

**TOWN OF PUTNAM VALLEY
2024 ORGANIZATIONAL MEETING
WEDNESDAY, JANUARY 3, 2024
5:00 PM
AGENDA**

Pledge of Allegiance
Opening Comments

- 1) Adopt 2024 Rules of the Town Board
- 2) Salaries of Town Officials and Supervisor Appointments
- 3) Schedule of Town Board Meetings and Work Sessions
- 4) Adoption of 2024 Building Department Fees
- 5) Adoption of 2024 Zoning Board and Planning Board Fees
- 6) Adoption of 2024 Highway Department Fees
- 7) Adoption of 2024 Town Clerk Fees
- 8) Adopt Mileage Reimbursement Rate
- 9) Authorize Petty Cash Accounts
- 10) Designate Town Investments and Depositories
- 11) Designate Official Town Newspapers
- 12) Town Law Section 29 (10) – Annual Financial Report
- 13) Appoint Chief Budget Officer and Set Salary
- 14) Appoint Town Counsel and Authorize Supervisor to Sign Contract
- 15) Appoint Special Prosecutor and Authorize Supervisor to Sign Contract
- 16) Appoint Town Prosecutor and Authorize Supervisor to Sign Contract
- 17) Appoint Town Engineer and Authorize Supervisor to Sign Contract
- 18) Authorize Town Engineer to prepare NYSDEC, MS4 Report and Municipal Compliance Certification and Sign Contract
- 19) Appoint Registrar and Records Management Officer and Set Salary
- 20) Appoint Receiver of Taxes and Set Salary
- 21) Appoint Deputy Town Receiver of Taxes
- 22) Appoint Deputy Town Clerks
- 23) Appoint Deputy Registrar and Sub-Registrar
- 24) Appoint Administrative Services Coordinator in Facilities Department and Set Salary
- 25) Appoint Permanent Part-Time Employees and Set Salaries
- 26) Appoint Code Enforcement Officer, Appoint Building Inspector and Set Salary
- 27) Appoint Fire Prevention Inspector and Set Salary
- 28) Appoint Gas Inspector and Set Salary
- 29) Appoint Parks & Recreation Director and Set Salary
- 30) Set Assessor's Salary
- 31) Set Community Media Coordinator Salary
- 32) Authorize Supervisor to sign contract with Advanced Communications Associates
- 33) Appoint Town Webmaster and Sign Contract
- 34) Appoint Roaring Brook Lake Dam Custodian and Set Salary
- 35) Appoint Wetlands Inspector and Authorize Supervisor to Sign Contract

- 36) Appoint Town Planner and Authorize Supervisor to Sign Contract
- 37) Authorization to Attend Association of Town's Annual Training Session for Elected and Appointed Officials
- 38) Appoint Association of Towns Delegate and Alternate Delegate
- 39) Authorize Expenditure for 2024 Association of Towns Annual Dues
- 40) Authorize Supervisor to sign contract with Putnam Valley Volunteer Ambulance Corps
- 41) Authorize Supervisor to sign contract with Putnam Valley Historical Society
- 42) Authorize Supervisor to sign contract with Putnam Valley Senior Citizens
- 43) Authorize Supervisor to sign contract with Putnam Valley VFW
- 44) Authorize Supervisor to sign contract with Putnam Valley American Legion Post
- 45) Authorize Supervisor to Sign Contract for Senior Outreach Worker
- 46) Authorize Supervisor to sign contract for Dog Control Officer- Putnam County Society for the Prevention of Cruelty to Animals
- 47) Authorize Supervisor to sign Dog Shelter contract- Putnam County Society for the Prevention of Cruelty to Animals
- 48) Authorize Supervisor to sign contract with Millennium Strategies
- 49) Appoint Advisory Board on Architecture and Community Appearance (ABACA) Chairperson and Members
- 50) Appoint Marriage Officers
- 51) Appoint Commission for the Conservation of the Environment Chairperson and Members
- 52) Appoint Continental Village District Advisory Commission Member and Chairperson
- 53) Appoint Lake Oscawana Management Advisory Commission (LOMAC) chairperson and members
- 54) Appoint Roaring Brook Lake Preservation Committee Co-Chairpersons and Members
- 55) Appoint Planning Board Chairperson, Member and Ad-hoc
- 56) Appoint Zoning Board Chairperson and Ad-hoc
- 57) Appoint Town Historian
- 58) Appoint Board of Assessment Review Chairperson
- 59) Appoint Parks & Recreation Commission Chairperson, Member and Ad-Hoc
- 60) Appoint Board of Ethics Commission Chairperson, Vice Chairperson and Member
- 61) Appoint Lake Peekskill Youth Committee Chairperson
- 62) Appoint Safety Committee

Adjournment

**TOWN OF PUTNAM VALLEY
ORGANIZATIONAL MEETING
WEDNESDAY, JANUARY 3, 2024
5:00 P.M.**

1. 2024 RULES OF THE TOWN BOARD

Presented by Supervisor Annabi

1. The Town Board will adopt the recommendations as set forth in the New York State Town Law Manual, Chapter 4, "Town Board Meetings"; and as set forth in Chapter 6 of the New York State Town Law Manual, particularly Section 6-25, entitled "Voting."

2. The Town Board Work Sessions will be held the second Wednesday of the month at 5:00 p.m. the regular Town Board Meeting will be held the third Wednesday of the month at 6:00 p.m. Any necessary Public Hearings will be held the third Wednesday of the month at 6:00 p.m. before the regular Town Board Meeting. All minutes of the previous months meetings will be available for adoption by the Town Board at the regular monthly meeting.

3. All citizen committees of the Town will be appointed by the Supervisor, with a majority of the Town Board approval, the Supervisor will be an ex-officio member thereof.

4. Upon the motion of any member of the Board, duly seconded, any motion, resolution or business before the Board may either be laid on the table and no further action taken or considered until the next regular monthly meeting, at which time, it will be the first order of business, and may not be tabled again, or may be removed from the table by an affirmative vote of all members of the Town Board - whichever action is taken sooner.

Exception: Motion to amend Preliminary Budget or adopt Final Budget will not be subject to table.

5. Each Town Board member will be permitted to speak once on the subject matter before the Board; a member may be permitted to speak a second time with the permission of the Supervisor and only after all other members have had an opportunity to be heard.

6. Seniority members govern and senior members vote last in case of roll call; the order of voting will be as follows:

Councilman Luongo
Councilwoman Howard
Councilwoman Tompkins
Councilman Russo

Supervisor Annabi

7. Agenda items for Regular Town Board Meetings to be submitted in writing by Friday noon preceding Wednesday night meetings, with no additions to be permitted after that time, with the exception of items added by majority vote of the Town Board present.

8. Bills against the Town or any Improvement District will be submitted on proper vouchers and/or purchase orders to the Town Clerk who will refer same to the Department Head or the Improvement District as the case may be, for their recommendation and approval, and then will be referred to the Town Board for its action.

9. All correspondence, memoranda, recommendations, applications, or requests, presented to any member of the Board or Town Clerk with respect to Town or District affairs or business, must also be presented to the Town Board & Town Clerk.

10. The Supervisor will appoint a member of the Town Board for the following districts and committees. It will be the duty of this committee to report at Board meetings "as appropriate" on the particular district or area in question:

- a. Lake Peekskill Improvement District
- b. Hilltop Estates Improvement District
- c. Abele Park Improvement District
- d. Lookout Manor District
- e. Wildwood Knolls Improvement District
- f. Roaring Brook Lake District
- g. Brookdale Gardens Improvement District
- h. Continental Village Improvement District
- i. North View Park Improvement District
- j. Glenmar Gardens Improvement District
- k. Barger Pond Improvement District
- l. Putnam Acres Park District
- m. Sewer District #2
- n. Lake Oscawana Weed Control District
- o. Strawberry Knolls Drainage District
- p. Putnam Chase Drainage District
- q. Mill Ponds
- r. Senior Citizens
- s. Parks & Recreation
- t. Emergency Services Committee
- u. Recycling Committee
- v. Cable / Utilities Committee
- w. Conservation Committee
- x. Town Hall Building Committee
- y. Board of Assessment Review

- z. Disaster Assistance
- aa. ABACA
- bb. Library
- cc. Employee Safety
- dd. Ethics
- ee. Planning Board
- ff. Zoning Board
- gg. Lake Peekskill Youth Committee
- hh. Highway Department
- ii. Justice Court
- jj. Assessor's Liaison
- kk. PVVFD Liaison
- ll. PVVAC Liaison

11. All vacancies on Town Boards or Committees will be announced and applications from candidates received. All applications to be reviewed by the Town Board before appointment. Interviews for new Chairperson Positions shall be conducted by the Town Board.

12. Exceptions:

A: In the case of an expiring term, if the current holder of the seat is willing to be re-appointed and the Town Board is unanimous on the reappointment, the Town Board may forego interviews and re-appoint.

B: An open file of all applicants for each seat will be maintained. If a vacancy occurs and a qualified applicant is on file, the vacancy may be filled from the file.

2. **SALARIES OF TOWN OFFICIALS AND SUPERVISOR APPOINTMENTS**

RESOLVE, that the annual salaries of Town Officials and Supervisor Appointments are as follows:

Town Supervisor	Jacqueline Annabi	\$81,370.00
Budget Officer		\$8,240.00
Town Councilpersons	Louie Luongo	\$16,480.00
	Christian Russo	\$16,480.00
	Stacey Tompkins	\$16,480.00
	Sherry Howard	\$16,480.00
Highway Superintendent	Shawn Keeler	\$100,000.00
Town Justices	Pat Longobucco	\$25,000.00
	Robert Nachamie	\$25,000.00
Town Clerk	Kimberly McKeown	\$76,640.46
Tax Receiver		\$10,000.00
Registrar		\$867.00

Deputy Supervisor	Louie Luongo	\$1,802.50
Chief of Staff	Elaine McGinty	\$55,000.00
Director of Finance	Maria Angelico	\$100,267.00

SUPERVISOR'S APPOINTMENTS

RESOLVE, that Supervisor Jacqueline Annabi distribute the following 2024 appointments:

Committee & Board Assignments:

Jackie Annabi–	Town Hall, Lake Commission, LOMAC, Roaring Brook Lake Preservation Committee, Justice Court
Louie Luongo–	PVVAC, PVVFD, Employee Safety, Emergency Services, Disaster Assistance and Highway
Christian Russo-	BAR, Assessor Liaison, Lake Commission, Lake Peekskill Youth Committee
Stacey Tompkins-	PVPR, ABACA, Planning & Zoning Boards
Sherry Howard–	Ethics, Recycling, Conservation, Cable Utility Lake Peekskill Youth Committee

District Assignments:

Jackie Annabi –	Lake Oscawana, Roaring Brook
Louie Luongo –	Wildwood Knolls, Mill Ponds, Barger Pond
Christian Russo –	Lookout Manor, Putnam Acres, Putnam Chase, Roaring Brook, Northview, Lake Peekskill
Stacey Tompkins –	Abele Park, Lake Peekskill, Strawberry Knolls, Brookdale Gardens, Sewer District
Sherry Howard –	Hilltop, Glenmar Gardens, Continental Village
Chief of Staff:	Elaine McGinty
Deputy Supervisor:	Louie Luongo

3. SCHEDULE OF TOWN BOARD MEETINGS AND WORK SESSIONS

RESOLVE that the Town Board meet for Town Board Meetings and Work Sessions on the following dates:

Town Board Meeting Dates	Time	
Wednesday, January 10, 2024	5 PM	Work Session
Wednesday, January 17, 2024	6 PM	Regular Town Board
Wednesday, February 14, 2024	5 PM	Work Session
Wednesday, February 21, 2024	6 PM	Regular Town Board
Wednesday, March 13, 2024	5 PM	Work Session
Wednesday, March 20, 2024	6 PM	Regular Town Board
Wednesday, April 10, 2024	5 PM	Work Session
Wednesday, April 17, 2024	6 PM	Regular Town Board
Wednesday, May 8, 2024	5 PM	Work Session
Wednesday, May 15, 2024	6 PM	Regular Town Board
Wednesday, June 12, 2024	5 PM	Work Session
Wednesday, June 19, 2024	6 PM	Regular Town Board
Wednesday, July 10, 2024	5 PM	Work Session
Wednesday, July 17, 2024	6 PM	Regular Town Board
Wednesday, August 14, 2024	5 PM	Work Session
Wednesday, August 21, 2024	6 PM	Regular Town Board
Wednesday, September 11, 2024	5 PM	Work Session
Wednesday, September 18, 2024	6 PM	Regular Town Board
Wednesday, October 9, 2024	5 PM	Work Session
Wednesday, October 16, 2024	6 PM	Regular Town Board
Wednesday, November 13, 2024	5 PM	Work Session
Wednesday, November 20, 2024	6 PM	Regular Town Board
Wednesday, December 11, 2024	5 PM	Work Session
Wednesday, December 18, 2024	6 PM	Regular Town Board

4. ADOPTION OF BUILDING DEPARTMENT FEES

RESOLVE, that the Town Board adopt the 2024 Building Department Fees* as follows:

*The fee for permits for work undertaken and/or completed prior to the obtainment of a building permit shall be \$1,500.00 or as determined by the Town Board.

CONSTRUCTION COST EVALUATION: Unless Otherwise Noted Building Permit Fees are based on estimated construction cost of proposed structure times the fee rate per \$1000 of the estimated cost	RESIDENTIAL Estimated Construction Cost	COMMERCIAL Estimated Construction Cost
FEE RATE PER \$1000 OF ESTIMATE CONSTRUCTION COST		
Building Permit Per \$1,000.00	\$20.00	\$20.00
1. A. Dwellings including one family only	\$130.00 Sq. Ft.	
1. B. Dwellings including two family only	\$200.00 Sq. Ft.	
2. Multiple Family:		
a. Apartments, Hotels, Motels		\$150.00 sq. ft.
b. Boarding Houses, Nursing and		
c. Convalescent Homes		\$150.00 sq. ft.
3. Garages: Unattached or Attached	\$80.00 Sq. Ft.	
a. Carport (prefab) 24'x 24'	\$75.00 Flat Fee	
b. Carport with footings	\$50.00 Sq. Ft.	
4. Accessory Buildings, Utility Buildings	\$50.00 Sq. Ft.	
5. Solar Panels	\$75.00 Sq. Ft.	
**NOTE- 30% Discount on Solar Panels		
6.Finished Basements	\$75.00 Sq. Ft.	
7. Interior Renovations	\$60.00 Sq. Ft.	\$75.00 sq. ft.
8. Sheds 120 Sf. And under	\$75.00	
9. Docks/Porches/Decks/Roof-Rafters	\$45.00 Sq. Ft.	
a. Patios Under 150 sf	\$75.00	
b. 151 sf and up (patio)	\$15.00 Sq. Ft.	
Decks		
a. replace railings	\$75.00	
b. replace stairs	\$75.00	
10.Mercantile/Commercial		
a. Agriculture Building		\$500.00 Flat Fee
b. Buildings, Office Buildings		\$150.00 sq. ft.

c. Garages		\$150.00 sq. ft.
d. Places of Public Assembly		\$150.00 sq. ft.
e. Renovations to Commercial Bldg.		\$145.00 sq. ft.
d. Assembly Halls and Clubhouses		\$150.00 sq. ft.
11.Re-Inspection Fee (when inspection is called for and not ready)	\$50.00	\$100.00
12.Towers		\$5,000 per linear foot in height (evaluation)
Utility Buildings New Antenna-Co-Location		\$1,000.00 Sq. Ft. \$3,000 per antenna Flat fee
Replacement of RRU		\$300.00 per RRU
Replacement Antenna Co-Location		\$650.00 per antenna Flat Fee

FLAT FEES	RESIDENTIAL	COMMERCIAL
1. a. In ground Swimming Pools * Based on Value \$1-10,000 \$10,001-\$50,000 \$50,001-\$100,000	\$175.00 \$350.00 \$525.00	
b. Above Ground Swimming Pools	\$125.00	
c. Seasonal Portable Pools	\$75.00	
2. HVAC	\$75.00 per unit	\$150.00 per unit
3. Plumbing:		
a. For Five (5) Fixtures	\$ 75.00	
b. Each Additional Fixture	\$ 15.00	
c. Hot Water Heater (Gas)	\$75.00	\$75.00
4. Demolition Fee	\$100.00	\$500.00
5. Oil Tank Removal or Installation	\$75.00	\$150.00
6. Oil Tank Removal and Installation	\$125.00	\$200.00
7. Membrane Structure	\$75.00	\$75.00
8. Generator	\$75.00	\$150.00
9. Fence / Wall Permit	\$75.00	
10. Minor Grading Permit *Note-Major Grading Permits are under	\$75.00	\$400.00

Planning Board Jurisdiction-See Planning Board Schedule of Fees		
11. Recreational Courts	\$ 500.00	\$1,000.00
5. Building Permit Renewal Fee Failure to renew by expiration date will result in a charge of \$75.00 being added to permit fee.	Half Original Fee (2 nd Year) Minimum Fee \$75.00 Full Fee Thereafter	
13. Tent (per tent) – FLAT FEE	\$75.00	\$125.00
14. Accessory Apartment Special Permit Renewal	\$125.00	
15. Blasting	\$300.00	\$500.00
16. Operating Permits/Fire Inspection		\$100.00
17. Electric Application	\$40.00	\$40.00
18. Outdoor Wood Boilers	\$100.00	\$200.00
19. Property Records Search	\$200.00 (Section 165-102B)	
20. Site/Property Inspection Search	\$100.00 (Section 165-102C)	
21. Bedroom Counts	\$50.00	
22. Logging Special Use Permit		\$100.00 per acre
23. Commence Work	\$75.00	\$150.00
24. Rock Hammering: First 10 days/not including Weekends and Holidays	\$500.00	\$1,000.00
Renewable – 10-day intervals (max.30 days) 2 renewals maximum	\$250.00 (per 10-day period)	\$500.00 (per 10-day period)
25. Well Permits	\$75.00	
26. Public Utilities and Domestic Services (REFER TO PUTNAM VALLEY TOWN CODE Chapter 165)	\$2,500.00 Special Use Permit	
GAS/PROPANE		
Residential Commercial Underground Tanks (all) Re-Inspection	\$75 (up to 5 fixtures) add'l fixtures \$15 each \$100 (up to 5 fixtures) add'l fixtures \$15 each \$125 \$50	
UNREGISTERED VEHICLES		
Towing	\$150.00	
Processing Fee	\$50.00	
Storage Fee	\$50.00 per day	

WETLANDS FEES		
Wetlands Escrow (Permit Waiver)	\$500.00	
Wetlands Escrow (If before Planning Board)	\$1,000.00	
Additional Escrow Fees may be required as determined by the Wetlands Inspector.	\$200.00 to cover one-hour time	
Wetlands Application/Inspector Fee	\$50.00 Processing Fee	
Screening	\$100.00 + \$10 for Each acre over 5 acres	
Violation Fee:	Double the Wetlands Application/Inspector Fee	

5. 2024 ZONING BOARD OF APPEALS AND PLANNING BOARD FEES

RESOLVE that the Town adopt the 2024 Zoning Board and Planning Board of Appeals Fees and Escrows as follows:

2024 ZONING BOARD OF APPEALS FEES

*refer to Section 165.88 of the Putnam Valley Zoning Ordinance.

Interpretation	\$375.00 †
Area Variance	\$250.00 †
Use Variance	\$425.00 †
New Houses	\$325.00 †
Rehearing	\$325.00 †
Rehearing – Beyond 30 days	\$350.00 †
280-A	\$275.00
Area Variances requested after construction:	
Livable Space	\$750.00**
Sheds, Pools, etc.	\$525.00
Decks	\$525.00
† All fees include Non-returnable Sign	
** Up to 600 square foot renovation. Any square footage above 600 would be assessed at \$1,500.00, except for	

accessory apartment renovation for which the fees would be \$3,000.	
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2024 PLANNING BOARD FEES AND ESCROWS

Application Type	Planning Board Fee
Extensions	\$200.00 application fee
Subdivision	\$1,000 (per lot to be developed) application fee/\$5,000 recreation fee (per lot to be developed)
Lot Line Realignment	\$500 application fee
Commercial Site Development Plan	\$600 application fee/\$.20 per sq. ft. of new building construction (gross area, per floor)
Residential Site Development Plan	\$500 application fee (in the case of a subdivision, \$500 shall be provided for each lot to be developed)
Special Use Permit (Excludes New Tower Construction/Co-location *See Town Clerk Fees)	\$800 application fee
Major Grading Permit and Wetland Permit, mitigation/stabilization	\$500 application fee (in the case of a subdivision, this fee shall cover the entire project and will not be charged for each new lot)
Public Hearing Fee	\$300 (this fee shall cover all simultaneous public hearings)
Inspection Fee	5% of the cost of all required improvements (case-by-case basis)

Notes:

- Each application requires a public hearing. A \$300 public hearing fee is required and shall be provided to the Planning Board Clerk prior to the hearing.
- If an applicant requires two or more of the above-mentioned approvals, the applicant is responsible for the fees associated with each application; however, when public hearings are conducted simultaneously, only one public hearing fee will be charged.
- The recreation fee associated with a multi-family development shall be \$5,000 per dwelling unit.

Amendments to previously approved plans/permits shall require a new application and associated fees.

Planning Board Escrow Funds

Application Type	Escrow Amount
Subdivision	\$4,500
Lot Line Realignment	\$4,000
Site Plan	\$5,000

Site Development Plan	\$3,500
Special Use Permit	\$3,000
Major Grading Permit and Wetland Permit, mitigation/stabilization	\$2,000
Construction Monitoring Escrow	\$2,500 (in the case of a subdivision, \$2,500 shall be provided for each lot to be developed)
New Cell Tower Construction/Co-Location onto Cell Tower	Initial Payment \$7,500 for each application. Escrow to compensate consultant services required by Planning Board and Town Board. Additional monies may be required as determined

Notes:

1. The Town employs the services of outside consultants, as needed, in the review of Planning Board applications. Project applicants are required to reimburse the Town for the fees of said consultants, and an escrow account will be established and maintained for the payment of such fees upon receipt of a project application. The account will be maintained and supplemented, as needed, throughout the review process and, where appropriate, during monitoring after project approval.
2. The above indicated escrow amounts do not account for multiple reviews by any Town consultant.
3. The above indicated escrow amounts do not reflect the escrow required to review or prepare certain SEQRA documents (i.e. Scoping document/ DEIS/ FEIS/ Finding Statement).
4. If an applicant requires two or more of the above-mentioned approvals, the applicant is responsible for the escrow associated with each application.

6. HIGHWAY – 2024 FEES

RESOLVE that the Town Board accept the 2024 Highway Department Fees as follows:

Driveway Opening Permits	\$200.00 each
Road Opening Permit	\$900.00 (\$800.00 refundable if road is satisfactorily restored.

7. TOWN CLERK – 2024 FEES

RESOLVE that the Town Board accept the 2024 Town Clerk Fees as follows:

Copies of Documents	
8 ½ x 11"	\$0.25
8 ½ x 14" or 11 x 17"	\$0.50
Oversized Documents	Varies
Zoning Ordinance with Maps	\$30.00
Zoning Map	\$1.50
Returned Check Fee	\$20.00
Alarm Permits (3 years)	
Residential- NEW	\$25.00
Residential- RENEWAL	\$12.50
Commercial- NEW	\$90.00
Commercial- RENEWAL	\$45.00
Boarding House/Hotel License	
Annually	\$100
Each Bed	\$10
Birth Certificates	
Original	NO CHARGE
Certified Copy	\$10.00
Death Certificate	
Certified Copy	\$10.00
Marriage Licenses	
License	\$40.00
Certified Copy	\$10.00
Peddling & Soliciting License (good for 1 year)	
Resident One Day Event (Excl. Town Day)	\$ 25.00
Foot Peddler (per person)	\$250.00
Food Truck (one year)	\$250.00
Food Truck (6 months)	\$200.00
Vehicle (per)	\$500.00
Solid Waste Carrier License (annual)	
New	\$2500.00
Renewal	\$2000.00

Each Medallion Per Truck	\$150.00
Filming Permit	\$2,000.00 1 st Day \$500.00 every day after
Special Use Permit	
New Tower Construction	\$8,000 plus \$350 for each ten (10)ft. in excess of 100 ft. in height
Co-Location onto Personal Wireless Service Facility	\$5,000
Dog Licenses	
Town Fee Seniors (65+)	\$1.50
Town Fee (altered)	\$10.00
Town Fee (unaltered)	\$15.00
Animal Population Control Fund Fee (altered dogs)	\$1.00 \$3.00
Animal Population Control Fund Fee (unaltered dogs)	\$25.00
Purebred Licenses (1-10 dogs)	\$1.00 per dog \$3.00 per dog
Town Fee	
Animal Population Control Fund Fee (altered dogs)	NO CHARGE
Animal Population Control Fund Fee (unaltered dogs)	\$3.00 (each)
Service Dogs	
Replacement Tags	
Dog Adoption Fee	\$25.00
Dog-Penalties	
Impoundment Fees	
First 24 Hours	As per SPCA
Per day until dog is claimed	
Municipal Fee- Feeding and Maintenance	
Seizure Fee	
First Time	
Second Time	
Third Time	
Fourth Time	

8. ADOPT MILEAGE REIMBURSEMENT RATE

RESOLVE, that the Town Board adopt the Mileage Reimbursement rate at 67 cents (\$0.67) per mile, the established State Rate for 2024.

9. AUTHORIZE PETTY CASH ACCOUNTS

RESOLVE, that the Town Board approve the following petty cash accounts:

Town Clerk/Tax Receiver	\$ 25.00
Town Justice Longobucco	\$ 25.00
Town Justice Nachamie	\$100.00
Town General Funds	\$100.00
Parks & Recreation Department	\$100.00
Town Supervisor	\$100.00

10. DESIGNATE TOWN OF PUTNAM VALLEY'S INVESTMENTS AND DEPOSITORIES

RESOLVE, that the Town Board designate the following firms for the Town of Putnam Valley's Investments and Depositories:

Putnam County Savings Bank
JP Morgan Chase Bank
Tompkins Mahopac National Bank

11. DESIGNATE OFFICIAL TOWN NEWSPAPER

RESOLVE, that the Town Board authorize the Putnam County News and Recorder as the official newspaper for the Town of Putnam Valley for the year 2024.

12. TOWN LAW SECTION 29(10) ANNUAL FINANCIAL REPORT

WHEREAS, pursuant to Town Law Section 29(10), the Supervisor is otherwise required to file with the Town Clerk, no later than January 30th, an annual financial report; and

WHEREAS, it has been the practice in the Town of Putnam Valley pursuant to Town Law Section 29(10-a), to submit within sixty days after the close of the fiscal year the report to the State Comptroller, and the Town Board wishes to continue this practice;

NOW, THEREFORE, BE IT RESOLVED, that in lieu of preparing the report specified in Town Law Section 29(10), the Supervisor shall instead submit to the Town Clerk within 60 days of the close of the fiscal year, as that date may be extended, the report to the State Comptroller in accordance with Town Law 29 (10-a).

13. APPOINT CHIEF BUDGET OFFICER AND SET SALARY

RESOLVE, that the Town Board authorize the appointment of Jacqueline Annabi as Chief Budget Officer, at an annual salary of \$8,240.00.

14. APPOINT TOWN COUNSEL AND AUTHORIZATION TO SIGN CONTRACT

RESOLVE, that the Town Board authorize the appointment of Van DeWater & Van DeWater, as Town Counsel to serve at the pleasure of the Supervisor and the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board authorize the Supervisor to sign the contract for Town Counsel at an annual rate of \$164,000.00.

15. APPOINT SPECIAL PROSECUTOR AND AUTHORIZATION TO SIGN CONTRACT

RESOLVE, that the Town Board authorize the appointment of Van DeWater & Van DeWater, as Special Prosecutor for Planning and Zoning Code Enforcement at the pleasure of the Supervisor and the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board authorize the Supervisor to sign the contract for Special Prosecutor at an annual rate of \$25,000.00.

16. APPOINT TOWN PROSECUTOR AND AUTHORIZATION TO SIGN CONTRACT

RESOLVED, that the Town Board authorize the appointment of Gordon Fine, Esq., as Town Prosecutor, to serve at the pleasure of the Supervisor and the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board authorize the Supervisor to sign the contract for Town Prosecutor at an annual rate of \$25,000.00.

17. APPOINT TOWN ENGINEER AND AUTHORIZATION TO SIGN CONTRACT

RESOLVE, that the Town Board appoint J. Robert Folchetti and Associates as Town Engineer as per annual contract amount of \$1,500 a month for the year 2024; and

BE IT FURTHER RESOLVED, that the Town Board authorizes the Supervisor to sign a contract with J. Robert Folchetti and Associates for this service.

**18. AUTHORIZE J. ROBERT FOLCHETTI & ASSOCIATES TO PREPARE
NYSDEC MS4 REPORT AND MUNICIPAL COMPLIANCE CERTIFICATION
AND AUTHORIZE SUPERVISOR TO SIGN CONTRACT**

RESOLVE, that the Town Board authorize J. Robert Folchetti and Associates to prepare NYSDEC MS4 Report and the Municipal Compliance Certification for 2024; and

BE IT FURTHER RESOLVED, that the Town Board authorize the Supervisor to sign a contract with J. Robert Folchetti and Associates in the amount of \$15,000.00 for this service.

**19. APPOINT REGISTRAR AND RECORDS MANAGEMENT OFFICER AND SET
SALARY**

RESOLVE, that the Town Board authorize the appointment of Kimberly McKeown as Registrar, and Records Management Officer at an annual salary of \$867.00 for the year 2024.

20. APPOINT TOWN RECEIVER OF TAXES AND SET SALARY

RESOLVE, that the Town Board authorize the appointment of Kimberly McKeown as Tax Receiver at an annual salary of \$10,000.00.

21. APPOINT DEPUTY TOWN RECEIVER OF TAXES

RESOLVE, that the Town Board authorize the appointment of Julie Rinaldi and Kathy Diomede as Deputy Tax Receivers for the year 2024, at no additional salary.

22. APPOINT DEPUTY TOWN CLERK

RESOLVE, that the Town Board authorize the appointment of Julie Rinaldi and Kathy Diomede as Deputy Town Clerks for the year 2024 at no additional salary.

23. APPOINT DEPUTY REGISTRAR AND SUB-REGISTRAR

RESOLVE, that the Town Board authorize the appointment of Julie Rinaldi as Deputy Registrar and Kathy Diomede as Sub-Registrar for the year 2024 at no additional salary.

24. APPOINT ADMINISTRATIVE SERVICES COORDINATOR AND SET SALARY

RESOLVE, that the Town Board appoint Margaret DiRubba as Administrative Services Coordinator in the Facilities Department for the year 2024 at an annual salary of \$55,000.00.

25. APPOINT PERMANENT PART-TIME EMPLOYEES AND SET SALARIES

RESOLVE, that the Town Board appoint the following permanent part-time employees:

Carol Sukup	Town Clerk	\$16.00	Per hour-No Benefits
Kathy Diomede	Town Clerk	\$16.75	Per hour- No Benefits
Fred Finger	Bldg. Dpt.	\$30.00	per hour- No Benefits
Nancy Taus	Supervisor	\$16.00	per hour- No Benefits

26. APPOINT CODE ENFORCEMENT OFFICER, APPOINT BUILDING INSPECTOR AND SET SALARY

RESOLVE, that the Town Board appoint Richard Quaglietta as Code Enforcement Officer and Building Inspector for the year 2024 at an annual salary of \$77,985.00.

27. APPOINT FIRE PREVENTION INSPECTOR AND SET SALARY

RESOLVE, that the Town Board appoint Richard Quaglietta as Fire Prevention Inspector for the Town of Putnam Valley at an annual salary of \$6,525.00 for the year 2024.

28. APPOINT GAS INSPECTOR AND SET SALARY

RESOLVE that the Town Board appoint Richard Quaglietta Building/Zoning Inspector for the Town of Putnam Valley as the designated Gas Inspector for the town at an annual salary of \$3,690.00 for the year 2024.

29. APPOINT PARKS & RECREATION DIRECTOR AND SET SALARY

RESOLVE, that the Town Board appoint Frank DiMarco to the position of Recreation Director at an annual salary of \$100,267.00 for the year 2024.

30. SET ASSESSOR'S SALARY

RESOLVE, that the Town Board set Assessor Sheryl Luongo's annual salary for the year 2024 at \$91,354.00.

31. APPOINT COMMUNITY MEDIA COORDINATOR AND SET SALARY

RESOLVE, that the Town Board appoint Kelvin Guevara to the position of Community Media Coordinator at an annual salary of \$60,000.00 for the year 2024.

32. AUTHORIZE SUPERVISOR TO SIGN CONTRACT WITH ADVANCED COMMUNICATIONS ASSOCIATES

RESOLVE, that the Town Board authorize the Town Supervisor to sign a contract with Advanced Communications Associates (ACA, LLC) for Technology Maintenance for 2024 at the rate of \$2,100.00 per month to cover "Routine Maintenance of all items covered under Section 1. All services performed above and beyond those that are defined as "maintenance" in Section 1 will be billed on an hourly basis at a rate of \$135 per hour.

33. APPOINT TOWN WEBMASTER AND SIGN CONTRACT

RESOLVE, that the Town Board appoint Glen Baisley as the Town Webmaster for the year 2024 with payment for this service not to exceed \$6,996.00 for the year or payment not to exceed \$583.00 a month. This contract will also include an additional maximum amount of \$900.00 for equipment and maintenance if needed; and

BE IT FURTHER RESOLVED, that the Town Board authorize the Supervisor to sign the contract with Glen Baisley for this service.

34. APPOINT ROARING BROOK LAKE DAM CUSTODIAN AND SET SALARY

RESOLVE, that Samuel Lee be appointed as Dam Custodian for the Roaring Brook Lake District for the year 2024 at an annual salary of \$1,500.00.

35. APPOINT WETLANDS INSPECTOR AND AUTHORIZE SUPERVISOR TO SIGN CONTRACT

RESOLVE, that the Town Board appoint Bruce Barber as the Wetlands Inspector for the Town; and

FURTHER BE IT RESOLVED, that the Town Board authorize the Supervisor to sign a one year contract for Bruce Barber's services at the rate of \$150.00 an hour for the year 2024; and

FURTHER BE IT RESOLVED, that the Town Board authorize the Supervisor to sign a one year contract for Bruce Barber's services for general environmental and planning consultant at the rate of \$150.00 an hour for the year 2024.

36. APPOINT TOWN PLANNER AND AUTHORIZE SUPERVISOR TO SIGN CONTRACT

RESOLVE, that Cornerstone Associates be appointed as the Town Planner as per annual contract amount of \$1,200.00 a month for the year 2024; and

BE IT FURTHER RESOLVED, that the Town Board authorizes the Supervisor to sign a contract with Cornerstone Associates for this service.

37. AUTHORIZE ATTENDANCE TO THE NYS ASSOCIATION OF TOWNS ANNUAL TRAINING SESSION FOR ELECTED AND APPOINTED OFFICIALS

RESOLVE, that the Town Board approve the cost of registration fees and meals (\$20.00 cap on lunch or dinner meal) for attendance at the New York State Association of Towns Training Sessions for those Elected and Appointed officials requesting to attend.

38. APPOINT ASSOCIATION OF TOWNS DELEGATE AND ALTERNATE DELEGATE

RESOLVE, that the Town Board appoint Town Supervisor Jacqueline Annabi as the Putnam Valley delegate to the Association of Towns annual training session for the year 2024. Alternate delegate will be Councilman Louie Luongo.

39. AUTHORIZE THE EXPENDITURE FOR THE ASSOCIATION OF TOWNS ANNUAL DUES

RESOLVE, that the Town Board authorize payment of annual dues to the New York State Association of Towns in the amount of \$1,500.00.

40. AUTHORIZE SUPERVISOR TO SIGN PVVAC ANNUAL CONTRACT

RESOLVE, that the Town Board authorize the Supervisor to sign the Putnam Valley Volunteer Ambulance Corps. Contract for 2024 for the sum of \$306,700.00.

41. AUTHORIZE SUPERVISOR TO SIGN PV HISTORICAL SOCIETY ANNUAL CONTRACT

RESOLVE, that the Town Board authorize the Supervisor to sign the Putnam Valley Historical Society's 2024 contract for the sum of \$14,000.00.

42. AUTHORIZE SUPERVISOR TO SIGN SENIOR CITIZENS ANNUAL CONTRACT

RESOLVE, that the Town Board authorize the Supervisor to sign the Putnam Valley Senior Citizen's 2024 contract for the sum of \$11,000.00.

43. AUTHORIZE SUPERVISOR TO SIGN PUTNAM VALLEY VFW ANNUAL CONTRACT

RESOLVE, that the Town Board authorize the Supervisor to sign the Putnam Valley Veterans of Foreign War's 2024 contract for the sum of \$1,600.00.

44. AUTHORIZE SUPERVISOR TO SIGN AMERICAN LEGION POST ANNUAL CONTRACT

RESOLVE, that the Town Board authorize the Supervisor to sign the Putnam Valley American Legion Post 2024 contract for the sum of \$1,100.00.

45. AUTHORIZE SUPERVISOR TO SIGN CONTRACT WITH PUTNAM COUNTY OFFICE FOR THE AGING FOR SENIOR OUTREACH WORKER

RESOLVE, that the Town Board authorize the Supervisor to sign a contract between the Putnam County Office of the Aging and the Town of Putnam Valley for the services of a Senior Outreach Worker, the Town's share of compensation to be \$15,000.00 per year.

46. AUTHORIZE SUPERVISOR TO SIGN CONTRACT FOR DOG CONTROL OFFICER-PUTNAM COUNTY SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

RESOLVE that the Town Board authorize the Town Supervisor to sign a contract with the Putnam County Society for the Prevention of Cruelty to Animals, Inc. to undertake the role of Dog Control Officer/Warden for the Town of Putnam Valley at the annual cost of \$20,000.00 effective 1/1/2024 and ending 12/31/2024.

47. AUTHORIZE SUPERVISOR TO SIGN DOG SHELTER CONTRACT- PUTNAM COUNTY SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

RESOLVE that the Town Board authorize the Town Supervisor to sign a contract with the Putnam County Society for the Prevention of Cruelty to Animals, Inc. to become the impounding facility for all "dogs at large" brought by the Town's Dog Control Officer to the Putnam County Society for the Prevention of Cruelty to Animals and seized as a result of violations of the "dog at large" regulations at an annual cost of \$19,000.00 effective 1/1/2024 and ending 12/31/2024.

48. AUTHORIZE SUPERVISOR TO SIGN CONTRACT MILLENNIUM STRATEGIES FOR RESEARCH AND GRANT WRITING SERVICES

RESOLVE that the Town Board authorize the Town Supervisor to sign a contract with Millennium Strategies LLC at a monthly rate of \$3,250.00 for grant research and writing services for a term of two (2) years, effective from 1/1/2024-12/31/2025.

49. APPOINT ADVISORY BOARD ON ARCHITECTURE AND COMMUNITY APPEARANCE (ABACA) CHAIRPERSON AND MEMBERS

RESOLVE, that Delores Jones be re-appointed as Chairperson to ABACA for the term 1/1/2024-12/31/2024; and

BE IT FURTHER RESOLVED that Zachary Cosentino be re-appointed as member for the term 1/1/2024-12/31/2025.

50. APPOINT MARRIAGE OFFICERS

RESOLVE, that Dan Ricci and Sherry Howard be re-appointed as Marriage Officers for the term 1/1/2024-12/31/2024.

51. APPOINT COMMISSION FOR THE CONSERVATION OF THE ENVIRONMENT CHAIRPERSON AND MEMBER

RESOLVE, that Michael Usai be re-appointed as member for the term 1/1/2024-12/31/2025; and

BE IT FURTHER RESOLVED that Michael Usai be appointed as Chairperson to Commission for the Conservation of the Environment for the term 1/1/2024-12/31/2024; and

BE IT FURTHER RESOLVED that Beth Gorman be appointed as member for the term 1/1/2024-12/31/2025; and

BE IT FURTHER RESOLVED that Jeff Coren be appointed as member for the term 1/1/2024-12/31/2025.

52. APPOINT CONTINENTAL VILLAGE DISTRICT ADVISORY COMMISSION MEMBER AND CHAIRPERSON

RESOLVE that Sherry Howard be re-appointed to the Continental Village District Advisory Commission as member and Chair for the term 1/1/2024-12/31/2024.

53. APPOINT LAKE OSCAWANA MANAGEMENT ADVISORY COMMISSION (LOMAC) CHAIRPERSON AND MEMBERS

RESOLVE that Alan Paley be re-appointed as member to LOMAC for the term 1/1/2024-12/31/2026; and

BE IT FURTHER RESOLVED that Alan Paley be re-appointed as Chairperson to LOMAC for the term 1/1/2024-12/31/2024; and

BE IT FURTHER RESOLVED that Dr. Ellen Friedman be re-appointed as member for the term 1/1/2024-12/31/2026; and

BE IT FURTHER RESOLVED that Jenie Fu be re-appointed as member for the term 1/1/2024-12/31/2026.

54. APPOINT ROARING BROOK LAKE PRESERVATION COMMITTEE CO-CHAIRPERSONS AND MEMBERS

RESOLVE that Tom Gazzola be re-appointed as member for the term 1/1/2024-12/31/2026; and

BE IT FURTHER RESOLVED that Ina Cholst be re-appointed as member for the term 1/1/2024-12/31/2026; and

BE IT FURTHER RESOLVED that Tom Gazzola be re-appointed as Co-Chair to the Roaring Brook Lake Preservation Committee for the term 1/1/2024-12/31/2024; and

BE IT FURTHER RESOLVED that Ina Cholst be re-appointed as Co-Chair to the Roaring Brook Lake Preservation Committee for the term 1/1/2024-12/31/2024; and

BE IT FURTHER RESOLVED that Mike Moculski be re-appointed as member for the term 1/1/2024-12/31/2026.

55. APPOINT PLANNING BOARD CHAIRPERSON, MEMBER AND AD-HOC

RESOLVE that the Town Board re-appoint Dale Phillips as Chairperson of the Planning Board for the term 1/1/2024-12/31/2024; and

BE IT FURTHER RESOLVED that the Town Board appoint Anthony Lombardo as member for the term 1/1/2024-12/31/2028; and

BE IT FURTHER RESOLVED that the Town Board appoint Patrick Lennon as Ad-Hoc member for the term 1/1/2024-12/31/2024.

56. APPOINT ZONING BOARD OF APPEALS CHAIRPERSON AND AD-HOC

RESOLVE that the Town Board re-appoint William Maskiell as member for the term 01/01/2024-12/31/2028; and

BE IT FURTHER RESOLVED that the Town Board re-appoint William Maskiell as Chairperson to the Zoning Board of Appeals 1/1/2024 - 12/31/2024; and

BE IT FURTHER RESOLVED that the Town Board re-appoint Fred Finger as member to the Zoning Board of Appeals for the term 1/1/2024-12/31/2028.

57. APPOINT TOWN HISTORIAN

RESOLVE that the Town Board re-appoint Dan Ricci as Town Historian 1/1/2024 - 12/31/2024, at no salary.

58. APPOINT BOARD OF ASSESSMENT REVIEW CHAIRPERSON

RESOLVE that Henry Lopez be re-appointed as Chairman to the Board of Assessment Review for the term 1/1/2024-12/31/2024.

59. APPOINT PARKS & RECREATION COMMISSION CHAIRPERSON, MEMBER AND AD-HOC

RESOLVE that the Town Board re-appoint Pat Bellino as Chairperson to the Parks and Recreation Commission for the term 1/1/2024-12/31/2024; and

BE IT FURTHER RESOLVED that the Town Board re-appoint Lisa Spittal as member for the term 1/1/2024-12/31/2028; and

BE IT FURTHER RESOLVED that the Town Board re-appoint James Brazee as Ad-Hoc member for the term 1/1/2024-12/31/2024.

60. APPOINT BOARD OF ETHICS COMMISSION CHAIRPERSON, VICE CHAIRPERSON AND MEMBER

RESOLVE that the Town Board appoint Agnes Powe as Chairperson to the Board of Ethics Commission for the term 1/1/2024-12/31/2024.

61. APPOINT LAKE PEEKSKILL YOUTH COMMITTEE CHAIRPERSON AND MEMBERS

RESOLVED that the Town Board re-appoint Tiffany Crivelli as Chairperson to The Lake Peekskill Youth Committee for the term 1/1/2024-12/31/2024; and

BE IT FURTHER RESOLVED that the Town Board re-appoint Tiffany Crivelli as member for the term 1/1/2024-12/31/2024; and

BE IT FURTHER RESOLVED that the Town Board re-appoint Pasquale Crivelli Jr. as member for the term 1/1/2024-12/31/2024; and

BE IT FURTHER RESOLVED that the Town Board re-appoint Michelle Costas as member for the term 1/1/2024-12/31/2024; and

BE IT FURTHER RESOLVED that the Town Board re-appoint Danielle Grater as member for the term 1/1/2024-12/31/2024.

62. APPOINT SAFETY COMMITTEE

RESOLVE, that the Town Board appoint the following to the Town Safety Committee:

Jacqueline Annabi	Town Supervisor
Louie Luongo	Consultant/Deputy Town Supervisor
Margaret DiRubba	Safety Officer and Chair
Shawn Keeler	Highway Superintendent
Richard Quaglietta	Building Inspector/Code Enforcement
Frank DiMarco	Parks & Recreation Director
Theresa Orlando	Senior Clerk, Parks & Recreation Department
Annie Spinelli	Director of Children's Center
Karen Kroboth	District Clerk
Keith Haviland	Union Rep, Teamsters, Local 456
Craig Cotone	Union Rep, CSEA Local 1000, AFSCME, AFL-CIO
Cheryl Silvernail	Putnam Valley Volunteer Ambulance Corp.
Sheryl Luongo	Putnam Valley Volunteer Fire Department