ever & Rocco Polifrone** or its agents or personnel, **July 4 Ever & Rocco Polifrone** may refuse to fire the display until conditions are corrected. If such conditions are not corrected, **July 4 Ever & Rocco Polifrone** may cancel the display without further liability to the Client for such cancellation.





7. This contract shall be deemed made in the State of New York and shall be constructed in accordance with the laws of New York. The parties agree and consent to the jurisdiction of New York to determine conflicts regarding the language and payments to be made under this Contract.
8. If Client becomes bankrupt or insolvent, or if a petition in bankruptcy is filed by or against the Client or if a receiver is appointed for the Client, July 4 Ever & Rocco Polifrone may refuse to make further delivery and may terminate this contract without prejudice to the rights of July 4 Ever & Rocco Polifrone . If the Client's financial conditions become unsatisfactory to July 4 Ever & Rocco Polifrone , July 4 Ever & Rocco Polifrone , may require the balance of the purchase price to be deposited in escrow or the Client to provide sufficient proof of its ability to pay the balance of the contract price. Client is not entitled to recover incidental or consequential damages in connection with any breach of this Contract.
9. If Client fails to pay the monies due under this contract, July 4 Ever & Rocco Polifrone is entitled to recover the balance due plus interest at 1-1/2% per month on amounts past due 60 days or more. Further, on balance outstanding of 120 days or more, July 4 Ever & Rocco Polifrone is entitled to recover the balance due, plus accrued interest, plus attorneys fees of 10% of the amount past due, plus court costs.
10. This Contract shall not be construed to create a partnership between the parties or persons mentioned herein.
11. In the event of fire, accident, strikes, delay, flood, act of God or other causes beyond the control of July 4 Ever & Rocco Polifrone , which prevent delivery of said materials, the parties hereto release each other from any and all performance of the covenants herein contained and from damages resulting from the breach thereof.
12. Client agrees to hold harmless July 4 Ever & Rocco Polifrone for any and all actions, claims, and legal fees incurred outside the operations or control of July 4 Ever & Rocco Polifrone . July 4 Ever & Rocco Polifrone agrees to hold harmless client for any and all actions, claims, and legal fees incurred outside the operations of the client.
13. \_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, we set our hands and seals to the agreement in duplicate the day and year first above-written.

**For CLIENT:**

**For: JULY 4 EVER FIREWORKS INC & ROCCO POLIFRONE**

\_\_\_\_\_

\_\_\_\_\_

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

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

Please sign contract where indicated for Client and return all copies for final acceptance to:

**July 4 Ever &  
Rocco Polifrone  
382 Rock Cut Road  
Walden, NY 12586  
845/564-0184 FAX 845/566-3715**

July 4 Ever & Rocco  
Polifrone  
382 Rock Cut Rd, Walden, NY 12586  
Tel: 845-564-0184 Fax: 845-566-3715

## Communication Sheet

PLEASE COMPLETE THIS FORM AND RETURN IT WITH YOUR SIGNED CONTRACT

### CUSTOMER INFORMATION

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

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

### FIRING SITE INFORMATION

LOCATION: \_\_\_\_\_

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

CONTACT: \_\_\_\_\_  
(ONE)

PHONE: \_\_\_\_\_

### CONTACT PERSON

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

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

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### SHOW INFORMATION

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### STORAGE SITE INFO

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

SECURITY YES OR NO (CIRCLE

### ALTERNATE CONTACT

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

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

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_



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**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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**TO:** TOWN BOARD  
**FROM:** JACQUELINE ANNABI, TOWN SUPERVISOR  
**SUBJECT:** Approve Hewlett Packard Enterprise Financial Services Proposal  
**DATE:** March 6, 2023

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RESOLVE, that the Town Board approve the leasing of ten (10) computers from Hewlett Packard Enterprise for a total cost of \$13,091.80, which will be paid over a period of 36 months, at a monthly rate of \$360.64. This amount is included in the Facilities Department budget for the purposes of upgrading equipment on a rolling basis.



## Hewlett Packard Enterprise

HPE Financial Services  
200 Connell Drive | Suite 5000 | Berkeley Heights | NJ 07922

### Financial Services Proposal

Prepared for: Town of Putnam Valley

Submitted: January 10<sup>th</sup>, 2023

Vendor: CDW G

With technology changing every day, leasing provides you with the flexibility you need to meet your ongoing business needs, as well as being a cost effective way to use operating capital and preserve bank credit lines. The following payment alternatives are available from HP Financial Services.

#### Fair Market Value – True Lease

Under an Operating Lease, base payments are typically lower then compared to a like term Tax Exempt Purchase structure. Following the base term, the Lessee has several options; 1) the equipment may be returned without penalty; 2) the lease term may be re-negotiated and extended; 3) the equipment may be purchased at its then Fair Market Value; or 4) the Lessee may continue to make monthly payments beyond the original term until they are ready to exercise one of the three previously listed options.

Total Product Sell Price / Cost: \$13,091.80 (Based on CDW-G Quote #NCXR95)

Lease Term: 36 Months

36 Monthly Payments: \$360.64 (ea.)

Pricing is valid only if product is delivered and accepted by March 31<sup>st</sup>, 2023.

#### Tax Exempt Installment Sale (\$1 Buyout)

In a Tax-exempt Installment Sale structure, payments consist of both principal and interest, with the interest being excludable from the Lessor's gross income for Federal income tax purposes. During the term of the Lease the Concluding Payment – primarily consisting of unpaid principal would decline as each Lease Payment was made and applied. Under this structure Title typically passes to the Lessee at the Lease Acceptance and the Lessor would file a security interest in the equipment. Once the original base Lease Payments are made the Lessee owns the equipment free and clear.

Total Product Sell Price / Cost: \$13,091.80 (Based on CDW-G Quote #NCXR95)  
Lease Term: 36 Months  
36 Monthly Payments: \$407.36 (ea.)

Pricing is valid only if product is delivered and accepted by March 31<sup>st</sup>, 2023.

We appreciate the opportunity to provide you with this proposal. Please call me if you have any questions, or if I can be of further help.

Sincerely,

Gibran Gill  
Inside Financial Account Manager, Public Sector/SLED  
HP Financial Services  
Ph. 973-666-2526  
[gibran.gill@hpe.com](mailto:gibran.gill@hpe.com)

**Confidentiality:** This letter is delivered to you with the understanding that neither this letter nor its substance shall be disclosed by Lessee to any third party.

**Basis of Proposal:** This letter is a proposal for discussion purposes only and does not represent either an offer or a commitment of any kind on the part of HPEFS. It does not purport to be inclusive of all terms and conditions that will apply to a leasing transaction between us. Neither party to the proposed transaction shall be under any legal obligation whatsoever until, among other things, HPEFS has obtained all required internal approvals (including credit approvals) and both parties have agreed upon all essential terms of the proposed transaction and executed mutually acceptable definitive written documentation. This proposal can be modified or withdrawn by HPEFS at any time.

Either party may terminate discussions and negotiations regarding a possible transaction at any time, without cause and without any liability whatsoever.



Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

## Review and Complete Purchase

**MARIA ANGELICO,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|-------------|
| NCXR495 | 12/8/2022  | NCWP151 II      | 5793991    | \$13,091.80 |

### QUOTE DETAILS

| ITEM                                                                                                                                       | QTY | CDW#    | UNIT PRICE | EXT. PRICE  |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|------------|-------------|
| HP E22 G4 - E-Series - LED monitor - Full HD (1080p) - 22"<br>Mfg. Part#: 9VH72AA#ABA<br>Contract: NY OGS HP PM20860 IT Umbrella (PM20860) | 10  | 6321569 | \$201.96   | \$2,019.60  |
| HP Workstation Z2 G5 - Wolf Pro Security - SFF - Core i7 10700 2.9 GHz - vP<br>Mfg. Part#: 644A1UT#ABA<br>Contract: MARKET                 | 10  | 6859896 | \$1,107.22 | \$11,072.20 |

|                    |                    |
|--------------------|--------------------|
| <b>SUBTOTAL</b>    | \$13,091.80        |
| <b>SHIPPING</b>    | \$0.00             |
| <b>SALES TAX</b>   | \$0.00             |
| <b>GRAND TOTAL</b> | <b>\$13,091.80</b> |

### PURCHASER BILLING INFO

**Billing Address:**  
TOWN OF PUTNAM VALLEY  
\*\*NEED VOUCHER\*\*  
265 OSCAWANA LAKE RD  
ACCOUNTS PAYABLE  
PUTNAM VALLEY, NY 10579-2045  
**Phone:** (845) 526-2121  
**Payment Terms:** Net 30-Expired

### DELIVER TO

**Shipping Address:**  
TOWN OF PUTNAM VALLEY  
\*\*NEED VOUCHER\*\*  
265 OSCAWANA LAKE RD  
ACCOUNTS PAYABLE  
PUTNAM VALLEY, NY 10579-2045  
**Phone:** (845) 526-2121  
**Shipping Method:** UPS Ground (2 - 3 day)

### Please remit payments to:

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



### Sales Contact Info

**Angelo Cappetta** | 800.808.4239 | [angelo.cappetta@cdwg.com](mailto:angelo.cappetta@cdwg.com)

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

© 2023 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

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Shawn Keeler  
Highway Superintendent  
SKEELER@PUTNAMVALLEY.GOV

265 Oscawana Lake Road  
Putnam Valley, NY 10579

David Conklin  
General Foreman

(845) 526-3333 phone  
(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

March 3, 2023

### MEMORANDUM

TO:            Jacquie Annabi  
                  Members of the Town Board

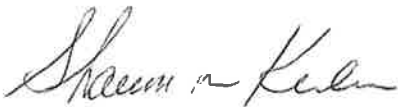
FROM:         Shawn Keeler

RE:            Truck Bid

I respectfully request to go to bid for a new Ford F-250 truck. The 2003 Ford F-350 that we currently have has 100,000 miles on it and is in need of major repairs, approximately \$7,500.00 - \$9,500.00 or more above the \$5,000.00 that was previously spent on repairs

The estimated cost for the Ford F-250 is \$75,000.00. This cost is within my budget.

Sincerely,



Shawn Keeler





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**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Putnam County Real Property Tax Service Contract  
DATE: March 6, 2023

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RESOLVE, that the Town Board approve the Town Supervisor entering into a contract with Putnam County for the purposes of real property tax services for the calendar year 2023.

## PUTNAM COUNTY REAL PROPERTY TAX SERVICE CONTRACT

AGREEMENT MADE THIS 1<sup>st</sup> DAY OF MARCH BETWEEN: THE TOWN OF PUTNAM VALLEY REFERRED TO AS THE TOWN, AND THE COUNTY OF PUTNAM HAVING ITS PRINCIPAL PLACE OF BUSINESS AT 40 GLENEIDA AVENUE, CARMEL, NEW YORK 10512, HEREINAFTER REFERRED TO AS COUNTY.

THE PARTIES HEREIN AGREE AS FOLLOWS:

- 1) THE COUNTY SHALL PREPARE THE TENTATIVE ASSESSMENT ROLL, FOR THE CALENDAR YEAR OF **2023** AND HAVE IT AVAILABLE ON THE COUNTY WEBSITE TO COMPLY WITH RPTL §1591.
- 2) EVERY TRANSFER OF PROPERTY, CHANGE OF ADDRESS, DESCRIPTION OR VALUATION, SPECIAL FRANCHISE, PUBLIC UTILITY, SHALL BE DATA ENTERED BY ASSESSOR OF TOWN OR DESIGNATED STAFF MEMBER. ASSESSOR AND/OR DESIGNATED STAFF MEMBER IS RESPONSIBLE FOR ALL RPS SOFTWARE UPDATES TO BE CURRENT AND UPDATING REFERENCE TABLES IN RPS.
- 3) AFTER TAXABLE STATUS DATE ON MARCH 1<sup>st</sup>, ALL CHANGES SHALL BE ENTERED ON OR BEFORE **APRIL 14<sup>th</sup>** BY THE TOWN. THIS IS ESSENTIAL SO THAT THE TENTATIVE ASSESSMENT ROLL IS AVAILABLE FOR THE MAY 1<sup>st</sup> DEADLINE.
- 4) ALL GRIEVANCE CHANGES, CORRECTION OF CLERICAL ERRORS, & UNLAWFUL ENTRIES SHALL BE APPROVED BY THE BOARD OF ASSESSMENT REVIEW AND ENTERED BY THE TOWN INTO THE REAL PROPERTY SYSTEM, BACKED UP AND BROUGHT TO THE REAL PROPERTY TAX SERVICE AGENCY NO LATER THAN **JUNE 16<sup>th</sup>** FOR FINAL ROLL PROCESSING AND SCHOOL PROCESSING.
- 5) ALL CHANGES FOR COUNTY AND TOWN TAX ROLLS SHALL BE SUBMITTED BY THE TOWN ON OR BEFORE **NOVEMBER 17<sup>th</sup>**.
- 6) ALL UNPAIDS TO BE MANUALLY ENTERED BY THE COUNTY MUST BE SUBMITTED BY **OCTOBER 31<sup>st</sup>**, RPSV4 MERGEABLE FILES MUST BE SUBMITTED BY **NOVEMBER 17<sup>TH</sup>**.
- 7) A SEPARATE AGREEMENT SHALL BE NEGOTIATED FOR THE PROVISIONS OF RPTL §1537, OPTIONAL COUNTY SERVICES.

PRICE FOR THE PREPARATION OF THE FOLLOWING IS .48 PER PARCEL:

- 1) TENTATIVE ASSESSMENT ROLL (1 COPY) AND COA'S (Town provided envelope)
- 2) FINAL ASSESSMENT ROLL (1 COPY)
- 3) PDF File of Tentative and Final Rolls
- 4) 1 SET TAX MAPS 24" x 36"
- 5) APPORTIONMENT OF SPECIAL FRANCHISE
- 6) DATA ENTRY FOR PRO-RATAS
- 7) BANK CODE LISTINGS
- 8) RPS 147D1, 155D1 & 160D1 TAX EXTRACTS
- 9) HARD BINDERS FOR TENTATIVE AND FINAL ROLLS

**Optional Items-**

|                                               |                      |
|-----------------------------------------------|----------------------|
| Hard Binders for Tax Rolls                    | 18.00 Ea.            |
| Soft Binders for Tax Rolls                    | 6.00 Ea.             |
| Printed Tax Roll 1 Copy                       | .04 Per 2-sided Page |
| PDF of Tax Bills                              | N/C                  |
| 1 Set of Tax Bills in Envelopes               | .20 Per Parcel       |
| 1 set of printed TSO Lettered Bankcoded bills | .10 Per Parcel       |
| Inserts (COA notices and/or Tax Bills)        | .01 Per Piece        |

UNPAID WATER, SEWER, OR OTHER UNPAIDS WILL BE CHARGED A FEE IN THE AMOUNT OF 100.00 PER HUNDRED IF THE DATA HAS TO BE MANUALLY ENTERED, OR IF TAX MAP NUMBERS PROVIDED IN COMPUTER FORMAT ARE INVALID.

IF ANY ADDITIONAL SPECIAL DISTRICT ROLLS ARE REQUIRED THE TOWN WILL BE CHARGED A FEE OF 0.01 PER PARCEL.

THE TOWN OF PUTNAM VALLEY HEREBY REPRESENTS THAT THE AGREEMENT HEREIN HAS BEEN APPROVED BY RESOLUTION OF THE TOWN BOARD, A COPY OF WHICH IS ANNEXED HERETO AND MADE A PART HEREOF:

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT IN NEW YORK, ON THE DATE HEREIN ABOVE SET FORTH.

READ AND APPROVED BY:

\_\_\_\_\_  
Date \_\_\_\_\_  
Kevin M. Byrne  
County Executive

\_\_\_\_\_  
Date \_\_\_\_\_  
Lisa A. Johnson  
County Director, RPTSA

\_\_\_\_\_  
Date \_\_\_\_\_  
William J. Carlin  
Commissioner of Finance

\_\_\_\_\_  
Date: \_\_\_\_\_  
C. Compton Spain  
County Attorney

\_\_\_\_\_  
Date \_\_\_\_\_  
Mat C. Bruno, Sr  
Risk Manager

\_\_\_\_\_  
Date: \_\_\_\_\_  
Jacqueline Annabi  
Town Supervisor

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# Memo

**To:** Town Board  
**From:** Frank DiMarco  
**CC:** Sherry Howard, Elaine McGinty  
**Date:** 3/8/2023  
**Re:** Sunset Series Administrator

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Town Board Members,

The Parks and Recreation Department and its commission recommend you accept the personnel additions for the 2023 Concert Series.

Sherry Howard – Sunset Series Coordinator/ Advertising Coordinator @ \$3,900 for the season

Please be advised that this has been accounted for in the accepted 2023 budget and we are currently well under budget at this time

To: Town Board  
From: Frank DiMarco, Parks and Recreation Director  
Subject: Parks and Recreation Refunds  
Date: March refunds 2023

|                                                                       |                                                      |
|-----------------------------------------------------------------------|------------------------------------------------------|
| Bernadette Polisana<br>11 Cindy Lane<br>Putnam Valley, NY 10579       | \$700.00<br>LPCC<br>Deposit refund and rental refund |
| Natalie Castro<br>68 Peekskill Hollow Road<br>Putnam Valley, NY 10579 | \$500.00<br>LPCC<br>Deposit refund                   |
| Carey Gertsen<br>98 Pleasant Road<br>Lake Peekskill, NY 10537         | \$500.00<br>LPCC<br>Deposit refund                   |

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**From: Frank DiMarco, Parks and Recreation**  
**Subject: Personnel**  
**Date: March 1, 2023**

Please approve the following additions/changes to personnel.

1. Andrew Salustri, PV Day Camp office hours @ \$20.75 hr.
2. Michael Roman, PV Day Camp office hours @ \$20.00 hr.

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk *(KR)*  
**Date:** 3/9/2023  
**Re:** Wetlands Fee Waiver

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I formally request the Town Board authorize the Building Department to waive the Wetlands permit fee for the sand reclamation at Park Beach in Roaring Brook Lake, Children's Beach, 20 Lake Shore Road, Roaring Brook Lake, Tax Map 41.6-2-13.