



TOWN OF PUTNAM VALLEY
Town Board Work Session

June 7th, 2023

Town Hall

5 PM

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**Meeting called to Order**

**Pledge of Allegiance**

1. Facilities Department:
  - a. Authorize Contract with Karaco Heating and Cooling LLC for Repair of 2002 Town Hall Boiler
  - b. Authorize Lease for Canon iR4251 Photocopier
2. Highway Department:
  - a. Approve Hiring of Seasonal Laborers
  - b. Approve Truck Bid
3. Districts: Approve Lookout Manor Appointment for 2023
4. Daily Fee Report – Summary May 1, 2023 – May 31, 2023

**Adjournment**

**Next Town Board Meeting: Wednesday, June 14<sup>th</sup>, 2023 6 PM**



**To:** Putnam Valley Town Board

**From:** Margaret DiRubba

**Date:** June 1, 2023

**Subject:** Authorize Town Supervisor to sign Agreement with  
Karaco Heating and Cooling LLC for the repair  
Of the 2002 Town Hall Boiler

I formally request that the Putnam Valley Town Board authorize the Town Supervisor to sign an Agreement with Karaco Heating and Cooling LLC for the repair of the 2002 Town Hall Boiler. Cost not to exceed \$4,000.00

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# KARACO Heating & Cooling, LLC.

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

P.O. Box 337

Putnam Valley, NY 10579

(845) 528-9390

karacohvac@gmail.com

## PROPOSAL FOR REPAIR

**TO:** TOWN OF PUTNAM VALLEY/TOWN HALL  
**JOB SITE:** 265 OSCAWANA LAKE RD  
PUTNAM VALLEY, NY 10579  
**PHONE #:** 845-526-2121  
**DATE:** MARCH 29, 2023 (ORIGINAL PROPOSAL DATE)

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

- Remove leaking plate, gasket, and bolts, and replace them with the same items. **PLEASE NOTE:** There is always the possibility of bolts breaking on removal. If this occurs, extra time will be added to the total cost to drill out and re-tap bolt holes.
- Remove and replace leaking rear plug.
- Replace and repipe one air vent and temperature & pressure relief valve.
- Replace corroded backflow preventer.
- Replace corroded main air vent on top of air scoop.
- Replace corroded clean out cover.

### TOTAL COST: \$3,700 TAX EXEMPT

- If any bolts were to break during the work, it will take about 30 minutes to repair each individual bolt, if everything goes smoothly. One bolt can take 30 minutes, while another bolt can take 45 minutes. If any bolts break, leading to additional time/labor, the additional cost will be \$45 for each additional 15 minutes. Repairing any bolts that break would be a minimum of \$90 each, which would be added to the total cost.

All labor, parts and materials are included. All factory warranties and KARACO one-year labor only warranty included. Yearly maintenance must be performed for warranties to remain in effect.

**TERMS AND CONDITIONS:** ~~All prices are subject to change after 30 days from the date of this proposal.~~ All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner per standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Homeowner/Customer will carry fire and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

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

Signature

Date

*Ronald L. Karabinos*

05/23/2023

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

Date



**To:** Putnam Valley Town Board

**From:** Margaret DiRubba, Administrative Service Coordinator

**Date:** May 30, 2023

**Subject:** Authorize Lease to own Cannon iR4251 Photocopier

I formally request that the Putnam Valley Town Board authorize the Facilities Department to replace the 18 year old Town Hallway Cannon copier with a 36 month Lease to Own Cannon iR 4251 copier, from John W. Neubauer Audio Visual Products, Inc., 2717 Route 22, Patterson, NY 12563 in the amount of \$60.00 per month plus a one time delivery and set up fee of \$175.00 and a Service Contract Fee of \$395.00 per year

**JOHN W. NEUBAUER  
AVP BUSINESS PRODUCTS**

2717 Route 22  
Patterson, NY 12563  
PHONE (845) 878-4240  
FAX 878-3640 Internet ,avp@bestweb.net

**PROPOSAL**

|           |              |
|-----------|--------------|
| DATE      | ESTIMATE NO. |
| 5/24/2023 | 11754        |

NAME / ADDRESS

Ship To

Town of Putnam Valley  
265 Oscawanna Lake Road  
Putnam Valley, NY 10579  
Assesor

Margaret DiRubba  
Administrative Services Coordinator  
Facilities Department  
Town of Putnam Valley  
mdirubba@putnamvalley.gov

|        |     |     |              |              |     |
|--------|-----|-----|--------------|--------------|-----|
| TERMS  | REP | FOB | TELEPHONE    | contact name | FAX |
| Net 30 | JLM |     | 845-526-2121 |              |     |

| ITEM               | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | QTY | COST     | TOTAL     |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|-----------|
| Note               | Pricing is below NYS Contract PT66600<br>Originally priced was \$7586.30. It's time for me to update our showroom and - This Showroom machine with only 2,400 pages on it is only \$2000.00 for you or \$60 per month for 36 months and you own it. Comes with with same 90 days warranty as all office machines. Contract optional and available anytime or simply pay for service when you need it. The prior Hallway Unit you purchased in April 2005!                                                                                                                                                                                                                                              |     | 0.00     | 0.00T     |
| 8029B003AA/ir4...  | Showroom Unit<br>NYS CONTRACT Price is \$5800.80<br>Brand New Canon iR4251<br>Canon 51 page per minute Advance Model<br>- 51 pages per minute printing<br>- 51 pages per minute copying<br>- 51 pages per minute scanning<br>- first copy outin 3.8 seconds<br>- scan to google docs<br>- print from iPad, iPhone, Droid*requires optional software<br>- 2 x 550-sheet Paper Cassettes,<br>- UFRII Netowk Printing,<br>- Color Universal Send with PDF High Compression, scan to email/pdf/tiff/jpeg<br>- Signle Sign on Access Mgt.<br>- 10/100/1000 BaseTX Ethernet,<br>- USB 2.0 high speed connectivity,<br>- true 1200x 1200 dpi print res<br>- toner lasts 30,200 pgs. at 5%<br>List \$12,500.00 | 1   | 2,000.00 | 2,000.00T |
| 3755B001AA/ca...   | INCLUDED<br>Cassette feed unit AF1 -<br>- provides two additional drawers of 550 sheets<br>- letter through ledger size<br>MSRP \$1523                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1   | 0.00     | 0.00T     |
| 4808b002aa/infi... | INCLUDED<br>Inner Finisher-D1 with 2/3 Hole Puncher-A1<br>- enables 50 sheet stapling<br>- collates prints/copies<br>List \$1964.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1   | 0.00     | 0.00T     |

THANK YOU FOR THIS OPPORTUNITY TO QUOTE! RANDY NEUBAUER

**TOTAL**

**JOHN W. NEUBAUER  
AVP BUSINESS PRODUCTS**

2717 Route 22  
Patterson, NY 12563  
PHONE (845) 878-4240  
FAX 878-3640 Internet ,avp@bestweb.net

**PROPOSAL**

|           |              |
|-----------|--------------|
| DATE      | ESTIMATE NO. |
| 5/24/2023 | 11754        |

NAME / ADDRESS

Ship To

Town of Putnam Valley  
265 Oscawanna Lake Road  
Putnam Valley, NY 10579  
Assesor

Margaret DiRubba  
Administrative Services Coordinator  
Facilities Department  
Town of Putnam Valley  
mdirubba@putnamvalley.gov

|        |     |     |              |              |     |
|--------|-----|-----|--------------|--------------|-----|
| TERMS  | REP | FOB | TELEPHONE    | contact name | FAX |
| Net 30 | JLM |     | 845-526-2121 |              |     |

| ITEM      | DESCRIPTION                                                                                                                                                                          | QTY | COST   | TOTAL   |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|---------|
| 36MO \$1. | 36 MONTH LEASE TO OWN -<br>\$60 PER MONTH EXCLUDING SERVICE AND A 1 TIME<br>DELIVERY FEE OF \$175 (REMOVAL OF OLD MACHINE<br>IS \$50 ADDITIONAL SHOULD YOU LIKE US TO).<br>Sales Tax | 1   | 175.00 | 175.00T |
|           |                                                                                                                                                                                      |     | 0.00   | 0.00    |

|                                                         |              |            |
|---------------------------------------------------------|--------------|------------|
| THANK YOU FOR THIS OPPORTUNITY TO QUOTE! RANDY NEUBAUER | <b>TOTAL</b> | \$2,175.00 |
|---------------------------------------------------------|--------------|------------|

## 2023 QUOTES

AVP/John Neubauer

**Cannon iR4251 ADVANCED**

-36 mos. – Own  
-\$60.00/mo new showroom model  
-print/copy/scan/collates/staples/hole puncher  
-black, white, color  
-4 drawers letter/legal /ledger  
-51 ppm  
-deliver/install/configure \$175.00

(SIMPLE)

**Cannon iR 4725i**

-36 mos Lease  
-New \$104.03/mo or Refurbish \$77/mo  
-print/copy/scan Black & white only  
-letter/legal/ 2 drawers can do 11x17 need to fold out feeder (2 drawers & bottom cabinet)  
-25 ppm  
-deliver/install/configure \$175.00

**Cannon iR4725i (LOADED)**

-36 mos Lease  
-New \$141.61/mo or Refurbish \$92/mo  
-print/copy/scan/stapler black & white only  
-letter/legal/11x17 4 drawers  
-deliver/install/configure \$175.00

**Mega Business Systems:  
Kyocera MZ-320i**

-63 mos Lease  
-\$110.10/mo  
-print/copy/scan Black and White  
-letter/legal/ 2 drawers can do 11x17 need to fold out feeder  
-32 ppm  
-Delivery, installation & training included

**Super Office Solutions:  
Cannon iR DX4725**

-60 mos Lease  
-\$129/mo  
-2,500 copies per month  
-Black and White copy/scan--- 2 drawers and a feeder  
-Delivery, installation & training included

**Toshiba  
e-Studio2528A**

-39 mos \$77.42 Lease  
-48 mos \$67.22  
-63 mos. \$53.24  
-25 ppm  
-print/copy/scan black & white only  
-.00890 cents per page  
-\$75.00 1 time lease document process fee

Shawn Keeler  
Highway Superintendent  
SKEELER@PUTNAMVALLEY.COM

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

May 24, 2023

### MEMORANDUM

TO: Jacquie Annabi  
Members of the Town Board

FROM: Shawn Keeler  
Highway Superintendent

RE: Highway Seasonal Laborers

The following three seasonal highway laborers will be working from approximately June 5<sup>th</sup>, 2023 through September 1<sup>st</sup> 2023 at the rate of \$16.00 per hour with no benefits. If necessary, they may be utilized as fill in laborers after that date.

Uryan Turner

Daniel Burlingham

Aiden Martin

We are currently still waiting to hire one more seasonal laborers.

Sincerely,  
Shawn Keeler  
Highway Superintendent



Shawn Keeler  
Highway Superintendent  
SKEELER@PUTNAMVALLEY.GOV

265 Oscawana Lake Road  
Putnam Valley, NY 10579

David Conklin  
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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 1, 2023

### MEMORANDUM

TO: Jacquie Annabi  
Members of the Town Board

FROM: Shawn Keeler

RE: truck bid

Please award the bid for two dump trucks from Park Ford for \$85,529.93 each. The cost will not affect my budget and will be taken from the BAN.

Sincerely,  
Shawn Keeler

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

# Memo

**To:** Putnam Valley Town Board

**From:** Karen Kroboth, District Clerk



**Date:** 6/1/2023

**Re:** Lookout Manor Laborer

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I formally request that the Town Board authorize \$375 to be paid to Brendan O'Brien for the seasonal setup at Lookout Manor beach, with no benefits.

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

From: 5/1/2023 To: 5/31/2023

| Fee Type                     | Count     | Amount             |
|------------------------------|-----------|--------------------|
| ADDITION/ALTERATION          | 2         | \$1,695.00         |
| CW                           | 3         | \$225.00           |
| DEM/R                        | 2         | \$600.00           |
| ELECTRI APP/NY ELEC          | 7         | \$280.00           |
| ELECTRIC APP/SWIS            | 9         | \$360.00           |
| FENCE/WALL                   | 2         | \$150.00           |
| GAS/PROPANE                  | 7         | \$525.00           |
| GENERATOR PERMIT             | 3         | \$225.00           |
| HVAC                         | 2         | \$150.00           |
| MG                           | 1         | \$75.00            |
| MI                           | 2         | \$150.00           |
| OIL TANK                     | 3         | \$350.00           |
| OPERATING PERMIT             | 1         | \$100.00           |
| PERM                         | 14        | \$5,295.00         |
| PL                           | 5         | \$510.00           |
| RE                           | 3         | \$225.00           |
| RU                           | 2         | \$250.00           |
| SEARC                        | 9         | \$1,800.00         |
| SOLAR PANELS                 | 2         | \$610.00           |
| TREE                         | 1         | \$75.00            |
| WETADM                       | 1         | \$50.00            |
| WETL                         | 1         | \$200.00           |
| WT/S                         | 7         | \$850.00           |
| <b>Total Fees Collected:</b> | <b>89</b> | <b>\$14,750.00</b> |
| <b>Cash</b>                  | <b>6</b>  | <b>\$475.00</b>    |
| <b>Check</b>                 | <b>83</b> | <b>\$14,275.00</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                                |