



TOWN OF PUTNAM VALLEY

Town Board Meeting

February 21st, 2024

Town Hall

6 PM

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### AGENDA

#### Meeting called to Order

#### Pledge of Allegiance

1. NYS Assemblyman Matt Slater
2. Community Reports
3. Supervisor's Comments
4. Legislative Reports
5. Approval of Minutes
6. Rescind Resolution #R24-116
7. Approve Employee Leave of Absence
8. Approve CCE Public Informational Program at Putnam Valley Library
9. Discuss Request for Waiver of Building Department Fees by Putnam Valley Library
10. Approve and Accept Performance and Payment Bonds for the Wenonah Road Stormwater Improvement Project
11. Parks & Recreation:
  - a. Approve Personnel Changes
  - b. Approve February 2024 Refunds
12. Districts:
  - a. Approve Northview Estates Spring Cleanup 2024
  - b. Approve Lake Oscawana Harvester Operators Appointments 2024
13. Facilities: Approve Maintenance Contract with Aspen HVAC
14. Public Comment
15. Audit of Monthly Bills
16. Budget Transfers and Amendments

#### Adjournment

Next Town Board Meeting: Work Session, Wednesday March 13<sup>th</sup>, 2024, 5 PM

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February 20, 2024

To: Town Board  
From: Kathy Diomede  
Interim Town Clerk  
Subject: Approval of minutes

I respectfully request the Putnam Valley Town Board authorize the Supervisor to accept the Town Board meeting minutes from January 3, 2024, January 10, 2024 and January 17, 2024.

Thank-you,

Kathy Diomede

Interim Town Clerk



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**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Rescind Resolution R24-116  
DATE: February 20, 2024

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RESOLVE, that the Town Board rescind Resolution R24-116 pertaining to the Putnam County Real Property Tax Service Contract. An updated version of the contract will be presented for approval in the near future.



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**MARIA ANGELICO**  
FINANCE DIRECTOR

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TO: TOWN BOARD & SUPERVISOR ANNAB  
FROM: MARIA ANGELICO, Finance Director  
SUBJECT: Earl Peverini / Highway Department  
DATE: February 20, 2024

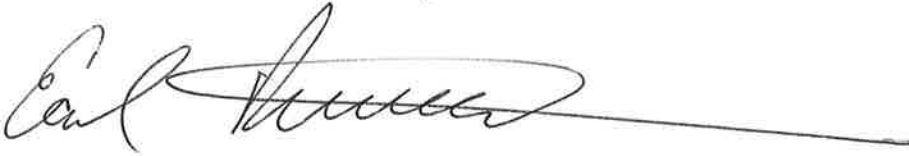
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A handwritten signature in black ink, appearing to be "MA", written over the "FROM:" line of the memo.

RESOLVE, that the Town Board authorize a Leave of Absence for Earl Peverini from February 1, 2024 through February 29, 2024 pursuant to the terms of the Family and Medical Leave Act.

2/12/2024

To whom it may concern, I Earl Peverini am requesting a leave of absence for the month of February starting February 1st and returning to work on March 1st 7am. Thank you

A handwritten signature in black ink, appearing to read 'Earl Peverini', followed by a long horizontal line extending to the right.

Earl Peverini

OF



**PUTNAM VALLEY  
COMMISSION FOR THE CONSERVATION  
THE ENVIRONMENT**

To the Putnam Valley Town Board,

The Putnam Valley Library would like to work with the Putnam Valley CCE to provide some educational outreach to the community on the best ways to enjoy your environment called LOVING YOUR BACKYARD.

There will be no fee for using the Library's Community Room and there will be no charge to the participants.

The cost of guest speakers will be paid for by the Putnam Valley Library.

Some of the topics of interest to be covered will be,

- 1) Composting
- 2) Protecting your drinking water
- 3) Removing invasive vines and the benefits
- 4) Growing Native plants that would support butterflies, birds, and bees
- 5) Best Native trees to plant

We look forward to your support.

**Michael Usai, Chairman of the Putnam Valley CCE**

**Cole Caulfield, Programs Outreach Coordinator, Putnam Valley Library**

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Amina Chaudhri  
Putnam Valley Library  
30 Oscawana Lake Road  
Putnam Valley, New York 10579

February 20, 2024

Jacqueline Annabi  
Supervisor  
Town of Putnam Valley  
265 Oscawana Lake Road  
Putnam Valley, New York 10579

Dear Jacqueline Annabi,

I am writing from the Putnam Valley Library to request that the fees for the upcoming installation of our heat pumps please be waived, if possible.

Our contractor, Robin Aire, has applied for the permits.

Please feel free to contact me at any time with questions. Have an enjoyable week.

Best regards,

Amina Chaudhri  
Director,  
Putnam Valley Library

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**RESOLUTION 2:21 - \_\_\_\_ of 2024**

**RESOLUTION AUTHORIZING THE PUTNAM VALLEY TOWN BOARD TO APPROVE AND ACCEPT PERFORMANCE AND PAYMENT BONDS FOR THE WENONAH ROAD STORMWATER IMPROVEMENT PROJECT**

**WHEREAS**, by Resolution #R24-118 the Town Board authorized a bid to be awarded to T&A Construction, Inc. for general construction work related to the Wenonah Road Stormwater Improvement Project; and

**WHEREAS**, the Town Engineer has recommended that the company submit Performance and Payment Bonds in amounts equal to the contract amount; and

**WHEREAS**, T&A Construction, Inc. has provided a Performance Bond in the amount of \$358,860.00 and a Payment Bond in the amount of \$358,860.00 for the General Construction Work; and

**WHEREAS**, said Performance and Payment Bonds have been reviewed by the Attorney to the Town and by the Town Engineer.

**NOW THEREFORE BE IT RESOLVED**, that the Putnam Valley Town Clerk is hereby authorized to accept the performance and payment bonds for this project provided as recited above; and

**BE IT FURTHER RESOLVED**, that the Town Clerk is hereby directed to file these performance and payment bonds in the Town's Bond file for all active bonds for the Town of Putnam Valley, and to monitor these bonds by bringing the expiration date of the bonds to the attention of the Attorney to the Town and the Town Engineer three months prior to the expiration date of the bonds so that the work can be inspected by the Town Engineer to ensure that the bonds will not have to be called or extended.

**MOTION:**

**SECOND:**

**ROLL CALL VOTE BY TOWN CLERK**

|                       |       |
|-----------------------|-------|
| Councilwoman Howard   | _____ |
| Councilwoman Tompkins | _____ |
| Councilman Russo      | _____ |
| Councilman Luongo     | _____ |
| Supervisor Annabi     | _____ |



11a

From: Frank DiMarco, Parks and Recreation

Subject: Personnel

Date: February 1, 2024

Please approve the following additions/changes to personnel.

1. Coribeth Serbay, PV Children's Center @ \$15.95 hr.
2. Ray Gallagher, Basketball program rate @ \$40.00 hr.
3. Craig Cotone, Basketball program rate @ \$40.00 hr.
4. Michael Fraioli, Basketball program rate @ \$40.00 hr.
5. Amanda McGannon, Basketball program rate @ \$40.00 hr.


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To: Town Board  
From: Frank DiMarco, Parks and Recreation Director  
Subject: Parks and Recreation Refunds  
Date: February refunds 2024

|                                                                          |                                    |
|--------------------------------------------------------------------------|------------------------------------|
| Lee Lewis<br>34 Sunnyside Place<br>Lake Peekskill, NY 10537              | \$500.00<br>LPCC<br>Deposit refund |
| Sylvisha Perry<br>29 Arbutus Street<br>Putnam Valley, NY 10579           | \$500.00<br>LPCC<br>Deposit refund |
| Lauren Anzovino<br>6 Shawnee Road<br>Putnam Valley, NY 10579             | \$500.00<br>LPCC<br>Deposit refund |
| Grace Urbina<br>66 Tanglewylde Road<br>Lake Peekskill, NY 10537          | \$500.00<br>LPCC<br>Deposit refund |
| Jessica Ready-Jackson<br>35 Old Oregon Road<br>Cortlandt Manor, NY 10567 | \$500.00<br>LPCC<br>Deposit refund |
| Bailey Grant<br>33 Saw Mill Road<br>Putnam Valley, NY 10579              | \$500.00<br>LPCC<br>Deposit refund |

12a

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 2/20/2024  
**Re:** Northview Estates Spring Cleanup 2024

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I formally request that the Town Board accept the proposal from Landwork Contractors for the spring cleanup of Northview Estates, as requested and approved by the district. The total cost of the cleanup is \$2,200 including labor, material and equipment. All organic debris will be dumped at the highway organic waste yard. The full proposal is attached. The cost will be covered by the District.



*144 Buckshollow Road  
Mahopac, NY 10541  
(914) 479-2537/Fax: (914) 293-0094  
www.landworkcontractors.com*

**Proposal to:** Town of Putnam Valley  
**Property address:** Northview Estates  
**Contact Information:** Karen Kroboth  
**Proposal dated:** February 20, 2024

Landwork Contractors, Inc. submits its proposal to include all labor, material, equipment and clean up necessary to complete the following scope of work:

1. Spring clean up of leaves and branches.
2. Trim vegetation along Clubhouse Road.
3. Trim vegetation away from gravel/boat trailer area.
4. Trim the bushes on the side of the pedestrian access right of way.
5. Weed wack vegetation growing along the lakefront.

**Cost:** The total cost for the above scope of work including labor, material and equipment is \$2,200.00. All organic debris will be dumped at the highway department organic waste yard.

I look forward to working with you on this project. If you have any questions or concerns, please don't hesitate to contact me.

Regards,


*Joe Ruggiero*

President, Landwork Contractors, Inc.  
Cell: (914) 646-4846

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TOWN OF PUTNAM VALLEY  
DISTRICTS

To: Town Board

From: Karen Kroboth – District Clerk 

Date: 2/20/2024

Re: Lake Oscawana Harvester Operators appointments, 2024

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I formally request the Town Board appoint the following personnel to the Lake Oscawana Harvester Crew for the 2024 season (April-October). These positions are paid on an hourly rate with no benefits. They will work on an as needed basis. The cost will be paid for by the district.

- Mathew Florio Lake Oscawana Harvester Operator @ an hourly rate of \$26.00
- Brendan O'Brien Assistant Harvester Operator @ an hourly rate of \$24.50
- Mike Smith Assistant Harvester Operator @ an hourly rate of \$24.00
- Earl Smith Assistant Harvester Operator @ an hourly rate of \$24.00

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To: Putnam Valley Town Board

From: Margaret DiRubba

Date: February 15, 2024

Subject: Authorize Town Supervisor to sign Maintenance  
Contract with Aaspen HVAC

I formally request that the Putnam Valley Town Board authorize the Town Supervisor to sign the Maintenance Contract with Aaspen HVAC, 577 N. Main Street, Brewster, NY 10509 to perform A/C Tune-ups on 7 air conditioning units, Oil Burner Tune Ups on the Highway Garage and Town Park Garage Oil Burners and Heat Pump Tune-up on the Town Museum system in the total amount of \$1,855.00.

A 10 year Oil Burner maintenance plan has been included with the December 2023 installation of the Town Hall Water Heater, Town Hall Oil Burner and the Parks and Recreation Oil Burner.



577 N Main Street. Ste 103B  
Brewster, NY 10509  
845-590-6902  
[office@aaspen.com](mailto:office@aaspen.com)

**MAINTENANCE CONTRACT  
TOWN OF PUTNAM VALLEY**

265 Oscawana Lake Rd  
Putnam Valley, NY 10579

AASPEN HVAC, INC. will come 2 times a year to maintain 7 AC systems, 2 Oil Boilers, 1 Heat Pump.

**Spring:**

**AC TUNE UP-** 24 points inspection: air filter, outdoor ambient temp, indoor dry bulb temp, indoor wet bulb temp, suction pressure, liquid pressure, superheat, subcooling, metering device, blower amps, condenser amps, delta t, clean drain/trap, inspect drain, inspect evaporator coil, inspect ductwork, inspect contactor relay, inspect wiring, inspect thermostat, inspect blower, test float switch, inspect condenser coil, test dual capacitor.

- Town Hall AC Tune Up- for 3 systems. Scheduled May 13<sup>th</sup> of each year.
- Parks and Recreation AC Tune UP- for 1 system. Scheduled May 13<sup>th</sup> of each year.
- Town Museum AC Tune UP- for 1 system. Scheduled May 13<sup>th</sup> of each year.
- Town Park Garage- for 1 system. Scheduled May 13<sup>th</sup> of each year.
- Highway Garage- AC Tune UP- for 1 system. Scheduled May 13<sup>th</sup> of each year.

**Fall:**

**OIL BOILER TUNE UP-** 17 points inspection:

air filter size, nozzle, oil filter, burner, co2%, o2%, co ppm, flue temp, efficiency, temperature rise, inspect for water leaks, test igniter, clean burner head, clean air band, inspect electrodes, inspect combustion chamber, cad cell resistance.

- Highway Garage Oil Boiler Tune Up-1 system. Scheduled October 7<sup>th</sup> of each year.
- Town Park Garage Oil Boiler Tune Up-1 system. Scheduled October 7<sup>th</sup> of each year.

**Fall:**

**HEAT PUMP TUNE UP- 28 points inspection:**

air filter, outdoor ambient temp, indoor dry bulb temp, indoor wet bulb temp, suction pressure, liquid pressure, suction line temp, superheat, subcooling, metering device, strip heater size, strip heater amps, blower amps, condenser amps, delta t, clean drain/trap, test defrost cycle, inspect drain, inspect evaporator coil, inspect ductwork, inspect contactor relay, inspect wiring, inspect thermostat, inspect blower, inspect reversing valve, test float switch, inspect condenser coil, test dual capacitor.

- Town Museum- Heat Pump Tune UP-1 system. Scheduled October 7<sup>th</sup> of each year.

This contract will automatically renew every year unless canceled by the owner.

Total Price: \$1,855.00 – Tax Exempt.

This contract does not include any repair/diagnostic/emergency services.

Flat rate diagnostic/service call fee is \$160, does not include any repairs or part replacements. Hourly repair fee is \$190.

**10 Year Fall Oil Burner Tune up Maintenance –** Paid in full under signed proposals dated 10/30/2023 via check #50379 dated 12/5/23.

- Town Hall Water Heater. Scheduled October 7<sup>th</sup> of each year.
- Town Hall Oil Burner Scheduled October 7<sup>th</sup> of each year.
- Parks and Recreation Oil Burner. Scheduled October 7<sup>th</sup> of each year.

TOWN OF PUTNAM VALLEY

AASPEN HVAC, INC.

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Jacqueline Annabi, Town Supervisor

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Joseph Tretola, Owner