

**PUTNAM VALLEY TOWN BOARD**  
**WORK SESSION**  
**WEDNESDAY, SEPTEMBER 13, 2023**  
**5:00 PM**

**AGENDA**

Pledge of Allegiance

1. Presentation: Putnam Valley Girl Scout and Daisy Troops
2. Presentation of Draft Regulations for Short Term Rentals
3. Discuss Building Permit Threshold Changes; Set Public Hearing
4. Amend Resolution #R23-270
5. Finance – Approve Capital Markets Advisors, LLC Financial Advisory Services Agreement
6. Highway – Approve Opus Inspection Lease Agreement
7. Districts:
  - a. Approve Lake Peekskill 2023 Drawdown
  - b. Approve Lookout Manor Closing 2023
  - c. Approve Barger Pond Laborer for End of Season 2023
  - d. Approve Wildwood Knolls Facilities Revenue Report 2023
  - e. Approve Glenmar Gardens Access road Repair
  - f. Approve Lake Peekskill Highway Temporary Laborers
8. Parks and Recreation:
  - a. Ratify C&K Landscaping and Pools, Inc. Contract for pool repairs at Day Camp
  - b. Approve September 2023 Refunds
  - c. Approve changes to personnel
9. Building Department Daily Fee Report; Accept Summary 8/1/2023–8/31/2023

**PUTNAM VALLEY TOWN BOARD**  
**WORK SESSION**  
**WEDNESDAY, SEPTEMBER 13, 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 Luongo asked for a moment of silence to honor our troops stationed at home and around the world.

**PRESENTATION: PUTNAM VALLEY GIRL SCOUTS AND DAISY TROOPS**

Presented by Supervisor Annabi

Supervisor Annabi said one (1) of the best things about being on the Town Board is when we get to honor our Troops when they do something amazing. We have today Girl Scout Troop 2934 and Daisy Troop 1306 who did a remarkable thing over the summer. They created a little library in the Town Park as part of the Girl Scouts "Take Action Project" by the bike path near the swings which they have filled up with books. As they grow up and move on the Daisy's will take over and take care of the library as their legacy. Please go take a look at the little library which many kids have already enjoyed.

Supervisor Annabi gave each Scout and Daisy Troop Member a Certificate of Appreciation from herself and the Town Board for all of their hard work.

**RESOLUTION TO RE-INTRODUCE THE REVISED PROPOSED LOCAL LAW  
RELATING TO SHORT TERM TRANSIENT RENTALS (STR'S)**

Presented by Supervisor Annabi

**RESOLUTION #R23-280**

**WHEREAS**, on June 14<sup>th</sup>, 2023, the Town of Putnam Valley Town Board proposed that a Town Zoning Code Local Law Amendment be made to Town Code Chapter 165, entitled "Zoning" specifically to create §§165-36 adding Short Term Rentals (STR'S) as a particular Special Permit Use; and

**WHEREAS**, since the initial introduction of the proposed Local Law, said law has undergone additional, substantive, amendments and revisions; and

**WHEREAS**, the revised proposed amendments are annexed hereto as Exhibit A and incorporated herein as if recited verbatim, and the Town Board does direct that said amendments be spread across the record as if they, in fact, had been verbatim; and

**WHEREAS**, the Town Board has determined that the revised proposed amendment must be referred to the Putnam County Department of Planning, Development and Public Transportation for review and recommendation; and

**WHEREAS**, the Public Hearing relating to these proposed amendments remains open.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1. The Town Board hereby continues the Public Hearing on the revised proposed amendments through September 20, 2023, at 6:00 PM, or as soon thereafter as the matter may be come to be heard, in the Town Hall, 265 Oscawana Lake Road, Putnam Valley, NY; and
2. The Town Board refers this matter to the Putnam County Department of Planning, Development and Public Transportation for a recommendation pursuant to GML §239-m; and
3. The Town Board directs the Town Clerk to notify the Town Clerks of each of the surrounding Municipalities of the Public Hearing pursuant to GML §239-nn.

Dated: September 13, 2023  
Moved: Supervisor Annabi  
Seconded: Councilman Russo

**ROLL CALL VOTE:**

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

**By a vote of 4 AYES, and 0 NAYS the Resolution is passed.**

Supervisor Annabi went through the changes and corrections that were made in this version. Attorney Ryan made the clarification that if there are two (2) buildings on a piece of property on the one (1) being used as the STR would be subject to inspection only.

Supervisor Annabi said New York City is not banning STR's – they are putting regulations in place. She added we also have to put regulations in place. If we don't do this we can't make sure everyone is being fair and following rules.

Councilman Luongo mentioned the density in areas such as Abele Park and Lake Peekskill. He wondered if we will have enough control over the STR's to control people running amok because the properties are so close together? Supervisor Annabi said right now they can put as many people as they want in a home. This will regulate how many people can be in a home. Councilman Luongo asked if this law will be strong enough. Attorney Ryan responded that enforcement will always be a concern, especially since there is no one from Town to really respond on the weekends. This will have to be a call to the Sheriff's Department. The code will include "House Rules", and should state where the property line ends. Someone can also make a report to the Code Enforcement Officer who will keep a log. An investigation can follow if these complaints pile up on a certain property. The Special Use Permit can also be revoked in those cases.

Mr. Pasquale from Roaring Brook Lake said he bought his home in 2010. He believes that there are two (2) sides to this argument. One (1) side says to ban Airbnb's and the other side says let's have no regulations. As an Airbnb host he is for regulations but is concerned about his property, community and his possessions. Since he and his wife have been doing this he has not had any complaints from his neighbors. He believes there are only about a half dozen STR's available on Roaring Brook Lake. Mr. Pasquale asked what the fee for the license will be as well as what the tax will be. He has not seen that addressed. Supervisor Annabi said we have not gotten to that part yet.

She said, the taxes have just recently been signed by the Governor, and the tax will be a burden on your guests not the host. We want to make the fees reasonable, but the violations will be hefty.

Mr. Pasquale asked about the inspection process. Attorney Ryan said the safety inspections will be annual, and the Special Use Permit renewals are triannual. Mr. Pasquale said his house was built in 1969 and he is sure some things are not to code. Supervisor Annabi said it should be alright as long as there are not large safety issues. You will not have to rebuild your house to meet current codes. Attorney Ryan said the Planning Board will be the ultimate decider of whether someone is granted this Special Use Permit.

Mr. Pasquale mentioned that in a previous Public Hearing on the STR's it was suggested that the money the Town makes from the fees should be spent on an additional Code Enforcement Officer. Mr. Pasquale thinks that this is prejudicial against the host. He added that having done this for a long time and knowing what the revenue is combined with the amount of time a home is rented, this will not be a cash cow for the Town. Supervisor Annabi said our current employees are sufficient for what we need. Mr. Pasquale said Airbnb gets a lot of bad press, but it's just an advertising platform. He said yes there are bad things that can occasionally happen but there is a lot of good that comes out of STR's. Several professional people that stayed at his house eventually bought property in Roaring Brook.

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**Dear Supervisor Annabi and Councilpersons Luongo, Russo, Tompkins, and Smith:**

I am writing to clarify and expand on the remarks I made at the August 16 public hearing on the proposed short term rental (STR) code. Thank you again for considering this issue so seriously. I can't think of anything else that can divide a community as much as this and I know I made some enemies among my neighbors by speaking out at the last hearing.

The issue before the public is not simple. It is not just: should we allow STRs, yes or no. It is also if we allow them, should we regulate them and how. And do we need new laws for this or just better enforcement of our existing laws. Or do we just ignore STRs and keep going as we have been? You have heard people speaking out for and against all of these facets of the STR issue as well commenting on the details of the proposed code such as caps and permitting.

To be clear, I am opposed to STRs based on my experience living next door to a STR house that is only 30' away from my windows. The only boundary line screening is what I have put in myself and I cannot adequately block out noise, light and smoke from their yard. The "guests" have disturbed my sleep and "quiet enjoyment of my property" as my neighbor rakes in cash at my expense. I'd like to outline some of the nuisances of STRs which should be protected against in any STR regulations. And, in agreement with the objections of many residents, I suggest that we already have code that could address most of these issues if they would be applied to STRs and enforced.

The most serious "nuisances" that need to be addressed are

- Noise
- Smoke
- Lighting
- Trespassing and general security

To be sure, there are others such as parking and traffic, but my experience with my neighbor's STRs demonstrated that noise, smoke, lighting and trespassing/security are the most important.

**Separation, screening and good fences, make good neighbors.**

The one measure in our code that could have the greatest impact on alleviating the nuisances posed by STRs is the set-back requirement, especially side-yard set-back. **TC 165-30** clearly establishes the purpose of setback requirements as "to ensure safety, light, air, privacy, building separation and open areas appropriate to each use and district and to minimize impacts of uses and structures of one site upon adjoining sites." If minimizing the impact of one site upon adjoining sites is important under normal use, how much more important is it in the case of a Special Use when the residents are transients, coming and going without any

concern for the neighbors, in what arguably amounts to a quasi commercial use. I would suggest that no property be issued a STR permit if it does not meet the required setbacks. That would go a long way to ensure that the impacts of light, smoke and noise trespass are kept to a minimum. If this were enforced, there would be little need for any other nuisance legislation other than perhaps fencing and screening.

We have had renters trespassing (people, dogs and cars) who caused property damage and simply did not belong on our property. (The property-owners operating the STR took no responsibility.) This forced us to erect fencing and security cameras near the property line. Fencing to contain the renters should not be the neighbor's responsibility but a requirement on the homeowner seeking the STR permit. Landscaped screening (e.g. evergreen shrubs) should be required along the property line to provide privacy and buffer noise. This is already a provision in the code for special use permits (TC 165-35 also TC 165-47) and should be required and enforced for STRs.

**Exterior lighting** can be a big problem on properties where the structures are close together. Party lights and LED flood lights easily send light into the neighboring homes where it can be intrusive and disturbing. Our code already recognizes the rights of property owners to not be impacted by a neighbor's bright lighting.

- TC 165 27(b) *All lights used in connection with the pool shall be so placed or shaded as to eliminate direct or reflected rays of light beyond the property line.*
- TC 165 27(c) *All such lights shall be shielded so as to confine all direct rays to the subject property*
- TC 165-73 *prohibits "offensive glare from lighting ... from being transmitted into or within any residential zoning district...."*

If light trespass is a nuisance in one situation, is it not a nuisance in all situations? If swimming pool lights cannot be allowed to shine into a neighbor's yard, why not also the party lights and floodlights of transient renters? The non-resident "guests" usually come from highly illuminated urban areas and often don't know or care about the neighbors. They are inclined to light up the yard so they can be outdoors late into the night. Residents requesting STR permits should be required to have their outdoor lights shielded so they don't shine into neighboring properties.

**Noise.**

From my experience, the worst nuisance is noise. People come here to party and live it up on the lake. They come mostly from noisy city environments and are themselves desensitized to loud conversation, music and noise. They are noisy themselves, often shouting from the lake

and the dock to people in the house and shouting to their friends out on the water in boats, and blasting loud music. They seem to have no awareness that anyone is trying to live a normal life here. Unfortunately, **noise is the one nuisance that our town code does not address adequately.** I know that the Town Board recently wrestled with revisions to the noise ordinance and if we are moving forward allowing STRs, I urge you to revisit the noise ordinance to prevent rowdy groups from disturbing the otherwise quiet residential neighborhood. (To be sure, property owners are also guilty of making noise, but it is never every weekend night as it is in a STR and there is usually some sense of being a "good neighbor" that inhibits them from being overly noisy.)

We already have language in town code that could be used to address the noise from a STR and to minimize its impact on the neighbors. TC 165.36 I 3 says the Planning Board may require "buffers around property lines and landscaping or sound-absorbing structures." Clearly the code recognizes noise as a nuisance and provides some measures for mitigation. (See also 165.36 FF 1). It is only fair and good legislation to expect the same noise mitigation from all properties and residents. Noise is noise, regardless of what it is or where it is coming from. A resident requesting a special permit should be expected to show special care not to impact the neighbors.

The other nuisances that I have personally experienced from the next door STR are trespassing and property damage, light intrusion and smoke intrusion. I think there is precedence in our code indicating that we consider these things to be nuisances in other situations and we therefore should consider them nuisances in all situations. Our code should seek to protect the health, safety and well-being of Putnam Valley residents no matter what the circumstances and we can borrow some language from elsewhere in our own ordinances that would do just that in the case of STRs.

#### **SMOKE from OUTDOOR BURNING**

TC 150.2 refers to "offensive odors and potential health effects" caused by outdoor wood burning boilers. I can attest to the fact that a fire pit placed a few feet from the property line (as my neighbor's is) and left burning indefinitely by STR occupants who are enjoying an activity they cannot do in their city apartments creates just such a nuisance to the health and safety of the neighbors. I have had to retreat indoors on nice evenings and close my windows more than once to avoid being smoked out of my house. Our code prohibits outdoor wood boilers on properties of less than 5 acres and not closer than 200 feet! Furthermore, it requires a tall chimney and spark arrestor. This code recognizes how easily smoke can invade a neighboring property and how dangerous it can be. My neighbor's fire pit, just a few feet off the property line, is capable of sending sparks into my yard and under the right conditions, causing a fire. I think the safest provision regarding outdoor fires is to prohibit them entirely in STRs, especially



when the property-owner is absent. Short of a total prohibition, the fire pits must be a safe distance from the property line, perhaps at least 50 feet.

**Miscellaneous existing regulations applicable to STRs**

Since our code is a reflection of our values, goals and desires for our community, it makes sense that we are consistent in our regulations and not fall into the trap of what some people (erroneously) call "selective enforcement." There are several other sections of our code that could be applied to STRs and would make it a stronger piece of legislation and minimize the impact on the neighbors and on the character of the neighborhood.

**TC 165.35 and 165.45 B** contain many good guidelines for properties with special and non-conforming uses that can be applied to STRs. Since they are already in our code, it is logical and fair to apply them across the board equally. These sections of the code should be strictly enforced as they would be for other special use permits. Among the requirements listed are

- 165.35 F denies a permit to a property that has existing violations. I know that several of my neighbors currently doing STRs who would most likely seek permits have made alterations to their homes without proper building permits. In fairness to all residents, they should be required to legalize these alterations and additions before being granted a permit.
- 165.36 (A) (b) states that no permits for accessory apartments will be granted for a property of less than ½ acre. While I think side-yard setbacks are much more important than lot size for minimizing impact on the neighborhood, this is a reasonable standard for STRs, too.
- 165.36 (i) (1) contains an extremely important requirement regarding septic systems. You have heard a number of residents express concern about the archaic and undersized septic systems in much of the homes in Roaring Brook Lake and elsewhere in town. Requiring that the septic systems comply with current Sanitary Code requirements would go far to ensure that our lakes and wells are not jeopardized by over-use in a STR. NY State sanitary code says that a 1000 gallon septic tank is the minimum for 1-3 bedrooms. So if a house (even one-bedroom) has a smaller tank, they are not in compliance and should be denied a permit until the septic system is upgraded. As in all of the STR-related issues, holders of a special use permit should be expected to ensure that the special use of their property has no ill-effects on neighbors or the neighborhood. I am speaking from personal experience, having seen my neighbors, with a 750 gallon tank, have to replace their septic pits (which are in no way code compliant) after continual over-use. With beds in a walk-in closet and finished

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basement, they were renting their 2-bedroom house as an 8-person rental. It's no wonder that their septic system failed after a few years. This sort of abuse has to be prevented. I also think that septic pumping and inspection should be required every THREE years on a property being used for STRs. This is consistent with the best advice of our lake manager and the regulations on Lake Oscawana.

- 165.35 C, in addition to requiring screening and landscaping to prevent "unreasonable noise glare or other nuisance...." requires compliance with "the area, yard, lot, coverage and height restrictions of the base zoning district...." STRs are not pre-existing uses even if the properties are pre-existing non-conforming in lot size.

Consistent with concerns for health and safety, our code currently outlines specific requirements for water quality testing and septic pumping within 12 months in the case of an application for an accessory apartment. These are good standards to apply to STRs, too.

Two other important considerations are addressed elsewhere in our code that should also be applied to STRs.

- A permit for STR will be issued only to applicants who have owned the property for a minimum of five years. Please keep Putnam Valley from becoming a haven for get rich quick schemes, on the backs of the full-time residents who are trying to live here. See TC 165-36 (C)
- In the case of any additions or expansion of the living area of the house, the permit will be voided and the applicant must reapply with the updated information.

Finally, regarding the cap on the total number of permits to be issued and the number of permits to individual property owners, it is my opinion that only one or two permits per person/entity should be allowed. More than that and it is clearly a business operation.

Regarding "grandfathering-in" current STRs and giving them rights to permits ahead of new applicants, do we really want to reward people who have been renting all this time in defiance of the law? (This is like saying let's grant citizenship to the migrants who are here illegally ahead of those who have been waiting out the legal process.) Let's have good regulations and let's take them seriously and apply them even-handedly.

As for the cap on the number of permits, I would much rather see a cap on the number of nights each permit is valid for. It is a tremendous burden on the next door neighbor to have rentals going every weekend, year round. Noise, security, privacy and all the other issues already discussed become very real living conditions. Unless all the other protections I

mentioned above are put in place and enforced, STRs can deprive property owners of their right to quiet, safe and healthy enjoyment of their own property. Please safeguard that right!

Thank you very much for reading through to the end! My personal experience, surrounded on three sides by STRs, has been eye-opening, to say the least. As I said at the hearing, we would never have made such a financial investment in this property had we known that we would be living among strangers! But I truly believe that it is possible to create regulations that draw on our existing code which would protect neighbors and neighborhoods while allowing property-owners to benefit from their properties without impinging on the rights of others.

Sincerely,  
Lynne Bernstein

**DISCUSS BUILDING PERMIT THRESHOLD CHANGES; SET PUBLIC HEARING**

Presented by Councilman Russo

**RESOLUTION #R23-281**

**WHEREAS**, the Town of Putnam Valley Town Board hereby proposes that a Town Zoning Code Local law Amendment be made to Town Code Section 165-16 (B), entitled "Development Approval Plan", specifically to replace §165-16(B)(2)(b) relating to activities within Residential Zoning Districts exempted from requirements for development approval plans; and

**WHEREAS** the proposed amendments are annexed hereto as Exhibit A and incorporated herein as if recited verbatim, and the Town Board does direct that said amendments be spread across the record as if they, in fact, had been verbatim; and

**WHEREAS**, this action to amend the Zoning Law is a Type II Action under the New York State Environmental Quality Review Act (SEQRA), and no further environmental review is required; and

**WHEREAS**, the Town Board has determined that the proposed amendment must be referred to the Putnam County Department of Planning, Development and Public Transportation for review and recommendation; and

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**WHEREAS**, the amendments require a Public Hearing;

**NOW, THEREFORE BE IT RESOLVED THAT:**

1. The Town Board hereby sets a Public Hearing on the proposed amendments for October 18, 2023 at 6:00 PM, or as soon thereafter as the matter may come to be heard, in the Town Hall, 265 Oscawana Lake Road, Putnam Valley, NY; and
2. The Town Board refers this matter to the Putnam County Department of Planning, Development and Public Transportation for a recommendation pursuant to GML §239-m; and
3. The Town Board directs the Town Clerk to notify the Town Clerks of each of the surrounding Municipalities of the Public Hearing pursuant to GML §239-nn.

Dated: September 13, 2023  
Moved: Councilman Russo  
Seconded: Supervisor Annabi

**ROLL CALL VOTE:**

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

**By a vote of 4 AYES, and 0 NAYS the Resolution is passed.**

RESOLUTION 9:13 - # \_\_\_\_ OF 2023

WHEREAS, the Town of Putnam Valley Town Board hereby proposes that a Town Zoning Code local law amendment be made to Town Code Section 165-16(B), entitled "Development Approval Plan," specifically to replace §165-16(B)(2)(b) relating to activities within Residential Zoning Districts exempted from the requirements for development approval plans; and

WHEREAS, the proposed amendments are annexed hereto as Exhibit A and incorporated herein as if recited verbatim, and the Town Board does direct that said amendments be spread across the record as if they, in fact, had been read verbatim; and

WHEREAS, this action to amend the Zoning Law is a Type II Action under the New York State Environmental Quality Review Act (SEQRA), and no further environmental review is required; and

WHEREAS, the Town Board has determined that the proposed amendment must be referred to the Putnam County Department of Planning, Development and Public Transportation for review and recommendation; and

WHEREAS, the amendments require a public hearing.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The Town Board hereby sets a public hearing on the proposed amendments for October 18, 2023, at 6:00pm, or as soon thereafter as the matter may come to be heard, in the Town Hall, 265 Oscawana Lake Road, Putnam Valley, New York; and

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2. The Town Board refers this matter to the Putnam County Department of Planning, Development and Public Transportation for a recommendation pursuant to GML §239-m; and
3. The Town Board directs the Town Clerk to notify the Town Clerks of each of the surrounding municipalities of the public hearing pursuant to GML §239-nn.

Dated: September 13, 2023

Moved: Councilman Russo

Seconded: Supervisor Annabi

Motion passes/ fails: Ayes 4 Nays 0

	AYE	NAY	ABSTAIN
PRESENT/ABSENT Councilman Smith	_____	_____	<u>Absent</u>
PRESENT/ABSENT Councilman Luongo	<u>✓</u>	_____	_____
PRESENT/ABSENT Councilwoman Tompkins	<u>✓</u>	_____	_____
PRESENT/ABSENT Councilman Russo	<u>✓</u>	_____	_____
PRESENT/ABSENT Supervisor Annabi	<u>✓</u>	_____	_____

**Town of Putnam Valley Local Law No. \_ \_ of 2023**

**A Local Law Amending Provisions of the Town of Putnam Valley Zoning Law Relating to  
Actions Exempted from Development Approval Plans in Residential Zoning Districts**

BE IT ENACTED, by the Town Board of the Town of Putnam Valley, Putnam County, New York, as follows:

**Part 1. Title**

This Local Law shall be known as the "A Local Law Amending Provisions of the Town of Putnam Valley Zoning Law Relating to Actions Exempted from Development Approval Plans in Residential Zoning Districts."

**Part 2. Enactment**

This Local Law is adopted and enacted pursuant to the authority and power granted by §10 of the Municipal Home Rule Law of the State of New York.

**Part 3. Amendment of the Zoning Law**

The Town of Putnam Valley Zoning Law is amended as follows:

*Replace*

Section 165-16(B)(2)(b) "Development Approval Plan;" "Applicability of regulations":

- (2) Any development and use that falls within any Environmental Management District, as defined in Article VI of this chapter, but exempting therefrom:
  - (a) Alterations which do not change or affect the use and occupancy of a building.
  - (b) Enclosed additions to floor space that do not exceed the following:
    - (1) In the LP Zoning District: 800 Square Feet.
    - (2) In the R1 and R2 Zoning Districts: 1,000 Square Feet.
    - (3) In the R3, CD, and PD Zoning Districts: 1,100 Square Feet.

**Part 4. Severability**

The invalidity of any part or provision (e.g., word, section, clause, paragraph, sentence) of this Local Law shall not affect the validity of any other part of this Law which can be given effect in the absence of the invalid part or provision.

**Part 6. Supersession**

This Local Law is intended to supersede any provisions of the Town Law, the laws of the Town of Putnam Valley, and the New York State General Municipal Law which are inconsistent with the provisions of this Local Law.

**Part 7. Effective Date**

This Local Law shall take effect immediately upon the filing with the Office of the Secretary of State of the State of New York, in accordance with the applicable provisions of law, and specifically, Article 3, Section 27 of the New York State Municipal Home Rule Law.

**AMENDMENTS TO THE AGENDA**

Presented by Supervisor Annabi

**RESOLUTION # R23-282**

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

**ADD: #5A** – Salary Increase for Court Clerk Sarah Antoinette.

Seconded by Councilman Luongo, unanimously carried

**AMEND RESOLUTION #R23-270**

Presented by Councilman Luongo

**RESOLUTION #R23-283**

**RESOLVED**, that the Town Board amend Resolution #R23-270 to reflect that the services of Michael Smith for the purposes of providing janitorial and town maintenance services, on an as-needed basis will be at the rate of \$24.00 per hour, with no benefits. This amount is budgeted for in the Facilities Department budget.

Seconded by Councilwoman Tompkins, unanimously carried.



**APPROVE CAPITAL MARKETS ADVISORS, LLC FINANCIAL SERVICES AGREEMENT**

Presented by Councilwoman Tompkins

**RESOLUTION #R23-284**

**RESOLVED**, that the Town Board authorize the Town Supervisor to enter into a contract with Capital Markets Advisors, LLC (CMA), 11 Grace Avenue, Suite 308, Great Neck, NY 11021; and to sign a Financial Advisory Services Agreement for the acquisition of a BAN in the sum of \$8.5 million dollars. This BAN was approved under Resolution #R23-266 for infrastructural repairs for damages incurred during the storm of July 10<sup>th</sup> 2023. The total payable under this contract for services rendered is \$8,285.00, which will be taken out of the General Fund.

Seconded by Councilman Luongo.

**ROLL CALL VOTE:**

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

**By a vote of 4 AYES, and 0 NAYS the Resolution is passed.**

**SALARY INCREASE FOR COURT CLERK SARAH ANTOINETTE**

Presented by Supervisor Annabi

**RESOLUTION #R23-285**

**RESOLVED**, that the Town Board authorize the Town Supervisor per the Court to increase Sarah Antoinette's salary to \$55,000.00 effective immediately. Since April of 2023, Sarah has been working as the Clerk for both of the Town Justices. Additionally, she will have to train any new potential hire. Please note that this position is a non-exempt position.

Seconded by Councilman Russo, unanimously carried.

**APPROVE OPUS INSPECTION LEASE AGREEMENT - HIGHWAY**

Presented by Councilwoman Tompkins

**RESOLUTION #R23-286**

**RESOLVED**, that the Town Board authorize the Town Supervisor, Jacqueline Annabi to enter into and sign a NYVIP3 Inspection Equipment Operating Lease Agreement with Opus Inspection, 98 Niver Street, Cohoes, NY 12047, totaling \$338.00 over a 12 month period. The cost to lease this inspection equipment is in the Highway Budget.

Seconded by Councilman Russo, unanimously carried.

**APPROVE LAKE PEEKSKILL 2023 DRAWDOWN**

Presented by Councilman Russo

**RESOLUTION #R23-287**

**RESOLVED**, that the Town Board authorize the Lake Peekskill Crew to begin drawing down Lake Peekskill in mid-October 4 to 6 feet.

Seconded by Councilman Luongo, unanimously carried.

**APPROVE LOOKOUT MANOR CLOSING 2023**

Presented by Supervisor Annabi

**RESOLUTION #R23-288**

**RESOLVED**, that the Town Board authorize \$375.00 to be paid to Brendan O'Brien for the closing of Lookout Manor Beach 2023. The cost will be paid by the District.

Seconded by Councilwoman Tompkins, unanimously carried.

**APPROVE BARGER POND LABORER FOR END OF SEASON 2023**

Presented by Councilman Luongo  
**RESOLUTION #R23-289**

**RESOLVED**, that the Town Board authorize \$300.00 to be paid to Brendan O'Brien for the closing of Barger Pond 2023. The cost will be paid by the District.

Seconded by Councilman Russo, unanimously carried.

**APPROVE WILDWOOD KNOLLS FACILITIES REVIEW REPORT 2023**

Presented by Councilwoman Tompkins

**RESOLUTION #R23-290**

**RESOLVED**, that the Town Board accept the 2023 Year End Wildwood Knolls Facilities Revenue Report:

8 families @ \$200.00 per family = \$1600.00

Please note: Eleven families chose not to use this facility in 2023, therefore \$2,200 less was collected than the \$3,800.00 Wildwood Knolls Facilities Warrant originally presented to the Town Board.

Seconded by Councilman Luongo, unanimously carried

**APPROVE GLENMAR GARDENS ACCESS ROAD REPAIR**

Presented by Councilman Russo

**RESOLUTION #R23-291**

**RESOLVED**, that the Town Board authorize the repair of the access road for Glenmar Gardens' pump house. The proposal from Landwork Contractors, 57 Route 6, Suite 208, Baldwin Place, NY 10505 is attached. The scope of work includes – stripping the existing grass from the road approximately 280' long, spreading and compacting the asphalt millings and raking and reseeding any disturbed lawn areas. The total cost of the project is \$3,850.00. The District will cover the cost. The millings will be provided by the Highway Department.

Seconded by Councilwoman Tompkins, unanimously carried

**APPROVE LAKE PEEKSKILL HIGHWAY TEMPORARY LABORERS**

Presented by Councilman Luongo  
**RESOLUTION #R23-292**

**RESOLVED**, that the Town Board appoint Brendan O'Brien as part time, per diem, laborer for the Lake Peekskill Highway Department during bulk garbage pickup. The appointment will begin September 11, 2023 and run through September 22, 2023 at a rate of \$20.00 per hour, with no benefits. He will be called upon as needed.

Seconded by Councilman Russo, unanimously carried

**RATIFY C&K LANDSCAPING & POOLS, INC – DAYCAMP REPAIR**

Presented by Councilwoman Tompkins

**RESOLUTION #R23-293**

**RESOLVED**, that the Town Board ratify Town Supervisor Jacqueline Annabi's signature on a contract entered into with C&K Landscaping & Pools, Inc., PO Box 427, Putnam Valley, NY 10579, pertaining to the repair of damage caused by vandalism to the pool facilities at Putnam Valley Day Camp at 141 Brookfalls Road, totaling \$19,800.00. An insurance claim has been filed with our insurance company to cover the cost of these repairs.

Seconded by Councilman Russo, unanimously carried.

Supervisor Annabi said some coward went onto the Town Camp property and destroyed the pool and the kitchen area. Hopefully our insurance will cover it, but this never should have happened.

**APPROVE SEPTEMBER 2023 REFUNDS**

Presented by Councilman Russo

**RESOLUTION #R23-294**

**RESOLVED**, that the Town Board accept the September 2023 refunds:

**PLEASE INSERT**

Seconded by Councilwoman Tompkins, unanimously carried

**APPROVE CHANGES TO PERSONNEL**

Presented by Councilman Russo  
**RESOLUTION #R23-295**

**RESOLVED**, that the Town Board approve the following additions/changes to personnel:

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

Please approve the following additions/changes to personnel.

1. Avery DeMaio, PV Children's Center @ \$15.70 hr.
2. Samantha Wilders, PV Children's Center @ \$15.20 hr.
3. Jonathan Aguilar, PV Children's Center @ \$15.70 hr.
4. Emmanuel Rojas Polanco, PV Children's Center @ \$15.20 hr.
5. Sophia Stella, PV Children's Center @ \$15.70 hr.
6. Cassandra Tenesaca, PV Children's Center @ \$15.70 hr.
7. Marlet Dath, PV Children's Center @ \$ 15.70 hr.
8. Vincent Annabi, PV Children's Center @ \$15.70 hr.
9. Alissa Auigemma, PV Children's Center @ \$15.70 hr.
10. Kim Braun, PV Children's Center @\$15.20 hr.
11. Ava Broccolo, PV Children's Center @ \$15.20 hr.
12. Grace Mazzella, PV Children's Center @ \$15.20 hr.
13. Katie Calloway, PV Children's Center @ \$15.20 hr.
14. Coribeth Serbay, PV Children's Center @ \$15.70 hr.

Seconded by Councilwoman Tompkins, unanimously carried

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**BUILDING DEPARTMENT REPORT- AUGUST 1, 2023 – AUGUST 31, 2023**

Presented by Supervisor Annabi

**RESOLUTION #R23-296**

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

9/1/2023

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

From: 8/1/2023 To: 8/31/2023

<b>Fee Type</b>	<b>Count</b>	<b>Amount</b>
ADDITION/ALTERATION	1	\$688.00
ANTENNA	1	\$15,000.00
CW	4	\$300.00
DECK	2	\$791.00
ELECTRI APP/NY ELEC	4	\$160.00
ELECTRIC APP/SWIS	17	\$680.00
FENCE/WALL	1	\$75.00
GAS/PROPANE	5	\$425.00
GENERATOR PERMIT	2	\$150.00
HVAC	8	\$675.00
MG	2	\$150.00
MI	1	\$75.00
OIL TANK	6	\$600.00
PERM	18	\$11,529.00
PERRE	1	\$10,213.00
PL	9	\$900.00
RE	9	\$9,111.00
RHCS	3	\$1,500.00
SEARC	13	\$2,600.00
SI	1	\$200.00
SOLAR PANELS	2	\$1,212.00
SPECIAL USE RENEWAL	1	\$125.00
WT/S	2	\$200.00
<b>Total Fees Collected:</b>	<b>113</b>	<b>\$57,359.00</b>
<b>Cash</b>	<b>6</b>	<b>\$840.00</b>
<b>Check</b>	<b>107</b>	<b>\$56,519.00</b>

Seconded by Councilwoman Tompkins, unanimously carried.

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Supervisor Annabi made the following announcements:

- The Sunset series will be holding their final concert of the season this Thursday featuring the band, "Andrea and the Armenian Rug Riders" at the Town Park beginning at 7PM.
- Town Day is September 16<sup>th</sup>. Thank-you to Citywide Auto, AAA Carting, and Putnam Valley Pharmacy for their sponsorships which will go towards our fireworks. We have a lot of great vendors coming and lots of good food. There will be bumper cars, train rides, pony rides etc. for the kids and our fabulous DJ. The road will be closed from 2PM to 10PM so it will be safe to walk from the Elementary School to the Town Park. There are still some vendor spots available, and there a few spots with power still available.
- The Town Board Meeting on September 20 will have another Public Hearing on Short Term Rentals. This meeting will begin at 6:00 PM.
- The 2024 Town Budget will be presented at our next meeting as well.

Supervisor Annabi made a motion to close the meeting; Councilman Luongo seconded the motion, unanimously passed.

Respectfully Submitted



Sherry Howard  
Town Clerk  
9-19-2023