



# TOWN OF PUTNAM VALLEY

## Town Board Work Session

July 12<sup>th</sup>, 2023

Town Hall

5 PM

\*\*\*\*\*

**Meeting called to Order**

**Pledge of Allegiance**

1. Presentation of Audit Report
2. Authorize Expenditure for Parcel 65.1-5 for Bell Hollow Bridge Project
3. Authorize the Supervisor to publicize notice of complete application for RBL dam repair
4. Districts:
  - a. Accept NEAR Proposal for LOMAC
  - b. Authorize RBL Children's Beach Walkway Repair
  - c. Approve LPID Beach Monitor Appointments 2023
  - d. Approve Lookout Manor Laborer for 2023 Season
5. Highway: Accept Auction Results
6. Facilities:
  - a. Approve Amendment of RingSquared Services
  - b. Approve Acknowledgement of Financial Condition PERMA
  - c. Approve CDWG Subscription for MFA Software
7. Parks & Recreation:
  - a. Approve Additional Putnam Valley Day Camp Personnel
  - b. Approve Refunds
8. Daily Fee Report – Summary June 1, 2023 – June 30, 2023

**Adjournment**

**Next Town Board Meeting: Wednesday, July 19<sup>th</sup>, 2023 6 PM**

**PUBLIC HEARING: Regulations for Short-Term Rentals  
Wednesday, July 19<sup>th</sup>, 2023 – 6 PM**



2

**JACQUELINE ANNABI**  
TOWN SUPERVISOR

---

TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Bell Hollow Road Bridge Project – Parcel 65.1-5  
DATE: July 11, 2023

---

RESOLVE, that the Town Board approve the expenditure of \$12,033.36, representing payment to the Putnam County Finance Department for back taxes for parcel number 65.1-5 on Bell Hollow Road. This parcel of vacant land, comprising of 5.734 acres, was donated to the Town of Putnam Valley by Jane Hirschman, as per Resolution #R23-146 dated April 12, 2023, in lieu of payment of said back taxes.

**RESOLUTION 7:12 # \_\_\_\_ OF 2023**

WHEREAS, the Town Board of the Town of Putnam Valley has previously proposed to repair the Roaring Brook Lake Dam (RBL Dam) (NYS Dam ID 213-2775) which impounds Roaring Brook Lake; and

WHEREAS, the proposed repairs will include the construction of a wall along the crest of the dam, repair of cracking in the walls and spillway, and the construction of a new auxiliary spillway; and

WHEREAS, these repairs require the submission of an application for a permit from the New York State Department of Environmental Conservation (DEC); and

WHEREAS, notice and the opportunity for public comment is required for the completion of said application;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Putnam Valley authorizes and directs the publication of the attached Notice of Complete Application in "The Journal News" located at 1 Gannett Drive, West Harrison, New York 10604; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Putnam Valley authorizes the payment of any fees that may be required to effect said publication.

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

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

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

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

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

**New York State Department of Environmental Conservation  
Division of Environmental Permits**

NYSDEC Region 3 Headquarters  
21 S Putt Corners Rd  
New Paltz, NY 12561  
(845) 256-3054



June 20, 2023

TOWN OF PUTNAM VALLEY  
265 OSCAWANA LAKE RD  
PUTNAM VALLEY, NY 10579

Re: DEC ID # 3-3728-00077/00003  
ROARING BROOK LAKE & DAM

Dear Applicant :

Please be advised that your application for a DEC permit(s) is complete and a technical review has commenced. Notice and the opportunity for public comment is required for this application. Enclosed is a Notice of Complete Application for your project. Please have the Notice published in the newspaper identified below once during the week of 06/26/2023 on any day Monday through Friday.

THE JOURNAL NEWS  
1 GANNETT DR  
WEST HARRISON, NY 10604

On the Notice of Complete Application, that information presented between the horizontal lines, on the enclosed page(s) should be published. Do not print this letter or the information contained below the second horizontal line. Please request the newspaper publisher to provide you with a Proof of Publication for the Notice. Upon receipt of the Proof of Publication promptly forward it to this office. You must provide the Proof of Publication before a final decision can be rendered on your application. You are responsible for paying the cost of publishing the Notice in the newspaper.

Notification of this complete application is also being provided by this Department in the NYSDEC Environmental Notice Bulletin.

This notification does not signify approval of your application for permit. Additional information may be requested from you at a future date, if deemed necessary to reach a decision on your application. Your project is classified major under the Uniform Procedures Act. Accordingly, a decision is due within 90 days of the date of this notice unless a public hearing is held, which may extend this time frame. If a public hearing is necessary, you will be notified.

If you have any questions please contact me at the above address or phone number above.

Sincerely,

*Victoria Lawrence*

VICTORIA A LAWRENCE  
Division of Environmental Permits

**THIS IS NOT A PERMIT**



---

**New York State Department of Environmental Conservation  
Notice of Complete Application**

*Date:* 05/19/2023

*Applicant:* TOWN OF PUTNAM VALLEY  
265 OSCAWANA LAKE RD  
PUTNAM VALLEY, NY 10579

*Facility:* ROARING BROOK LAKE & DAM  
LAKESHORE DR  
PUTNAM VALLEY, NY 10579

*Application ID:* 3-3728-00077/00003

*Permits(s) Applied for:* 1 - Article 15 Title 5 Dam  
1 - Article 15 Title 5 Excavation & Fill in Navigable Waters

*Project is located:* in PUTNAM VALLEY in PUTNAM COUNTY

*Project Description:*

The applicant proposes to repair Roaring Brook Lake Dam (NYS Dam ID 213-2775) which impounds Roaring Brook Lake (Class B), including construction of a wall along the crest of the dam, repair of cracking in the walls and spillway, and construction of a new auxiliary spillway. The project is located near Lakeshore Drive, in the Town of Putnam Valley, Putnam County.

*Availability of Application Documents:*

Filed application documents, and Department draft permits where applicable, are available for inspection during normal business hours at the address of the contact person. To ensure timely service at the time of inspection, it is recommended that an appointment be made with the contact person.

*State Environmental Quality Review (SEQR) Determination*

Project is an Unlisted Action and will not have a significant impact on the environment. A Negative Declaration is on file. A coordinated review was not performed.

*SEQR Lead Agency* None Designated

*State Historic Preservation Act (SHPA) Determination*

The proposed activity is not subject to review in accordance with SHPA. The application type is exempt and/or the project involves the continuation of an existing operational activity.

*Availability For Public Comment*

Comments on this project must be submitted in writing to the Contact Person no later than 07/13/2023 or 15 days after the publication date of this notice, whichever is later.

*Contact Person*

VICTORIA A LAWRENCE  
NYSDEC  
21 S Putt Corners Rd  
New Paltz, NY 12561


---

**CC List for Complete Notice**

Jacqueline Annabi, Town Supervisor  
Hans Hasnay, WSP  
Jennifer Ross, NYSDEC DOW  
Sarah Pawliczak, NYSDEC BEH  
ENB

4a

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 6/26/2023  
**Re:** 2023 NEAR Proposal for LOMAC

---

I formally request the Town Board authorize the Supervisor to accept NEAR's 2023 proposal for lake management services for Lake Oscawana. The cost of this service is not to exceed \$34,000 and will be paid for with district funds. The proposal is attached.



# Northeast Aquatic Research

74 Higgins Highway  
Mansfield Center, CT 06250

June 20<sup>th</sup>, 2023



TO: Lake Oscawana Management Advisory Committee  
ATTN: Alan Paley, Chairperson  
FROM: Kendra Kilson, Project Lead &  
George Knoecklein, PhD, Principal Limnologist

## **RE: Proposed 2023 monitoring of Lake Oscawana, Putnam Valley, NY**

### Water Quality Monitoring

NEAR will conduct water quality monitoring at Lake Oscawana once per month from April through October.

During each visit, monitoring will be conducted at the three pre-established sampling stations, Station 1, Station 2, and Station 3. At each station, water clarity will be measured, and water temperature, dissolved oxygen, and conductivity profiles will be collected at one-meter increments from the surface to the lake bottom. Water samples will be collected from the top, middle, and bottom of the water column at Station 1, and from the top and bottom of the water column at Station 2 and Station 3. All water samples will be analyzed for concentrations of total phosphorus and total nitrogen. The Station 1 bottom water sample will also be analyzed for concentration of ammonia. Additionally, composite water samples will be collected from Station 1 for phytoplankton and zooplankton identification and enumeration.

Water samples will also be collected from the lake's seven primary inlets in four months when water is flowing (many of the inlets are dry mid-summer). All inlet samples will be analyzed for concentrations of total phosphorus and total nitrogen. In three months, Inlets 3, 4, and 7 will be tested for presence and abundance of *E. coli*.

### Aquatic Plant Survey

NEAR will conduct one full-lake aquatic plant survey in late summer to gauge the impact of the weed harvesting operation on the plant community and to determine the extent to which the harvester reduced the coverage of the invasive Eurasian water milfoil, and any nuisance native species. The survey will be used to document the locations and densities of all aquatic plant species in the lake, with species attention given to invasive and protected species.

### Data Logger Equipment and Installation

NEAR will purchase 11 temperature data loggers for deployment in Lake Oscawana. The loggers will be deployed in May and will collect continuous temperature data throughout the summer. The loggers will be removed from the lake in October. The continuous temperature data collected by the loggers will be used to track temperature at a finer scale from surface to bottom.



### Zoom Presentation

In late fall/early winter 2023, NEAR will host a Zoom presentation with LOMAC members to discuss 2023 monitoring and aquatic plant results.

### Summary Letter

In winter 2024, NEAR will prepare a summary letter to discuss the findings of the monitoring program. The letter will include a discussion of all water quality and plant data collected in 2023, along with recommendations for ongoing monitoring and management.

### Consulting

NEAR has allocated 8 hours for ongoing additional consulting, which can be used over the course of the season. This allows LOMAC to ask questions and receive advice during the season. Professional consulting counted toward the 15 hours includes but is not limited to:

- Communications regarding all aspects of the lake management projects, including but not limited to email responses to client questions, direct communication with state and local officials to facilitate project goals, client requests requiring literature or data review, written responses to public concerns, phone/email communication with other client contractors for the direct benefit of the project, etc.
- Evaluation of proposals from contractors looking to work with the client.
- Consulting and reporting work for local and state permit applications, acquisition, and mandatory project reporting – including preparation of permit documents, forms, communications, etc.
- Grant planning, writing, and editing services.
- Review of historical data, past reports, or lake management records; review of watershed management documents and plans - follow up recommendations as needed.

### **2023 Monitoring Budget**

| <b>Task</b>  | <b>Price</b>    |
|--|-----------------|
| Lake Water Quality Sampling Visits                           | \$11,704        |
| In-lake Sample Analyses                                      | \$5,341         |
| Inlet Sample Analyses  | \$2,333         |
| Late Season Aquatic Plant Survey                             | \$5,152         |
| Data Loggers Equipment and Installation                      | \$1,302         |
| Zoom Presentation  | \$2,400         |
| 2023 Summary Letter  | \$4,220         |
| Anticipated Consulting Budget (billed as needed at \$150/hr) | \$1,200         |
| <b>2023 Total</b>  | <b>\$33,652</b> |

As always, if you have any questions, please email us at [kendra.near@gmail.com](mailto:kendra.near@gmail.com) and [gknoecklein@gmail.com](mailto:gknoecklein@gmail.com).


Sincerely,

Kendra Kilson

George Knoecklein, PhD

46

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 6/26/2023  
**Re:** RBL Children's Beach walkway repair

---

I formally request the Town Board to authorize the repair of Roaring Brook Lake's Children's Beach walkway. The proposal from Landwork Contractors is attached. The cost is not to exceed \$26,000 which includes all labor and material. The cost will be covered by the district.



57 Route 6 Suite 208  
Baldwin Place, New York 10505  
(914) 479-2537/Fax: (914) 293-0094  
[www.landworkcontractors.com](http://www.landworkcontractors.com)

**Proposal to:** Town of Putnam Valley

**Attention:** Karen Kroboth District Clerk 845-526-2160

**Proposal dated:** June 26, 2023

Landwork Contractors, Inc. submits its proposal to include all labor, material, equipment and clean up necessary to complete the following scope of work at Children's Beach Roaring Brook Lake:

1. Cut down and remove trees/stumps in the way of the new walkway from the main walkway to the garbage enclosures.
2. Excavate, install and compact a new item-4 gravel sub-base approximately 4" thick in the footprint of the new path.
3. Re-grade and compact the existing item-4 gravel in the footprint of the existing path. Install and compact additional item-4 gravel to maintain a minimum 4" thickness of sub-base.
4. Install approximately 120 LF of Belgium block on the low side of the walkway. The Belgium block will be set in a concrete footing with mortar joints in between every block.
5. Install a new layer of hot mix top coat asphalt 3" thick. The total length of the walkway including the side that branches off to the garbage enclosures is approximately 178'. The width of the walkways will be 4'.
6. Clean up and remove construction debris off site.
7. Rake and re-seed disturbed soil areas on the sides of the new walkway.

The total cost for the above scope of work is \$12,800.00.

The additional cost to paint the asphalt with an exterior epoxy with grit is \$2,400.00.

Additional Work for Drainage:

1. Install an 18"x18" concrete catch basin with a steel frame and grate at the bottom of the walkway.
2. Install a 4" PVC pipe from the catch basin to outlet into 2 Cultec 330 infiltrators.
3. Excavate and remove approximately 35 cubic yards of soil in the footprint of the 2 Cultec 330 infiltrators.
4. Install filter fabric, approximately 25 cubic yards of crushed gravel, the 2 infiltrators, infiltrator connectors and a 4" PVC solid overflow pipe which will outlet to the brook.
5. Backfill and compact the soil above the infiltrators.
6. Restore the disturbed area of the parking lot with new item-4 gravel.


The total cost for the drainage work is \$10,700.00.

I look forward to working with you.

Please feel free to contact me with any questions.

4c

TOWN OF PUTNAM VALLEY  
DISTRICTS

To: Town Board  
From: Karen Kroboth – District Clerk   
Date: 6/27/2023  
Re: LPID Beach Monitor appointments 2023

---

I formally request the Town Board appoint the following people as LPID Beach Monitors for the 2023 season at an hourly rate of \$16.00 with no benefits. This position will run from 7/1 through 9/5.

- Joshua Marinelli
- Rosemarie Mosry-Carrow

4d

**TOWN OF PUTNAM VALLEY  
DISTRICTS**

**To:** Putnam Valley Town Board

**From:** Karen Kroboth, District Clerk



**Date:** 7/14/2021

**Re:** Lookout Manor Laborer

---

I formally request that the Town Board authorize \$300 to be paid to Brendan O'Brien to setup Barger Pond for the 2023 season.

Shawn Keeler  
Road  
Highway Superintendent  
10579  
SKEELER@PUTNAMVALLEY.GOV

5

265 Oscawana Lake  
Putnam Valley, NY

David Conklin  
phone  
General Foreman

(845) 526-3333  
(845) 526-4729 fax

Margaret Bradley  
Senior Clerk Typist

Hours of operation:  
7:00 AM -

3:30 PM  
Alexis Acevedo  
Part-time Clerk

## Town of Putnam Valley Highway Department

June 21 , 2023

### MEMORANDUM

TO: Jacquie Annabi  
Members of the Town Board

FROM: Shawn Keeler

RE: Auction

The result from the recent auction with Auctions International Inc. was \$20,410.00

Sincerely,  
Shawn Keeler  
Cc: Maria Angelico

**APPROVE SEASONAL LABORERS**

Presented by Councilman Smith

**RESOLUTION #R23-183**

**RESOLVED** that the Town Board authorize the Highway Superintendent to hire four (4) seasonal laborers at the rate of \$16.00 per hour with no benefits for the period of June 5, 2023 through September 1, 2023. The cost for these laborers is within my budget.

Seconded by Councilwoman Tompkins, unanimously carried

**APPROVE REQUEST TO GO TO BID FOR VEHICLES**

Presented by Councilman Smith

**RESOLUTION #R23-184**

**RESOLVED** that the Town Board authorize the Highway Superintendent to go to bid for the following items:

2 F-550 Dump Trucks.

The cost of these items will be from the BAN recently approved on 4/20/23. This will not affect the Highway Budget.

Seconded by Councilwoman Tompkins, unanimously carried.

**APPROVE REQUEST TO AUCTION SURPLUS EQUIPMENT**

Presented by Councilman Smith

**RESOLUTION #R23-185**

**RESOLVED**, that the Town Board authorize the Highway Department to auction off the following surplus equipment:



TOWN OF PUTNAM VALLEY  
TOWN BOARD WORK SESSION  
MAY 10, 2023  
PAGE | 232

Shawn Keeler  
Road  
Highway Superintendent  
10579  
SKEELER@PUTNAMVALLEY.GOV

265 Oscawana Lake  
Putnam Valley, NY

David Conklin  
phone  
General Foreman

(845) 526-3333

(845) 526-4729 fax

Margaret Bradley  
Senior Clerk Typist

Hours of operation:  
7:00 AM -

3:30 PM  
Alexis Acevedo  
Part-time Clerk

**Town of Putnam Valley Highway Department**

**May 2, 2023**

**MEMORANDUM**

**TO: Jacquie Annabi  
Members of the Town Board**

**FROM: Shawn Keeler**

**RE: Request to auction surplus equipment**

**The Highway Department has the following items that will go to auction as surplus equipment.**

- (1) **2010 Dodge 550. VIN# 3D6WD7EL9AG105654.  
Truck starts and does run, some damage to hood and grill, windshield is cracked. 11 foot dump body.  
3 yard slide in hydraulic stainless Smith sander included. 9 foot smart shield RT3 straight blade  
plow also included.**
- (2) **10 foot Henke plow, good shape**
- (3) **two 9 foot Boss smart shield RT# plow blades with (2) sets of carbide blades.**
- (4) **8 foot pickup bed from a 2015 Ford F350. Bed has some surface rust. Decent shape. Tailgate  
included. Bed has spray in bed liner.**
- (5) **Bed Lincr – Plastic bed liner and tailgate liner for a 6.5 foot Ford F250 bed. New - never used.**
- (6) **Eighteen (18) Western Unimount plow blades, 8 foot long**
- (7) **2004 F350 Utility Body**

**Sincerely,  
Shawn Keeler**

6a



**To:** Putnam Valley Town Board  
**From:** Margaret DiRubba, Administrative Service Coordinator  
**Date:** July 12, 2023  
**Subject:** Amendment of RingSquared

I formally request that the Putnam Valley Town Board authorize the Town Supervisor to sign the Order Form with RingSquared for the following:

- Installation of a new Verizon FIOS Circuit and SD-WAN for Voice Services. This will provide failover to a second diverse internet circuit in the event our primary circuit goes down, with no downtime for voice communications.
- Re-organization of monthly provided services to (5) telephone extensions, resulting in net cost savings.
- Migrate (5) POTS lines to SIP analog lines for net cost savings.

These changes will result in an overall cost savings on the Monthly Recurring Charges for Voice services, while providing increased availability to the voice services platform in the event of a data outage.

**Quote 0000249 prepared for:**

Town of Putnam Valley  
265 Oscawana Lake Rd.  
Putnam Valley, NY 10579

**Contact:**

Margaret DiRubba  
mdirubba@putnamvalley.gov  
(845) 526-9114

**Prepared by:**

Kate Dietrich  
kate.dietrich@ringsquared.com  
(845) 285-1490

Account Number: 8594 • Created: 12-Jun-2023 2:51 PM • Expires: 11-Jul-2023 • Term: 36 months

- E911: BTN -- List of Numbers

**Service Address**

Town of Putnam Valley  
265 Oscawana Lake Rd  
Putnam Valley, NY 10579-2004

| Product   | Action     | Price    | Quantity | NRC \$   | MRC \$   |
|---|------------|----------|----------|----------|----------|
| Technician On-Site Installation<br><i>SD-WAN - Install and Test</i>   | New        | \$440.00 | 1        | \$440.00 |          |
| Installation Setup Fee<br><i>FiOS Installation</i>  | New        | \$60.00  | 1        | \$60.00  |          |
| Access<br><i>Disconnect Coax Circuit CAT 96.56.37.218 once FiOS is installed and circuit is no longer needed.</i> | Disconnect | \$0.00   | 1        |          | \$0.00   |
| 50 Mbps IOF<br><i>50M x 50M FiOS</i>  | New        | \$80.00  | 1        |          | \$80.00  |
| DID   | Renew      | \$0.25   | 29       |          | \$7.25   |
| SIP Line<br><i>Migrate 5 POTS Lines to SIP Analog: 845-526-8806, 526-4729, 526-3179, 526-2930 and 526-2013</i>    | Convert    | \$15.00  | 5        |          | \$75.00  |
| UCaaS - Basic Seat - 3 year term<br><i>265-0616 x 239</i>   | Renew      | \$10.95  | 1        |          | \$10.95  |
| UCaaS - Business Seat - 3 year term   | Renew      | \$17.95  | 33       |          | \$592.35 |
| Multi Line Hunt Group (MLHG)  | Renew      | \$5.00   | 9        |          | \$45.00  |
| Adtran 924e FXO   | New        | \$35.00  | 1        |          | \$35.00  |
| Block Static IP   | New        | \$17.50  | 1        |          | \$17.50  |
| UCaaS - Easy Auto Attendant (Per Auto Attendant)  | Renew      | \$6.00   | 10       |          | \$60.00  |
| SD-Wan Edge 610 Enterprise - 10 mb  | New        | \$77.00  | 1        |          | \$77.00  |
| UCaaS - Basic Seat - 3 year term<br><i>265-0622 x 238, 265-0638 x 213, 265-0645 x 239, 265-0646 x 218</i>         | Downgrade  | \$10.95  | 4        |          | \$43.80  |
| SIP Line<br><i>528-3961</i>   | Change     | \$15.00  | 1        |          | \$15.00  |

NRC Total \$500.00



Install new FiOS Circuit and SD-WAN for Voice Services. Downgrade 5 UCaaS Seats to Basic. Migrate 5 POTS Lines off FTTP to Sip Analog. Primary contact for coordinating technician dispatches is Margaret DiRubba. IT Contact is John Petranichik - jpetranichik@putnamvalley.gov.

This Service Order shall be pursuant to any additional terms and conditions of any Master Service Agreement, Service Agreement Master, Terms and Conditions ([www.ringsquared.com/terms-and-conditions](http://www.ringsquared.com/terms-and-conditions)), or Service Agreement by and between the Parties. For order interval information, please consult your sales representative. If LOA is required, please submit with this order form. Following the initial Term of this Service Order, this Service Order shall continue on a month-to-month term, unless terminated by either party upon thirty (30) days advanced written notice.

Order processing may be dependent with an on-site inspection to ensure successful provisioning of products and services.

## 911 Requirements

It's important to designate your 911 address and tracking information to your phone system to ensure that emergency response will be able to locate you in the case of an emergency.


### Selected Option: BTN -- List of Numbers

This option is typically used when an organization's staff are located in different locations, such as remote or off site offices.

Assign 911 address information to your Bill To Number and individually to each DID phone number attached to your extensions.

*\* Requirement -- a separate BTN+DID worksheet that lists all DID numbers and the associated address for each. Your account manager can assist you with this.*

## Order Signature

Customer: 

Date: 06/21/2023

66



**To:** Putnam Valley Town Board

**From:** Margaret DiRubba, Administrative Service Coordinator

**Date:** July 12, 2023

**Subject:** Authorize Supervisor to sign Acknowledgement of Financial Condition PERMA

I formally request that the Putnam Valley Town Board ratify the signature of the town Supervisor on the Notice and Acknowledgement of Financial Condition which needed to be returned to our . This acknowledgement provides the town with notice and disclosure of financial condition so that the town can make an informed decision regarding the placement of insurance coverage with (PERMA) Public Employers Risk Management Association.



bc



**To:** Putnam Valley Town Board  
**From:** Margaret DiRubba  
**Date:** July 12, 2023  
**Subject:** Authorize Town Supervisor to approve Subscription Through CDWG for MFA Software

I formally request that the Putnam Valley Town Board authorize the Facilities Department to enter into a yearly subscription with Cisco DUO Essentials via CDWG for 17 User MFA Licenses including text verification and to authorize payment in the amount of \$610.00.

MFA Software is mandatory for Cyber insurance.





Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

## Review and Complete Purchase

**JOHN PETRANCHIK,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|-------------|
| NLBD519 | 6/20/2023  | NLBD519         | 5793991    | \$610.00    |

**QUOTE DETAILS**

| ITEM   | QTY | CDW#    | UNIT PRICE | EXT. PRICE |
|--|-----|---------|------------|------------|
| <u>Cisco Duo Essentials - license - 1 license</u><br>Mfg. Part#: DUO-ESSENTIALS<br>Electronic distribution - NO MEDIA<br>Contract: MARKET  | 17  | 7440466 | \$35.00    | \$595.00   |
| <u>Cisco Duo Security - license - 1000 telephony credits</u><br>Mfg. Part#: DUO-TELPHNY-1K<br>Electronic distribution - NO MEDIA<br>Contract: Capitol Region Educational Council (022-G) | 1   | 5859861 | \$15.00    | \$15.00    |

|                    |                 |
|--------------------|-----------------|
| <b>SUBTOTAL</b>    | \$610.00        |
| <b>SHIPPING</b>    | \$0.00          |
| <b>SALES TAX</b>   | \$0.00          |
| <b>GRAND TOTAL</b> | <b>\$610.00</b> |

| PURCHASER BILLING INFO  | DELIVER TO  |
|---|---|
| <b>Billing Address:</b><br>TOWN OF PUTNAM VALLEY<br>***NEED VOUCHER**<br>265 OSCAWANA LAKE RD<br>ACCOUNTS PAYABLE<br>PUTNAM VALLEY, NY 10579-2045<br><b>Phone:</b> (845) 526-2121<br><b>Payment Terms:</b> Net 30 Days-Govt State/Local | <b>Shipping Address:</b><br>TOWN OF PUTNAM VALLEY<br>***NEED VOUCHER**<br>265 OSCAWANA LAKE RD<br>ACCOUNTS PAYABLE<br>PUTNAM VALLEY, NY 10579-2045<br><b>Phone:</b> (845) 526-2121<br><b>Shipping Method:</b> ELECTRONIC DISTRIBUTION |
|   | <b>Please remit payments to:</b><br>CDW Government<br>75 Remittance Drive<br>Suite 1515<br>Chicago, IL 60675-1515   |



**Sales Contact Info**

**Angelo Cappetta** | (855) 822-9415 | [angelo.cappetta@cdwg.com](mailto:angelo.cappetta@cdwg.com)

7a

**From: Frank DiMarco, Parks and Recreation**  
**Subject: Personnel**  
**Date: June 26, 2023**

Please approve additional Putnam Valley Day Camp Staff for the 2023 season, as per the attached list.

**DAY CAMP SALARIES 2023**

**New Employees:**

**Noah Angelico- \$12.50 an hour**

**Rory McGinty-\$12.50 an hour**

**Avery Demaio-\$12.50 an hour**

76

To: Town Board  
From: Frank DiMarco, Parks and Recreation Director  
Subject: Parks and Recreation Refunds  
Date: July refunds 2023

**Leah Norman**

19 Finney Place  
Putnam Valley, NY 10579

Amount: \$1,000

Reason: Grandchildren cannot attend (Medical Reason)

**Rigoberto Licona**

(347)446-7810  
47 Lockwood Rd. Cortlandt Manor, NY 10567

Amount: \$200

Reason: Son couldn't attend Basketball Camp due to Conjunctivitis

**Cassandra Monahan**

(914)490-3876  
270 Peekskill Hollow Road, Putnam Valley, NY 10579

Amount: \$160

Reason: Son couldn't attend last 4 days of Basketball Camp due to upper respiratory illness.

**Nikki Hayes**

(845)519-7917  
42 Lee Avenue, Putnam Valley, NY 10579

Amount: \$150

Reason: Daughter couldn't attend Swim Lessons due to broken arm.

**Delilah Shaw**

(914)382-6376  
68 Johnson St. Apt. A, Lake Peekskill, NY 10537

Amount: \$170

Reason: Arts & Crafts Program canceled due to low enrollment.

**Felicia Madimenos**

(917)656-2376  
179 Tibet Dr. Carmel, NY 10512

Amount: \$340

Reason: Arts & Crafts Program canceled due to low enrollment. (2 Children)

**Eric Bauer**

(845)282-7222

32 Traverse Road, Lake Peekskill, NY 10537

Amount: \$50

Reason: Cornhole Tournament canceled due to lack of participants.

**Liz Boscarino**

(845)494-7889

120E Columbia Court, Yorktown Heights, NY 10598

Amount: \$50

Reason: Cornhole Tournament canceled due to lack of participants.

**Frankie Sherwood**

(845)803-5409

484 Sprout Brook Rd. Garrison, NY 10524

Amount: \$50

Reason: Cornhole Tournament canceled due to lack of participants.

**Cary Sahler**

(845)742-6002

99 Lake Drive, Lake Peekskill, NY 10537

Amount: \$50

Reason: Cornhole Tournament canceled due to lack of participants.

**Sheryl Luongo**

(845)845-661-2082

42 Luigi Road, Putnam Valley, NY 10579

Amount: \$50

Reason: Cornhole Tournament canceled due to lack of participants.

**Wappinger Youth Lax Club**

(914)227-0740

P.O Box 402

Hopewell Junction, NY 12533

Amount: \$1,200 (\$1,248.00 paid w/ Credit Card)

Reason: Program canceled due to low enrollment of teams.

7/3/2023

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



From: 6/1/2023 To: 6/30/2023

| Fee Type                     | Count      | Amount             |
|------------------------------|------------|--------------------|
| ADDITIONAL FEE               | 1          | \$75.00            |
| CW                           | 1          | \$75.00            |
| DECK                         | 1          | \$75.00            |
| DEM/R                        | 2          | \$200.00           |
| ELECTRI APP/NY ELEC          | 8          | \$320.00           |
| ELECTRIC APP/SWIS            | 14         | \$560.00           |
| FENCE/WALL                   | 1          | \$75.00            |
| GAS/PROPANE                  | 5          | \$375.00           |
| GENERATOR PERMIT             | 2          | \$150.00           |
| HVAC                         | 11         | \$1,125.00         |
| MI                           | 2          | \$150.00           |
| PERM                         | 13         | \$4,507.00         |
| PERNC-COMMERCIAL             | 1          | \$5,698.00         |
| PL                           | 4          | \$435.00           |
| RE                           | 18         | \$4,651.00         |
| RHCS                         | 2          | \$1,000.00         |
| RU                           | 2          | \$250.00           |
| SEARC                        | 18         | \$3,600.00         |
| TENT                         | 1          | \$75.00            |
| WETADM                       | 4          | \$200.00           |
| WETL                         | 4          | \$500.00           |
| WT/S                         | 4          | \$400.00           |
| <b>Total Fees Collected:</b> | <b>119</b> | <b>\$24,496.00</b> |
| <b>Cash</b>                  | <b>5</b>   | <b>\$475.00</b>    |
| <b>Check</b>                 | <b>114</b> | <b>\$24,021.00</b> |

**SEE ATTACHED**

FEE TYPES

|                            |  |
|----------------------------|--|
| ADDITION/ALTERATION        | Permits for Additions/Alterations                |
| BLASTING                   | Permits to Blast                                 |
| CW                         | Commence Work Permit                             |
| CREDIT CARD FEE            | Credit Card Fee charged for usage of credit card |
| DEM/R                      | Demolition/Residential                           |
| ELECTRIC APP/NY ELECTRICAL | Electric application/NY Electrical               |
| ELECTRIC APP/SWISS         | Electric application/Swiss                       |
| FENCE/WALL                 | Permit for Fence/Wall                            |
| GAS/PROPANE                | Permit for Propane Gas Installation              |
| GENERATOR PERMIT           | Generator Installation                           |
| HVAC                       | Heating, Vent., A/C Permit                       |
| IN GROUND POOL             | Permit for In Ground Pool                        |
| MG                         | Minor Grading Permit                             |
| MI                         | Miscellaneous Building Permit                    |
| OPERATING PERMIT           | Operating Permits /Commercial                    |
| PERM                       | Building Permits                                 |
| PERNC                      | New Construction Permits                         |
| PL                         | Plumbing Permits                                 |
| RE                         | Renewal Building Permits                         |
| RHCS                       | Rock Hammer Crush Shatter Rock Permit            |
| RU                         | Spec. Use Renewal                                |
| SEARC                      | Municipal Search                                 |
| TENT                       | Tent Permit                                      |
| TREE                       | Tree Permit                                      |
| WETADM                     | Wetland Administrative Fee                       |
| WETL                       | Wetland Permit Application Fee                   |
| WT/S                       | Wetland Screening                                |