

PUTNAM VALLEY TOWN BOARD
WORK SESSION
WEDNESDAY, OCTOBER 11, 2023
5:00 PM

AGENDA

Pledge of Allegiance

1. Preliminary 2024 Budget Discussion and Review
2. Discuss Draft Regulations for Short Term Rentals
3. Discuss Amending Town Code on Mooring Registration in all Special Districts; Set Public Hearing
4. Community Media Department:
 - a. Approve Community Media Coordinator
 - b. Approve Request to Surplus Equipment
 - c. Approve Donation of Equipment to Putnam County Archives
 - d. Accept Letter of Resignation for Retirement
5. Districts:
 - a. Approve Authorization to go Out to Bid for LPID Truck
 - b. Approve GEI Proposal for RBL Park Beach Management
 - c. Approve Fall Cleanup for Abele Park
 - d. Approve Fall Cleanup for Roaring Brook Lake
 - e. Approve Park Beach Sand Relocation
 - f. Approve Wildwood Knolls Fall Cleanup
 - g. Appoint Part Time Laborer for Barger Pond
 - h. Authorize Supervisor to sign Contract with WSP for Supplemental Topographical Survey at Saddle Dike Dam
6. Justice Court – Approve Hiring Part Time Employee
7. Building Department Daily Fee Report; Accept Summary 8/1/2023–8/31/2023

PUTNAM VALLEY TOWN BOARD
WORK SESSION
WEDNESDAY, OCTOBER 11, 2023
5:00 PM

PRESENT: Supervisor Annabi
Councilman Luongo
Councilman Russo

ALSO PRESENT: Town Clerk Sherry Howard
Town Counsel Sarah Ryan

ABSENT: Councilwoman Tompkins
Councilman Smith

Recitation of the Pledge of Allegiance.

Supervisor Annabi asked for a moment of silence to honor our troops stationed at home and around the world. We also remember those we lost in our County, Ed Scott and William Keating.

PRELIMINARY 2024 BUDGET DISCUSSION AND REVIEW

Presented by Supervisor Annabi

Supervisor Annabi said after some additional changes the budget has been reduced to 1.68%. This includes all the work we are doing, the loan we received, the Union Contracts, the unfunded mandates, this is well below the tax cap. This is a great number. Councilman Luongo asked if any money was taken out of the Fund Balance. Supervisor Annabi said that \$500,000.00 was taken out. Supervisor Annabi said we will leave Public Comment open until next week, and we will vote on the budget in November.

**DISCUSS DRAFT REGULATIONS FOR LOCAL LAW RELATING TO SHORT TERM
TRANSIENT RENTALS (STR'S)**

Presented by Supervisor Annabi

Attorney Ryan said the only things that were red lined on this one (1) is some of the definitions and typos. Supervisor Annabi said she thought we were going to add something about the fencing/screening. Attorney Ryan said she did not as of yet; but she will amend it for next week. It will read the screening/fencing will be required at the discretion of the Planning Board in their review. Attorney Ryan said the Board should also create a different fee for these applications which has to be done by Resolution.

Supervisor Annabi asked with the addition of the screening would we have to have another Public Hearing. Would we have to start all over again? Attorney Ryan said you would not have to start all over again because the Public Hearing remains open. Attorney Ryan will draft a new Resolution reintroducing it, and then the Board would likely vote on it in November. Supervisor Annabi said we are planning to vote on the short term rentals on November 15th. We could always leave it open again if need be.

**DISCUSS AMENDING TOWN CODE ON MOORING REGISTRATION IN ALL
SPECIAL DISTRICTS; SET PUBLIC HEARING**

Presented by Supervisor Annabi

Supervisor Annabi said we currently have a Mooring Law on the books but there was a "loophole" and the new law will amend this to close this "vagueness". This will repeal and replace the original Mooring Code. Attorney Ryan said now you must show a cable or electric bill and a current tax bill in order to get a mooring. Supervisor Annabi would like to change that to just an electric bill instead of making a cable bill a choice because not everybody uses cable. Attorney Ryan will make that change.

RESOLUTION #R23-306

WHEREAS, the Town of Putnam Valley Town Board hereby proposes that a Town Zoning Code Local law Amendment be made to Town Code Chapter 100), entitled "Special Districts", specifically to repeal and replace §100-51 (A) relating to requirements for mooring registration in all districts; 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

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WHEREAS, this action to amend the Town Code 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 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 November 15, 2023 at 6:00 PM, or as soon thereafter as the matter may come to be heard, in the Town Hall, 265 Oscanawana Lake Road, Putnam Valley, NY; and
2. 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: October 11, 2023
Moved: Supervisor Annabi
Seconded: Councilman Luongo

ROLL CALL VOTE:

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

By a vote of 3 AYES, and 2 ABSENT, the Resolution is passed.

APPROVE COMMUNITY MEDIA COORDINATOR

Presented by Councilman Luongo

RESOLUTION #R23-307

RESOLVED, that the Town Board authorize the Town Supervisor to appoint Kelvin Guevara to the position of Community Media Coordinator at an annual salary of \$60,000.00, with benefits. This amount is budgeted for in the Communications Department budget.

Seconded by Councilman Russo, unanimously carried.

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APPROVE REQUEST TO SURPLUS EQUIPMENT

Presented by Councilman Luongo

RESOLUTION #R23-308

RESOLVED that the Town Board resolve to surplus the attached list of equipment from the Community Media Department as having no value and may be disposed of per Anthony Arrien.

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SURPLUS LIST - COMM MEDIA DEPT

Compiled by Anthony Amien 10/2/23

NAME OF EQUIPMENT	DESCRIPTION	CONDITION	VALUE	SERIAL NUMBER
HP Workstation xw4400	Former Computer used at Town Hall	NG destroy HDD	0	2UA74401ZD
Dell XPS Workstation	Former Computer used at Town Hall	NG destroy HDD	0	4RTJB2
HP xw4400 Base Unit	Former Computer used at Town Hall	NG destroy HDD	0	2UA74401ZD
G-Tech GRAID 4 TB	External hard drive Raid 0 - deleted data	NG destroy	0	MAFD01429003BA
G-Tech GRAID 4 TB	External hard drive Raid 0 - failed	NG destroy	0	W705040414
G-Tech GRAID 2 TB - "2"	External Hard drive Raid 0 - working but too old	NG destroy	0	MAHB1602RW
G-Tech GRAID 2 TB - "6"	External Hard drive Raid 0 - working but too old	NG destroy	0	MAHB370DSA
G-Tech GRAID 2 TB	External Hard drive Raid 0 - working but too old	NG destroy	0	MAHB370CYZ
Dalavideo PTC-150TWL	HD PTZ Robotic Camera used in Court Room	NG	0	SN 00736200
Sony DCR-VX2100 Camera	Standard Def camcorder w/ bag & charger	obsolete/NG	0	SN 1024090
Sony DCR-VX2100 Camera	Standard Def camcorder w/ bag & charger	obsolete/NG	0	SN 1349418
Sony DCR-HC96 Camcorder	Standard Def mini DV camera with charger	obsolete/NG	0	SN 356254
Sony DCR-HC96 Camcorder	Standard Def mini DV camera with charger	obsolete/NG	0	SN 357341
Samsung 24inch LCD monitor	24 inch monitor w thin black bezel	NG	0	Z119hczb0654DX
Samsung 24inch LCD monitor	25 inch monitor w thin black bezel	NG	0	Z119hczb04386J
Panasonic AG-5710P	SVHS player/recorder	NG	0	J0TC00042
Corsair HX850i	Power supply NIB	obsolete	0	SN 15387146000014150106
Geforce GTX 970	Video Card NIB	obsolete	0	SN 151253297220437
Win Pro SPT X64	OEM OS on DVD NIB	obsolete	0	Barcode 00180468276272
ASUS Z97-A USB 3.1	Motherboard NIB	obsolete	0	FBM0CS407010
GSKILLFS-1600C90-32GXM	DDR3-1600 RAM 4 Pk NIB	obsolete	0	SNs 160312000283692, 2, 3, 4
Intel Core i7-4790K	LGA1150 processor NIB	obsolete	0	SN 3E537164A0658
Phanteks Ethoo Pro PH-ES614P_TG	Computer case NIB	obsolete	0	SN C617081503916
TrippLite PS7199 Battery Backup	Industrial backup w/ low harmonic distortion	NG	0	2122GLCPS719900049
Sony DSR-20 Video Cassette Recorder	Std Def DVCAM 3 hr cassette digital recorder	obsolete NG	0	SN 22838
Sony DSR-20 Video Cassette Recorder	Std Def DVCAM working, forCounty Historian	obsolete	0	SN 22786
2 Sony professional headphones	MDR7506 & MDR 7509HD	NG	0	
Sony CDP-XE400	CD Player used in broadcast rack	NG	0	SN 8168950
HP 2710m Monitor	27 inch monitor for laptop	NG	0	SN 3CC035BV0N
APC BX1500G	UPS Battery Backup	NG	0	4B1748P23222
APC BX1500M	UPS Battery Backup	NG	0	3B2110X68799

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JVC HR-53901U	SVHS deck used in rack	NG	14X2570	0
TrippLite OMNIVS1500XL	Battery Back for broadcast rack	NG	25288BVBHOM87B2001138	0
TrippLite OMNIVS1500XL	Battery Back for broadcast rack	NG	25288BVBHOM87B200137	0
FPS-2100 Assembly	Power supply for Sigma Switcher in broadcast rack	NG	RG060841	0
Canon Pro-100 printer K10377	prints on archival DVDs - failed	NG	QC5-2592-DB01-01	0
Shure SM63 cardioid mic	very old mic - mpm functional	NG		0
Box of Various remotes for old equipment	Sony, JVC, Panasonic	Obsolete		0
2 Sony Beachtek audio adapters	for Sony VX2100 or VX2000	NG/obsolete		0
Box of Assorted Cables	various analog video, audio, non functional	NG/obsolete		0
Leightronix Interface PRPAWR	For TCD-IP machine control	Obsolete	26749PD	0
Leightronix Interface PRJVR	For TCD-IP machine control	Obsolete	28544PD	0
Leightronix Interface PRJVR	For TCD-IP machine control	Obsolete	28526PD	0
Lacie 500gb external hard drive	For TCD-IP digital streaming	Obsolete	161401485	0
Lacie 500gb external hard drive	For TCD-IP digital streaming	Obsolete	261602042	0
LG CED8080B CD-R/RW drive	for burning cds	Obsolete	3892A460	0
Leader Electronics Waveform Monitor	for testing analog video output	Obsolete	2407677	0
Netgear Nighthawk AC 1900 model R7000	Smart wifi router - failed	NG	4447617B7324A	0
Panasonic AG-5710P Desktop Editor RS-232C	SVHS video deck - failed	NG	H0TC00012	0

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Seconded by Councilman Russo, unanimously carried

APPROVE DONATION OF EQUIPMENT TO PUTNAM COUNTY ARCHIVES

Presented by Councilman Luongo

RESOLUTION #R23-309

RESOLVED, that the Town Board authorize the Town Supervisor per the Community Media Department to donate to the Putnam County Archives a heavily used but working Sony DSR-20 DVCAM tape deck, serial number 22786. This item has been surplused by the Town as worthless/obsolete, but may be useful to the Historian's Office at the Putnam County Records Office to play old DVCAM & DV digital video tapes to determine if the content has any historical value.

Seconded by Councilman Russo, unanimously carried.

ACCEPT LETTER OF RESIGNATION FOR RETIREMENT

Presented by Councilman Luongo

RESOLUTION #R23-310

RESOLVED, that the Town Board accept the resignation of Anthony Arrien as Community Media Coordinator for the Town of Putnam Valley effective 2/29/24.

Seconded by Councilman Russo, unanimously carried.

Supervisor Annabi accepted the letter of resignation with regret.

APPROVE AUTHORIZATION TO GO OUT TO BID FOR LPID TRUCK

Presented by Councilman Russo

RESOLUTION #R23-311

RESOLVED, that the Town Board authorize the District Clerk to go out to bid for a new dump truck for the Lake Peekskill Improvement District. The new truck will replace the 2009 Dodge that is in need of repairs. The estimated cost of the truck is not to exceed \$100,000.00. The District will cover the cost of the truck.

Seconded by Councilman Luongo, unanimously carried.

APPROVE GEI PROPOSAL FOR RBL PARK BEACH MANAGEMENT

Presented by Councilman Russo

RESOLUTION #R23-312

RESOLVED, that the Town Board authorize Supervisor to accept GEI's proposal for a long term management plan for Roaring Brook's Park Beach to sustain long term recreational uses. Years of erosion have relocated the sand away from the beach, exposing angular rock unsuitable for swimming and wading despite reclamation and raking efforts. The cost of the plan is \$8,633.00. This cost does not include any remediation. The District will cover the cost of the plan.

Seconded by Councilman Luongo, unanimously carried.

APPROVE FALL CLEANUP FOR ABELE PARK

Presented by Councilman Russo

RESOLUTION #R23-313

RESOLVED, that the Town Board approve the proposal from Landwork Contractors, 57 Route 6, Suite 208, Baldwin Place, NY 10505, to do the fall cleanup at Abele Park at a cost of \$1,800.00. This expense has been budgeted for and the District will cover the cost.

Seconded by Councilman Longo, unanimously carried.

APPROVE FALL CLEANUP FOR ROARING BROOK LAKE

Presented by Councilman Russo

RESOLUTION #R23-314

RESOLVED, that the Town Board approve the proposal from Landwork Contractors, 57 Route 6, Suite 208, Baldwin Place, NY 10505, to do fall cleanup in Roaring Brook Lake. This proposal includes Park Beach, Children's Beach, and the dam spillway. The complete scope of work is attached. The cost is not to exceed a total of \$9,500.00. The District will cover the cost.

Seconded by Supervisor Annabi, unanimously carried

APPROVE PARK BEACH SAND RELOCATION

Presented by Councilman Russo

RESOLUTION #R23-315

RESOLVED, that the Town Board approve the proposal from Landwork Contractors, 57 Route 6, Suite 208, Baldwin Place, NY 10505, to relocate approximately 5 cubic yards of sand below the mean high-water line at Park Beach in Roaring Brook Lake. This work will be done with wheelbarrows and shovels. No mechanical devices will be used. This project has DEC approval and will be completed in accordance with the DEC permits. The cost is not to exceed a total of \$2,200.00. The District will cover the cost.

Seconded by Councilman Luongo, unanimously carried

APPROVE WILDWOOD KNOLLS FALL CLEANUP

Presented by Councilman Russo

RESOLUTION #R23-316

RESOLVED, that the Town Board authorize the expenditure of \$650.00 for the trimming of the ornamental grasses at Wildwood Knolls. The proposal from Landwork Contractors, 57 Route 6, Suite 208, Baldwin Place, NY 10505, is attached. The District will cover the cost.

Seconded by Councilman Luongo, unanimously carried

APPOINT PART-TIME LABORER FOR BARGER POND

Presented by Councilman Russo

RESOLUTION #R23-317

RESOLVED, that the Town Board appoint Brendan O'Brien as an hourly laborer for Barger Pond at a rate of \$24.00 per hour with no benefits. He will be called upon as needed until 12/15/2023. The District will cover the cost.

Seconded by Councilman Luongo, unanimously carried.

**AUTHORIZE SUPERVISOR TO SIGN CONTRACT WITH WSP FOR
SUPPLEMENTAL TOPOGRAPHICAL SURVEY AT SADDLE DIKE DAM**

Presented by Councilman Russo

RESOLUTION #R23-318

RESOLVED, that the Town Board authorize the Supervisor to accept and sign the attached proposal from WSP, 500 Summit Lake Drive, Suite 450, Valhalla, NY 10595, for a supplemental topographical survey at Saddle Dike Dam in Roaring Brook Lake. This proposal is an addition to the original agreement dated February 2, 2021. The lump sum cost of the survey is \$7,250.00. The cost will be covered by the Roaring Brook Lake District.

Seconded by Supervisor Annabi for discussion. Supervisor Annabi said Roaring Brook Lake has to get their dam upgraded and repaired because of the high hazard that it has. All of their plans have been approved by the DEC the only thing they were missing was this Saddle Dike Dam survey which WSP is now doing. Once this is done they will be going out to bid.

Seconded by Councilman Luongo, unanimously carried

APPROVE HIRING OF PART TIME EMPLOYEE FOR THE DISTRICT COURT

Presented by Supervisor Annabi

RESOLUTION #R23-319

RESOLVED, that the Supervisor approve the hiring of Betty Spina to work for the Court part time at the hourly rate of \$28.00 per hour effective October 2, 2023. Please note that this position is a non-exempt position and there will be no benefits provided. Additionally, the funds for this position are accounted for in the Justice Court budget.

Seconded by Councilman Luongo, unanimously carried

Supervisor Annabi noted that this position has been posted and has been approved by the Office of Court Administration to allow this to be a part time position.

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

Presented by Supervisor Annabi

RESOLUTION #R23-320

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

10/2/2023

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

Fee Type	Count	Amount
ADDITION/ALTERATION	1	\$1,689.00
ADDITIONAL FEE	1	\$15.00
CW	6	\$450.00
DEM/R	1	\$100.00
ELECTRI APP/NY ELEC	5	\$200.00
ELECTRIC APP/SWIS	13	\$520.00
FENCE/WALL	1	\$75.00
GAS/PROPANE	6	\$550.00
GENERATOR PERMIT	2	\$150.00
HVAC	7	\$750.00
MG	1	\$75.00
MI	1	\$75.00
OIL TANK	4	\$600.00
PERM	7	\$1,853.00
PL	4	\$330.00
RE	4	\$4,108.00
SEARC	23	\$4,600.00
TENT	1	\$125.00
WELL	1	\$75.00
WETADM	1	\$50.00
WETL	1	\$100.00
WT/S	5	\$500.00
Total Fees Collected:	96	\$16,990.00
Cash	2	\$150.00
Check	94	\$16,840.00

Seconded by Councilman Luongo, unanimously carried.

AMENDMENTS TO THE AGENDA

Presented by Supervisor Annabi

RESOLUTION # R23-321

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

ADD: An Executive Session to discuss an Attorney/Client issue.

Seconded by Councilman Luongo, unanimously carried

Supervisor Annabi made a motion to close the meeting at 5:25 PM.

Councilman Luongo seconded the motion, unanimously passed.

Supervisor Annabi said this Friday is the Harvest Fest at the Town Park, and this Saturday is the Harvest Fest at Tompkins Corners. Next Saturday the German-American Club is having a Halloween Party, and next Sunday is the Trunk or Treat.

Town Hall is also doing a safe trick or treating on Halloween from 9:30 AM to 11:30 AM. We did it as a pilot last year and it was very successful. All children are welcome.

Respectfully Submitted

Sherry Howard
Town Clerk
10-18-2023