



TOWN OF PUTNAM VALLEY

Town Board Meeting

September 18th, 2024

Town Hall

6 PM

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### AGENDA

#### Meeting called to Order

#### Pledge of Allegiance

1. Community Reports
2. Supervisor's Comments
3. Legislative Reports
4. Public Hearing: Repeal of Local Law #6-2024 of Town Code - Town Towing List
5. Public Hearing: Towing List Local Law
6. Approval of Minutes
7. Presentation of 2025 Tentative Budget
8. Districts:
  - a. Amend Resolution R24-306
  - b. Amend Resolution R24-310
9. Courts:
  - a. Approve Application for Funding from the Justice Court Assistance Program
  - b. Appoint New Town Prosecutor
10. Facilities: Approve Purchase of Microsoft Office LTSC 2021 Software
11. Assessor: Approve Consent Order and Judgment
12. Parks & Recreation:
  - a. Approve Changes to Personnel
  - b. Approve September 2024 Refunds
13. Approve Surveying Services of Badey & Watson re Horton Hollow Road Bridge
14. Approve Catalis Contract for Tax Collection Program
15. Public Comment – Three-Minute Limit Per Person
16. Audit of Monthly Bills
17. Budget Transfers and Amendments

#### Adjournment

Next Town Board Meeting: Work Session, Wednesday October 9<sup>th</sup>, 2024, 5 PM

**RESOLUTION 9:18 - # \_\_\_\_ OF 2024**

**RESOLUTION ADOPTING LOCAL LAW NO. \_\_\_\_ OF 2024 ENTITLED "A LOCAL LAW REPEALING LOCAL LAW #6-2024 OF THE PUTNAM VALLEY TOWN CODE RELATING TO A TOWN TOWING LIST"**

WHEREAS, a local law was introduced to be known as Local Law No. \_\_\_\_ of 2024, entitled "A LOCAL LAW REPEALING LOCAL LAW #6-2024 OF THE PUTNAM VALLEY TOWN CODE RELATING TO A TOWN TOWING LIST;" and

WHEREAS, a public hearing in relation to said local law was held on September 18, 2024; and

WHEREAS, notice of said public hearing was given pursuant to the terms and provisions of the Municipal Home Rule Law of the State of New York; and

WHEREAS, the Town Board classified this action as a Type II Action for purposes of the State Environmental Quality Review Act (SEQRA), requiring no further environmental review; and

WHEREAS, the said local law has been on the desks of the members of the Town Board of the Town of Putnam Valley for at least seven (7) days, exclusive of Sunday.

NOW, THEREFORE, BE IT RESOLVED, that the local law annexed hereto is hereby enacted; and

BE IT FURTHER RESOLVED, that the Town Clerk shall file a certified original of this local law in the office of the Town Clerk and one (1) certified copy in the Office of the Secretary of State, State of New York, such certified copy to have attached thereto a certificate that it contains the correct text of the enactment of this local 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     | _____ | _____ | _____   |

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KAT DIOMEDE, TOWN CLERK

**Town of Putnam Valley Local Law No. \_\_\_\_ of 2024**

**A Local Law Repealing Local Law #6-2024 of the Town of Putnam Valley Town Code  
Relating to a Town Towing List**

BE IT ENACTED, by the Town Board of the Town of Putnam Valley, Putnam County, New York, as follows:

**Part 1. Title**

This Local Law shall be known as the “A Local Law Repealing Local Law #6-2024 of the Town of Putnam Valley Town Code Relating to a Town Towing List.”

**Part 2. Purpose**

The purpose of this local law is to repeal Local Law #6 of 2024, which incorrectly added “Towing List” provisions to Chapter 120 of the Town Code.

**Part 3. Enactment**

This Local Law is adopted and enacted pursuant to the authority and power granted by §10 of the Municipal Home Rule Law of the State of New York.

**Part 4. Amendment of the Town Code**

The Town of Putnam Valley Local Law #6-2024 is amended as follows:

*Repealed in its entirety.*

**Part 5. Severability**

The invalidity of any part or provision (e.g., word, section, clause, paragraph, sentence) of this Local Law shall not affect the validity of any other part of this Law which can be given effect in the absence of the invalid part or provision.

**Part 6. Effective Date**

This Local Law shall take effect immediately upon the filing with the Office of the Secretary of State of the State of New York, in accordance with the applicable provisions of law, and specifically, Article 3, Section 27 of the New York State Municipal Home Rule Law.

5

**RESOLUTION 9:18 - # \_\_\_\_ OF 2024**

**RESOLUTION ADOPTING LOCAL LAW NO. \_\_\_\_ OF 2024 ENTITLED "TOWING LIST"**

WHEREAS, a local law was introduced to be known as Local Law No. \_\_\_\_ of 2024, entitled "TOWING LIST;" and

WHEREAS, a public hearing in relation to said local law was held on September 18, 2024; and

WHEREAS, notice of said public hearing was given pursuant to the terms and provisions of the Municipal Home Rule Law of the State of New York; and

WHEREAS, the Town Board classified this action as a Type II Action for purposes of the State Environmental Quality Review Act (SEQRA), requiring no further environmental review; and

WHEREAS, the said local law has been on the desks of the members of the Town Board of the Town of Putnam Valley for at least seven (7) days, exclusive of Sunday.

NOW, THEREFORE, BE IT RESOLVED, that the local law annexed hereto is hereby enacted; and

BE IT FURTHER RESOLVED, that the Town Clerk shall file a certified original of this local law in the office of the Town Clerk and one (1) certified copy in the Office of the Secretary of State, State of New York, such certified copy to have attached thereto a certificate that it contains the correct text of the enactment of this local law.

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

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

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

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

PRESENT/ABSENT Councilwoman Howard  
PRESENT/ABSENT Councilwoman Tompkins  
PRESENT/ABSENT Councilman Russo

AYE NAY ABSTAIN

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRESENT/ABSENT Councilman Luongo  
PRESENT/ABSENT Supervisor Annabi

\_\_\_\_\_  
\_\_\_\_\_

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KAT DIOMEDE, TOWN CLERK

## **CHAPTER 121**

### **TOWING LIST**

#### **§121-1. Declaration of purpose.**

It is hereby declared and found that it is of vital importance to the traveling public that disabled vehicles be removed from the highways as promptly as possible; that delay in removal results in traffic congestion and may cause additional accidents; that the towing of disabled motor vehicles from the highways of the Town of Putnam Valley is a matter affecting the public interest and consequently should be subject to supervision and administrative control for the purpose of safeguarding the public against traffic problems and confusion at the scene of accidents, fraud and excessive rates and similar abuses. To serve these ends, the Town Board establishes a towing list to be made available for use by responding police agencies.

#### **§121-2. Establishment of policy**

- A. It is the intent of the Town Board of the Town of Putnam Valley to establish a fair and uniform policy for towing of vehicles from accident scenes consistent with statutory and decisional law. The following issues have been taken into consideration in the development of this policy:
  - 1. The needs of the public.
  - 2. The needs of the towing industry
  - 3. The needs of responding police agencies.
- B. Towing companies participating in the Town towing program must demonstrate that they can give prompt, safe and professional service.
- C. This chapter also establishes appropriate administrative procedures to deal with those companies who do not meet the standards set forth herein.

#### **§121-3. Criteria for tow companies.**

The Town Board requires that any towing company which applies for a position on the Town towing list must meet the following standards:

- A. All towing companies must maintain minimum insurance coverage as follows and must provide evidence of such insurance (except as to worker's compensation) in the name of the listed towing company naming the Town of Putnam Valley as additional insured:
  - (1) Light duty:
    - (a) General auto liability: \$1,000,000 each occurrence, which may be met through excess or umbrella coverage.
    - (b) On-hook direct primary: \$100,000 each occurrence.

- (c) Garage keepers liability: \$400,000 each occurrence.
  - (d) Workers' compensation: NYS requirements.
- (2) Heavy duty:
  - (a) General auto liability: \$2,000,000 each occurrence, which may be met through excess or umbrella coverage.
  - (b) On-hook direct primary: \$500,000 each occurrence.
  - (c) Garage keepers liability: \$1,000,000 each occurrence.
  - (d) Workers' compensation: NYS requirements.
- B. All towing companies in the form of a limited liability partnership, limited liability company, corporation or other form of organization must provide evidence of good standing with the NYS Department of State to confirm that the listed company is the same as the one identified in the license and insurance and to avoid duplication of listings.
  - (1) Each towing company, including any DBA or assumed name under which they appear, may submit only one application for the list.
  - (2) Each application must include the company's USDOT and/or NYSDOT number.
- C. All towing companies must maintain a valid inspection and registration for each of their tow vehicles. The companies must provide the following to the Town of Putnam Valley:
  - (1) A list of all tow vehicles to be used within the Town.
  - (2) A list of all drivers who will be operating said vehicles, with driver's license ID numbers.
- D. All towing companies must own, lease or sublease either a lighted, fenced and locked or indoor locked vehicle storage facility in which to store towed vehicles out of public access. Such storage facility shall be in compliance with applicable zoning and building code requirements and shall be located within the municipal boundaries of the Town of Putnam Valley.
  - (1) All records required by this chapter must be maintained at said location.
  - (2) All towing companies shall have staff at the vehicle storage facility to provide for vehicle redemption at least between the hours of 9:00 a.m. to 5:00 p.m., Monday through Friday.
  - (3) An inventory list for the cars on site shall be maintained.
- E. All towing companies must maintain adequate equipment to perform the required towing tasks. Each driver shall maintain a valid operator's license for the class of vehicle being driven to and from the tow scene.



- (1) Towing companies must have the following equipment:
    - (a) All trucks and equipment will adhere to all applicable NYSDOT and USDOT regulations.
    - (b) Each truck is to be equipped with:
      - [1] A broom.
      - [2] A shovel.
      - [3] Speedi dry or equivalent oil-absorbent product.
  - (2) All towing companies must have their vehicles marked in compliance with NYSDOT and/or USDOT regulations. (See 17 NYCRR § 820.1 and 49 CFR Part 390.)
  - (3) Towing companies must have at least one tow truck with a gross vehicle weight of 10,000 pounds or one flat bed with a gross vehicle weight of 15,000 pounds.
- F. All towing companies must comply with the twenty-minute response time to the scene of the tow after receiving the request for service. The twenty minutes runs from the initial call from the responding police agency to the tow company, regardless of whether voice contact is made.
- G. All towing companies must make their facilities and equipment available for scheduled inspections on two weeks' notice. These inspections will be made to ensure that each company maintains the required Department of Motor Vehicles (DMV) registration, vehicle registrations, vehicle inspections and vehicle insurance. The Town reserves the right to conduct inspections at any time of any tow trucks, insurance documentation and operator's license used by any company on the list.
- H. Towing companies on the list must apply for and receive a sticker from the Town of Putnam Valley, which must be displayed on the tow vehicle by all companies on the list.
- I. All tow truck drivers must maintain a valid license with the necessary and required tow endorsement, and proper classification for the vehicle being driven to and from the scene with proper endorsement, e.g., air brake if applicable. For the heavy duty list each tow truck driver must maintain a valid CDL- A license and any additional required endorsements for the vehicle being towed including tankers, hazardous materials, doubles and triples, etc.
- J. The towing company shall remove any debris at the scene from the vehicle being towed, including glass. Debris shall not include hazardous materials which require manifested disposal pursuant to DEC guidelines.

**§121-4. Application process.**

- A. All applications (initial and renewal) to be placed on the tow list shall be submitted in writing to the Town of Putnam Valley, on forms provided by the Town Clerk.

- B. Applications shall contain the following information:
- (1) Application fee and/or renewal fee, in the amounts established from time to time by resolution of the Town Board;
  - (2) A description of the vehicles owned by the towing company, including manufacturer, model and model year and the DOT registration number;
  - (3) Proof of the required insurance;
  - (4) Place and location of the storage yard and contact phone number, including after-hours contact information.
- C. Grounds for rejecting an application, whether original or renewal, is:
- (1) Material false statements or misrepresentations;
  - (2) Conviction of a felony in connection with the operation of a motor vehicle of any tow truck operator;
  - (3) Conviction of a felony in connection with the operation of a towing business of the company's owner or principal;
  - (4) Conviction of a felony involving fraud or corruption of the company's owner or principal;
  - (5) Failure to meet the criteria outlined in § 121-3.
- D. Tow companies are under a continued duty to consistently maintain and meet the requirements outlined in § 121-4 (B) and (C). They are under an affirmative duty to report any changes in status, specifically as they pertain to § 121-4 (B) and (C). To the extent a company falls out of compliance with said requirements, the company must report the same to the Town Clerk within 10 days of discovery of the failure to meet the requirements.

**§121-5. Procedure for suspension from tow list.**

- A. A tow truck operator may be suspended from the tow list for the following reasons:
- (1) Failure to respond to three calls within a three-week period, absent reasonable cause;
  - (2) Lapse of registration of tow vehicles;
  - (3) Lapse of inspection sticker; or
  - (4) Lapse of required insurance coverage.
- B. Notice of suspension may be served either personally or by overnight delivery at the tow operator's place of business as set forth on the application. Suspension without notice shall not be enforceable.
- C. In the event of suspension, tow truck operator may appeal the suspension and/or removal to

the Town Board within 20 days thereafter.

- D. Upon the determination that the tow truck operator failed to respond to three calls within a three-week period, absent reasonable cause, may result in suspension from the tow list for a period of up to four weeks.
- E. In the event of lapse of registration, insurance coverage, inspection sticker or loss of license, the company shall be immediately suspended and the suspension shall continue until the requirements are brought into compliance or otherwise cured.
- F. To the extent a company suspended from the list, and the list has 6 companies on it at the time of suspension, the company's position will not be filled until latter of when the twenty-day appeal period has run or the appeal has been dismissed.
- G. A company suspended due to a lapse of registration, insurance coverage, inspection sticker or loss of license may present evidence that the defect has been cured within the twenty-day window and, if the Board determines the defect has been cured, the Board shall reinstate the company.

**§121-6. Annual inspections.**

- A. The Town shall conduct annual inspections of the towing companies' facilities as identified on the application.
- B. Such inspection shall be scheduled at least two weeks in advance with a notice in writing served by facsimile, email or personal delivery.
- C. Inspections shall verify:
  - (1) If the company is a repair shop or body shop, that it has a valid DMV registration for such shop;
  - (2) For each towing vehicle, a valid registration, a valid inspection sticker and valid insurance coverage;
  - (3) Determine the adequacy of the storage area used by the company.
- D. The results of these inspections shall be in writing and placed on file in the tow truck operator's file maintained by the Town Clerk.
- E. Reinspection shall occur within two weeks to insure that any noted deficiencies have been corrected; follow-up inspections shall also be placed on file as stated above.
- F. Within 45 days of the scheduled inspection, the inspector shall submit a memorandum to the Town Board listing all facilities inspected, the results of the inspection and any reinspection.

**§121-7. Operational guidelines.**

- A. Towing companies are expected to:
  - (1) Be available 24 hours a day, seven days a week

- (2) Be willing to respond to any type of tow call, whether it be a collision, disabled vehicle, impound, etc.
- B. Vehicle owners or representatives must be able to retrieve their vehicles Monday through Friday during normal business hours. The towing company may charge up to \$50 for an after-hours release at the vehicle owner's request.
- C. Towing companies must provide one permanent day and/or night phone number. Absent mitigating circumstances, towing companies will not contact the Town and/or responding police agencies and attempt to leave phone numbers of on-call tow truck operators.
- D. Towing companies and their personnel must comply with all applicable rules and regulations of Federal Motor Carrier Safety Law as well as the New York State Vehicle and Traffic Law and the Town of Putnam Valley Code.
- E. Towing companies must comply with General Business Law §§ 399-x and 399-xx requirements as they pertain to forms of payment that must be accepted by tow companies.

**§121-8. Rates and charges.**

- A. Towing companies shall maintain records of all charges for tows dispatched pursuant to this chapter and such records shall be available for review by the Town upon request.
- B. The Town Board shall establish by resolution a schedule of maximum rates and charges permitted to be charged by towing companies for tows dispatched pursuant to this chapter, subject to annual review. Charges in excess of such authorized rates are prohibited and constitute grounds for removal pursuant to §§121-9 and 121-10.

**§121-9. Prohibited acts.**

- A. No tow truck operator or company shall respond to the scene of any motor vehicle accident within the Town of Putnam Valley unless a specific request for the services of such tow truck operator has been requested by the person in charge of a disabled vehicle, a police officer or other emergency personnel. It shall be an affirmative defense that the tow truck operator was justified in arriving at the scene of the motor vehicle accident when he or she was not specifically requested to be there when his or her presence was required as an emergency measure to avoid an imminent public or private injury.
- B. No tow truck operator or company shall charge fees in excess of the maximum authorized rates set by Town Board resolution, pursuant to § 121-8 (B).
- C. All tow truck operators and companies must comply with all rules outlined in this local law. Violation of any provision of this local law may be deemed a punishable offense.
- D. All tow companies must comply with their affirmative duty to report their own noncompliance as outlined in §121-4 (D), to the extent they knew or should have known of the noncompliance.

**§121-10. Penalties for offenses outlined in §121-9.**

The penalties will be set from time to time by Town Board resolution.

6

September 10, 2024

To: Town Board

From: Kathy Diomedede  
Interim Town Clerk

Subject: Approval of Minutes – August 2024

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

Thank-you,

Kathy Diomedede  
Interim Town Clerk

8a

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board

**From:** Karen Kroboth, District Clerk (KK)

**Date:** 9/17/2024


**Re:** Amend #R24-306

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I formally request the Town Board amend #R24-306 to appoint, Alex Jemty and Brendan O'Brien as part time, per diem, laborers for the Lake Peekskill Highway Department. They will be working the fall 2024 bulk pick up for LPID. The appointment will begin September 9th, 2024 at a rate of **\$16.00** per hour – not \$20.00 per hour, with no benefits, and continue until the bulk pick up is complete (2 weeks). They will be called upon as needed and the district will cover the cost.

86

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 9/17/2024  
**Re:** Amend #R24-310 Lake Peekskill Drawdown 2024

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I formally request that the Town Board authorize the LPID crew to being lowering the lake 5 feet the beginning **October 1, 2024**. The purpose of lowering the lake more than normal is to allow the lake manger, EverBlue, to review the lake bottom at this level.





**ROBERT M. NACHAMIE**  
TOWN JUSTICE

**PAT A. LONGOBUCCO**  
TOWN JUSTICE

**TOWN JUSTICE COURT**  
TOWN OF PUTNAM VALLEY  
265 OSCAWANA LAKE ROAD  
PUTNAM VALLEY, NEW YORK 10579

TELEPHONE  
**845-526-3050**

FAX  
**845-526-2930**

EMAIL  
**COURTS@PUTNAMVALLEY.GOV**

To: Town Board

From: Pat A. Longobucco and Robert M. Nachamie

Re: Application for funding from the Justice Court Assistance Program

Date: September 17, 2021

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The Town Court is requesting authorization from the Town Board to apply for funding from the Justice Court Assistance Program during the upcoming grant cycle. One required component of that application is a Resolution from the Town Board authorizing the Town Court to apply for this funding.

RESOLVE, the Board of the Town of Putnam Valley authorizes the Town of Putnam Valley Town Court to apply for a JCAP grant in the 2024-25 grant cycle up to \$30,000.00.

To: Town Clerk

From: \_\_\_\_\_, Town Justice

Re: Application for funding from the Justice Court Assistance Program

Date: \_\_\_\_\_

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The Town Court is requesting authorization from the Town Board to apply for funding from the Justice Court Assistance Program during the upcoming grant cycle. One required component of that application is a Resolution from the Town Board authorizing the Town Court to apply for this funding.

**The Division of Professional and Court Services will not accept the court's application unless the Resolution incorporates one of the following two options EXACTLY as written below:**

**Option # 1**

"The Board of the Town of \_\_\_\_\_ Name of Town \_\_\_\_\_ authorizes the \_\_\_\_\_ Name of Town \_\_\_\_\_ Town Court to apply for a JCAP grant in the 2024-25 grant cycle up to \$30,000.00."

**Option # 2**

"The Board of the Town of \_\_\_\_\_ Name of Town \_\_\_\_\_ authorizes the \_\_\_\_\_ Name of Town \_\_\_\_\_ Town Court to apply for a JCAP grant in the 2024-25 grant cycle up to \$ \_\_\_\_\_ Amount Requested \_\_\_\_\_."

While the Resolution may include one or more "WHEREAS" clauses, it is essential that the "Be it RESOLVED" portion of the Town Board's resolution be worded exactly as one of the options indicated above (with the addition of the name of the Town inserted as shown above in both options and with the addition of the amount requested as shown above in the second option).

In addition, the Board Resolution must be certified.

**The deadline for our application is Friday, October 11, 2024.**

Thank you for your attention to this matter and for your help with the Court's application.

96



**To: Putnam Valley Town Board**

**From: Jacqueline Annabi, Town Supervisor**

**Date: September 10, 2024**

**Subject: Approval of Joseph A. Charbonneau  
As Putnam Valley Town Prosecutor**

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I hereby request the Putnam Valley Town Board approve Joseph A. Charbonneau, Attorney at Law, 3 Starr Ride Road, Suite 203, Brewster, NY 10509 as Putnam Valley's Town's Prosecutor effective October, 2024 at the rate of \$2,083.33 per month (\$25,000.00/year.)

Attorney Charbonneau will replace Sarah E. Ryan, Esq, of Van DeWater and Van DeWater, LLP.

Attorney Ryan was the temporary replacement for Gordon Fine, Esq. when he retired in August, 2024.



## TOWN OF PUTNAM VALLEY

### AGREEMENT WITH PUTNAM VALLEY TOWN PROSECUTOR

THIS AGREEMENT, dated effective as of October 1, 2024 by and between the Town of Putnam Valley, a municipal corporation organized and existing under the laws of the State of New York, having its offices at 265 Oscawana Lake Road, Putnam Valley, NY, hereinafter called the "TOWN," and Joseph A. Charbonneau, Attorney at Law, 3 Starr Ride Road, Suite 203, Brewster, NY 10509.

Whereas, the Town desires to retain Joseph A. Charbonneau as Town Prosecutor on the terms and conditions herein commencing on October 1<sup>st</sup>, 2024 and ending December 31<sup>st</sup>, 2024.

The Town agrees to compensate Joseph A. Charbonneau, as an independent contractor, in the amount of Twenty Five Thousand Dollars (**\$25,000.00**) **per annum** and shall be paid, pro-rated, in monthly installments of Two Thousand Eighty-Three Dollars and Thirty-Three Cents (**\$2,083.33**) **per month**.

The duties and responsibilities of Town Prosecutor shall be as follows: The Town Prosecutor will work with various departments in the Town to assure swift and proper prosecution of Town Code violations; review all criminal accusatory instruments; prosecute all non-vehicle and traffic violations (such as harassment), and all vehicle and traffic violations not handled by the Putnam County District Attorney (whose policy is not to prosecute violations).

The time commitment is estimated to be approximately eight (8) hours per month of court time, on average, plus necessary non-court time and occasional trials in Putnam Valley and other local justice courts. Court appearances can include at least one night court session and one day court session. The Town Prosecutor is also expected to meet with complainants and attempt to inform them of the status of cases and various legal options open to them for resolution of cases.

This Agreement may be terminated by either party at any time, for or without cause, upon thirty (30) days' prior written notice (hereinafter "Notice of Termination") to the non-terminating party. Such termination will be effective upon the date stated in the aforementioned Notice of Termination.

Joseph A. Charbonneau shall serve at the pleasure of the Town Board in all matters related to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly signed and executed as of the date below.

Town of Putnam Valley

\_\_\_\_\_  
Jacqueline Annabi  
Supervisor, Town of Putnam Valley

\_\_\_\_\_  
Joseph A. Charbonneau, Esq.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



To: Putnam Valley Town Board

From: Margaret DiRubba, Administrative Service Coordinator

Date: September 13, 2023

Subject: Purchase of Microsoft Office LTSC 2021 Software  
For 34 Town Computers

I formally request that the Putnam Valley Town Board approves the purchase of Microsoft Office LTSC's standard software package for a one time cost in the amount of \$10,369.66. This package includes (34) 2021 License which will provide us with Microsoft support patches and updates for approximately 7-10 years.

Immediate purchase of this software package is necessary because the existing MS Office installations are End-of-Life and support patches and updates have ended. This purchase will also give us long term support before Microsoft ceases to offer local license based installations, and instead only offers Office 365 Government yearly subscriptions.



11

**SHERYL LUONGO**  
**Assessor**

**ANTHONY TOTEDA**  
Real Property Appraisal Technician

To: Supervisor Annabi  
Deputy Supervisor Luongo  
Board Member Christian Russo  
Board Member Tompkins  
Board Member Howard

From: Sheryl Luongo, Assessor

Date: September 13, 2024

Re: Tax certiorari case  
Beals v Town of Putnam Valley, et al  
Index Nos. 501962/2023 and 501301/2024

I hereby request the Putnam Valley Town Board approve the Consent Order and Judgment with respect to the above referenced tax certiorari case. This will reduce the 2023 assessment from \$1,512,000 to \$1,260,400 and the 2024 assessment from \$1,587,699 to \$1,294,420. I am attaching a copy of a proposed Resolution.

RESOLUTION

IT IS HEREBY RESOLVED that Van DeWater & Van DeWater, LLP, Kyle W. Barnett, Esq. of counsel, is authorized to enter into the attached Consent Judgment, settling the tax certiorari proceedings brought by Allen Beals, individually against the Town of Putnam Valley for the tax years 2023 and 2024 and to sign such other and further papers as are necessary to effectuate the settlement.

Dated: \_\_\_\_\_  
Putnam Valley, New York

MOVED BY: \_\_\_\_\_

SECONED BY: \_\_\_\_\_

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

**RESOLUTION \_\_\_\_\_, of 2024**

WHEREAS, tax certiorari proceedings have been filed against the Town of Putnam Valley by Allen Beals in regard to the assessments upon certain property located in the Town of Putnam Valley and designated as SBL No. 61.-1-30 (174 Canopus Hollow Road).

WHEREAS, it is desired to settle the 2023 and 2024 proceedings.

NOW, THEREFORE, be it resolved, that the Town Board of the Town of Putnam Valley authorizes Kyle W. Barnett, Esq., of the law firm of Van DeWater & Van DeWater, LLP, 85 Civic Center Plaza, Poughkeepsie, New York 12601 to negotiate a settlement whereby the 2023 assessment will be settled in accordance with the attached proposed Consent Judgment and summarized as follows:

| <b>Tax Year</b> | <b>Original Assessed Value</b> | <b>Corrected Assessed Value</b> | <b>Reduction in Assessed Value</b> |
|-----------------|--------------------------------|---------------------------------|------------------------------------|
| 2023            | \$1,512,000                    | \$1,260,400                     | \$251,600                          |
| 2024            | \$1,587,699                    | \$1,294,420                     | \$293,279                          |

and Kyle W. Barnett, Esq is authorized to sign such documents as are necessary to effectuate the settlement.

Dated: \_\_\_\_\_, 2024  
Putnam Valley, New York

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

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

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_



SUPREME COURT STATE OF NEW YORK  
COUNTY OF PUTNAM

In the Matter of

ALLEN BEALS

Petitioner,

-against-

THE TOWN OF PUTNAM VALLEY ASSESSOR'S OFFICE,

Respondent.

**STIPULATION & ORDER  
OF SETTLEMENT**

Assigned Judge:  
Hon. Victor G. Grossman

| <u>Tax Year</u> | <u>Index No.</u> |
|-----------------|------------------|
| 2023/24         | 501962/2023      |
| 2024/25         | 501301/2024      |

The above named Petitioner having duly brought this Real Property Tax Law ("RPTL") Article 7 proceeding to review the tax assessment made against premises owned by the Petitioner, ALLEN BEALS, located at 174 Canopus Hollow Road, Putnam Valley, NY 10579 (SBL No.: 61. – 1 – 30) in the Town of Putnam Valley, County of Putnam, State of New York (the "Settled Parcel") for 2023/2024 and 2024/2025, as more fully described in the petition made and filed herein, and issue having been duly joined herein, and Petitioner having appeared by the Law Office of Rogendy Toussaint, Esq., PLLC, Rogendy Toussaint, Esq., and Respondent, the Town of Putnam Valley Assessor's Office, having appeared by Van DeWater & Van DeWater, LLP, Kyle W. Barnett, Esq., and the parties having entered into and consented to this Stipulation & Order of Settlement;

**NOW**, on motion of Rogendy Toussaint, Esq., attorney for Petitioner, it is hereby,

1. **ORDERED, ADJUDGED and DECREED**, that the 2023 assessment of the Settled Parcel at issue herein, in the Town of Putnam Valley, County of Putnam, State of New York, on the assessment roll of the Town of Putnam Valley for the year 2023, be reduced and corrected as follows:

| <u>Property</u>         | <u>Original<br/>Assessed Value</u> | <u>Corrected<br/>Assessed Value</u> | <u>Reduction in<br/>Assessed Value</u> |
|-------------------------|------------------------------------|-------------------------------------|----------------------------------------|
| (SBL No.): 61. – 1 – 30 | \$1,512,000                        | \$1,260,400                         | \$251,600                              |

; and it is further,

2. **ORDERED, ADJUDGED and DECREED**, that the 2024 assessment of the Settled Parcel at issue herein, in the Town of Putnam Valley, County of Putnam, State of New York, on the assessment roll of the Town of Putnam Valley for the year 2024, be reduced and corrected as follows:

| <u>Property</u>         | <u>Original<br/>Assessed Value</u> | <u>Corrected<br/>Assessed Value</u> | <u>Reduction in<br/>Assessed Value</u> |
|-------------------------|------------------------------------|-------------------------------------|----------------------------------------|
| (SBL No.): 61. – 1 – 30 | \$1,587,699                        | \$1,294,420                         | \$293,279                              |

; and it is further,

3. **ORDERED, ADJUDGED and DECREED**, that as a part of this Stipulation & Order of Settlement, the Petitioner agrees to waive its refund of and the Town of Putnam Valley (the “Town”) shall be exempted from refunding any excess Town, Town Highway, other Town taxes and special district charges paid on account of the reduction set forth to the 2023 assessment of the Settled Parcel for the 2023 assessment roll used to generate the 2023/24 Town, Town Highway, water, sewer and all special district taxes on the Settled Parcel; and it is further

4. **ORDERED, ADJUDGED and DECREED**, that the Town shall refund any excess Town, Town Highway, other Town taxes and special district charges paid on account of the reduction set forth to the 2024 assessment of the Settled Parcel for the 2024 assessment roll used to generate the 2024/25 Town, Town Highway, water, sewer and all special district taxes on the Settled Parcel; and it is further

5. **ORDERED, ADJUDGED and DECREED**, that the County shall refund any excess County, County Highway, water, sewer and all special district taxes paid on account of the reductions set forth to the 2023 assessment of the Settled Parcel on account of the 2023 assessment roll used to generate the 2023/2024 County, County Highway, water, sewer and all special district taxes on the Settled Parcel herein; and it is further

6. **ORDERED, ADJUDGED and DECREED**, that the County shall refund any excess County, County Highway, water, sewer and all special district taxes paid on account of the reductions set forth to the 2024 assessment of the Settled Parcel on account of the 2024 assessment roll used to generate the 2024/2025 County, County Highway, water, sewer and all special district taxes on the Settled Parcel herein; and it is further

7. **ORDERED, ADJUDGED and DECREED**, that the Putnam Valley Central School District (the "School District") shall refund any excess school district taxes (including library taxes) paid on account of the reduction set forth for 2023 of the Settled Parcel herein on account of the 2023 assessment roll used to generate the 2023/2024 school district taxes (including library taxes) on the Settled Parcel; and it is further,

8. **ORDERED, ADJUDGED and DECREED**, that the Putnam Valley Central School District (the "School District") shall refund any excess school district taxes (including library taxes) paid on account of the reduction set forth for 2024 of the Settled Parcel herein on account of the 2024 assessment roll used to generate the 2024/2025 school district taxes (including library taxes) on the Settled Parcel; and it is further

9. **ORDERED, ADJUDGED and DECREED**, subject to the terms, covenants and conditions set forth herein, the provisions of RPTL §727 shall be applicable to the corrected 2023 and 2024 assessments for the 2025, 2026, and 2027 assessment rolls for each of the settled parcels; and it is further,

10. **ORDERED, ADJUDGED and DECREED**, that the refunds, set forth above, shall be paid to the Law Office of Rogendy Toussaint, Esq., PLLC, attorney for the aforementioned Petitioner, without interest or costs, provided any such refunds are made within ninety (90) days of the service of this Stipulation & Order of Settlement with notice of entry thereof.

Dated: \_\_\_\_\_, 2024  
Carmel, New York

\_\_\_\_\_  
Hon. Victor G. Grossman  
Justice, Supreme Court

**STIPULATION**

**The Attorneys for the respective Parties do hereby consent to this Stipulation & Order of Settlement.**

Dated: \_\_\_\_\_, 2024

LAW OFFICE OF ROGENDY TOUSSAINT,  
ESQ., PLLC

\_\_\_\_\_  
Rogendy Toussaint, Esq.

*Attorney for Petitioner*

33 Walt Whitman Road, Suite 200B  
Huntington Station, New York 11746  
(631) 673-6738  
rtoussaint@aventineproperties.com

Dated: \_\_\_\_\_, 2024

VAN DEWATER & VAN DEWATER LLP,

\_\_\_\_\_  
Kyle W. Barnett, Esq.

*Attorney for Respondent*

*Town of Putnam Valley Assessor's Office.*  
85 Civic Center Plaza, Suite 101  
P.O. Box 112  
Poughkeepsie, New York 12602  
845-452-5900  
KBarnett@VanDeWaterLaw.com

# VAN DEWATER AND VAN DEWATER, LLP

COUNSELORS AT LAW

John B. Van DeWater (1892-1968)  
Robert B. Van DeWater (1921-1990)  
Gerard J. Comatos, Jr.  
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85 CIVIC CENTER PLAZA, SUITE 101  
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(845) 452-5900  
Fax (845) 452-5848

Noel deCordova, Jr. (1929-2013)  
Edward vK Cunningham, Jr. (1935-2018)  
Ronald C. Blass, Jr. (1951-2018)

John K. Gifford  
James E. Nelson  
Matthew W. Lizotte  
Counsel

Rebecca S. Mensch

Sarah E. Ryan  
Joseph P. Eriole  
Sean J. Curtin

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GENERAL E-MAIL ADDRESS:  
[info@vandewaterlaw.com](mailto:info@vandewaterlaw.com)

September 11, 2024

## Via Email

Putnam Valley Town Hall  
265 Oscawana Lake Road  
Putnam Valley, New York 10579

**RE: Allen Beals v. T/O Putnam Valley  
2023 & 2024 Assessment Roll  
Index Nos. 501962/2023 & 501301/2024**

Dear Supervisor Annabi and Town Board Members:

I am pleased to advise you that with the able assistance of Sheryl Luongo, Town Assessor, we have reached a tentative settlement of the tax certiorari proceedings involving Allen Beals and are pleased to inform you that as part of the settlement, Petitioner is waiving Town refunds for the 2023 year.

The tentative settlement is as follows:

DESCRIPTION SBL No.: 61.-1-30 (174 Canopus Hollow Road)

| Tax Year | Original Assessed Value | Corrected Assessed Value | Reduction in Assessed Value |
|----------|-------------------------|--------------------------|-----------------------------|
| 2023     | \$1,512,000             | \$1,260,400              | \$251,600                   |
| 2024     | \$1,587,699             | \$1,294,420              | \$293,279                   |

This settlement is agreeable with Sheryl Luongo, Town Assessor.

Enclosed for your consideration is a resolution which, if adopted, will authorize the settlement of this matter.

By copy of this letter to the Town Clerk, I request that she advise me of the action of the Town Board when it is considered. If there are any further questions, please feel free to contact me.

Thank you for referring this matter to me.

Very truly yours,

VAN DE WATER & VAN DE WATER, LLP

BY: 

KYLE W. BARNETT

KWB/tg

Enclosures

cc: Sheryl Luongo, Town Assessor  
Kathy Diomedede, Town Clerk

12a

From: Frank DiMarco, Parks and Recreation

Subject: Personnel

Date: September 1, 2024

Please approve the following additions/changes to personnel.

1. Ethan Arbeit, PV Children's Center @ \$15.20 hr.
2. Jacob Lasch, PV Children's Center @ \$15.20 hr.
3. Liliana Caldwell, PV Children's Center @ \$15.20 hr.
4. Jackson Carra, PV Children's Center @ \$15.70 hr.
5. Lourdes Noguera, PV Children's Center @ \$15.20 hr.



126

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

Vanessa Siciliano  
17 Chestnut Street  
Lake Peekskill, NY 10537

\$200.00  
Park usage  
Pavilion rental refund/no water in  
pavilion

Kevin Cooke  
429 Lake Shore Road  
Putnam Valley, NY 10579

\$55.00  
Day camp  
Lake Compounce trip cancelled

Silas Barrerra  
7 Heather Lane  
Putnam Valley, NY 10579

\$500.00  
LPCC  
Deposit refund

Carmen Uchupailla  
129 Hewitt Street  
Lake Peekskill, NY 10537

\$500.00  
LPCC  
Deposit refund



13

**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Horton Hollow Road Bridge / Surveying Services  
DATE: September 17, 2024

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RESOLVE, that the Town Board approve the Town Engineer, Todd Atkinson, entering into a contract with Badey & Watson on behalf of the Town of Putnam Valley, per the attached Proposal, pertaining to Horton Hollow Road Bridge, totaling \$8,450.00, which services are required for the design of a replacement bridge over Canopus Creek on Horton Hollow Road.

# Proposal



To: Todd Atkinson, P.E.  
J. Robert Folchetti & Associates, LLC  
31 Sodom Road  
Brewster, NY 10509  
[Todd.Atkinson@jrfa.com](mailto:Todd.Atkinson@jrfa.com)  
(845) 363-1560

From: Stephen R. Miller, L.S.

CC: Q30384

Date: September 13, 2024

Re: Horton Hollow Road Bridge  
Town of Putnam Valley

Dear Mr. Atkinson:

Following is our proposal to provide the surveying and mapping services that you require for the design of a replacement bridge over Canopus Creek on Horton Hollow Road in the Town of Putnam Valley. Thank you for the opportunity to present it.

## WHAT WE PROPOSE TO DO

We will conduct an Existing Conditions Survey of the area identified in the Google image you provided with your request which is attached hereto by reference. Portions of this area were previously mapped in 2019 as part of our survey of Horton Hollow Road for the Town of Putnam Valley. The survey that we conduct will reflect any changes that have occurred in these previously mapped areas as well as the new areas.

The new survey will be prepared using a combination of photogrammetric mapping and classical surveying methods. The photogrammetric mapping will be based on the 2019 aerial photography, captured for the previous survey. The mapping will be updated and augmented using classical methods to obtain those items that must be precisely located or are too small to see in the photographs, such as the mailboxes, markers, cross culverts, etc., as well as changes that have occurred since 2019.

The survey will be compiled and mapped at a scale of 1-inch equals 30 feet (1" = 30') with a two-foot contour interval and sufficient spot elevations to define those areas where contours do not provide sufficient definition. The location of physical features within the survey limit will be shown, including but not limited to, buildings and structures, road pavements, driveways, walks, rock outcrops, above

[www.Badey-Watson.com](http://www.Badey-Watson.com)

grade utilities, surface evidence of below grade utilities, signs and mailboxes. New mapping will be provided so as to "marry" into our previous mapping.

Right-of-way lines and property lines will be shown based on existing mapping, surveys and deeds in our possession or that are available to us from the Putnam County Clerk's Office. Property owners will be identified from the current tax assessment rolls.

The following items are included in this proposal:

- The delineation, location and mapping of any freshwater wetlands that may exist within the survey limits;
- Stream cross-sections for hydraulic analysis;
- Construction details of the existing bridge structure except for abutments, wings walls and the extents of the bridge deck;
- Trees.

These items can be provided, if required, for an additional fee.

#### DATUMS, MAPPING & DELIVERABLES

The survey will be referenced to the NYS Plane Coordinate System (NAD83) and the North American Vertical Datum of 1988 (NAVD88).

We will prepare our map using AutoCAD Civil 3D, R2022 or higher. Maps will be delivered as hard copy prints, and in PDF and DWG formats.

#### WHEN WE WILL DO IT

We expect we can complete this work within 15-20 business days of your authorization to proceed.

#### WHAT IT WILL COST

The fee that we will charge is \$8,450.00. This is a fixed, lump sum fees which reflects prevailing wage rates for field personnel as required by the NYS Dept. of Labor for "public work."

#### INVOICING & PAYMENT

You will be invoiced for the fee upon completion of the work.

#### AUTHORIZATION

The work may be authorized by having the responsible party sign the place provided below and returning the signature page to us. If appropriate, please provide us with a Purchase Order which specifically references this proposal. The signature may be scanned and emailed to [ntompkins@badey-watson.com](mailto:ntompkins@badey-watson.com).

This proposal is subject to change if not accepted within 60 days of the date hereof.

#### INSURANCE

We represent that we carry all required insurance coverage including Workman's Comp, Unemployment and Vehicular Liability Insurance, as well as General and Professional Liability Coverage. Insurance Certificates will be provided upon request.

**CONCLUSION**

We trust the foregoing is complete, understandable and responsive to your request. If it is not, or if you require anything more, please do not hesitate to contact me. Again, thank you for considering us for this project. Regardless of your decision, we wish you every success with it.

Yours truly,

**BADEY & WATSON,**  
*Surveying & Engineering, DPC*

by



Stephen R. Miller, L.S.

**AUTHORIZATION**

**Existing Conditions Survey for Bridge Replacement**

Horton Hollow Road - Town of Putnam Valley

September 13, 2024

The services described above are authorized under the terms specified herein.

By \_\_\_\_\_ Date \_\_\_\_\_, 2024

Please provide the following information about the responsible party signing above.

Name Todd W. Atkinson, P.E. / J. Robert Folchetti & Associates, LLC

Address 31 Sodom Road, Brewster, NY 10509



Approved by:

TOWN OF PUTNAM VALLEY

By: Jacqueline Annabi, Town Supervisor





14

**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Catalis – Tax Program Contract  
DATE: September 17, 2024

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RESOLVE, that the Town Board approve the Town entering into a contract with Catalis (formerly SCA) for the program, and all associated modules, related to the collection of Town Taxes at a rate of \$7,280.00 for the calendar year 2024, \$7,716.80 for the calendar year 2025 and \$8,179.81 for the calendar year 2026.



Catalis  
3025 Windward Plaza, Suite 200  
Alpharetta, GA 30005

No.: 006Ph00000Cf14UIAR  
Order Form Date: 09/16/2024

## ORDER FORM

### CUSTOMER INFORMATION

|                       |                                              |             |                                                   |
|-----------------------|----------------------------------------------|-------------|---------------------------------------------------|
| Customer:             | Town of Putnam Valley, NY                    | Phone:      | 845-526-2121                                      |
| Primary Contact:      | Maria Angelico<br>mangelico@putnamvalley.com | Address:    | 265 Oscawana Lake Road<br>Putnam Valley, NY 10579 |
| System Administrator: | Maria Angelico<br>mangelico@putnamvalley.com |             |                                                   |
| Billing Contact:      | Maria Angelico                               | ACH:        | <input type="checkbox"/>                          |
| Billing Email:        | mangelico@putnamvalley.com                   | PO          | <input type="checkbox"/> PO No.: [PO No.]         |
| Billing Phone:        | 845-526-2121                                 | Required:   |                                                   |
|                       |                                              | Tax Exempt: | <input type="checkbox"/>                          |

Catalis Representative: Lori Bush, [lori.bush@catalisgov.com](mailto:lori.bush@catalisgov.com), 863-258-3178

### SUBSCRIPTION TERM

Subscription Start Date: January 1, 2024  
Auto-Renewal: Yes

The Subscription Start Date is the date the Software will be provisioned to the System Administrator.  
The Initial Term of the Subscription shall begin on the Subscription Start Date and will continue for three (3) year.  
Upon completion of the Initial Term, the Order Form shall automatically be renewed for subsequent annual twelve (12) month terms.

### PRICING

#### 1. Fee Summary

|                                                        |             |
|--------------------------------------------------------|-------------|
| Software Subscription Fees for Year 1 Total:           | \$ 7,280.00 |
| Professional Services One-time Fees Total:             | \$          |
| Professional Services Recurring Fees for Year 1 Total: | \$          |
| Payment Processing Implementation Fees Total:          | \$          |

*Fee details for these totals are in the tables below.*

#### 2. Software Subscription Fees

|                                                                                                 | Year 1            | Year 2            | Year 3            | Year 4    | Year 5    |
|-------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|-----------|-----------|
| <b>Tax Classic SCA - Maintenance and Support:</b><br>Town Tax Collection Software, Lien Program | \$2,600.00        | \$2,756.00        | \$2,921.36        | \$        | \$        |
| <b>Tax Class SCA Tax - Maintenance and Support Web Payments</b>                                 | \$4,680.00        | \$4,960.80        | \$5,258.45        |           |           |
| <b>Total Subscription Fees</b>                                                                  | <b>\$7,280.00</b> | <b>\$7,716.80</b> | <b>\$8,179.81</b> | <b>\$</b> | <b>\$</b> |

- 2.1. Year 1 Software Subscription Fees shall be billed upon the Subscription Start Date.  
2.2. Future Year Software Subscription Fees shall be billed annually in advance.

### 3. One-Time Professional Services Fees

|                            |               |
|----------------------------|---------------|
| N/A                        | \$            |
| <b>Total One-time Fees</b> | <b>\$0.00</b> |

3.1. One-time Professional Services Fees shall be billed upon the Execution of this Order Form.

### 4. Recurring Professional Services Fees

|                                    | Year 1        | Year 2    | Year 3    | Year 4    | Year 5    |
|------------------------------------|---------------|-----------|-----------|-----------|-----------|
| N/A                                | \$            | \$        | \$        | \$        | \$        |
| <b>Total Annual Recurring Fees</b> | <b>\$0.00</b> | <b>\$</b> | <b>\$</b> | <b>\$</b> | <b>\$</b> |

4.1. Year 1 Recurring Professional Services Fees shall be billed upon the Subscription Start Date.

4.2. Future Year Recurring Professional Services Fees shall be billed annually in advance.

### 5. Additional Services

Future Professional Services, customizations, modifications, or integrations can be provided at a current year hourly services rate. Any additional work requested will require a Professional Services Work Order.

## TERMS AND CONDITIONS

The Agreement incorporates by reference the following, in order of precedence:

*This Order Form*

*The Master Software Subscription and Services Agreement*

*The Service Level Agreement and Support Terms*

*Schedule A: Software Description and Scope of Use*

*Schedule B: One-Time Professional Services Scope of Work*

*Schedule C: Recurring Professional Services Scope of Work*

#### General Notes:

1. Capitalized terms used herein but not defined in this Order Form have the meanings given to them in the Master Software Subscription and Services Agreement.
2. The Parties agree to keep all aspects of this agreement confidential to the extent permitted by law.
3. Pricing and/or terms are subject to change if the Order Form is not signed within sixty (60) days of the Order Form Date.
4. The Pricing listed above is estimated based on the information available to Catalis at the time of the making of this Order Form. Following adoption of this Order Form, changes shall be memorialized with a written Amendment, without regard to whether the change affects costs, and shall be approved in writing by Catalis and the Customer. If the Amendment impacts cost to one or more Parties, an estimate of the cost impact shall be included in the written Amendment.
5. Any Recurring Fees will increase annually by the greater of six percent (6%) or the increase in the CPI for the prior calendar year (as reflected in the pricing table(s) above).
6. Invoices shall be due and payable within thirty (30) days following invoice by Catalis.



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**ACCEPTANCE**

**By signing below, signatories represent that they are validly authorized to enter into this Order Form and accept their terms and conditions. The Order Form is dated effective and shall be considered binding upon execution ("Effective Date") by and between both parties.**

**Town of Putnam Valley:**

**Catalis Tax and CAMA:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Steven Ashbacher

Title: \_\_\_\_\_

Title: Executive Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_


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**Town of Putnam Valley**

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**TO:** Town Board  
**FROM:** Maria Angelico   
**SUBJECT:** Budget Transfers and Amendments  
**DATE:** September 18, 2024

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Hereby request your approval of the attached Budget Transfers and Amendments for Year-To-Date September 18, 2024.

## TOWN OF PUTNAM VALLEY

## Budget Adjustment Form

Year: 2024 Period: 9 Trans Type: B1 - Transfer Status: Posted  
Trans No: 119212 Trans Date: 09/06/2024 User Ref: MANGELICO  
Requested: Approved: Created by: MANGELICO 09/06/2024  
Description: BUDGET TRANSFERS THROUGH 9-6-24 Account # Order: Yes  
Print Parent Account: No

| Account No.   | Account Description                       | Amount     |
|---------------|-------------------------------------------|------------|
| A.1010.416    | TOWN BOARD.DEVELOPMENT PROJECTS           | 3,850.00   |
| A.1410.110    | TOWN CLERK.PERSONAL SERVICE               | -5,000.00  |
| A.1410.130    | TOWN CLERK.COMP EMPLOYEES                 | 5,000.00   |
| A.1420.400    | LAW.SPECIAL LEGAL COUNSEL                 | 6,000.00   |
| A.1440.410    | ENGINEER.STORMWATER PHASE II              | 295.00     |
| A.1990.400    | CONTINGENT ACCOUNT                        | -3,850.00  |
| A.1990.400    | CONTINGENT ACCOUNT                        | -6,000.00  |
| A.1990.400    | CONTINGENT ACCOUNT                        | -295.00    |
| A.1990.400    | CONTINGENT ACCOUNT                        | -915.00    |
| A.1990.400    | CONTINGENT ACCOUNT                        | -2,000.00  |
| A.1990.400    | CONTINGENT ACCOUNT                        | -26.50     |
| A.1990.400    | CONTINGENT ACCOUNT                        | -14,353.78 |
| A.1990.400    | CONTINGENT ACCOUNT                        | -300.00    |
| A.1990.400    | CONTINGENT ACCOUNT                        | -293.80    |
| A.3310.200    | SIGNS.TRAFFIC SIGNS                       | 915.00     |
| A.3620.421    | INSPECTORS.PERSONAL EXPENSE               | -185.13    |
| A.3620.424    | INSPECTORS.CONTRACTUAL                    | 185.13     |
| A.5010.424    | HIGHWAY SUPT.CONTRACTUAL                  | 200.00     |
| A.5132.400    | GARAGE.CONTRACTUAL                        | -200.00    |
| A.6326.400    | ECONOMIC OPPORTUNITY PROGRAMS.CONTRACTUAL | 2,000.00   |
| A.7020.410    | LIFEGUARD TRAINING.EXPENSES               | 26.50      |
| A.7022.110    | CAMP.PERSONNEL                            | -8,042.10  |
| A.7022.400    | CAMP.SUPPLIES                             | 8,042.10   |
| A.7110.200    | PARKS.EQUIPMENT                           | 801.00     |
| A.7110.400    | PARKS.CONTRACTUAL                         | 13,552.78  |
| A.8050.400    | WETLANDS.INSPECTIONS                      | 300.00     |
| A.8540.400    | STORMWATER.DRAINAGE MAINT & REPAIR        | 293.80     |
| SM01.1630.400 | ADMIN & CLERICAL.EXPENSE                  | 419.00     |
| SM01.1640.424 | GARAGE.MAINTENANCE AND REPAIRS            | -419.00    |
| SM02.1630.400 | ADMIN & CLERICAL.EXPENSE                  | -30.30     |
| SM02.9030.800 | SOCIAL SECURITY                           | 22.35      |
| SM02.9035.800 | MEDICARE                                  | 7.95       |
| SM03.7110.120 | RECREATION.LIFEGUARDS                     | -36.21     |

## TOWN OF PUTNAM VALLEY

## Budget Adjustment Form

| Account No.   | Account Description              | Amount    |
|---------------|----------------------------------|-----------|
| SM03.9030.800 | SOCIAL SECURITY                  | 35.89     |
| SM03.9035.800 | MEDICARE                         | 0.32      |
| SM04.1630.400 | ADMIN & CLERICAL.EXPENSE         | 5.60      |
| SM04.1980.420 | PAYMENT OF MTA PAYROLL TAX       | 10.67     |
| SM04.7110.120 | RECREATION.LIFEGUARDS            | 873.89    |
| SM04.7180.471 | BEACH.MAINTENANCE AND REPAIRS    | -1,106.16 |
| SM04.9030.800 | SOCIAL SECURITY                  | 192.35    |
| SM04.9035.800 | MEDICARE                         | 23.65     |
| SM06.1980.420 | PAYMENT OF MTA PAYROLL TAX       | 4.83      |
| SM06.7110.120 | RECREATION.LIFEGUARDS            | 441.01    |
| SM06.7180.471 | BEACH.MAINTENANCE AND REPAIRS    | -445.84   |
| SM08.1630.400 | ADMIN & CLERICAL.EXPENSE         | 225.66    |
| SM08.7110.120 | RECREATION.LIFEGUARDS            | 70.50     |
| SM08.7180.471 | BEACH.MAINTENANCE AND REPAIRS    | -296.16   |
| SM09.8320.472 | WATER.MAINTENANCE AND REPAIRS    | -90.49    |
| SM09.9030.800 | SOCIAL SECURITY                  | 6.61      |
| SM09.9730.700 | BOND ANTICIPATION NOTES.INTEREST | 83.88     |
| SM10.7180.200 | BEACH.EQUIPMENT                  | -828.25   |
| SM10.7180.471 | BEACH.MAINTENANCE AND REPAIRS    | 828.25    |
| SM11.1610.120 | LABOR                            | -2,170.00 |
| SM11.4068.400 | CARP MAINTENANCE                 | 2,170.00  |
| SS02.8110.100 | PUMP STATION.CUSTODIAN           | -33.43    |
| SS02.9030.800 | SOCIAL SECURITY                  | 33.43     |
| Total Amount: |                                  | 0.00      |

TOWN OF PUTNAM VALLEY

Budget Adjustment Form

Year: 2024

Period: 9

Trans Type: B2 - Amend

Status: Posted

Trans No: 119213

Trans Date: 09/06/2024

User Ref: MANGELICO

Requested:

Approved:

Created by: MANGELICO

09/06/2024

Description: BUDGET AMENDMENTS THROUGH 9-6-24

Account # Order: Yes

Print Parent Account: No

| Account No.   | Account Description | Amount    |
|---------------|---------------------|-----------|
| A.7550.400    | TOWN DAY.EXPENSES   | 16,375.00 |
| SM04.7180.210 | BEACH.IMPROVEMENTS  | 2,310.00  |
| Total Amount: |                     | 18,685.00 |

TOWN OF PUTNAM VALLEY

Budget Adjustment Form

Year: 2024Period: 9Trans Type: B2 - AmendStatus: Posted

Trans No: 119214Trans Date: 09/06/2024User Ref: MANGELICO

Requested:Approved:Created by: MANGELICO09/06/2024

Description: BUDGET AMENDMENTS THROUGH 9-6-24Account # Order: Yes

Print Parent Account: No

| Account No.   | Account Description        | Amount   |
|---------------|----------------------------|----------|
| SM05.1630.400 | ADMIN & CLERICAL.EXPENSE   | 51.51    |
| SM05.1980.420 | PAYMENT OF MTA PAYROLL TAX | 9.86     |
| SM05.7110.120 | RECREATION.LIFEGUARDS      | 3,144.00 |
| SM05.9030.800 | SOCIAL SECURITY            | 210.13   |
| SM05.9035.800 | MEDICARE                   | 38.55    |
| Total Amount: |                            | 3,454.05 |