

PUTNAM VALLEY TOWN BOARD
WORK SESSION
WEDNESDAY, JULY 12, 2023
5:00 PM

AGENDA

Pledge of Allegiance

1. Presentation of Audit Report
2. Authorize Expenditure for Parcel 65.1-5 for Bell Hollow Bridge Project
3. Authorize Supervisor to publicize notice of complete application for RBL dam repair.
4. Districts:
 - a. Accept NEAR proposal for LOMAC.
 - b. Authorize Roaring Brook Lake Children's Beach walkway repair
 - c. Approve LPID beach monitor appointments for 2023
 - d. Approve Lookout Manor Laborer for 2023 season.
5. Highway – accept auction bids.
6. Facilities:
 - a. Approve Amendment of Ring Squared Services.
 - b. Approve Acknowledgement of Financial Condition PERMA
 - c. Approve CDWG Subscription for MFA Software.
7. Parks and Recreation:
 - a. Approve additional Day Camp Personnel
 - b. Refund Approval
8. Daily Fee Report; Accept Summary 6/1/2023–6/30/2023
Building Department Report

PUTNAM VALLEY TOWN BOARD

WORK SESSION

WEDNESDAY, JULY 12, 2023

5:00 PM

PRESENT: Supervisor Annabi
Councilman Luongo
Councilman Smith
Councilman Russo
Councilwoman Tompkins

ALSO PRESENT: Town Clerk Sherry Howard
Town Counsel Sarah Ryan

Recitation of the Pledge of Allegiance.

Councilman Russo asked for a moment of silence to honor our troops stationed at home and around the world.

AMENDMENTS TO THE AGENDA

Presented by Supervisor Annabi

RESOLUTION # R23-234

RESOLVED that the Town Board **ADD** the following items to the agenda:

ADD: #5A - Highway – Approve Temporary Driver.

ADD #5B – Highway – Approve Elgin Sweeper Purchase.

Seconded by Councilman Luongo, unanimously carried

AMEND wording on agenda – 4d should read Approve Barger Pond Laborer for 2023 Season.

Seconded by Councilwoman Tompkins, unanimously carried

PRESENTATION OF AUDIT REPORT

Presented by Supervisor Annabi

- Supervisor Annabi introduced Chris Kopf, a Partner from our audit firm O'Connor Davies. He started his presentation and December 2022 financial results by saying that the Town Board will be pleased with the results of the Town's 2022 financial audit. On the first page of the audit report that he read at the podium he explained that they gave their "unmodified opinion", which is also known as a "clean opinion" and it is the highest level of assurance that they can give to a client.
- Mr. Kopf next spoke about the figures on page 58 which is the main Primary Operating Fund, (which is the General Fund); this is the budget you adopt. Here is the original budget and what you have modified during the course of the year. This is where you see what actually occurred financially for the conclusion of the year. Mr. Kopf said on this page you can see you ended the year with a very strong cash position. You can see on this page that you started with a negative (\$1,137,635.00), when you adopted your budget, you planned to use this amount to balance your budget. During the course of the year you modified this number to (\$1,680,663.00). You can see from the third column that you only wound up using (\$164,115.00), so you did much better than anticipated, which means this money is left behind for you to use next year. This is partially due to the fact that your revenues came in over budget. Your Mortgage Tax money was also over what was anticipated, that is good for your Town. You also came in at over 1 million dollars under budget on the expense side. Additionally, every one (1) of your Departments came in under budget.
- Mr. Kopf added that your Town came in under budget on Health Insurance and Employee Benefits as well because when NYSHIP published its rates there was an anticipated 11 – 12% increase expected; but when everything was reconciled, the increase came in at about 7 – 8%. Also, because NYSHIP is a self-funded plan, when it does have savings it passes them on to their participants.
- You still have ARPA money that you have not utilized yet, this is not counted as part of your Fund Balance. You cannot recognize that revenue until it is expended.

- On page 66 is your Highway Fund. You did great, and you have always come in on or below budget here. Considering the work they do that is amazing. You ultimately came in with a fund balance of 1.5 million dollars. Between you're higher than expected CHIPS reimbursement, coming in under budget on repairs, and maintenance, that accounts for the reason the Highway Department had a good year. This is all reflected in cash.
- On page 12 is your Government Wide Financial Statement. This is the Government's attempt to convert your books into business. This is your "Statement of Net Position". On this page it looks like you are in a deficit, the reason for this is this money is associated with what is known as "Other Person Employee Benefits" (OPEB). Municipalities are required to record the future cost of health insurance to all the anticipated employees. It's an actuarial calculation which is recorded on the books, and that's what puts you into the deficit. There is no mechanism to fund this, and you would probably never fund it because you would never charge the current tax payer for a future expense.
- On page 36 and 37 (long term debts): you only have one (1) outstanding bond.

Supervisor Annabi thanked Ms. Angelico, for taking care of the Town and being fiscally responsible to the community.

AUTHORIZE EXPENDITURE FOR PARCEL 65.1-5 FOR BELL HOLLOW BRIDGE PROJECT

Presented by Councilwoman Tompkins

RESOLUTION #R23-235

RESOLVED, that the Town Board approve the expenditure of \$12,033.36, representing payment to the Putnam County Finance Department for back taxes for parcel number 65.1-5 on Bell Hollow Road. This parcel of vacant land, comprising of 5.734 acres, was donated to the Town of Putnam Valley by Jane Hirschman as per Resolution #R234-146 dated April 12, 2023, in lieu of payment of said back taxes.

Dated: July 12, 2023
Moved: Councilwoman Tompkins
Seconded: Councilman Luongo

ROLL CALL VOTE:

Councilwoman Tompkins	AYE
Councilman Russo	AYE
Councilman Smith	AYE
Councilman Luongo	AYE
Supervisor Annabi	AYE

By a vote of 5 AYES, and 0 NAYS the Resolution is passed.

AUTHORIZE THE SUPERVISOR TO PUBLICIZE NOTICE OF COMPLETE APPLICATION FOR RBL DAM REPAIR

Presented by Councilman Luongo

RESOLUTION #R23-236

WHEREAS, the Town Board of the Town of Putnam Valley has previously proposed to repair the Roaring Brook Lake Dam (RBL Dam) (NYS DAM ID 213-2775) which impounds Roaring Brook Lake; and

WHEREAS, the proposed repairs will include the construction of a wall along the crest of the dam, repair of cracking in the walls and spillway, and the construction of a new auxiliary spillway; and

WHEREAS, these repairs require the submission of an application for a permit from the New York State Department of Environmental Conservation (DEC); and

WHEREAS, notice and the opportunity for public comment is required for the completion of said application;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Putnam Valley authorizes and directs the publication of the attached Notice of Complete Application in "The Journal News", located at 1 Gannett Drive, West Harrison, New York 10604; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Putnam Valley authorizes the payment of any fees that may be required to effect said publication.

Dated: July 12, 2023
Moved: Councilman Luongo
Seconded: Councilwoman Tompkins

ROLL CALL VOTE:

Councilwoman Tompkins
Councilman Russo
Councilman Smith
Councilman Luongo
Supervisor Annabi

By a vote of 5 AYES and 0 NAYS the Resolution is passed.

ACCEPT NEAR PROPOSAL FOR LOMAC

Presented by Councilman Smith

RESOLUTION #R23-237

RESOLVED, that the Town Board authorize the Supervisor to accept NEAR's 2023 proposal for Lake Management Services for Lake Oscawana. The cost of this service is not to exceed \$34,000.00, and will be paid for by District Funds.

Seconded by Councilman Russo, unanimously passed

AUTHORIZE RBL CHILDREN'S BEACH WALKWAY REPAIR

Presented by Councilman Smith

RESOLUTION #R23-238

RESOLVED, that the Town Board authorize the repair of Roaring Brook Lake's Children's Beach walkway. The proposal from Landwork Contractor's, 57 Route 6, Suite 208, Baldwin Place, NY 10505 is attached. The cost is not to exceed \$26,000.00, which includes all labor and material. The cost will be covered by the District.

Seconded by Councilman Luongo, unanimously carried.

APPROVE LPID BEACH MONITORS FOR 2023 SEASON

Presented by Councilman Smith

RESOLUTION #R23-239

RESOLVED, that the Town Board appoint the following people as LPID Beach Monitors for the 2023 season at an hourly rate of \$16.00 with no benefits. This position will run from 7/1 through 9/5.

- Joshua Marinelli
- Rosemarie Mosry-Carrow

Seconded by Councilman Russo, unanimously carried.

APPROVE BARGER POND LABORER FOR 2023 SEASON

Presented by Councilman Smith

RESOLUTION #R23-240

RESOLVED, that the Town Board authorize \$300.00 to be paid to Brendan O'Brien for the seasonal set-up at Barger Pond, with no benefits.

Seconded by Councilwoman Tompkins, unanimously carried.

HIGHWAY: ACCEPT AUCTION RESULTS

Presented by Supervisor Annabi

RESOLUTION #R23-241

RESOLVED, that the Town Board accept the Highway auction results through Auctions International, Inc. in the amount of \$20,410.00.00

Seconded by Councilwoman Tompkins, unanimously carried.

HIGHWAY – APPROVE TEMPORARY DRIVER

Presented by Supervisor Annabi

RESOLUTION #R23-242

RESOLVED, that the Town Board authorize the Highway Superintendent to temporarily hire former employee Charles Kuchera in this emergency situation. He will assist in the cleanup and repair of the damage caused by the rainstorm July 9, 2023 at a driver's rate of \$37.43 per hour with overtime but no benefits.

Seconded by Councilwoman Tompkins, unanimously carried

APPROVE ELGIN SWEEPER PURCHASE

Presented by Supervisor Annabi

RESOLUTION #R23-243

RESOLVED, that the Town Board authorize the Highway Superintendent to purchase an Elgin Sweeper from Long Island Sanitation for \$286,924.00. The cost will be taken from the BAN and will not affect the Highway Budget.

Seconded by Councilman Russo, unanimously carried.

APPROVE ACKNOWLEDGEMENT OF RINGSQUARED SERVICES

Presented by Councilman Russo

RESOLUTION #R23-244

RESOLVED, that the Town Board authorize the Supervisor to sign the Order Form with RingSquared, Mahwah, NJ 07430, for the following:

- Installation of a new Verizon FIOS Circuit and SD-WAN for Voice Services. This will provide failover to a second diverse internet circuit in the event our primary circuit goes down, with no downtime for voice communications.
- Re-organization of monthly provided services to five (5) telephone extensions, resulting in net cost savings.
- Migrate five (5) POTS lines to SIP analog lines for net cost savings.

These changes will result in an overall cost savings on the monthly recurring charges for voice services while providing increased availability to the voice services platform in the event of a data outage.

Supervisor Annabi seconded for discussion. Supervisor Annabi said we are getting ourselves out of copper and putting ourselves in Fiber Optics, and in doing so we are saving a lot of money.

Seconded by Councilwoman Tompkins, unanimously carried.

APPROVE ACKNOWLEDGEMENT OF FINANCIAL CONDITION PERMA

Presented by Councilman Russo

RESOLUTION #R23-245

RESOLVED, that the Town Board ratify the signature of the Town Supervisor on the Notice and Acknowledgement of Financial Condition which is needed to be returned to our Insurance Company. This acknowledgement provides the Town with notice and disclosure of financial condition so that the Town can make an informed decision regarding the placement of insurance coverage with (PERMA) Public Employees Risk Management Association.

Seconded by Councilman Smith, unanimously carried.

APPROVE CDWG SUBSCRIPTION FOR MFA SOFTWARE

Presented by Councilman Russo

RESOLUTION #R23-246

RESOLVED, that the Town Board authorize the Facilities Department to enter into a yearly subscription with Cisco DUO Essentials via CDWG for 17 User MFA Licenses including text verification and to authorize payment in the amount of \$610.00.

MFA Software is mandatory for Cyber Insurance

Supervisor Annabi seconded for discussion. Supervisor Annabi said MFA is Multi-Factor Authentication, so whenever we use our devices out of Town Hall we will get a digital code that has to be entered into the system – it is required for any insurance that the Town now has. This is to make sure we are not being hacked.

Seconded by Councilman Smith, unanimously carried.

PARKS AND RECREATION DAY CAMP PERSONNEL APPROVAL

Presented by Councilwoman Tompkins

RESOLUTION #R23-247

RESOLVED, that the Town Board approve the following Day Camp Staff for the 2023 season as follows:

1. Noah Angelico, Day Camp Employee, @ \$12.50 per hour.
2. Rory McGinty, Day Camp Employee, @ \$12.50 per hour.
3. Avery Demaio, Day Camp Employee, @ \$12.50 per hour.

Seconded by Councilman Russo, unanimously carried.

PARKS AND RECREATION REFUND APPROVAL

Presented by Councilwoman Tompkins

RESOLUTION #R23-248

RESOLVED, that the Town Board authorize the Supervisor refund the following for June 2023:

TOWN OF PUTNAM VALLEY
TOWN BOARD WORK SESSION
JULY 12, 2023
PAGE 317

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

Leah Norman

19 Finnelly Place
Putnam Valley, NY 10579
Amount: \$1,000
Reason: Grandchildren cannot attend (Medical Reason)

Rigoberto Licona

(347)446-7810
47 Lockwood Rd. Cortlandt Manor, NY 10567
Amount: \$200
Reason: Son couldn't attend Basketball Camp due to Conjunctivitis

Cassandra Monahan

(914)490-3876
270 Peekskill Hollow Road, Putnam Valley, NY 10579
Amount: \$160
Reason: Son couldn't attend last 4 days of Basketball Camp due to upper respiratory illness.

Nikki Hayes

(845)519-7917
42 Lee Avenue, Putnam Valley, NY 10579
Amount: \$150
Reason: Daughter couldn't attend Swim Lessons due to broken arm.

Delilah Shaw

(914)382-6376
68 Johnson St. Apt. A, Lake Peekskill, NY 10537
Amount: \$170
Reason: Arts & Crafts Program canceled due to low enrollment.

Felicia Madimenos

(917)656-2376
179 Tibet Dr. Carmel, NY 10512
Amount: \$340
Reason: Arts & Crafts Program canceled due to low enrollment. (2 Children)

TOWN OF PUTNAM VALLEY
TOWN BOARD WORK SESSION
JULY 12, 2023
PAGE 318

Eric Bauer

(845)282-7222

32 Traverse Road, Lake Peekskill, NY 10537

Amount: \$50

Reason: Cornhole Tournament canceled due to lack of participants.

Liz Boscarino

(845)494-7889

120E Columbia Court, Yorktown Heights, NY 10598

Amount: \$50

Reason: Cornhole Tournament canceled due to lack of participants.

Frankie Sherwood

(845)803-5409

484 Sprout Brook Rd. Garrison, NY 10524

Amount: \$50

Reason: Cornhole Tournament canceled due to lack of participants.

Cary Sahler

(845)742-6002

99 Lake Drive, Lake Peekskill, NY 10537

Amount: \$50

Reason: Cornhole Tournament canceled due to lack of participants.

Sheryl Luongo

(845)845-661-2082

42 Luigi Road, Putnam Valley, NY 10579

Amount: \$50

Reason: Cornhole Tournament canceled due to lack of participants.

Wappinger Youth Lax Club

(914)227-0740

P.O Box 402

Hopewell Junction, NY 12533

Amount: \$1,200 (\$1,248.00 paid w/ Credit Card)

Reason: Program canceled due to low enrollment of teams.

Seconded by Councilman Luongo, unanimously carried.

BUILDING DEPARTMENT REPORT- JUNE 1, 2023 – JUNE 30, 2023

Presented by Supervisor Annabi

RESOLUTION #R23-249

RESOLVED, that the Town Board accept the Building Department daily fee report and summary for the month of June 2023, for filing with the Town Clerk.

7/3/2023

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

From	6/1/2023	To	6/30/2023		
Fee Type			Count		Amount
ADDITIONAL FEE			1		\$75.00
CW			1		\$75.00
DECK			1		\$75.00
DEM/R			2		\$200.00
ELECTRI APP/INY ELEC			8		\$320.00
ELECTRIC APP/SWIS			14		\$560.00
FENCE/WALL			1		\$75.00
GAS/PROPANE			5		\$375.00
GENERATOR PERMIT			2		\$150.00
HVAC			11		\$1,125.00
MI			2		\$150.00
PERM			13		\$4,507.00
PERNC-COMMERCIAL			1		\$5,698.00
PL			4		\$435.00
RE			18		\$4,651.00
RHCS			2		\$1,000.00
RJ			2		\$250.00
SEARC			18		\$3,600.00
TENT			1		\$75.00
WETADM			4		\$200.00
WETL			4		\$500.00
WT/S			4		\$400.00
Total Fees Collected:			119		\$24,496.00
Cash			5		\$475.00
Check			114		\$24,021.00

Seconded by Councilman Luongo, unanimously carried.

Supervisor Annabi thanked Highway Superintendent Keeler for all of the work he and his crew have done since Sunday due to the very significant rainfall the Town went through. He was in constant communication with the Board, the Residents, Employees, the County, State and Federal Representatives to keep our roads safe. She added, our Highway, Ambulance Corps and Fire Department have been remarkable. She said our County has also been remarkable.

Highway Superintendent Keeler said the County has been contacting him 20-30 times a day to see what they can do or what his Department needs. They have been offering man power and equipment with constant check-ins. We had bridges wash out, and they have offered us their engineers. Supervisor Annabi said all of the County Departments have come through for us as have our neighboring Towns. Mr. Keeler added that we had major bridges and culverts go out and we have a huge clean-up and repairs ahead of us. At one point there were six (6) homes in this Town that could not be gotten to. This has been remedied with the help of City-Wide Auto. Mr. Keeler also emphasized that if you see a road closed sign please turn around. Some people were moving cones and caution tape to go through road closed signs. You are taking your life and other resident's lives in your hands not to mention the lives of the Highway Crew when you do that. Supervisor Annabi reiterated this statement – it is not worth risking your life or someone else's to save a few minutes! Councilman Luongo said someone who went through the caution tape then had to be rescued by Emergency Services.

Supervisor Annabi said our Town applied to the County to be declared a "State of Emergency". By doing this, it allowed the County to forward all of our requests to the Governor. The Governor did put Putnam County on the list as a County that is in a "State of Emergency". The Town itself did declare this as well on Monday. This allows us to get any additional funding that the State does have for all of our repairs. The Governor's next step is to make the declaration to the President, who has to sign off on it. If he does sign off, that gives us the funding for FEMA for infrastructure damage. There are a couple of steps that have to be taken for any resident who is applying for FEMA. FEMA will only cover infrastructure damage. The first thing you have to do is put your claim into your home owners insurance policy. If you get denied, that denial letter is the first step for FEMA. Take pictures, not video, and print them up. Make sure you save every receipt and please keep them separate from other things you purchase. Please keep detailed information. Once we get Federal approval Supervisor Annabi will let the residents know. Please sign up for the alerts so you will be informed. You can sign up on the Town's website. All of our email addresses and phone numbers are on the Town's website as well.

Supervisor Annabi reminded everyone that next week's Town Board Meeting is at 6:00 PM and there will be a Public Hearing on Short-term Rentals. Our Girl Scouts and Brownies will be here who we will recognize for building the small library in the park.

TOWN OF PUTNAM VALLEY
TOWN BOARD WORK SESSION
JULY 12, 2023
PAGE 321

Supervisor Annabi made a motion to go into Executive Session to discuss a personnel matter as well as an Attorney/Client matter. No new business will be conducted afterward.

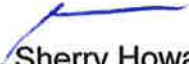
Councilman Luongo seconded the motion, unanimously passed.

Councilwoman Tompkins added that Supervisor Annabi should be commended for her stellar leadership during this emergency. She did an amazing job. The Town Board Members unanimously agreed. Supervisor Annabi thanked everyone for their support.

Supervisor Annabi made a motion to close the meeting at 6:44 PM.

Seconded by Councilman Luongo, unanimously carried.

Respectfully Submitted


Sherry Howard
Town Clerk
7-14-2023