



TOWN OF PUTNAM VALLEY

Town Board Meeting

March 20th, 2024

Town Hall

6 PM

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### AGENDA

#### Meeting called to Order

#### Pledge of Allegiance

1. Women in History Award Presentation
2. Community Reports
3. Supervisor's Comments
4. Legislative Reports
5. Approval of Minutes
6. Present Occupancy Tax Law
7. Parks & Recreation:
  - a. Approve March 2024 Refunds
  - b. Approve March 2024 Changes in Personnel
  - c. Approve Day Camp Salaries 2024
  - d. Ratify Contract for Playground Equipment
  - e. Review Permit Fee Waiver Request
8. Approve Reduction in Hourly Rate for Part-Time Employee
9. Districts:
  - a. Approve CEMCO Proposal for the NYSDOH Lead and Copper Rule
  - b. Approve LPID Kubota Repair
10. Public Comment
11. Audit of Monthly Bills

#### Adjournment

Next Town Board Meeting: Work Session, Wednesday April 10<sup>th</sup>, 2024, 5 PM

5

March 11, 2024

To: Town Board  
From: Kathy Diomedede  
Interim Town Clerk  
Subject: Approval of Minutes – February 2024

I respectfully request the Putnam Valley Town Board authorize the Supervisor to accept the Town Board meeting minutes from February 7, 2024 and February 21, 2024.

Thank-you,

Kathy Diomedede  
Interim Town Clerk

**RESOLUTION 3:20 - #\_\_\_ OF 2024**

WHEREAS, the Town of Putnam Valley Town Board hereby proposes that certain Town Code local law amendments be made to Town Code Chapter 108, specifically, to add Article IX, entitled "Taxation of Hotel Room Occupancy," as authorized by NYS Tax Law §1202-Z-4; and

WHEREAS, the proposed amendment is 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 Town Code is a Type II Action under the New York State Environmental Quality Review Act (SEQRA) requiring no further environmental review; and

WHEREAS, the amendment requires a public hearing.

NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby sets a public hearing on the proposed amendments for April 17, 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

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to post and provide notice of the public hearing as required by law.

Dated: \_\_\_\_\_

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Motion passes/ fails: Ayes \_\_\_\_\_ Nays \_\_\_\_\_

|                |                       | AYE   | NAY   | ABSTAIN |
|----------------|-----------------------|-------|-------|---------|
| PRESENT/ABSENT | Councilwoman Howard   | _____ | _____ | _____   |
| PRESENT/ABSENT | Councilwoman Tompkins | _____ | _____ | _____   |
| PRESENT/ABSENT | Councilman Russo      | _____ | _____ | _____   |
| PRESENT/ABSENT | Councilman Luongo     | _____ | _____ | _____   |
| PRESENT/ABSENT | Supervisor Annabi     | _____ | _____ | _____   |

ARTICLE IX  
**Taxation of Hotel Room Occupancy**

**§ 108-35. Title.**

This article shall be known as the "Town of Putnam Valley Hotel Room Occupancy Tax Law."

**§ 108-36. Definitions.**

For purposes of this article, the following definitions shall apply:

**EFFECTIVE DATE** — The date on which the local law enacting this article is filed with the Secretary of State.

**HOSTING COMPANY** — An internet, application, technology, and/or similarly based service through which a third party desiring to offer lodging (a "host") and a third party desiring to book lodging (a "guest") for one or more nights have the opportunity to communicate, negotiate, and consummate a booking transaction for transient lodging accommodations pursuant to a direct agreement between a host and guest to which the hosting company is not a party but still facilitates and is entitled to receive payments for rent on behalf of or for the host. Merely publishing an advertisement for transient accommodations does not make the publisher a hosting company.

**HOTEL or MOTEL** — Any facility consisting of rentable units and providing lodging on an overnight basis and shall include those facilities designated and commonly known as "bed-and-breakfast" and "tourist" facilities.

**OCCUPANCY** — The use or possession, or the right to the use or possession, of any room in a hotel.

**OCCUPANT** — A natural person who, for a consideration, uses, possesses or has the right to use or possess any room in a hotel under any lease, concession, permit, right of access, license to use or other agreement or otherwise.

**OPERATOR** — Any person operating a hotel or motel in the Town of Putnam Valley, including, but not limited to, an owner or proprietor of such premises, lessee, sublessee, mortgagee in possession, licensee or any other person otherwise operating such hotel or motel and entitled to be paid the rent.

**PERMANENT RESIDENT** — Any natural person occupying any room or rooms in a hotel for at least 90 consecutive days shall be considered a permanent resident with regard to the period of such occupancy.

**PERSON** — An individual, partnership, society, association, joint-stock company, corporation, estate, receiver, trustee, assignee, referee or any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise, or any combination of the foregoing.

**RENT** — The per diem rental rate or charge received for occupancy of each room, valued in money, whether received in money or otherwise, for the occupancy of a room in a hotel for any

period of time.

RETURN — Any return filed or required to be filed as herein provided.

ROOM — Any room or rooms of any kind in any part or portion of a hotel, which is available for or let out for any purpose other than a place of assembly.

SUPERVISOR — The Town Supervisor of the Town of Putnam Valley.

TOURIST FACILITY — Building, structure of other facility, which may ordinarily or originally be occupied for residential dwelling purposes, that contains or comprises a transient lodging rentable unit, including, but not limited to, "short term" or "vacation rental," or a location that is otherwise made available for transient lodging accommodation for rent directly by the owner or through an agent, operator or hosting company.

**§ 108-37. Imposition of tax.**

On and after the effective date of this article, there is hereby imposed and there shall be paid a tax of 2% upon the rent for every occupancy of a room or rooms in a hotel or motel in this Town, except that the tax shall not be imposed upon a permanent resident, or as otherwise provided herein.

**§ 108-38. Exempt organizations.**

Except as otherwise provided in this section, any use or occupancy by any of the following shall not be subject to the tax imposed by this article.

- A. The state of New York, or any public corporation (including a public corporation created pursuant to agreement or compact with another state or the Dominion of Canada), improvement district or other political subdivision of the state;
- B. The United States of America, insofar as it is immune from taxation;
- C. Any corporation or association, or trust, or community chest, fund or foundation organized and operated exclusively for religious, charitable or educational purposes, or for the prevention of cruelty to children or animals, and no part of the net earnings of which inures to the benefit of any private shareholder or individual and no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation; provided, however, that nothing in this subsection shall include an organization operated for the primary purpose of carrying on a trade or business for profit, whether or not all of its profits are payable to one or more organizations described in this section;
- D. A permanent resident of a hotel or motel.

**§ 108-39. Territorial limits.**

The tax imposed by this article shall apply only within the territorial limits of the Town of Putnam Valley.

**§ 108-40. Registration.**

- A. Within 10 days after the effective date of this article or, in the case of operators commencing

business after such effective date, within three days after such commencement or opening, every operator shall file with the Supervisor a certificate of registration in a form prescribed by the Town Board. A hosting company may file a certificate of registration on behalf of multiple operators.

- B. The Supervisor shall, within five days after such registration, issue without charge to each operator of hosting company a certificate of authority empowering such operator to collect the tax from the occupant and a duplicate thereof for each additional hotel of such operator. Each certificate or duplicate shall state the hotel to which it is applicable. Such certificate of authority shall be prominently displayed by the operator in such manner that it may be seen and come to the notice of all occupants and persons seeking occupancy. Such certificate shall be non-assignable and nontransferable and shall be surrendered immediately to the Supervisor upon the cessation of business at the hotel named or upon its sale or transfer.

**§ 108-41. Administration and collection.**

- A. The tax imposed by this article shall be administered and collected by the Supervisor, or such other Town employee as he/she may designate, by such means and in such manner as are other taxes which are now collected and administered or as otherwise provided by this article.
- B. The tax to be collected shall be stated and charged separately from the rent and shown separately on any record thereof, at the time when the occupancy is arranged or contracted for and charged for, and upon every evidence of occupancy or any bill or statement of charges made for said occupancy issued or delivered by the operator, and the tax shall be paid by the occupant to the operator as trustee for and on account of the Town, and the operator shall be liable for the collection thereof and for the tax. The operator and any officer of any corporate operator shall be personally liable for the tax collected or required to be collected under this article, and the operator shall have the same right in respect to collecting the tax from the occupant, or in respect to nonpayment of the tax by the occupant, as if the tax were part of the rent for the occupancy payable at the time such tax shall become due and owing, including all rights of eviction, dispossession, repossession and enforcement of any innkeeper's lien that he/she may have in the event of nonpayment of the rent by the occupant; provided, however, that the Supervisor or employees or agents duly designated by him/her shall be joined as a party in any action or proceeding brought by the operator to collect or enforce collection of the tax.
- C. Notwithstanding anything to contrary, the Town may enter into a voluntary collection agreement with any hosting company that provides such agreement, which designates the hosting company as solely responsible and liable for collecting and remitting the applicable tax to the Town (the collector) for booking transactions completed through the respective hosting company for hotels located within the Town; and the host or operator of the hotel who is not the collector hosting company shall not be responsible for collecting and remitting the tax to the Town on any transaction for which it has received confirmation that the hosting company has collected the aforementioned tax and remitted it back to the Town pursuant to a voluntary collection agreement; otherwise, operators or hosts of hotels and motels shall be liable for the collection and remittance of the tax if no such voluntary collection agreement between a hosting company and the Town has been executed. For the sole purposes of tax registration, collection, and remittance under this article, a hosting company that enters into

a voluntary collections agreement with the Town pursuant to this section shall assume and be limited to the duties of hotel/motel operator for only those booking transactions completed through the respective hosting company and pursuant to the terms of an executed voluntary collection agreement, through which the hosting company shall collect and remit to the Town its respective portion of the tax.

- D. The Supervisor may, whenever he/she deems it necessary for the proper enforcement of this article, provide by regulation that the occupant shall file returns and pay directly to the Supervisor the tax imposed at such times as returns are required to be filed and payment made over by the operator.
- E. The tax imposed by this article shall be paid upon any occupancy on and after the effective date of this article, although such occupancy is had pursuant to a contract, lease or other arrangement made prior to such date. Where rent is paid or charged or billed or falls due on either a weekly, monthly or other term basis, the rent so paid, charged, billed or falling due shall be subject to the tax herein imposed to the extent that it covers any portion of the period on and after the effective date of this article. Where any tax has been paid hereunder upon any rent which has been ascertained to be worthless, the Supervisor may, by regulation, provide for credit and/or refund of the amount of such tax upon application therefor as provided in § 166-40 of this article.
- F. For the purpose of the proper administration of this article and to prevent evasion of the tax hereby imposed, it shall be presumed that all rents are subject to tax until the contrary is established, and the burden of proving that a rent for occupancy is not taxable hereunder shall be upon the operator or occupant. Where an occupant claims exemption from the tax under the provisions of § 166-31 of this article, the rent shall be deemed taxable hereunder unless:
  - (1) The operator shall receive from the occupant claiming such exemption a copy of a New York state sales tax exemption certificate; or
  - (2) Unless the operator shall receive from the occupant claiming such exemption a certificate duly executed by an exempt corporation or association certifying that the occupant, is its agent, representative, or employee, together with a certificate executed by the occupant that the occupancy is paid or to be paid by such exempt corporation or association, and is necessary or required in the course of or in connection with the occupant's duties as a representative of such corporation or association.

#### **§ 108-42. Records to be kept.**

Every operator shall keep records of every occupancy and of all rent paid, charged or due thereon and of the tax payable thereon, in such form as the Supervisor may by regulation require. Such records shall be available for inspection and examination at any time upon demand by the Supervisor or his/her duly authorized agent or employee and shall be preserved for a period of three years, except that the Supervisor may consent to their destruction within that period or may require that they be kept together.

#### **§ 108-43. Returns.**

- A. Every operator shall file with the Supervisor or his designee a return of occupancy and of



rents and of the taxes payable thereon for the three-month periods ending the last day of March, June, September and December on and after the effective date of this article. Such returns shall be filed within 20 days from the expiration of the period covered thereby. A hosting company may file a return on behalf of multiple participating host operators. The Town Board may permit or require returns to be made for other periods upon such dates as it may specify. If the Town Board deems it necessary in order to ensure the payment of the tax imposed by this article, it may require returns to be made for shorter periods than those prescribed pursuant to the foregoing provisions of this section and upon such dates as it may specify.

- B. The forms of return shall be prescribed by the Town Board and shall contain such information as it may deem necessary for the proper administration of this article. The Supervisor may require amended returns to be filed within 20 days after notice and to contain the information specified in the notice.
- C. If a return required by this article is not filed, or if a return is incorrectly filed or is insufficient on its face, the Supervisor shall take such steps as he/she deems necessary to enforce the filing of such return or of a corrected return.

**§ 108-44. Payment of tax.**

At the time of filing a return of occupancy and of rents each operator shall pay to the Supervisor or his authorized designee the taxes imposed by this article upon the rents required to be included in such return, as well as all other moneys collected by the operator acting or purporting to act under the provisions of this article even though it be judicially determined that the tax collected is invalidly required to be filed, it shall be due from the operator and payable to the Supervisor on the date prescribed herein for the filing of the return for such period, without regard to whether a return is filed or whether the return which is filed correctly shows the amount of rents and taxes due thereon. A host company may make a voluntary payment on behalf of multiple participating host operators. Where the Supervisor in his/her discretion deems it necessary to protect revenues to be obtained under this article, he/she may require any operator required to collect the tax imposed by this article to file with him/her a bond, issued by a surety company authorized to transact business in this state and approved by the Superintendent of Insurance of this state as to solvency and responsibility, in such amount as the Supervisor may find to secure the payment of any tax and/or penalties and interest due or which may become due from such operator. In the event that the Supervisor determines that an operator is to file such bonds, he/she shall give notice to such operator to that effect, specifying the amount of the bond required. The operator shall file such bond within five days after the giving of such notice unless, within such five days, the operator shall request, in writing, a hearing before the Supervisor at which the necessity, propriety and amount of the bond shall be determined by the Supervisor. Such determination shall be final and shall be complied with within 15 days after the giving of notices thereof. In lieu of such bond, securities approved by the Supervisor or cash in such amount as he/she may prescribe may be deposited with him/her, which shall be kept in the custody of the Supervisor, who may at any time, without notice of the depositor, apply them to any tax and/or interest or penalties due, and for that purpose the securities may be sold by him/her at public or private sale without notice to the depositor thereof.

**§ 108-45. Determination of tax.**

Any final determination of the amount of any tax payable hereunder shall be reviewable for error, illegality or unconstitutionality or any other reason whatsoever by a proceeding under Article 78 of the Civil Practice Law and Rules if application therefor is made to the Supreme Court within 30 days after the giving of the notice of such final determination; provided, however, that any such proceeding under Article 78 of the Civil Practice Law and Rules shall not be instituted unless:

- A. The amount of any tax sought to be reviewed, with such interest and penalties thereon as may be provided for by local law shall be first deposited and there is filed an undertaking, issued by a surety company authorized to transact business in this state and approved by the Superintendent of Insurance of this state as to solvency and responsibility, in such amount as a Justice of the Supreme Court shall approve to the effect that if such proceeding be dismissed or the tax confirmed, the petitioner will pay all costs and charges which may accrue in the prosecution of such proceeding; or
- B. At the option of the petitioner, such undertaking may be in a sum sufficient to cover the taxes, interests and penalties stated in such determination plus the costs and charges which may accrue against it in the prosecution of the proceeding, in which event the petitioner shall not be required to pay such taxes, interest or penalties as a condition precedent to the application.

**§ 108-46. Disposition of revenues.**

All revenue resulting from the imposition of the tax under this article shall be paid into the treasury of the Town and shall be credited to and deposited in the general fund of the Town. Such revenues may be used for any lawful purpose.

**§ 108-47. Refunds.**

- A. In the manner provided in this section, the Supervisor shall refund or credit, without interest, any tax penalty or interest erroneously, illegally or unconstitutionally collected or paid if application to the Supervisor for such refund shall be made within one year from the payment thereof. Whenever a refund is made by the Supervisor, he/she shall state his/her reason therefor, in writing. Such application may be made by the occupant, operator, host company or other person who has actually paid the tax. Such application may also be made by an operator who has collected and paid over such tax to the Supervisor, provided that the application is made within one year of the payment to the operator, but no actual refund of moneys shall be made to such operator until it shall first establish to the satisfaction of the Supervisor, under such regulations as the Supervisor may prescribe, that it has repaid to the occupant, or other person who has actually paid the tax, the amount for which the application for refund is made. The Supervisor may, in lieu of any refund required to be made, allow credit therefor on payments due or to become due from the applicant.
- B. Where any tax imposed hereunder shall have been erroneously, illegally or unconstitutionally collected and application for the refund thereof duly made to the Supervisor, and such Supervisor shall have made a determination denying such refund, such determination shall be reviewable by a proceeding under Article 78 of the Civil Practice Law and Rules; provided, however, that such proceeding is instituted within 30 days after the giving of the notice of such denial, that a final determination of tax due was not previously made, and that

an undertaking is filed with the Supervisor in such amount and with such sureties as a Justice of the Supreme Court shall approve to the effect that if such proceeding be dismissed or the tax confirmed, the petitioner will pay all costs and charges which may accrue in the prosecution of such proceeding.

- C. A person shall not be entitled to a revision, refund or credit of a tax, interest or penalty which had been determined to be due pursuant to the provisions of § 108-50 of this article where it has had a hearing or an opportunity for a hearing, as provided in said section, or has failed to avail itself of the remedies therein provided. No refund or credit shall be made of a tax, interest or penalty paid after a determination by the Supervisor made pursuant to § 108-50 of this article unless it be found that such determination was erroneous, illegal or unconstitutional or otherwise improper by the Supervisor after a hearing or on his/her own motion or in a proceeding under Article 78 of the Civil Practice Law and Rules, pursuant to the provisions of said section, in which event refund or credit without interest shall be made of the tax, interest or penalty found to have been overpaid.

**§ 108-48. Reserves.**

In cases where the occupant or operator has applied for a refund and has instituted a proceeding under Article 78 of the Civil Practice Law and Rules to review a determination adverse to him/her on his/her application for refund, the Supervisor shall have the option of crediting future tax payments to meet the cost of any settlements or judgments or, at his/her option, may, in the first instance, set up appropriate reserves to meet any decision adverse to the Town.

**§ 108-49. Remedies exclusive.**

The remedies provided by § 108-45 and § 108-47 of this article shall be the exclusive remedies available to any person for the review of tax liability imposed by this article, and no determination or proposed determination of tax or determination on any application for refund shall be enjoined or reviewed by an action for declaratory judgment, an action for money had and received or by any action or proceeding other than a proceeding in a nature of a certiorari proceeding under Article 78 of the Civil Practice Law and Rules; provided, however, that a taxpayer may proceed by declaratory judgment if he/she institutes suit within 30 days after a deficiency assessment is made and pays the amount of the deficiency assessment to the Supervisor prior to the institution of such suit and posts a bond for costs as provided in § 108-44 of this article.

**§ 108-50. Penalties and interest.**

- A. Any person failing to file a return or to pay or pay over any tax to the Supervisor within the time required by this article shall be subject to a penalty of 5% of the amount of tax due plus interest at the rate of 1% of such tax for each month of delay excepting the first month after such return was required to be filed or such tax became due. Such penalties and interest shall be paid and disposed of in the same manner as other revenues from this article. Unpaid penalties and interest may be enforced in the same manner as the tax imposed by this article.
- B. Any operator or occupant and any officer of an operator or occupant failing to file a return required by this article, or filing or causing to be filed or making or causing to be made or giving or causing to be given any return, certificate, affidavit, representation, information,

testimony or statement required or authorized by this article which is willfully false, and any operator and any officer of a corporate operator willfully failing to file a bond required to be filed pursuant to § 166-37 of this article, or failing to file a registration certificate and such data in connection therewith as the Supervisor may by regulation or otherwise require, or failing to display or surrender the certificate of authority as required by this article or assigning or transferring such certificate of authority; and any operator or any officer of a corporate operator willfully failing to charge separately from the rent the tax herein imposed or willfully failing to state such tax separately on any evidence of occupancy and on any bill or statement or receipt of rent issued or employed by the operator or willfully failing or refusing to collect such tax from the occupant; any operator or any officer of a corporate operator who shall refer cause reference to be made to this tax in a form or manner other than that required by this article, and any such person or operator failing to keep records required by this article, shall, in addition to the penalties herein or elsewhere prescribed, be guilty of a misdemeanor, punishable by a fine of up to \$1,000, imprisonment for not more than one year, or both such fine and imprisonment. Officers of a corporate operator shall be personally liable for the tax collected or required to be collected by such corporation under this article and penalties and interest thereon and subject to the fines and imprisonment herein authorized.

- C. The certificate of the Supervisor to the effect that a tax has not been paid, that a return, bond or registration certificate has not been filed or that information has not been supplied pursuant to the provisions of this article shall be presumptive evidence thereof.

#### **§ 108-51. Returns to be confidential.**

It shall be unlawful, except in accordance with proper judicial order or as otherwise provided to the fullest extent permitted by law, for the Supervisor or employee or designee of the Supervisor to divulge or make known in any manner the rents or other information relating to the business of a taxpayer contained in any return required under this article. The officers charged with the custody of such returns shall not be required to produce any of them or evidence of anything contained in them in any action or proceeding in any court, except on behalf of the Supervisor in an action or proceeding under the provisions of this article or on behalf of any party to any action or proceeding under the provisions of this article when the returns or facts shown thereby are directly involved in such action or proceeding, in either of which events the court may require the production of, and may admit in evidence, so much of said returns or of the facts shown thereby as are pertinent to the action or proceeding and no more. Nothing herein shall be construed to prohibit the delivery to a taxpayer or his/her duly authorized representative of a certified copy of any return filed in connection with his/her tax nor to prohibit the publication of statistics so classified to prevent the identification of particular returns and items thereof or the inspection by the Town Attorney or other legal representatives of the Town or by the District Attorney of any county of the return of any taxpayer who shall bring action to set aside or review the tax based thereon, or against whom an action or proceeding has been instituted for the collection of a tax or penalty. Returns shall be preserved for three years and thereafter, until the Supervisor permits them to be destroyed.

#### **§ 108-52. Notices and limitations of time.**

- A. Any notice authorized or required under the provisions of this article may be given to the

person to whom it is intended in a postpaid envelope addressed to such person at the address given in the last return filed by him/her pursuant to the provisions of this article or in any application made by him/her or, if no return has been filed or application made, then to such address as may be obtainable. The mailing of such notice shall be presumptive evidence of the receipt of the same by the person to who addressed. Any period of time which is determined according to the provisions of this article by the giving of notice shall commence five days after the date of mailing of such notice.

- B. The provisions of the Civil Practice Law and Rules or any other law relative to limitations of time for the enforcement of a civil remedy shall not apply to any proceeding or action taken by the Town to levy, appraise, assess, determine or enforce the collection of any tax or penalty provided by this article. However, except in the case of a willfully false, fraudulent return with intent to evade the tax, no assessment of additional tax shall be made after the expiration of more than three years from the date of filing of a return; provided, however, that where no return has been filed as provided by law, the tax may be assessed at any time.
- C. Where, before expiration of the period prescribed herein for the assessment of an additional tax, a taxpayer has consented, in writing, that such period be extended, the amount of such additional tax due may be determined at any time within such extended period. The period so extended may be further extended by subsequent consents in writing made before the expiration of the extended period.

**§ 108-53. Proceedings to recover tax.**

Whenever any operator, any officer of a corporate operator, any occupant, or other person fails to collect and pay over any tax and/or penalty or interest as imposed by this article, the Town Attorney shall, at the request of the Town Board, bring or cause to be brought an action to enforce the payment of the same on behalf of the Town in any court of the State of New York or of any other state or of the United States. If, however, the Supervisor believes that any such operator, officer, occupant, or other person is about to cease business, leave the state, or remove or dissipate the assets out of which the tax or penalties might be satisfied, and that any such tax or penalty will not be paid when due, such tax or penalty may be declared to be immediately due and payable, and the Supervisor may issue a warrant immediately.

**§ 108-54. General powers of Supervisor.**

In addition to the powers granted in this article, the Supervisor is hereby authorized and empowered to:

- A. Extend for cause shown, the time of filing any return for a period not exceeding 30 days; and for cause shown, to remit penalties, but not interest; and to compromise disputed claims in connection with the taxes hereby imposed;
- B. Request information from the Tax Commission of the State of New York or the Treasury Department of the United States relative to any person; and to afford information to such Tax Commission or Treasury Department relative to any person, notwithstanding any other provision of this article;
- C. Delegate functions hereunder to any employee of the Town;

- D. Enter into intermunicipal agreements on behalf of the Town for the performance of functions by another governmental entity;
- E. Enter into agreements with hosting companies for the reporting, collection and remittance of the tax provided for herein on behalf of participating hosts;
- F. Prescribe methods for confirming the rents for occupancy and to confirm the accuracy of information on the taxable and nontaxable rents;
- G. Require any operator within the Town, if it is determined that adequate records are not being maintained, to keep detailed records of the nature and type of hotel maintained; nature and type of service rendered; number of rooms available and occupied; daily leases, occupancy contracts or arrangements; rents received, charged, and accrued; the names and addresses of the occupants; whether or not any occupancy is claimed to be subject to the tax imposed by this article; and to furnish such information at the request of the Supervisor;
- H. Impose as a penalty upon any operator within the Town any necessary costs of auditing services generated by discrepancies discovered upon audit, in the records of the operator; and
- I. Make, adopt, and amend such other rules and regulations appropriate to the carrying out of this article and the purposes thereof as may be approved by the Town of Putnam Valley Town Board.

**§ 108-55. Administration of oaths; compelling testimony.**

- A. The Supervisor or employees or agent(s) duly designated and authorized shall have the power to administer oaths and take affidavits in relation to any matter or proceeding in the exercise of their powers and duties under this article. The Supervisor shall have power to subpoena and require the attendance of witnesses and the production of books, papers, and documents to secure information pertinent to the performance of the duties hereunder in the enforcement of this article, and to examine them in relation thereto. The Supervisor shall also have the power to issue commissions for the examination of witnesses who are out of the state, unable to attend, or who are excused from attendance.
- B. A Supreme Court Justice, either in court or in chambers, shall have the power to summarily enforce by proper proceedings the attendance and testimony of witnesses and the production and examination of books, papers, and documents called for by the subpoena of the Supervisor under this article.
- C. Any subpoenaed person who refuses to testify or produce books or records, or who testifies falsely in any material matter pending before the Supervisor under this article shall be guilty of a misdemeanor, punishment for which shall be a fine of not more than \$1,000 or imprisonment for not more than one year, or both such fine and imprisonment.
- D. The officers who serve the summons or subpoena of the Supervisor and witnesses attending in response thereto shall be entitled to the same fees as are allowed to officers and witnesses in civil cases in courts of record, except as herein provided otherwise. Such officers shall be Town of Putnam Valley police officers, or any officers or employees of the Town designated by the Supervisor to serve such process.

**§ 108-56. Accounting and reporting of tax.**

From time to time, but no less than quarterly each year, the Supervisor shall provide a report to the Town Board, for its audit and review, of all actions taken pursuant to this article. The Supervisor's report shall contain a list of all certificates of registration filed or issued to any operator in the Town or hosting company, and for each operator shall state the returns filed for all operators and hosting companies; the returns that have not been timely filed by any operator or hosting company; the amount of tax determined to be payable by any operator or hosting company; the tax paid and collected from any operator or hosting company; any tax that may be due and owing or past due from any operator or hosting company, and any enforcement action taken to collect any tax due under this article.

7a

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

Jeffrey Caulfield \$135.00  
350 Church Road Basketball program  
Putnam Valley, NY 10579 Reimbursement for coaching

Stephanie Shaggura \$145.00  
11 Wildflower Lane Basketball program  
Putnam Valley, NY 10579 Reimbursement for coaching

Keith Tiwari \$135.00  
1336 Red Mill Road Basketball program  
Cortlandt Manor, NY 10567 Reimbursement for coaching

Tim Barnes \$125.00  
1 Northway Basketball program  
Lake Peekskill, NY 10537 Reimbursement for coaching

Mike Venezia \$145.00  
14 Brookfalls Road Basketball program  
Putnam Valley, NY 10579 Reimbursement for coaching

Connor Flynn \$145.00  
46 Luigi Road Basketball program  
Putnam Valley, NY 10579 Reimbursement for coaching

Kristine McSweeney \$135.00  
246 Old Church Road Basketball program  
Putnam Valley, NY 10579 Reimbursement for coaching

James Mekeel \$135.00  
70 Lee Avenue Basketball program  
Putnam Valley, NY 10579 Reimbursement for coaching

Jorge Pani \$125.00  
337 Church Road Basketball program  
Putnam Valley, NY 10579 Reimbursement for coaching



Sam Yahel  
88 Peekskill Hollow Road  
Putnam Valley, NY 10579

\$145.00  
Basketball program  
Reimbursement for coaching

Randal Byrd  
158 Oscawana Heights Road  
Putnam Valley, NY 10579

\$135.00  
Basketball program  
Reimbursement for coaching

Bruce Edwards  
34 Pembroke Court  
Putnam Valley, NY 10579

\$135.00  
Basketball program  
Reimbursement for coaching

Natalia Prokofyev  
48 Ridge Avenue  
Putnam Valley, NY 10579

\$1,700.00  
Day Camp  
Refund not entering Kindergarten  
born 2020

Dina Whittaker  
83 Oscawana Lake Road  
Putnam Valley, NY 10579

\$500.00  
LPCC  
Deposit refund

76

From: Frank DiMarco, Parks and Recreation  
Subject: Personnel  
Date: March 1, 2024

Please approve the following additions/changes to personnel.

1. Angelo Milano, Basketball referee rate @ \$50.00 hr.
2. Michael Norelli, Basketball referee rate @ \$50.00 hr.

7c



# PUTNAM VALLEY PARKS & RECREATION



PVPARKSANDRECREATION



PV\_PARKS\_REC

## DAY CAMP SALARIES 2024

### NEW HIRE EMPLOYEE RATE

|              |            |
|--------------|------------|
| JR COUNSELOR | \$12.50 HR |
| SR COUNSELOR | \$13.70 HR |
| SPECIALIST   | \$14.21 HR |


### Returning Employee

|                               |             |
|-------------------------------|-------------|
| Andrew Salustri (Co-Director) | \$24.00 hr. |
| Michael Roman (Co-Director)   | \$23.00 hr. |
| JR COUNSELOR                  | \$13.50 HR  |
| SR COUNSELOR                  | \$14.70 HR  |
| SPECIALIST                    | \$15.21 HR  |
| CIT COORDINATOR               | \$16.00 HR  |
| Maintenance                   | \$20.00 hr. |
| Bus Drivers (2)               | \$26.00 hr. |

7d

**Parks and Recreation**

# Memo

**To:** Town Board Members  
**From:** Frank DiMarco   
**CC:** Elaine McGinty  
**Date:** 3/18/2024  
**Re:** Playgrounds

---

Town Board,

The Parks and Recreation Department and The Parks and Recreation Commission recommend that you ratify Supervisor Annabi's signature for the Playground refurbish bid for both Playgrounds located in The Leonard Wagner Memorial Park to Playground Boss "not to exceed \$200,000. Funding will be through the ARPA process. Playground Boss meets all the requirements of the competitive procurement process.

The refurbishment will consist with the replacement of all current structures and playground equipment as well as, the replacement of the wood fiber surface. Installation is included.

Attached you find the quote in the amount of \$195,157 which does not include the Handicap swing assembly which should amount to approximately \$1,900.00



**ACCOUNT REP:** Lisa Kreidler  
 lisa@playgroundboss.com  
 1-800-878-0320 ext. 118

**QUOTE #:** 031824-19729  
**DATE CREATED:** 03-18-2024  
 Quote is valid for 30 days

**PROJECT CONTACT**

**PROJECT CONTACT:** Craig Cotone  
**ADDRESS:** 265 Oscawana Lake Rd  
 Putnam Valley, NY 10579  
**EMAIL:** ccotone@putnamvalley.gov  
**PHONE:** 845-656-3242



**SHIP TO / SITE CONTACT**

**SHIPPING / SITE CONTACT:** Craig Cotone  
**SHIP TO ADDRESS:** 165 Oscawana Lake Rd  
 Putnam Valley, NY 10579  
**EMAIL:** ccotone@putnamvalley.gov  
**PHONE:** 845-656-3242

**COMMENTS AND SPECIAL INSTRUCTIONS:** Price quoted for materials, installation and delivery only. Price excludes sitework, concrete, underground line location, permits, liftgates, & impact fees unless specifically noted below. Customer is responsible for any taxes that may apply. If order is cancelled a 25% restocking fee may be assessed

| QTY | PRODUCT                                                                                                                                                                                                    | PRICE     | DISCOUNT | TOTAL     |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|-----------|
|     | Note<br>Large Play Area 80FT x 80FT                                                                                                                                                                        |           |          |           |
|     | Red Rover<br>Fun Factory<br>3 bay Swing<br>Parallel Bars<br>Two Seat Seesaw<br>(2) Ball Spinners<br>Maze Fo Round<br>Rocket Spinner                                                                        |           |          |           |
|     | Weed Barrier: 6 Rolls                                                                                                                                                                                      |           |          |           |
| 1   | Red Rover<br>SKU: PGB-20236<br>Variants: COLOR SCHEME: Primary<br>FREE SHIPPING<br>Age: 5 to 12<br>Child Capacity: 53<br>Play Activities: 14<br>Safety Use Zone: 43ft x 35ft<br>INCLUDES FREE SAFETY SIGN  | \$ 62,858 | \$31,429 | \$ 31,429 |
|     | <<< ITEM IS IN-STOCK AND AVAILABLE FOR IMMEDIATE DELIVERY >>>                                                                                                                                              |           |          |           |
| 1   | Fun Factory<br>SKU: PGB-20209<br>Variants: COLOR SCHEME: Primary<br>FREE SHIPPING<br>Age: 5 to 12<br>Child Capacity: 48<br>Play Activities: 9<br>Safety Use Zone: 36ft x 36ft<br>INCLUDES FREE SAFETY SIGN | \$ 62,798 | \$31,399 | \$ 31,399 |
|     | <<< ITEM IS IN-STOCK AND AVAILABLE FOR IMMEDIATE DELIVERY >>>                                                                                                                                              |           |          |           |
| 1   | 3.5 Arch Swing Frame 8ft - 3 Bay<br>SKU: PGBASF-350803<br>Variants: SWING FRAME COLOR: Pacific Blue<br>Age: 2 to 12,<br>Child Capacity: 6,<br>Play Activities: 1<br>Safety Use Zone: 47ft x 33ft           | \$ 3,152  |          | \$ 3,152  |

| QTY | PRODUCT                                                                                                                                                                                                                                                                          | PRICE     | DISCOUNT | TOTAL     |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|-----------|
| 2   | Bucket Seat (BUNDLE)<br>SKU: PGBS100-Bundle<br>Variants: SEAT COLOR: Black<br>FREE SHIPPING<br>Commercial Grade Bundle Includes 1 bucket seat<br>2 chains<br>4 shackles<br>1 shackle key                                                                                         | \$ 307    |          | \$ 614    |
| 4   | Belt Seat (BUNDLE)<br>SKU: PGBS130-Bundle<br>Variants: SEAT COLOR: Black<br>FREE SHIPPING -<br>Commercial Grade Bundle Includes 1 belt seat<br>2 chains<br>4 shackles<br>1 shackle key                                                                                           | \$ 153    |          | \$ 612    |
| 1   | ADA Swing Seat (BUNDLE)<br>SKU: PGBS190-BUNDLE<br>Variants: COLOR: Blue<br>FREE SHIPPING -<br>Commercial Grade ADA Swing seat.<br>Bundle Includes 1 ADA, seat 2 chains 4 shackles                                                                                                | \$ 1,456  |          | \$ 1,456  |
| 1   | Maze Go Round<br>SKU: PGBFS-1810<br>Variants: COLOR SCHEME: Primary<br>Age: 2 to 12, Child Capacity: 6, Play Activities: 1, Safety Use Zone: 24ft x 24ft                                                                                                                         | \$ 2,378  |          | \$ 2,378  |
| 1   | Rocket Spinner<br>SKU: PGBFS-1803<br>Variants: COLOR SCHEME: Primary<br>Age: 5 to 12, Child Capacity: 3, Play Activities: 1, Safety Use Zone: 14ft x 14ft                                                                                                                        | \$ 1,300  |          | \$ 1,300  |
| 1   | Parallel Bars<br>SKU: PGBFS-80254<br>Variants: COLOR SCHEME: Primary<br>Ages 12+<br>Safety Use Zone: 21ft x 15ft                                                                                                                                                                 | \$ 708    |          | \$ 708    |
| 1   | Two Seat Seesaw<br>SKU: PGBSR-1404<br>Variants: COLOR SCHEME: Primary<br>Age: 2 to 12<br>Child Capacity: 2<br>Play Activities: 1<br>Safety Use Zone: 19ft x 14ft                                                                                                                 | \$ 1,350  |          | \$ 1,350  |
| 2   | Ball Spinner<br>SKU: PGBFS-1604<br>Variants: COLOR SCHEME: Primary<br>Age: 2 to 12<br>Child Capacity: 2<br>Play Activities: 1<br>Safety Use Zone: 21ft x 21ft                                                                                                                    | \$ 1,709  |          | \$ 3,418  |
|     | Note<br>Small Play Area 56FT x 64FT<br>Monkey Around<br>Monkey In The Middle<br>Zig Zag Balance Beam<br>Pony Spring<br>Frog Spring Rider<br><br>Weed Barrier: 4 rolls                                                                                                            |           |          |           |
| 1   | Monkey Around<br>SKU: PGB-20224<br>Variants: COLOR SCHEME: Primary<br>FREE SHIPPING<br>Age: 2 to 5<br>Child Capacity: 29<br>Play Activities: 7<br>Safety Use Zone: 30ft x 23ft<br>INCLUDES FREE SAFETY SIGN<br><br><<< ITEM IS IN-STOCK AND AVAILABLE FOR IMMEDIATE DELIVERY >>> | \$ 28,744 | \$14,372 | \$ 14,372 |

| QTY | PRODUCT                                                                                                                                                                                                                                                                                  | PRICE     | DISCOUNT  | TOTAL      |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------|
| 1   | Monkey In The Middle<br>SKU: PGB-20221<br>Variants: COLOR SCHEME: Primary<br>FREE SHIPPING<br>Age: 2 to 12<br>Child Capacity: 29<br>Play Activities: 7<br>Safety Use Zone: 37ft x 23ft<br>INCLUDES FREE SAFETY SIGN<br><br><<< ITEM IS IN-STOCK AND AVAILABLE FOR IMMEDIATE DELIVERY >>> | \$ 33,114 | \$16,557  | \$ 16,557  |
| 1   | Zig Zag Balance Beam<br>SKU: PGBFS-80187<br>Variants: COLOR SCHEME: Primary<br>Zig Zag balance beam.<br>Ages 2 to 12<br>Safety Use Zone: 20ft x 13ft<br>Child Capacity: 1                                                                                                                | \$ 1,289  |           | \$ 1,289   |
| 1   | Pony Spring Rider<br>SKU: PGBSR-2009<br>Age: 2 to 12<br>Child Capacity: 1<br>Play Activities: 1<br>Safety Use Zone: 16ft x 16ft                                                                                                                                                          | \$ 561    |           | \$ 561     |
| 1   | Frog Spring Rider<br>SKU: PGBSR-2005<br>Age: 2 to 12<br>Child Capacity: 1<br>Play Activities: 1<br>Safety Use Zone: 16ft x 16ft                                                                                                                                                          | \$ 561    |           | \$ 561     |
| 1   | ADA Engineered Wood Fiber<br>SKU: EWF<br>ADA - Engineered Wood Fiber- 371 cubic yards                                                                                                                                                                                                    | \$ 23,153 |           | \$ 23,153  |
| 10  | Filter Fabric - Weed Barrier<br>SKU: PGB-CSP4300BLK<br>FREE SHIPPING - Contractor Select Plus Landscape Fabric - 4ft x 300ft.<br>**** 1 Roll Accommodates 1,100 Sqft ***                                                                                                                 | \$ 232    |           | \$ 2,320   |
| 1   | Removal<br>SKU: REMOVAL<br>Demo and removal of (2) play areas<br>Demo the play equipment, EWF in both play areas. BORDERS WILL REMAIN                                                                                                                                                    | \$ 19,865 |           | \$ 19,865  |
|     | Note<br>**** CUSTOMER TO PROVIDE DUMPSTERS FOR EQUIPMENT AND EWF<br>DEMO                                                                                                                                                                                                                 |           |           |            |
| 1   | Additional Discount<br>SKU: DISCOUNT<br>Additional Discount - Discount applicable is order is placed before March 29, 2024                                                                                                                                                               |           | \$ 10,188 | \$ -10,188 |
|     | Professional Installation<br>SKU: INSTALL                                                                                                                                                                                                                                                | \$ 43,311 |           | \$ 43,311  |
|     | Customer Installation Note<br>Play Areas:<br>Area 1 80FT X 80FT<br>Area 2 56FT x 64FT<br>Site is Accessible<br>Access to Water and Electric<br>Install over Dirt<br>Removal of existing playground<br>Dumpsters needed                                                                   |           |           |            |
|     | Shipping And Freight Charges<br>SKU: SHIPPING<br>Delivery of products to supplied shipping address<br>swing frame, parallel bars, balance beam, ball spinners, seesaw, spring riders, borders, ada Ramp, weed barrier.                                                                   | \$ 6,996  |           | \$ 6,996   |

**I APPROVE THIS PROJECT. Let's do this!**

Approval of this proposal may be executed by signing below and emailing back to the contact information listed below. Unless prior arrangements are approved, payment is due upon ordering.

**Account Rep:** Lisa Kreidler  
lisa@playgroundboss.com  
1-800-878-0320 ext. 118

**Authorized Purchaser:** Jacqueline Annabi  
Jacqueline Annabi (Mar 18, 2024 10:31 EDT)

**Date:** 03/18/2024

Subtotal \$ 196,613

Tax \$ 0

---

**\$ 196,613**

**Have questions about this quote?**

 **CALL US**  
**1-800-878-0320**





## Warranty

100  
15  
5  
3  
1

### **One Hundred (100) Year Limited Warranty**

On aluminum and steel upright posts, hardware, post caps, and clamps against structural failure due to deterioration, corrosion, or workmanship.

### **Fifteen (15) Year Limited Warranty**

On rails, rungs, rigid climbers, loops, HDPE and rotationally molded plastic components, and decks against structural failure due to deterioration, corrosion, or workmanship.

### **Five (5) Year Limited Warranty**

On cables and nets against premature wear due to natural deterioration or manufacturing defects. On moving parts against structural failure due to materials or workmanship.

### **Three (3) Year Limited Warranty**

On all blow molded plastics against structural failure due to materials, or workmanship.

### **One (1) Year Limited Warranty**

On all materials and products not covered above against failure due to materials or workmanship.

Playground Boss warrants to its original customer for as long as the original customer owns the product and uses the product with regular use and installation in accordance with published specifications to be free from defects in materials and workmanship. This warranty does not cover damage from misuse, vandalism, modified parts, or damage such as dents, scratches, fading/weathering, acts of God, and normal wear and tear.

Warranty claims must be filed within the applicable warranty period. Warranty replacement does not include the cost of labor for part replacement. Replacement parts carry the applicable warranty from the date of shipment of the replacement part.

 **Call Us**  
1-800-878-0320

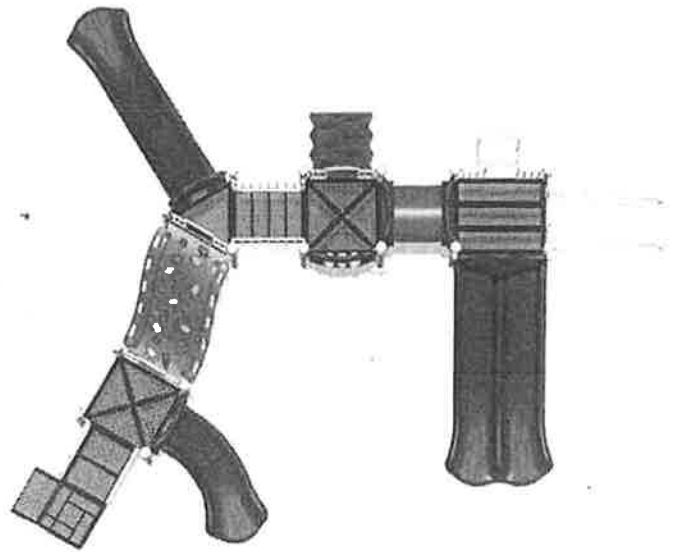
[PlaygroundBoss.com](http://PlaygroundBoss.com)



Ages  
5 to 12

Use Zone: 43ft x 35ft  
Child Capacity: 53  
Play Activities: 14

**Red Rover**  
SKU: PGB-20236



 **Call Us**  
1-800-878-0320

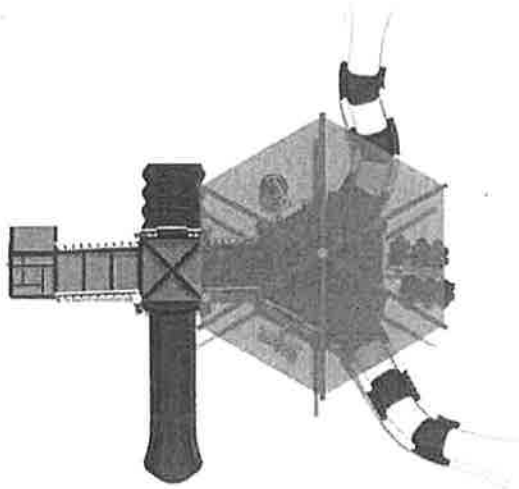
[PlaygroundBoss.com](http://PlaygroundBoss.com)



**Ages 5-12**

Use Zone: 36ft x 36ft  
Child Capacity: 48  
Play Activities: 9

**Fun Factory**  
SKU: PGB-20209



 **Call Us**  
1-800-878-0320

[PlaygroundBoss.com](http://PlaygroundBoss.com)

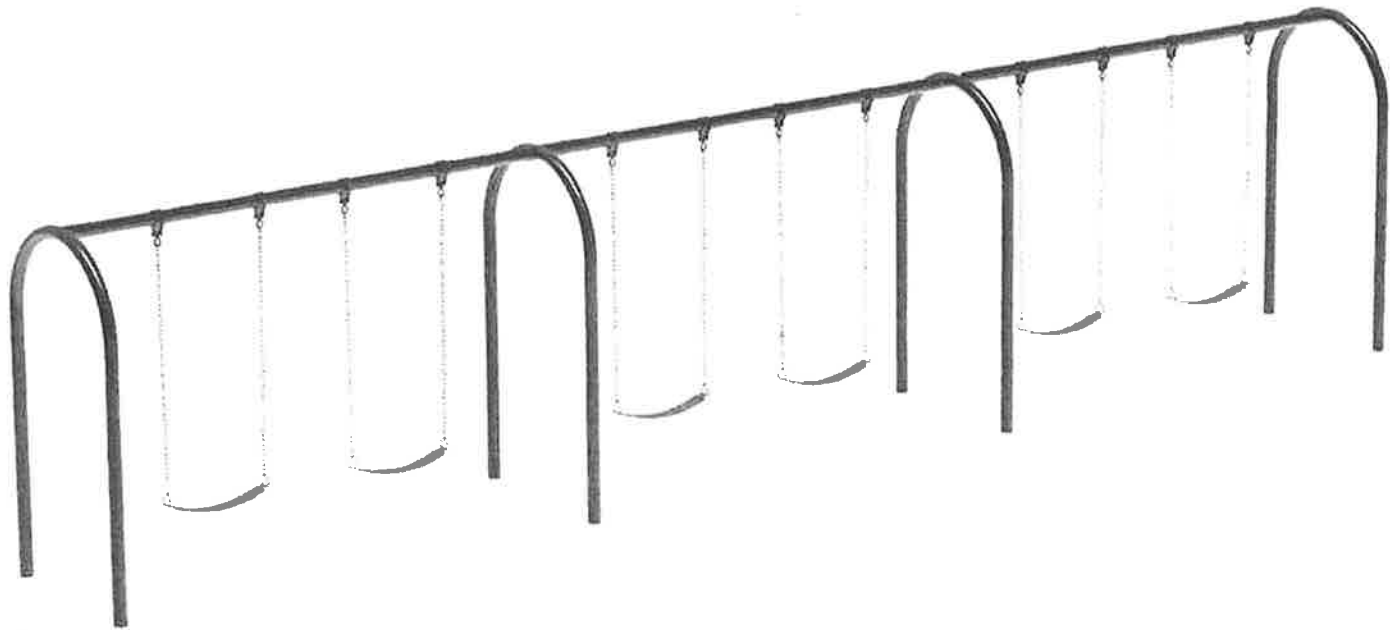


Ages 2-12

Use Zone: 47ft x 33ft  
Child Capacity: 6  
Play Activities: 1

### 3.5" Arch Swing Frame 8ft - 3 Bay

SKU: PCBSPF-0802



Call Us

1-800-878-0320

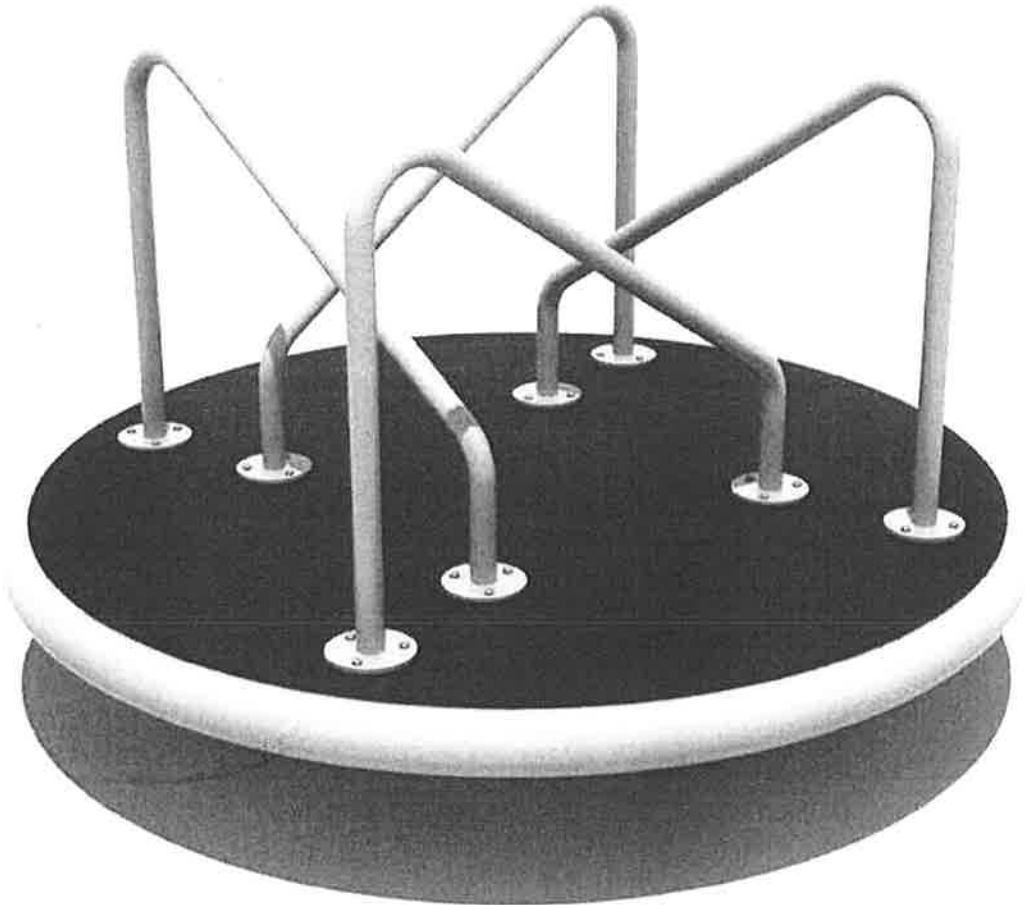
[PlaygroundBoss.com](http://PlaygroundBoss.com)



Ages 2 to 12

Use Zone: 24ft x 24ft  
Child Capacity: 6  
Play Activities: 1

**Maze Go Round**  
SKU: PGBFS-1810



 **Call Us**  
1-800-878-0320

[PlaygroundBoss.com](http://PlaygroundBoss.com)



Ages  
5 to 12

Use Zone: 14ft x 14ft  
Child Capacity: 3  
Play Activities: 1

**Rocket Spinner**  
SKU: PGBFS-1803



 **Call Us**  
1-800-878-0320

[PlaygroundBoss.com](http://PlaygroundBoss.com)

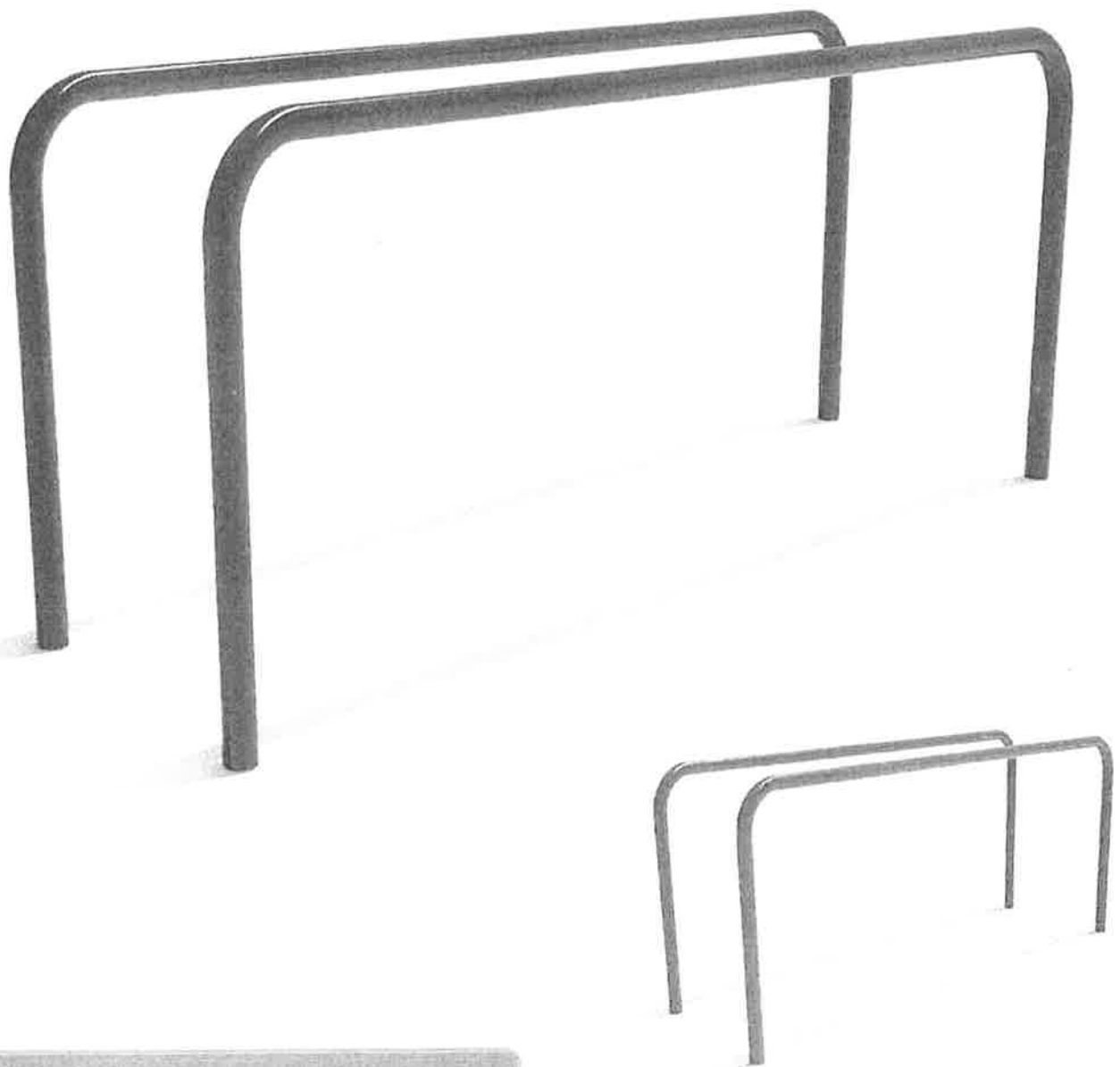


Ages  
5 to 12

Use Zone: 21ft x 15ft  
Child Capacity: 2  
Play Activities: 1

## Parallel Bars

SKU: PGBFS-80254



 **Call Us**  
1-800-878-0320

[PlaygroundBoss.com](http://PlaygroundBoss.com)

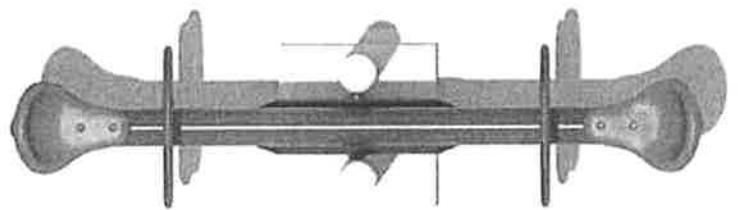
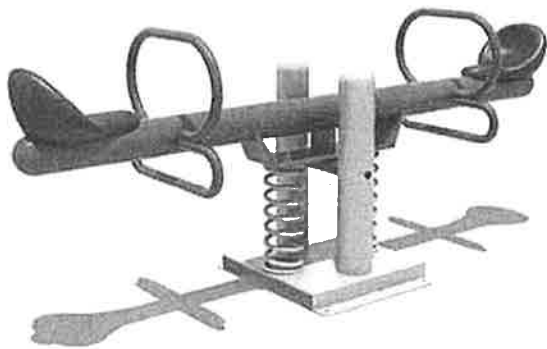
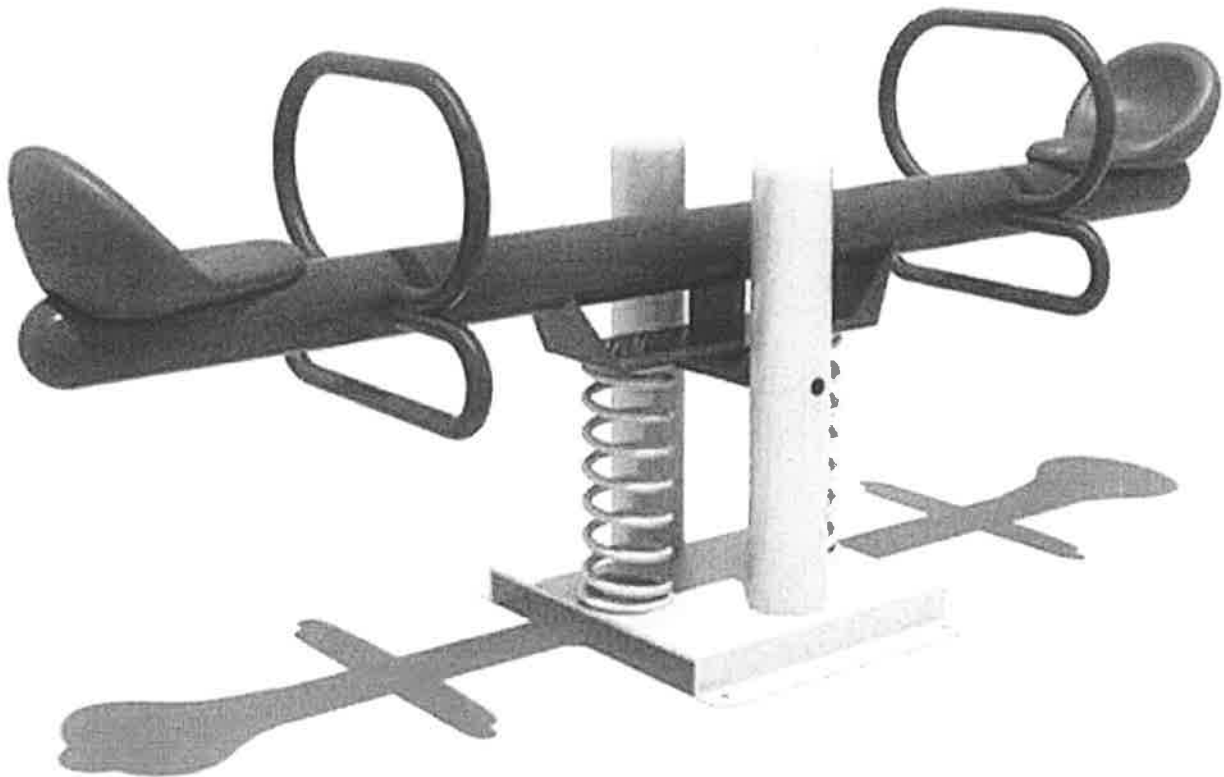


Ages  
2 to 12

Use Zone: 19ft x 14ft  
Child Capacity: 2  
Play Activities: 1

## Two Seat Seesaw

SKU: PGB5R-1404



 **Call Us**  
1-800-878-0320

[PlaygroundBoss.com](http://PlaygroundBoss.com)





Ages  
2 to 12

Use Zone: 21ft x 21ft  
Child Capacity: 2  
Play Activities: 1

**Ball Spinner**  
SKU: PGBFS-1604



 **Call Us**  
1-800-878-0320

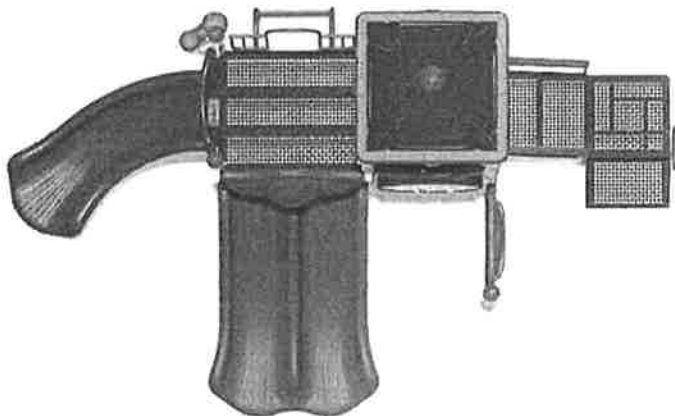
[PlaygroundBoss.com](http://PlaygroundBoss.com)



**Ages 2-5**

Use Zone: 30ft x 23ft  
Child Capacity: 29  
Play Activities: 7

**Monkey Around**  
SKU: PGB-20224



 **Call Us**  
**1-800-878-0320**

[PlaygroundBoss.com](http://PlaygroundBoss.com)

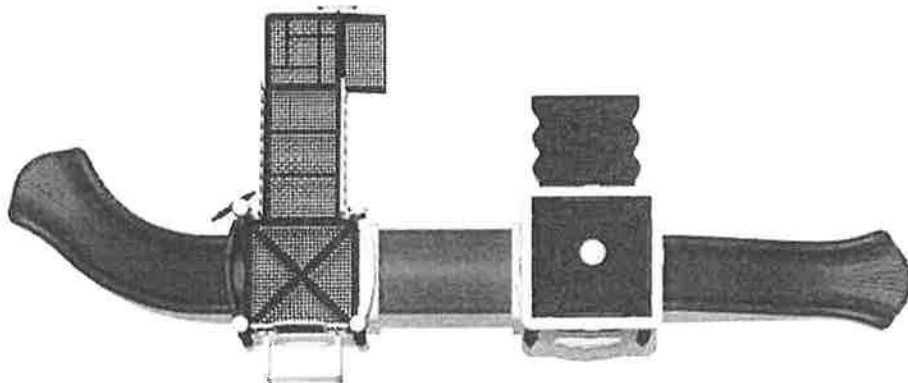
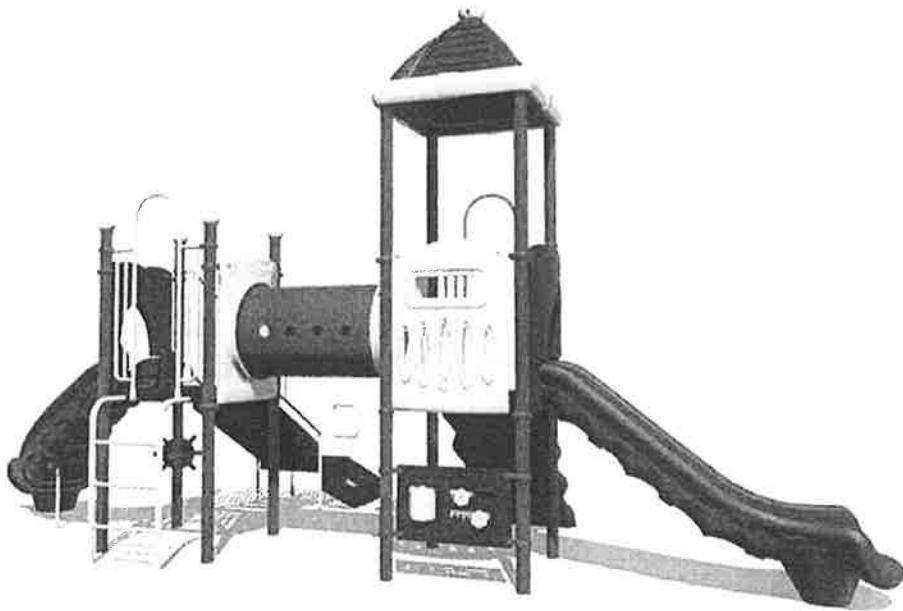


**Ages 2-12**

Use Zone: 37ft X 23ft  
Child Capacity: 29  
Play Activities: 7

## Monkey In The Middle

SKU: PGB-20221



 **Call Us**  
1-800-878-0320

[PlaygroundBoss.com](http://PlaygroundBoss.com)



Ages 2 to 12

Use Zone: 16ft x 16ft  
Child Capacity: 1  
Play Activities: 1

## Pony Spring Rider

SKU: PGBSR-2009



**Call Us**  
1-800-878-0320

[PlaygroundBoss.com](http://PlaygroundBoss.com)

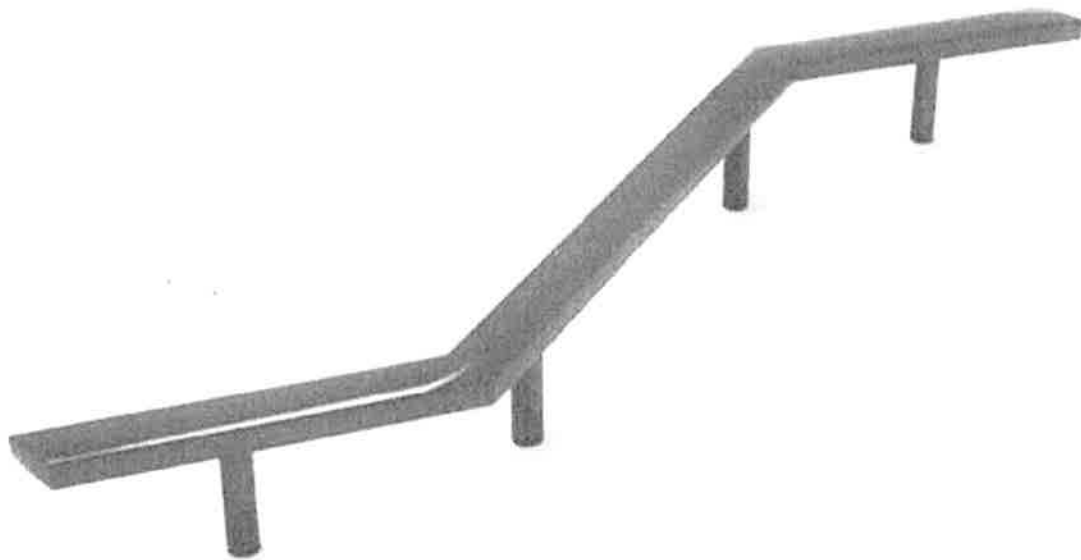


Ages  
2 to 12

Use Zone: 20ft x 13ft  
Child Capacity: 1  
Play Activities: 1

## Zig Zag Balance Beam

SKU: PGBF5-80187



 Call Us  
1-800-878-0320

[PlaygroundBoss.com](http://PlaygroundBoss.com)



Ages  
2 to 12

Use Zone: 16ft x 16ft  
Child Capacity: 1  
Play Activities: 1

**Frog Spring Rider**  
SKU: PGBSR-2005



 **Call Us**  
1-800-878-0320

[PlaygroundBoss.com](http://PlaygroundBoss.com)



## Warranty

100  
15  
5  
3  
1

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On aluminum and steel upright posts, hardware, post caps, and clamps against structural failure due to deterioration, corrosion, or workmanship.

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### **Five (5) Year Limited Warranty**

On cables and nets against premature wear due to natural deterioration or manufacturing defects. On moving parts against structural failure due to materials or workmanship.

### **Three (3) Year Limited Warranty**

On all blow molded plastics against structural failure due to materials, or workmanship.

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Playground Boss warrants to its original customer for as long as the original customer owns the product and uses the product with regular use and installation in accordance with published specifications to be free from defects in materials and workmanship. This warranty does not cover damage from misuse, vandalism, modified parts, or damage such as dents, scratches, fading/weathering, acts of God, and normal wear and tear.

Warranty claims must be filed within the applicable warranty period. Warranty replacement does not include the cost of labor for part replacement. Replacement parts carry the applicable warranty from the date of shipment of the replacement part.

 **Call Us**  
1-800-878-0320

[PlaygroundBoss.com](http://PlaygroundBoss.com)

7e

**Parks and Recreation**

# Memo

**To:** Town Board  
**From:** Frank DiMarco  
**CC:** Elaine McGinty  
**Date:** 3/19/2024  
**Re:** Waive Building Permit Fees

---

## **Town Board Members**

The Parks and Recreation Department and The Parks and Recreation Commission request that you waive all building permit fees in Relation to the “Cafeteria Refurbish” project being performed by Jacobs Construction.






8

**KATHY DIOMEDE**  
*Interim Town Clerk*

**Town Clerk's Office**  
CAROL SUKUP, *Deputy Town Clerk*  
JULIE RINALDI, *Clerk*

TO: Town Board  
FROM: Kathy Diomedede   
DATE: March 11, 2024  
RE: Reduction in Hourly Rate

---

I hereby request that the Town Board reduce the hourly rate of pay for Carol Sukup from \$20.00 per hour to \$16.00 per hour. This increase was a short-term arrangement while Carol assisted with the emergency transition within the Town Clerk's Office. Her regular hourly rate is \$16.00 per hour.

9a

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk *(KK)*  
**Date:** 3/14/2024  
**Re:** CEMCO proposal for the NYSDOH Lead and Copper Rule regarding water service lines in Glenmar Gardens

The EPA and NYSDOH have implemented new regulations regarding the lead and copper rule. The update to the lead and copper rule is regarding all service lines, with no exception, on all community & non-transient and non-community water supplies. A complete assessment of all service lines is required to identify the materials used for each service line and required on both sides of the service line. The utility side – water main to shut off valve, and customer side – shut off valve to and in in customer’s home. NYSDOH is requiring all information be entered into a state designed spreadsheet by October 16, 2024.

Glenmar Gardens is required to comply with the new regulations. CEMCO is proposing to map the water system using GIS, Geographic Information System Mapping. GIS will help find all the valves and assets. The cost of mapping system is \$3,000.

The scope of this project includes going door to door to ask to enter resident’s home to photograph and document the pipe penetration at each home. The additional manpower for documenting and photographing will be conducted at the contractual rate of \$75 per hour, per person, not to exceed \$2,000.

The total cost of this project is not to exceed \$5,000.

The cost will be covered by the district.

The NYSDOH requirements are attached.

## Service Line Inventory Guidance

On December 16, 2021, the federal Lead and Copper Rule Revisions (LCRR) went into effect. The revised rule requires every federally defined community and non-transient, non-community water system to develop a service line inventory (also called a lead service line inventory (LSLI)). This guidance document explains service line requirements.

### DEFINITIONS

**Community Water System (CWS, federally defined)** – A public water system (PWS) that serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents.

**Customer** – A homeowner, building owner, or non-owner resident served by a water system who may or may not be responsible for paying water bills.

**Galvanized Service Line (GSL)** – Iron or steel piping that has been dipped in zinc to prevent corrosion and rusting.

**Galvanized Service Line Requiring Replacement (GSLRR)** – A GSL that was or currently is downstream of an LSL or SL of unknown material. If a water system can't demonstrate that the GSL was never downstream of an LSL, it must presume there was an upstream LSL.

**Gooseneck, Pigtail, or Connector (collectively gooseneck)** – A short section of piping, typically not exceeding two feet, which can be bent and used for connections between rigid service piping. A lead gooseneck is not considered part of the LSL but must be replaced when encountered.



Lead Gooseneck: Source EPA

If any portion of an SL is made of lead, the SL is the LSL

Very Important

**Lead Service Line (LSL)** – Any portion of pipe that is made of lead which connects the water main to the building inlet. An LSL may be owned by the water system, owned by the property owner, or both. If the only lead piping serving the home is a lead gooseneck, and it is not a galvanized service line that is considered an LSL, the SL is not an LSL.

**Lead Status Unknown Service Line (unknown SL)** – An SL where its material is not known to be lead, galvanized requiring replacement, or a non-lead service line, such as where there is no documented evidence supporting material classification. The water system may classify the line as "Unknown" as an alternative to classifying it as "Lead Status Unknown," however, all requirements that apply to "Lead Status Unknown" service lines must also apply to those classified as "Unknown." Water systems may elect to provide more information regarding their unknown lines as long as the inventory clearly distinguishes unknown service lines from those where the material has been verified through records or inspection.

**Non-Lead Service Line (non-LSL)** – An SL that is determined through an evidence-based record, method, or technique not to be lead or not to be galvanized requiring replacement.

**Nontransient Noncommunity Water System (NTNCWS)** – A PWS that is not a CWS but is a subset of a noncommunity water system that regularly serves at least 25 of the same people, four hours or more per day, for four or more days per week, for 26 or more weeks per year.

## THE BASICS

- The Lead and Copper Rule Revisions (LCRR) apply to all federally defined CWSs and NTNCWSs (“water systems,” or “systems”).
- By October 16, 2024, every water system, **with no exception**, must develop an initial service line material inventory that includes all SLs regardless of ownership and submit the inventory to its local health department (LHD).

**Note:** *The State strongly recommends that every system prepares the inventory using the NYSDOH LSLI template.*

- An inventory must be publicly accessible.
- Water systems serving more than 50,000 people must provide their inventory online.
- Water systems with any LSL, GSLRR, or unknown SL must provide notification to people served by these lines within 30 days after completing the initial inventory.
- Systems must update their inventory annually or triennially depending on their monitoring frequency.

### DO

- Start planning for a service line inventory as early as feasible.
- Record search is the best first step for most PWSs. Start gathering available records for your inventory.
- Find methods for identifying SL materials that are technically and financially available to your PWS.
- Try to digitize all historical records used for identifying service line materials.
- SL material identification must be evidence-based.
- Document every historical record, study result, report, and any information used for SL materials. You should be ready to submit them to the State, an LHD, or EPA when requested.
- Reach out to customers for their cooperation in identifying the customer-owned section of SL material.
- Document all records, e.g., LSL replacements and maintenance and repair of water main or service lines. For most PWSs, the inventory is a living document that needs updating when new information becomes available.

### DON'T

- Don't wait until the last few months before 10/16/24.
- Don't assume materials of unknown SLs.
- Don't assume all historical records are accurate.
- Don't assume every method for identifying SL materials is suitable for every PWS.
- Don't assume there is no LSL or GSLRR in your system before evaluation.
- Don't assume the initial inventory is final. The inventory won't be final until there is no LSL, GSLRR or unknown SL.

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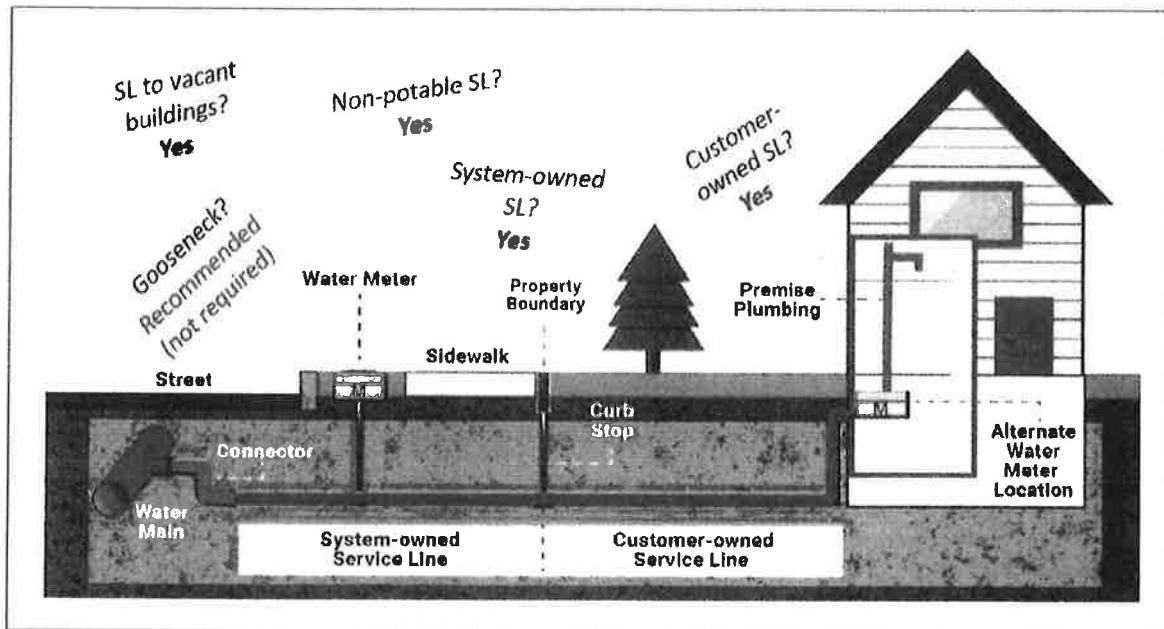
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## LEAD SERVICE LINE INVENTORY Q & A

### 1. What system needs to develop a service line inventory?

If your PWS is a federally defined CWS or an NTNCWS, you must develop an initial inventory to identify SL materials and submit it to your LHD by October 16, 2024. The inventory must include all SLs connected to the distribution system regardless of ownership, which means that you need to include both system-owned and customer-owned SLs in your inventory where SL ownership is shared. Figure 1 shows an example of an SL in which ownership is shared between a water system and a customer.



**Figure 1 Example of Service Line Ownership Distinction between the Water System and Customer**  
The waterlines highlighted in red are required to be included in a service line inventory. Redrawn and modified from [Guidance for Developing and Maintaining a Service Line Inventory, EPA, August 2022](#)

### 2. Our system does not have any LSL, GSLRR, or unknown SL. Do we still need to prepare the inventory?

Yes, every CWS and NTNCWS, including systems with only non-LSLs, must prepare an initial inventory and submit it to its LHD by October 16, 2024. However, you are not required to provide inventory updates to the LHD or the public unless you find an LSL, GSLRR, or unknown SL in the future.

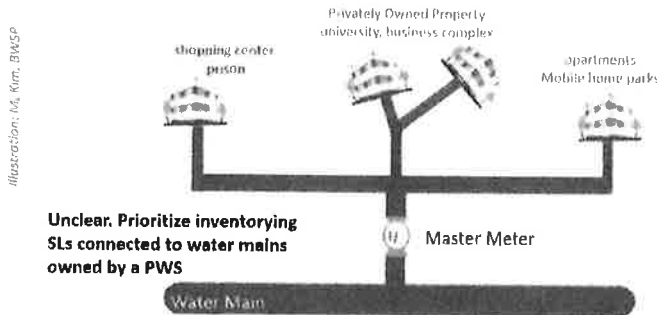
### 3. Do we need to include SLs connected to vacant or abandoned buildings?

Yes. You must inventory every SL in your system including SLs connected to buildings even if they are unoccupied and water service is turned off.

**4. We have non-potable service lines. Do we need to include those non-potable SLs in the inventory?**

Yes, you must include all SLs in the inventory, regardless of the actual or intended use. These include SLs with non-potable applications such as fire suppression or those designated for an emergency.

**5. Do we need to inventory private SLs inside a property owned by a business or other entities such as an office building complex, shopping center, university, prison, mobile home park, and apartment connected to our system?**



Yes, the service lines connected to a privately-owned distribution system after a master meter must be included in the inventory. You may prioritize inventorying service lines connected to water mains owned by your system while coordinating with the owners of those private properties to identify their service line materials.

**6. Many NTNCWSs and small CWSs do not have clear SLs. Small schools, apartments, and business offices are examples of these systems. Do they need to prepare the inventory? If so, what portion of pipes need to be included in the inventory?**

Yes, systems that do not have an extensive distribution system, such as those with a direct connection from a well to a single building must report the material from the well to the building inlet for their inventory.

NTNC & Small CWS without clear SLs

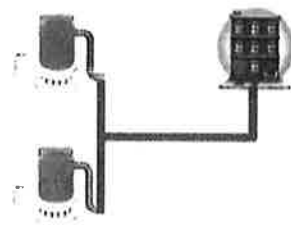


Illustration: M. Kim, BWSF

Materials of water line from the well(s) to the building inlet

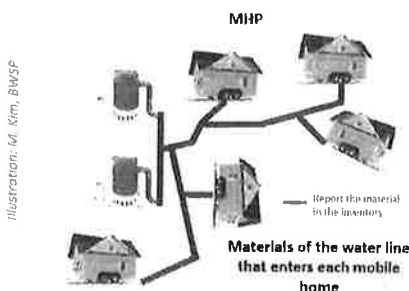


Illustration: M. Kim, BWSF

**7. In general, a mobile home park (MHP) with its own well(s) does not have typical distribution systems or SLs. What portion of lines needs to be included in the inventory?**

These systems should inventory the water line material that enters each building.

**8. Is an SL connected to a lead gooseneck, pigtail, or connector (collectively gooseneck) an LSL?**

No. A lead gooseneck is not considered to be a part of the LSL at this time. This may change in future revisions.



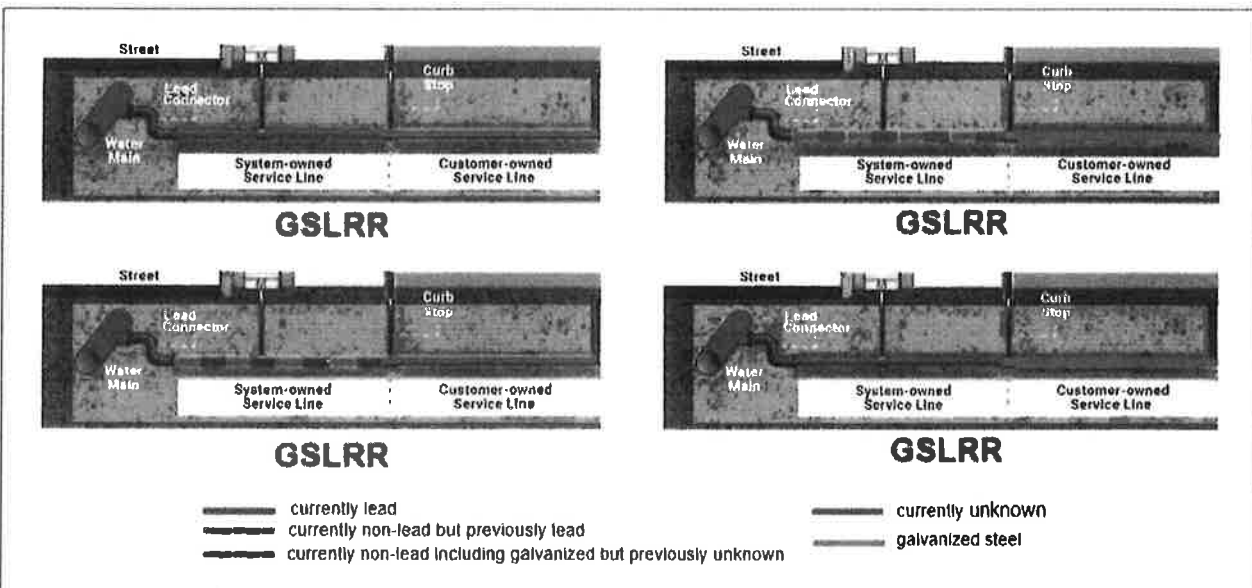
**9. Is a galvanized service line downstream of a lead gooseneck a GSLRR?**

No. If the only lead piping serving the home is a gooseneck, and there was never any other lead line or unknown SL upstream of the galvanized service line, it is not a GSLRR.

**Note:** A gooseneck material doesn't affect a determination of galvanized service line between a GSLRR and a non-lead.

**10. When is a galvanized service line considered a GSLRR?**

A galvanized SL that was or currently is downstream of an LSL or SL of unknown material is a GSLRR by the definition. If a water system can't demonstrate that the GSL was never downstream of an LSL, it must presume there was an upstream LSL. Figure 2 shows examples where a galvanized service line is a GSLRR.



**Figure 2** Examples of Galvanized Service Line Requiring Replacement.

**11. Do we need to include goosenecks in the inventory?**

The State recommends but doesn't require including goosenecks in the inventory.

**12. What information do we need to include in the inventory?**

- a) The following information is required In NYSDOH LSLI Template:
  - i. A street address associated with each LSL and GSLRR – A block, intersection, or landmark is acceptable if a local code doesn't allow using an exact address. An address or other locational identifier for an unknown SL is strongly recommended but not required.
  - ii. Whether an SL owned by a water system is or ever was made of lead.

- iii. Identify a material of each SL owned by a water system and a customer among one of the following:
- Lead including lead-lined galvanized.
  - Copper.
  - Galvanized.
  - Plastic.
  - Known Other.
  - Unknown but could be lead.
  - Unknown but unlikely lead.
  - Unknown.
- iv. A method used to verify the material of each SL owned by a water system and a customer.

All columns with headings in blue are required entries.  
Columns with headings in grey are recommended but not required.

Do not type or paste in column Q, "SL Category." The template will automatically determine SL types based on the information entered.

Figure 3-A Example of Filling Out the NYSDOH LSLI Template

- b) Based on the information you entered, each SL will be automatically categorized as one of the following in the NYSDOH LSLI Template:
- Lead service line (LSL).
  - Galvanized service line requiring replacement (GSLRR).
  - Lead status unknown service line (unknown SL).
  - Non-lead service line (non-LSL)
- c) Although not required, NYS recommends tracking the following information in the LSLI Template:
- Whether lead gooseneck, pigtail, or connector is currently present.
  - Installation date for public- and customer-side SLs.
  - Size of the public- and customer-side SLs.
  - Whether lead solder, point-of-use, or point-of-entry point treatment is present.

Fill out sections boxed in red, I, II, IV & V.

Do not fill out Section III. It'll be automatically filled based on information provided in the LSL template workbook.

Type the name and title of the person submitting the inventory and the date.

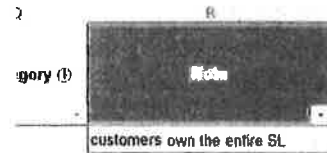
**Important**  
Name your inventory as  
LSLI\_NYPWSID#  
**Very Important**  
For example:  
LSLI\_NY1234567

Figure 3-B Example of Filling Out the NYSDOH LSLI Template

**13. A customer owns the entire service line in our water system. How should I fill out the NYSDOH inventory template?**

Same as with the case where the ownership splits, enter information about the SL section from the main to the curb stop in the “Public Side SL” information columns (from D to I); and about the SL section from the curb stop to the building inlet in the “Customer SL” columns (from J to P). You may enter the ownership information in the “Note” column (column R) in the “Service Line Inventory Template” worksheet; for example, “a customer owns the entire SL.”

- SL from the main to the curb stop – enter SL information in the “Public Side SL” columns (from D to I).
- SL from the curb stop to the building inlet – enter SL information in the “Customer SL” columns (from J to P).
- Leave a note in the “Note” column (column R) or inform your LHD when submitting the inventory.



**14. What method can we use to identify SL material?**

You can use the following methods for identifying SL materials:

- utility or public records showing service line materials (refer to Item 15).
- field inspection by PWS staff or a professional plumber.
- excavation such as trenching and hydro-vacuuming (refer to item 20).
- sampling, e.g., sequential sampling, flush sampling, or first draw sampling (refer to item 16).
- statistical analysis/predictive model (refer to Item 17).

- f) customer identification with a scratch and/or magnet test followed by photo or field verification by PWS staff (applicable to customer-owned SL, refer to item 19).
- g) other methods acceptable to your LHD.

**15. Can we use public and utility records for identifying SL material?**

You can use the following information for this purpose. You need to cross-check records with other records, field investigations, previous SL investigations, and customer self-identification of SL materials. If you don't have confidence in the accuracy of records, you need to perform physical confirmation.

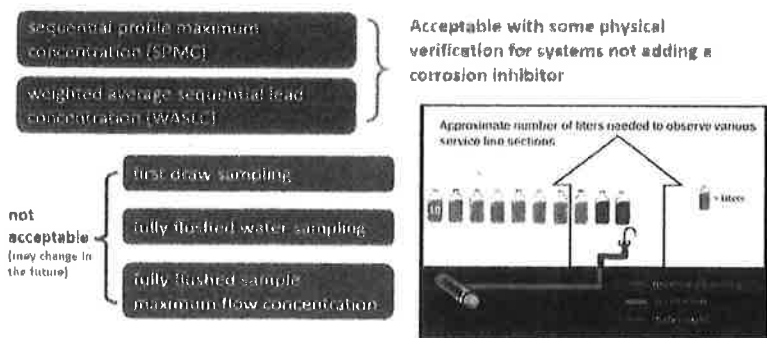
Not confident in the accuracy of records? Perform physical confirmation.

Very Imprecise

- a) All construction and plumbing codes, permits, and existing records or other documentation which indicates the SL materials used to connect to the distribution system.
- b) All water system records, including distribution system maps and drawings, historical records on each service connection, meter installation records, historical capital improvement or master plans, and standard operating procedures.
- c) All inspections and records of the distribution system that indicate the material composition of the service connections that connect to the distribution system.
- d) Any other resource, information, or identification acceptable to your LHD.

**Note:** You need to identify and track SL materials in your inventory when you encounter SLs during normal operations (e.g., checking SL materials when reading water meters or performing maintenance activities).

**16. Can we use sampling to identify service line materials?**



Sampling methods are not acceptable for systems using a corrosion inhibitor. For systems that do not add a corrosion inhibitor, sequential sampling for SL material identification is acceptable only when it is part of a study approved by an LHD. Up to 20 percent physical verification of SL materials tentatively identified with the sampling

will be required. If the accuracy of the physical verification result is less than 90%, the sampling should not be used without physical confirmation.

**17. Is a predictive (probability) model or statistical analysis acceptable to become a known service line without physical verification?**

A predictive model and statistical analysis are useful tools for budget planning and prioritizing LSL replacements. A model’s output typically needs physical verification due to an inherent inaccuracy of any model or statistical analysis. However, on a case-by-case basis, some of the model and statistical analysis results will be accepted without physical verification. You must provide sufficient information to the State and the LHD to evaluate how much physical verification is adequate. Examples of the information include:

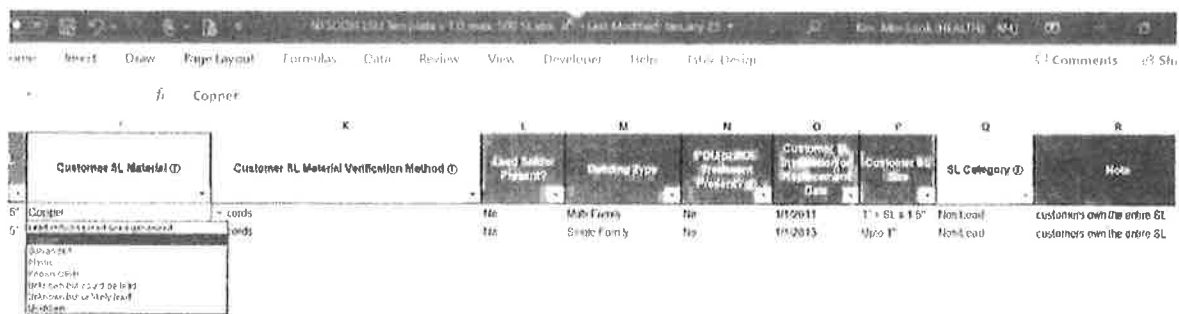
- a number of unknown SLs
- a number of known SLs
- completeness of historical SL materials records
- random physical verification process such as the proposed number of SLs that will be physically verified
- confidence interval for the model

Note that a State’s initial determination for a required physical verification rate can be revised based on the accuracy of physical confirmation results.

**18. The Safe Drinking Water Act and New York State banned lead pipes and solders from supplying drinking water in June 1986. Can we categorize SLs installed after June 1986 non-LSLs?**

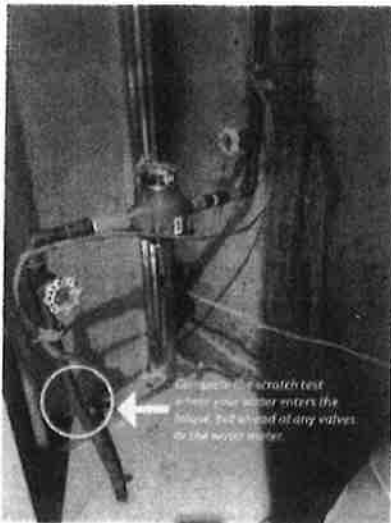
If you have the following records, choose actual SL materials or “known other,” if actual SL material is not known, from the dropdown menu in column E (Current Public Side SL Material) and in column J (Customer SL Material).

- written records showing the entire distribution system was constructed after June 1986 or after your municipality banned lead pipes for supplying drinking water (“lead ban”); and
- the entire length of customer-owned SL was built after June 1986 or the lead ban.



**Figure 3-C Example of Filling Out the NYSDOH LSLI Template**

The NYSDOH LSLI Template will automatically determine and enter qualifying SL as “non-Lead” in column Q (“SL Category”). No further verification is required. If you do not have such records, you need to verify service line material with one or more methods included in Item 14.



### 19. Can we use customers' identification of their SL materials?

You may use customer surveys or interviews to identify customers' SL materials in combination with verification by qualifying water system staff, e.g., an inspection of photos of customers' SL. If a photo does not clearly indicate an SL material, you need to use other reliable verification methods, e.g., visiting a customer's house. You must provide sufficient information to assist your customers in accurately identifying the SL materials. Online surveys can be a useful tool as customers can upload their photos when taking a survey. The NYS DOH has a video to assist homeowners to identify their SL materials. You can find the video online at NYS DOH and on YouTube:

<https://www.health.ny.gov/environmental/water/drinking/lead/>

<https://www.youtube.com/watch?v=PcO5FCE9Vfw>

### 20. We will identify unknown SLs with potholing (hydro-vacuuming). What is an acceptable potholing practice?

You need to conduct potholing according to the following:

- unknown utility side - at least 18" from main to curb stop
- unknown private side - at least 18" from the curb stop to the building and, if applicable, visual observation of the SL before the shutoff valve inside the building

The same three-point verification will apply to verification with the camera. Your municipality may require more stringent service line material verification strategies.

### 21. How should we submit the inventory to the LHD?

We strongly recommend every PWS prepares the inventory using the State's Template and submit it electronically via e-mail as an attachment. If your inventory is too large to send via e-mail, you may submit it by uploading it to PWS' cloud storage services such as OneDrive or Google Drive; and sharing a link with the State and your LHD. If you don't have an appropriate resource to send the large-sized inventory, NYS may be able to arrange it for you.

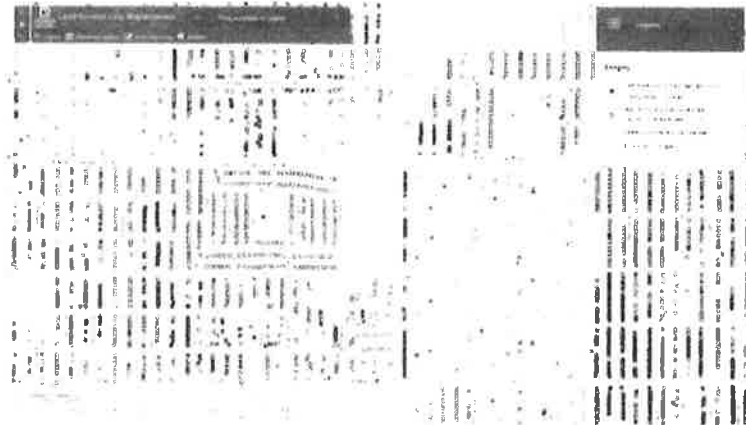
### 22. Should we have our inventory available to the public?

You must have your inventory publicly available and include instructions to access the inventory in your Annual Water Quality Report. If your system serves more than 50,000, you must have the inventory available online.

**23. How do we make the inventory available to the public?**

The NYS does not have specific formats for a publicly available inventory. The following are a few examples of available options:

- Interactive web-based map which may have real-time update capability (most powerful tool)
- Static map
- Searchable online database, e.g., the inventory prepared using the NYS DOH template at the water system's website
- Printed maps, tables, or spreadsheets (not recommended unless a system has not more than a few hundred service lines)



Denver's SL Inventory as of 12/15/21.

Source: Guidance for Developing and Maintaining a Service Line Inventory (epa.gov)

**24. We have only non-LSL in the system. Do we still need to have the inventory available to the public?**

If you have no LSL, GSLRR, or unknown SL on any portion of the SL, either owned by your water system or customers, you may have a written statement declaring that the distribution system has no LSL or GSLRR available instead of having the full inventory available to the public. The written statement must include a general description of all applicable sources used for the inventory. Be reminded that you still need to develop a full initial inventory. The written statement is not a substitute for the initial inventory.

**25. We have LSLs, GSLRRs, or unknown SLs and have made our inventory available to the public. Are there any other public notification requirements specific to the inventory?**

Initially, within 30 days of the completion of the initial LSL inventory, you must provide the following notification to every customer with an LSL, GSLRR, or unknown SL. You must repeat the notification annually until the entire service connection is no longer an LSL, GSLRR, or unknown SL. For new customers, you need to provide the notice at the time-of-service initiation. Refer to Table 1 below for public notification requirements.

**Table 1** Public Notification Requirement to persons served by an LSL, GSLRR, or unknown SL

| <b>All persons served by LSL</b>                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• A statement that the person's SL is lead</li> <li>• An explanation of the health effects of lead that meet the current LCR requirements</li> <li>• Steps the affected persons can take to reduce exposure to lead in drinking water</li> <li>• Information about opportunities to replace LSLs</li> <li>• Any available financing programs</li> </ul> |

|                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• A statement that the system must replace its portion of LSL if the property owners notify the system that they are replacing their portion of LSL</li></ul>                                                                                                                                                                               |
| <b>All persons served by GSLRR</b>                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>• A statement that the person's SL is galvanized requiring replacement</li><li>• An explanation of the health effects of lead that meet the current LCR requirements</li><li>• Steps the affected persons can take to reduce exposure to lead in drinking water</li><li>• Information about opportunities for SL replacement</li></ul>      |
| <b>All persons served by unknown SL</b>                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"><li>• A statement that the person's SL is unknown but may be lead</li><li>• An explanation of the health effects of lead that meet the current LCR requirements</li><li>• Steps the affected persons can take to reduce exposure to lead in drinking water</li><li>• Information about opportunities to verify the material of the SL</li></ul> |

## 26. How often do we need to update the inventory?

The service line inventory is a live document that requires continuous updates until there is no LSL, GSLRR, or unknown SL based on all available sources of new information, such as service line replacements, and maintenance and repair records. The LCRR requires the inventory be updated at the following frequencies and submit it to your LHD within 30 days from the end of each monitoring period.

- a) Annual update if your system's monitoring frequency is semi-annual or annual.
- b) Triennial update if your system's monitoring frequency is triennial.
- c) No update if your system has no LSL, GSLRR, or unknown SL. If you find any LSL or GSLRR in the future, you need to notify the LHD within 30 days of identifying the SL and prepare an updated inventory on a schedule established by your LHD.

**Note:** *EPA may revise the inventory requirements under the future revision. Until any change in the LCRR, a PWS must comply with the LCRR inventory requirements, including the update requirement.*

## 27. Is funding available for preparing the inventory?

The Bipartisan Infrastructure Law, also known as the Infrastructure Investment and Jobs Act or Bipartisan Infrastructure Bill, provides funding for preparing an SL inventory for applicable water systems. Visit the following NYSDOH site for more information:

[https://health.ny.gov/environmental/water/drinking/docs/lead\\_service\\_line\\_project\\_submission\\_guidance.pdf](https://health.ny.gov/environmental/water/drinking/docs/lead_service_line_project_submission_guidance.pdf)



## REFERENCES

40 CFR Part 141 § 141.80 to § 141.93 available at <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-D/part-141#subpart-I>

Guidance for Developing and Maintaining a Service Line Inventory, EPA August 2022 available at [https://www.epa.gov/system/files/documents/2022-08/Inventory%20Guidance\\_August%202022\\_508%20compliant.pdf](https://www.epa.gov/system/files/documents/2022-08/Inventory%20Guidance_August%202022_508%20compliant.pdf)

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**TOWN OF PUTNAM VALLEY  
DISTRICTS**

# Memo

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk (KK)  
**Date:** 3/19/2024  
**Re:** LPID Kubota repair

---

I formally request the Town Board's authorization to spend \$16,095 for the repair of the 2013 Kubota wheel loader for Lake Peekskill. The rear end and gears need to be replaced due to pitting and rust. The estimate from Westchester Tractor, Inc. includes disassembly, replacement of gears, bearings, seals and reassembly of rear.

The Kubota is a necessary piece of equipment for the crew for maintenance of Lake Peekskill.

The funds will come from the Lake Peekskill budget.



# WESTCHESTER TRACTOR, INC.

60 International Blvd, Brewster, N.Y. 10509

**PHONE: 845 278 7766**

**FAX: 845 278 4528**



## SERVICE ESTIMATE

|             |                                   |          |                       |
|-------------|-----------------------------------|----------|-----------------------|
| NAME:       | <u>Town of Putnam Valley</u>      | DATE:    | <u>March 19, 2024</u> |
| ADDRESS:    | <u>265 Oscawana Lake Road</u>     |          |                       |
| CITY/STATE: | <u>Putnam Valley, N.Y., 10579</u> |          |                       |
| PHONE:      | <u>845-629-2203</u>               | CONTACT: | <u>Ray</u>            |
| FAX/EMAIL   | <u>kkroboth@putnamvalley.gov</u>  |          |                       |
| EQUIPMENT   | MAKE: <u>Kubota</u>               | TYPE:    | <u>Wheel Loader</u>   |
|             | MODEL: <u>R420</u>                | YEAR:    | <u>2013</u>           |
|             | SERIAL #: <u>20602</u>            | HOURS:   | <u>1007</u>           |

### DESCRIPTION OF REPAIR:

Machine's rer end got water in it and now making noise.  
 Partial disassembly and inspection revealed different stages of pitting and rust on most of the gears.  
 Estimate is for disassembly, replacement of gears, bearings, seals and reassembly of rear.

X \_\_\_\_\_  
 I authorize the above repairs to be completed as stated

|                             |                     |
|-----------------------------|---------------------|
| TOTAL LABOR                 | <u>\$9,280.00</u>   |
| TOTAL PARTS                 | <u>\$6,600.00</u>   |
| TOTAL FLUIDS                | <u>\$65.00</u>      |
| SHOP SUPPLIES               | <u>\$ 50.00</u>     |
| SUBLET LABOR CHARGES        | <u>\$0.00</u>       |
| PICK UP AND DELIVERY CHARGE |                     |
| Freight                     | <u>\$ 100.00</u>    |
| SUBTOTAL                    | <u>\$ 16,095.00</u> |
| TAX                         | <u>\$ -</u>         |
| TOTAL                       | <u>\$ 16,095.00</u> |

\* Actual price may vary as much as  
 20% from the estimated price.

\* THIS ESTIMATE WAS MADE BY VISUAL  
 INSPECTION BEFORE DISASSEMBLY  
 ANY FURTHER WORK NEEDED EVIDENT AFTER  
 DISASSEMBLY WILL BE ADDITIONAL.