



# TOWN OF PUTNAM VALLEY

## Town Board Meeting

November 13<sup>th</sup>, 2024

Town Hall

6 PM

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### AGENDA

#### Meeting called to Order

#### Pledge of Allegiance

1. Presentation: James D. Apostolico
2. Community Reports
3. Supervisor's Comments
4. Legislative Reports
5. Approval of Minutes
6. Districts: Ratify RBL Children's Beach Shed Roof Repair
7. Highway: Approve Surplus Equipment
8. Approve CSEA 2025 Holiday Schedule
9. Parks & Recreation:
  - a. Approve November 2024 Refunds
  - b. Approve Additions to Personnel
10. Public Comment [Three-Minute Limit Per Person]
11. Audit of Monthly Bills
12. Budget Transfers and Amendments

#### Adjournment

Next Town Board Meeting: Work Session, Wednesday December 11<sup>th</sup>, 2024, 5 PM

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November 8, 2024

To: Town Board

From: Kathy Diomedede  
Interim Town Clerk

Subject: Approval of Minutes – October 2024


I respectfully request the Putnam Valley Town Board authorize the Supervisor to accept the Town Board meeting minutes from October 9, 2024 and October 16, 2024.

Thank-you,

Kathy Diomedede  
Interim Town Clerk

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TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 10/22/2024  
**Re:** Ratify RBL Children's Beach shed roof repair

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I formally request the Town Board ratify the attached proposal from Lee Elite Contracting, Inc. for the installation of a new roof on the RBL Childrens Beach shed. The proposal includes all labor, material and cleanup. This work was requested by the district and will be paid for from their fund balance as it is a one-time expense. The total cost is \$1,850.00. The proposal is attached.

# LEE ELITE CONTRACTING INC.

34 Sunnyside Place, Lake Peekskill, NY 10537 (845) 284-2545

WC-29779-H1/PC3463

## CONTRACT TO PERFORM WORK AT

Childrens Beach

October 17 2024

20 Lake Shore Road

Putnam Valley

NY 10579

kkroboth@putnamvalley.gov

Elite Contracting hereby proposes to furnish material and labor-complete in accordance with these specifications:

Remove the existing roofing off of the shed. Inspect for any rotten or damaged plywood. Install two courses of Ice & Water on all roof edges followed by synthetic paper on the remainder. Install new drip edges on all roof perimeters along with starter shingles. Install new lifetime architectural shingles on the entire roof. Install new ridge caps where needed. Any necessary flashing and boots will be installed where needed.

TOTAL COST \$1850.00

Any additional plywood needed will be \$120.00 per sheet installed

All GAF Roofs include a 50-year labor and material warranty backed by GAF. All generated debris and rubbish will be collected and removed from the job site. All Labor and Material are included in the price. Prices are subject to increase due to material price increases. Advance notice will be given. Prices are subject to change with special order colors. All advanced funds will be deposited in an escrow account at Chase bank. All material is guaranteed to be as specified. All Work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control.

Visit our website [elitecontracting-ny.com](http://elitecontracting-ny.com)

Like us on Facebook <https://www.facebook.com/EliteContractingNY/>

Accounts not paid within 15 days of the date of the invoice are subject to a 1% monthly finance charge.

\*Note this proposal may be withdrawn by us if not accepted within 3 days.

\*Any contractor, subcontractor, or material man who provides home improvement goods or services pursuant to your home improvement contract and who is not paid may have a valid legal claim against your property known as a mechanic's lien. Any mechanic's lien filed against your property may be discharged. Payment of the agreed-upon price under the home improvement contract prior to filing of a mechanic's lien may invalidate such lien. The owner may contact an attorney to determine his rights to discharge a mechanic's lien.

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**Acceptance of Proposal** - I have read this document and accept the prices, specifications and conditions stated. I understand that upon signing, this proposal becomes a binding contract. You are authorized to do the work as specified. Payment will be made as outlined above.

**Notice: You, the buyer, may cancel this transaction any time prior to midnight of the third business day after the date of this transaction.**

Signature [Signature] Date 11/4/24 Signature \_\_\_\_\_

Date [Signature] Lee Lewis



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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

DATE: November 6, 2024

### MEMORANDUM

TO: Jacquie Annabi  
Members of the Town Board

FROM: Shawn M. Keeler

RE: Surplus Equipment

The following equipment has been declared surplus and will be auctioned:

**Pickup Bed:** Taken off of 2015 Ford F350 (T4). Bed has considerable amount of rust.

**Pickup Bed:** Taken off of 2016 Ford F350 (T11). Bed has considerable amount of rust.

**Log Splitter:** Homemade log splitter built by Highway Dept. Surplus Equipment.

Sincerely,

  
Shawn M. Keeler



**Town of Putnam Valley**  
**Unit 8151**

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Executive Board  
Craig Cotone - President  
[ccotone@putnamvalley.gov](mailto:ccotone@putnamvalley.gov)  
Theresa Orlando- Vice President  
[torlando@putnamvalley.gov](mailto:torlando@putnamvalley.gov)

Executive Board  
Michelle Stephen- Treasurer  
[mstephens@putnamvalley.gov](mailto:mstephens@putnamvalley.gov)  
Annie Spinelli-Treasurer  
[aspinelli@putnamvalley.gov](mailto:aspinelli@putnamvalley.gov)

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**MEMORANDUM**

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**TO:** PUTNAM VALLEY TOWN BOARD  
**FROM:** CRAIG COTONE, CSEA PRESIDENT  
**SUBJECT:** 2025 HOLIDAY SCHEDULE  
**DATE:** OCTOBER 30, 2023  
**CC:** KAT DIOMEDE- TOWN CLERK

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The CSEA Union respectfully requests the following holidays as per our contract:

|             |           |                            |
|-------------|-----------|----------------------------|
| January 1   | Wednesday | New Year's Day             |
| January 20  | Monday    | Martin Luther King Jr. Day |
| February 17 | Monday    | President's Day            |
| May 26      | Monday    | Memorial Day               |
| July 4      | Friday    | Independence Day           |
| September 1 | Monday    | Labor Day                  |
| October 13  | Monday    | Columbus Day               |
| November 11 | Tuesday   | Veteran's Day              |
| November 27 | Thursday  | Thanksgiving               |
| November 28 | Friday    | Day after Thanksgiving     |
| December 24 | Wednesday | Christmas Eve              |
| December 25 | Thursday  | Christmas Day              |
| December 31 | Wednesday | New Year's Eve             |

\* Holiday falls on a weekend- Union Requests an alternative date

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

|                                                                    |                                    |
|--------------------------------------------------------------------|------------------------------------|
| Silas Barrera<br>7 Heather Lane<br>Putnam Valley, NY 10579         | \$500.00<br>LPCC<br>Deposit refund |
| Sandy Weigleir<br>199 Tanglewylde Road<br>Lake Peekskill, NY 10537 | \$500.00<br>LPCC<br>Deposit refund |
| Stephanie Abreu<br>306 Lake Drive<br>Lake Peekskill, NY 10537      | \$500.00<br>LPCC<br>Deposit refund |
| Katy O'Malley<br>162 Lake Drive<br>Lake Peekskill, NY 10537        | \$500.00<br>LPCC<br>Deposit refund |
| Denise Illescas<br>17 Marsh Hill Road<br>Putnam Valley, NY 10579   | \$500.00<br>LPCC<br>Deposit refund |

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From: Frank DiMarco, Parks and Recreation

Subject: Personnel

Date: November 1, 2024

Please approve the following additions/changes to personnel.

1. Mia Calvario, Programs Rec. Asst. @ \$15.00 hr.
2. Nicholas Mastropole, Programs Rec. Asst. @ \$15.00 hr.
3. Nicholas Mastropole, PV Children's Center @ \$15.70 hr.
4. Anthony Cotone, Programs Rec. Asst. @ \$15.00 hr.

# TOWN OF PUTNAM VALLEY

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## Budget Adjustment Form

Year: 2024 Period: 10 Trans Type: B2 - Amend Status: Posted  
Trans No: 119218 Trans Date: 10/30/2024 User Ref: MANGELICO  
Requested: Approved: Created by: MANGELICO 10/30/2024  
Description: YTD ARPA EXPENDITURES Account # Order: Yes  
Print Parent Account: No

| Account No.   | Account Description           | Amount     |
|---------------|-------------------------------|------------|
| A.1345.200    | PURCHASING - ARPA.EQUIPMENT   | 338,265.66 |
| A.1345.424    | PURCHASING - ARPA CONTRACTUAL | 304,999.51 |
| Total Amount: |                               | 643,265.17 |

**TOWN OF PUTNAM VALLEY****Budget Adjustment Form**

Year: 2024 Period: 11 Trans Type: B1 - Transfer Status: Posted  
 Trans No: 119219 Trans Date: 11/01/2024 User Ref: MANGELICO  
 Requested: Approved: Created by: MANGELICO 10/31/2024  
 Description: BUDGET TRANSFERS THROUGH NOVEMBER 1, 2024 Account # Order: Yes  
 Print Parent Account: No

| Account No.   | Account Description                    | Amount     |
|---------------|----------------------------------------|------------|
| A.1010.416    | TOWN BOARD.DEVELOPMENT PROJECTS        | 3,250.00   |
| A.1410.110    | TOWN CLERK.PERSONAL SERVICE            | -15,000.00 |
| A.1410.130    | TOWN CLERK.COMP EMPLOYEES              | 15,000.00  |
| A.1420.400    | LAW.SPECIAL LEGAL COUNSEL              | 2,083.33   |
| A.1620.411    | BUILDINGS.WATER EXPENSES               | -500.00    |
| A.1620.440    | BUILDINGS.SUPPLIES & MAINTENANCE       | 500.00     |
| A.1650.400    | CENTRAL COMMUNICATIONS.CONTRACTUAL     | 512.88     |
| A.1650.424    | CENTRAL COMMUNICATIONS.SUPPLIES        | -512.88    |
| A.1990.400    | CONTINGENT ACCOUNT                     | -3,250.00  |
| A.1990.400    | CONTINGENT ACCOUNT                     | -2,083.33  |
| A.1990.400    | CONTINGENT ACCOUNT                     | -600.00    |
| A.3310.200    | SIGNS.TRAFFIC SIGNS                    | 600.00     |
| A.3620.210    | INSPECTORS.SCANNING SOFTWARE & UPDATES | -1,384.00  |
| A.3620.424    | INSPECTORS.CONTRACTUAL                 | 1,384.00   |
| SM01.7110.120 | RECREATION.LIFEGUARDS & MATRONS        | 10.50      |
| SM01.7180.471 | BEACHES AND LAKE.MAINT & REPAIRS       | -10.50     |
| SM05.1980.420 | PAYMENT OF MTA PAYROLL TAX             | 1.68       |
| SM05.7110.120 | RECREATION.LIFEGUARDS                  | 494.00     |
| SM05.7180.210 | BEACH.IMPROVEMENTS                     | -495.68    |
| SM05.7180.210 | BEACH.IMPROVEMENTS                     | -37.79     |
| SM05.9030.800 | SOCIAL SECURITY                        | 30.63      |
| SM05.9035.800 | MEDICARE                               | 7.16       |
| SM07.1610.120 | LABOR                                  | 505.00     |
| SM07.7110.120 | RECREATION.LIFEGUARDS                  | -505.00    |
| SM08.1640.473 | PLOWING FIRE LANES                     | -50.00     |
| SM08.1640.473 | PLOWING FIRE LANES                     | -75.00     |
| SM08.1980.420 | PAYMENT OF MTA PAYROLL TAX             | 50.00      |
| SM08.9030.800 | SOCIAL SECURITY                        | 75.00      |
| SM10.7110.120 | RECREATION.LIFEGUARDS                  | -313.50    |
| SM10.7180.471 | BEACH.MAINTENANCE AND REPAIRS          | 313.50     |
| SM11.1640.472 | HARVESTER.MAINTENANCE AND REPAIR       | -50.00     |
| SM11.9030.800 | SOCIAL SECURITY                        | 50.00      |
| SS02.8120.472 | POWER AND LIGHT                        | -40.00     |

**TOWN OF PUTNAM VALLEY**  
**Budget Adjustment Form**

| Account No.   | Account Description | Amount |
|---------------|---------------------|--------|
| SS02.9030.800 | SOCIAL SECURITY     | 40.00  |
| Total Amount: |                     | 0.00   |

