



# TOWN OF PUTNAM VALLEY

## Town Board Work Session

September 11<sup>th</sup>, 2024

Town Hall

5 PM

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Meeting called to Order

Pledge of Allegiance

1. Rescind Resolution R24-266
2. Re-introduce Towing Law Chapter 121
3. Set Public Hearing Sept 18, 6pm
4. Authorize to Vacate Easement
5. Districts:
  - a. Approve Roaring Brook Lake Children's Beach Walkway Repair
  - b. Approve Brookdale Gardens Building and Wetlands Fee Waivers
  - c. Appoint Lake Peekskill Highway Temporary Laborers
  - d. Approve Wildwood Knolls Facilities Revenue Report 2024
  - e. Approve Barger Pond Fish Procurement 2024
  - f. Approve Roaring Brook Lake Drawdown 2024
  - g. Approve Lake Peekskill Drawdown 2024
6. Parks and Recreation
  - a. Ratify Contract with John E. Morgan III for Timber Clearing
  - b. Groundskeeper/Recreation Assistant Position
7. Authorize Lease to Own Cannon agreement
8. Authorize Credit Card Machine for Courts
9. Highway: Approve New Hire
10. Daily Fee Report: Summary August 1, 2024 – August 31, 2024

Adjournment

Next Town Board Meeting: Wednesday, September 18<sup>th</sup>, 2024 6 PM

**RESOLUTION 9:11 - # \_\_\_\_ OF 2024**

WHEREAS, the Town of Putnam Valley Town Board hereby proposes that certain Town Code local law amendments be made to the Town Code, specifically, to repeal in its entirety Local Law #6-2024, entitled "Towing List"; and

WHEREAS, the proposed amendment is annexed hereto as Exhibit A and incorporated herein as if recited verbatim and the Town Board does direct that said amendments be spread across the record as if they, in fact, had been read verbatim; and

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

WHEREAS, the amendment requires a public hearing.

NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby sets a public hearing on the proposed amendments for September 18, 2024, at 6:00pm, or as soon thereafter as the matter may come to be heard, in the Town Hall, 265 Oscawana Lake Road, Putnam Valley, New York; and

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

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

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

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

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

**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.

**RESOLUTION 9:11 - #\_\_\_\_ OF 2024**

WHEREAS, the Town of Putnam Valley Town Board hereby proposes that certain Town Code local law amendments be made to the Town Code, specifically, to add Chapter 121, entitled "Towing List"; and

WHEREAS, the proposed amendment is annexed hereto as Exhibit A and incorporated herein as if recited verbatim and the Town Board does direct that said amendments be spread across the record as if they, in fact, had been read verbatim; and

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

WHEREAS, the amendment requires a public hearing.

NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby sets a public hearing on the proposed amendments for September 18, 2024, at 6:00pm, or as soon thereafter as the matter may come to be heard, in the Town Hall, 265 Oscawana Lake Road, Putnam Valley, New York; and

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

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

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

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

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

**RESOLUTION 9:11 - # \_\_\_\_ OF 2024**

**RESOLUTION AUTHORIZING THE SUPERVISOR TO VACATE AN EASEMENT ON PROPERTY  
LOCATED AT 133 LAKE FRONT ROAD**

WHEREAS, the Town of Putnam Valley was a party to an easement which restricted use of a certain property located at 133 Lake Front Road (Tax Map No.: 62.10-2-5) to seasonal use until such time the property owner successfully installed a sewage disposal system adequate for year-round use; and

WHEREAS, said easement was filed with the Office of the Putnam County Clerk in Liber 1397 at page 0122; and

WHEREAS, under the terms of the easement, upon installation of a sewage disposal system adequate for year-round use, in accordance with plans approved by the Putnam County Department of Health, the Town is to provide the property owners a document indicating the Town's agreement to vacate the easement; and

WHEREAS, a sewage disposal system adequate for year-round use was installed on the property pursuant to Putnam County Health Department Permit 293-21 and was issued a Certificate of Compliance, dated October 6, 2023, from the Putnam Valley Building Department.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Putnam Valley does hereby authorize Supervisor Annabi to issue correspondence to the property owners indicating the Town's agreement and consent to vacate the easement.

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     | _____ | _____ | _____   |

\_\_\_\_\_  
KATHY DIOMEDE, TOWN CLERK

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 8/21/2024  
**Re:** RBL Children's Beach walkway repair

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I formally request the Town Board approve the proposal from Landwork Contractors, 144 Buckshollow Rd, Mahopac, NY 10541, to apply exterior concrete/asphalt rated paint at RBL Children's Beach walkway. The paint is Dura Grip – High Performance Non-Slip Epoxy paint suitable for application at the beach. This proposal includes all labor, material, equipment and cleans up.

The cost is \$2,400.

The district will cover the cost.



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

**Proposal to:** Town of Putnam Valley  
Children's Beach: Roaring Brook Lake  
**Attention:** Karen Kroboth District Clerk 845-526-2160  
**Proposal dated:** August 9, 2024

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. Apply exterior concrete/asphalt rated paint over the asphalt walkway using the same paint used last year.


**Dura Grip - High Performance Non-Slip Epoxy Paint**

The total cost is \$2,400.00.

I look forward to working with you.  
Please feel free to contact me with any questions.

Regards,  
Joe Ruggiero  
(914) 646-4846 cell  
President, Landwork Contractors, Inc.

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 8/21/2024  
**Re:** Brookdale Gardens building and wetlands fee waivers

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I formally request the Town Board waive any and all building and wetlands permit fees associated with the maintenance and repair work to be done on district property, 24 Brookdale Gardens, Tax Map #83.16-1-45 and 83.16-1-48.



TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk  
**Date:** 8/22/2024  
**Re:** Appoint Lake Peekskill Highway Temporary Laborers

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I formally request the Town Board appoint, Alex Jempty 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 \$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.

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Town Board Members  
**From:** Karen Kroboth – District Clerk  
**Date:** 8/20/2024  
**Re:** Wildwood Knolls Facilities Revenue Report 2024

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The Wildwood Knolls Facilities user fees revenue collected for 2024 is:

3 families @ \$200 per family = \$600

Please note: This total is \$3,200 less than the \$3,800 originally presented to the Town Board.

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk (KK)  
**Date:** 8/29/2024  
**Re:** Barger Pond Fish Procurement 2024

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I formally request the Town Board authorize the expenditure of \$2,380.00 for the stocking of Barger Pond with the following fish from Fish Haven:

- 100 Largemouth Bass \$350.00
- 150 Bluegill Sunfish \$270.00
- 150 Black Crappie \$352.50
- 150 Yellow Perch \$307.50
- 45 lbs Flathead Minnow \$720.00
- Delivery \$380.00

The cost of the stocking will be split between Barger Pond, Putnam Acres and Three Arrows as follows:

- Three Arrows \$793.34
- Barger Pond \$793.33
- Putnam Acres \$793.33

The Town will provide an invoice to Three Arrows for the sum of their share of \$793.34. The Town will credited Barger Pond (\$396.67) and Putnam Acres (\$396.67).

Barger Pond and Putnam Acres will pay \$1,190.00 each for the fish.

Barger Pond has been a victim of over fishing in the past and is optimistic that the addition of the above fish will improve the ecosystem of the lake and provide the food chain with the best chance of survival.

The fish will be delivered mid-October.

Mid-Atlantic Stocking  
257 Nagel Hill Road  
Candor, NY 13743 US  
(607) 592-1376  
alex@midatlanticstocking.com  
www.midatlanticstocking.com



## Quote

**ADDRESS**

Karen Kroboth  
Putnam Valley  
265 Oscawana Lake Rd  
Putnam Valley, NY 10579

**SHIP TO**

Karen Kroboth  
Putnam Valley  
265 Oscawana Lake Rd  
Putnam Valley, NY 10579

**QUOTE # 1265****DATE 08/27/2024****CUSTOMER PHONE NUMBER**

(845) 526-2160


|                                            | SKU          | QTY | RATE   | AMOUNT |
|--------------------------------------------|--------------|-----|--------|--------|
| Largemouth Bass<br>4-6"                    |              | 100 | 3.50   | 350.00 |
| Bluegill Sunfish<br>3-5"                   |              | 150 | 1.80   | 270.00 |
| Black Crappie<br>3-5"                      |              | 150 | 2.35   | 352.50 |
| Yellow Perch<br>3-5"                       |              | 150 | 2.05   | 307.50 |
| Fathead Minnows<br>1 Unit Equal to 1 Pound |              | 45  | 16.00  | 720.00 |
| Delivery<br>Barger Pond                    | Open<br>Item | 1   | 380.00 | 380.00 |

|              |                   |
|--------------|-------------------|
| SUBTOTAL     | 2,380.00          |
| TAX          | 0.00              |
| <b>TOTAL</b> | <b>\$2,380.00</b> |

Accepted By

Accepted Date

TOWN OF PUTNAM VALLEY  
DISTRICTS


**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 8/29/2024  
**Re:** Roaring Brook Lake Drawdown 2024

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I formally request that the Town Board authorize the Roaring Brook Lake Dam Custodian, Sam Lee, to begin lowering the lake between 3.5 and 4 feet - no earlier than October 15<sup>th</sup> and no later than November 5<sup>th</sup>. It will be maintained at that level for the rest of the winter based on Sam's discretion. Sam will take into consideration the existing lake level and weather patterns to determine when to open the valve.

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board

**From:** Karen Kroboth, District Clerk 

**Date:** 8/30/2024

**Re:** 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 week of October 14<sup>th</sup>. The purpose of lowering the lake more than normal is to allow the lake manger, EverBlue, to review the lake bottom at this level.



**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Contract with John E. Morgan III / Timber Clearing  
DATE: August 29, 2024

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RESOLVE, that the Town Board ratify the Supervisor's signature on a contract with John E. Morgan III for timber clearing/removal of trees at the Putnam Valley Day Camp. This is necessary because of the proximity of large trees to electric power lines and to prevent damage to healthier forestry. There is no cost to the town for this service.

# Memo

**To:** Supervisor Annabi and The Town Board

**From:** Frank DiMarco

**CC:** Elaine McGinty

**Date:** 9/5/2024

**Re:** Groundskeeper/Recreation Assistant Position- ~~Michael Fraich~~

*Kristine Marta McSweeney*

Town Board Members,

The Parks and Recreation Department and its Commission recommend the appointment of Kristine Marta McSweeney to Groundskeeper/Recreation Assistant at the yearly salary of \$43,165.00 beginning on September 16, 2024. This would represent Step 1 of the Union Contract for the year 2024.





**To:** Putnam Valley Town Board

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

**Date:** September 4, 2024

**Subject:** Authorize 48 month Lease to Own Cannon image RUNNER c5850i Photocopier

I formally request that the Putnam Valley Town Board ratify lease for Town Hall Building Cannon copier image RUNNER C5850i since our current lease has ended. Lease is for 48 months, is a Fair Market Value Lease in accordance and below NYS Contract 22802, and price per month is \$274.90. The total cost of a four (4) year lease is \$13,195.20. The town has been paying \$278.21 on the old lease. Cost of Service Contract will be \$780.00 per year. The Town has been paying \$850.00 per year.

**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**

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TO: TOWN BOARD  
FROM: Sarah Antoinette, Court Clerk  
SUBJECT: Approve Agreements for Credit Card Machine  
DATE: September 5, 2024

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RESOLVE, that the Town Board approve the Town Supervisor, Jacqueline Annabi, to e-sign the Payment Processing Service Agreement attached hereto with Catalis pertaining to credit card services for the Putnam Valley Justice Court. There is no fee to the Court or Town for this service.

Shawn Keeler  
Highway Superintendent  
SKEELER@PUTNAMVALLEY.COM

265 Oscawana Lake Road  
Putnam Valley, NY 10579

David Conklin  
General Foreman

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

Margaret Bradley  
Senior Clerk Typist

Hours of operation:  
7:00 AM – 3:30 PM

Sarah Caporale  
Part time Clerk

## Town of Putnam Valley Highway Department

### MEMORANDUM

TO: Jacquie Annabi  
Members of the Town Board

FROM: Shawn M. Keeler

RE: New Hire

Effective September 16, 2024, the Highway Department will have a new full-time laborer at the rate of \$32.11 per hour to replace Cody sharp.

Jofre Whetsel  
316 Sprout Brook Rd.  
Garrison, NY 10524  
Sincerely,



Shawn M. Keeler

# Town of Putnam Valley

## M5 Standard Fee Report Paid Only

From 08/01/2024 To 08/30/2024

### Count by Type

|                       |     |             |
|-----------------------|-----|-------------|
| Above Ground Pool     | 1   | \$125.00    |
| ADDITION/ALTERATION   | 10  | \$6,868.00  |
| ADDITIONAL FEE        | 1   | \$50.00     |
| BEDROOM COUNT REQUEST | 1   | \$50.00     |
| CW                    | 5   | \$375.00    |
| DECK                  | 5   | \$1,558.00  |
| DEM/C                 | 1   | \$500.00    |
| DEM/R                 | 1   | \$100.00    |
| ELECTRI APP/NY ELEC   | 6   | \$240.00    |
| ELECTRIC APP/SWIS     | 13  | \$520.00    |
| FENCE/WALL            | 4   | \$300.00    |
| GAS/PROPANE           | 3   | \$275.00    |
| GENERATOR PERMIT      | 1   | \$75.00     |
| HVAC                  | 6   | \$675.00    |
| MI                    | 7   | \$600.00    |
| OIL TANK              | 5   | \$700.00    |
| OPERATING PERMIT      | 1   | \$100.00    |
| PELLET STOVE          | 1   | \$75.00     |
| PERMIT FEE            | 3   | \$390.00    |
| PL                    | 5   | \$450.00    |
| RENEWAL               | 15  | \$10,358.00 |
| RHCS                  | 1   | \$1,000.00  |
| SEARCH                | 14  | \$2,800.00  |
| SOLAR PANELS          | 3   | \$1,789.00  |
| WETADM                | 2   | \$100.00    |
| WETL                  | 2   | \$200.00    |
| WT/S                  | 2   | \$305.30    |
|                       | 119 | \$30,578.30 |

## 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/Swis                        |
| 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                                |