



TOWN OF PUTNAM VALLEY

Town Board Work Session

December 6th, 2023

Town Hall

5 PM

Meeting called to Order

Pledge of Allegiance

Recognize Putnam Valley High School Cheerleading Team


1. Districts:
 - a. Mill Pond 2023 Year End Water Revenue Report
 - b. Approve Sand Relocation Proposal for RL Park Beach
2. Facilities Department:
 - a. Ratify AAspen HVAC Contract for Replacement Boiler in Parks and Recreation Building
 - b. Ratify AAspen HVAC Contract for Replacement Boiler in Town Hall Building
 - c. Ratify AAspen HVAC Contract for Electric Hot Water Heater in Town Hall Building
 - d. Ratify Noguera Construction, Inc. Contract for Sump Pump Installation at Parks & Recreation Building
 - e. Ratify Noguera Construction, Inc. Contract for Sump Pump Installation at Town Hall Building
 - f. Ratify Noguera Construction, Inc. Contract for Repair of Sink Holes, Catch Basin & Piping Located Adjacent to the Parks and Recreation Building
 - g. Ratify Landwork Contractors Contract for Town Hall Building Drainage Project
 - h. Ratify Noguera Construction, Inc. Contract for Additional Repair of Drainage Piping, Base Material, Asphalt, Fence Located Adjacent to Parks & Recreation Building
3. Building Department: Approve Change in Job Title
4. Authorize Grant Application to the Partners for Climate Change Action Hudson Valley – Building Decarbonization Grant Program 2023 for Highway Garage
5. Review Request for Waiver of Electrical Permit Fee
6. Daily Fee Report – Summary November 1, 2023 – November 30, 2023

Adjournment

Next Town Board Meeting: Wednesday, December 13th, 2023 6 PM

1a

**TOWN OF PUTNAM VALLEY
DISTRICTS**

To: Putnam Valley Town Board
From: Karen Kroboth, District Clerk 
Date: 11/16/2023
Re: Mill Pond 2023 Year End Water Revenue Report

I formally request the Town Board accept the following Mill Pond 2023 Year End Water Revenue Report:

Water Bills 10/1/2022-12/31/2022: **\$13,481.36**
Collected: **\$ 12,072.02**
Outstanding: **\$ 1,409.34**
Interest and penalties: **\$ 28.18**

Total 2022 amount to be added to the 2024 tax roll: \$1,437.52


Water Bills 1/1/2023-9/30/2023: **\$42,976.52**
Collected: **\$33,390.46**
Outstanding: **\$ 9,721.68**
Interest and penalties: **\$ 186.61**

Total 2023 amount to be added to the 2024 tax roll: \$9,908.29

TOTAL RELEVY SENT TO PUTNAM COUNTY: \$11,345.81

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**TOWN OF PUTNAM VALLEY
DISTRICTS**

To: Putnam Valley Town Board
From: Karen Kroboth, District Clerk 
Date: 12/1/2023
Re: RBL – Park Beach Sand Relocation

On 11/17/2023, Landwork Contractors completed the work to relocate 5 cubic yards of sand below the mean high-water line at Park Beach in Roaring Brook Lake. This work was done with wheelbarrows and shovels. No mechanical devices were used. This project had DEC approval and was completed in accordance with the DEC permits. This project was discussed and approved at the district meeting. The total cost of the project is \$2,200. The district will cover the cost.

2a



To: Putnam Valley Town Board

From: Margaret DiRubba, Administrative Service Coordinator

Date: November 16, 2023

Subject: Replace Boiler located in the Parks & Rec. Building

I formally request that the Putnam Valley Town Board ratify the Town Supervisors digital signature on the November 15, 2023 emailed proposal with Aspen HVAC Inc., 577 North Main Street, Suite 103B, Brewster, NY 10509 for labor, material, equipment and clean-up necessary to replace the Parks and Recreation Boiler damaged from the storm on July 10, 2023 not to exceed \$13,603.00 using prevailing wage. This includes a 10 year annual boiler maintenance warranty.

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To: Putnam Valley Town Board

From: Margaret DiRubba, Administrative Service Coordinator

Date: November 16, 2023

Subject: Replace Boiler located in the Town Hall Building

I formally request that the Putnam Valley Town Board ratify the Town Supervisors digital signature on the November 15, 2023 emailed proposal with Aspen HVAC Inc., 577 North Main Street, Suite 103B, Brewster, NY 10509 for labor, material, equipment and clean-up necessary to replace the Town Hall Boiler damaged from the storm on July 10, 2023 not to exceed \$27,894.00 using prevailing wage. This includes a 10 year annual boiler maintenance warranty.

2c



To: Putnam Valley Town Board

From: Margaret DiRubba, Administrative Service Coordinator

Date: November 16, 2023

Subject: Electric Hot Water Heater in the Town Hall Building

I formally request that the Putnam Valley Town Board ratify the Town Supervisors digital signature on the November 15, 2023 emailed proposal with Aspen HVAC Inc., 577 North Main Street, Suite 103B, Brewster, NY 10509 for the purchase and installation of an Electric Hot Water Heat in the Town Hall Building in the amount of \$3,286.00 using prevailing wage. This includes a 10 year annual Electric water heater maintenance.

2d



To: Putnam Valley Town Board

From: Margaret DiRubba, Administrative Service Coordinator

Date: November 16, 2023

Subject: Sump Pump Installation – Parks & Recreation Building

I formally request that the Putnam Valley Town Board ratify the Town Supervisors signature on the Contract with Noguera Construction, Inc., 95 Lake Drive, Lake Peekskill, NY 10537 for the purchase and installation of a Sump Pump in the Parks and Recreation Building, due to damages from the storm on 7/10/23 in the amount of \$5,500.00.

2e



To: Putnam Valley Town Board

From: Margaret DiRubba, Administrative Service Coordinator

Date: November 16, 2023

Subject: Sump Pump Installation – Town Hall Building

I formally request that the Putnam Valley Town Board ratify the Town Supervisors signature on the Contract with Noguera Construction, Inc., 95 Lake Drive, Lake Peekskill, NY 10537 for the purchase and installation of a Sump Pump in the Town Hall Building, due to damages from the storm on 7/10/23 in the amount of \$7,000.00.

2f



To: Putnam Valley Town Board

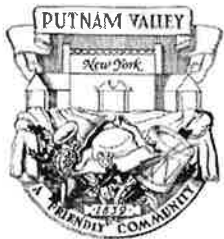
From: Margaret DiRubba, Administrative Service Coordinator

Date: November 16, 2023

Subject: Repair of Sink Holes, Catch Basins & Piping
Located adjacent from Parks & Rec Building
And inside fenced area of the Dog Control Bldg.

I formally request that the Putnam Valley Town Board ratify the Town Supervisors signature on the Contract with Noguera Construction, Inc., 95 Lake Drive, Lake Peekskill, NY 10537 for labor, material, equipment and clean-up necessary to complete the repair of sink holes, catch basins, drainage and piping damaged from the July 10, 2023 storm not to exceed \$43,000.00, using prevailing wage.

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To: Putnam Valley Town Board
From: Margaret DiRubba, Administrative Service Coordinator
Date: November 22, 2023
Subject: Town Hall Building Drainage Project

I formally request that the Putnam Valley Town Board ratify the Town Supervisors signature on the Contract with Landwork Contractors, 57 Route 6, Suite 208, Baldwin Place, NY 10505 for labor, material, equipment and clean-up necessary to complete the installation of the Town Hall building drainage from the July 10, 2023 storm, not to exceed \$30,280.00, using prevailing wage.

2h



To: Putnam Valley Town Board

From: Margaret DiRubba, Administrative Service Coordinator

Date: November 30, 2023

Subject: Change Order~ Additional Repair of Drainage
Piping, Base Material, Asphalt, Fence
Located adjacent from Parks & Rec Building

I formally request that the Putnam Valley Town Board ratify the Town Supervisors signature on the Change Order Contract with Noguera Construction, Inc., 95 Lake Drive, Lake Peekskill, NY 10537 for additional labor, material, equipment and clean-up necessary to complete the additional repair of drainage piping, base material, asphalt and chain link fence damaged from the July 10, 2023 storm not to exceed \$86,000.00, using prevailing wage.

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RICHARD QUAGLIETTA
Code Enforcement Officer

PATRICIA A. SMITH
Deputy Zoning Inspector

DOREEN C. PIACENTE
Sr. Clerk to the Building Dept

MICHELLE STEPHENS
Clerk to the Building Dept.



TOWN HALL

265 Oscawana Lake Road
Putnam Valley, New York
10579

Tel: 845 526-2377
Fax: 845 526-8806

TOWN OF PUTNAM VALLEY

BUILDING & ZONING DEPARTMENT

November 28, 2023

MEMORANDUM TO: Supervisor
Town Board *RQ*
FROM: Richard Quaglietta
Code Enforcement Officer
RE: Job Title Change

This is to advise that I am changing Patricia A. Smith's title from Assistant Zoning Inspector at step 7 to Zoning Inspector at step 1 January 2024 then to step 2 as per Supplemental Memorandum of Agreement with the CSEA dated November 21, 2023.

RQ/dcp

RESOLUTION 12:6 - # __ OF 2023

RESOLUTION SUPPORTING THE TOWN OF PUTNAM VALLEY'S APPLICATION FOR A GRANT FROM THE PARTNERS FOR CLIMATE CHANGE ACTION HUDSON VALLEY – BUILDING DECARBONIZATION GRANT PROGRAM 2023

WHEREAS, the Town of Putnam Valley certifies that it desires to replace, insulate and otherwise make the Highway Department building more energy efficient and decarbonized; and

WHEREAS, the Town of Putnam Valley hereby requests financial assistance, in the amount of \$100,00.00, from the Partners for Climate Action Hudson Valley – Building Decarbonization Grant Program FY23.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Putnam Valley does hereby authorize the Supervisor, or designated town representatives, to execute a grant application for and other required documents to apply for and receive funding of \$100,000.00 from the Partners for Climate Action Hudson Valley – Building Decarbonization Grant Program FY23, which grant, if awarded, will have no match requirement from the Town; and

BE IT FURTHER RESOLVED, that the Town of Putnam Valley certifies its commitment to funding the remainder of the Highway Garage Roof Replacement Project with local capital.

Dated: _____

Moved: _____

Seconded: _____

Motion passes/ fails: Ayes _____ Nays _____

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



Putnam Valley Volunteer Ambulance Corps, Inc.

Post Office Box 141, Putnam Valley, New York 10579
Emergency **911** / Non-Emergency (845) 526-3119 / Fax (845) 526-6561
WWW.PVVAC.ORG

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November 29, 2023

Ms. Jacqueline Annabi, Supervisor
Town of Putnam Valley
265 Oscawana Lake Road
Putnam Valley, NY 10579

Re: Electrical Permit Fee Waiver

Dear Ms. Annabi:

A permit application was recently submitted to the Putnam Valley Building Department by Spirelli Electric, Inc. for electrical work to be performed on the apparatus floor of the PVVAC building. We subsequently request that the Town waive the fee for this permit in consideration of our agency's essential community function.

Respectfully,

ADAM BRENER
President

cc: PVVAC Board Members
N. Hernandez, Spirelli Electric

12/4/2023

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



From: 11/1/2023 To: 11/30/2023

Fee Type	Count	Amount
ANTENNA	1	\$3,750.00
CW	4	\$300.00
DECK	1	\$392.00
ELECTRI APP/NY ELEC	5	\$200.00
ELECTRIC APP/SWIS	12	\$480.00
FENCE/WALL	1	\$75.00
GAS/PROPANE	6	\$450.00
GENERATOR PERMIT	4	\$300.00
HVAC	12	\$900.00
MG	3	\$225.00
MI	5	\$375.00
OIL TANK	4	\$450.00
PERM	14	\$2,442.00
PL	2	\$150.00
RE	8	\$12,048.00
RU	1	\$125.00
SEARC	8	\$1,600.00
SOLAR PANELS	1	\$533.00
WT/S	2	\$250.00
Total Fees Collected:	94	\$25,045.00
Cash	4	\$265.00
Check	90	\$24,780.00

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