



# TOWN OF PUTNAM VALLEY

## Town Board Work Session

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

Town Hall

5 PM

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Meeting called to Order

Pledge of Allegiance

1. Public Hearing: Neighborhood Business Committee
2. Appoint Deputy Town Clerk, Deputy Tax Receiver and Deputy Registrar
3. Appoint Permanent Full Time Clerk in Town Clerk's Office
4. Approve Reduction in Hourly Salary for Part-Time Employee
5. Districts:
  - a. Discuss Addition of Wildwood Knolls Facility Users Fee to the Putnam County Real Property Tax Warrant
  - b. Approve Mill Pond 2024 Year End Water Revenue Report
  - c. Ratify Agreement with Noguera Construction regarding Hilltop Beach
  - d. Approve KARACO Maintenance Contract for LP Community Center 2025
6. Building Department:
  - a. Approve NYSID Partnership Request for Price Concurrence for Document Scanning Services
  - b. Approve Appointment of Part Time Clerk in Building Department
7. Accept Bid from and Ratify Contract with Landwork Contractors
8. Highway:
  - a. Approve Material Bids Results
  - b. Approve Snow Plow Riders for the 2024-2025 Season
9. Approve Change Order regarding Bell Hollow Road Culvert
10. Approve Final Requisition regarding Bell Hollow Road Culvert
11. Daily Fee Report: Summary November 1, 2024 – November 30, 2024

Adjournment

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

**Article VIII: Neighborhood Business Committee: Draft One 11/13/24**

[Adopted \_\_\_\_\_ by L.L. No. \_\_\_\_\_ (Chapter 24A of the 1974 Code)]

**§ 8-45 Intent.****§ 8-46 Establishment of Committee.****§ 8-47 Membership; terms of office; eligibility.****§ 8-48 Officers; meetings.****§ 8-49 Powers and duties.****§ 8-50 Reports.****§ 8-51 Compensation and expenses.****§ 8-52 Construction of provisions.****§ 8-45 Intent.**

The analysis, preservation and creation of local businesses within the Town of Putnam Valley, in the face of the pressures of population growth, increasing regulatory requirements and cost, declining business opportunity and occupancy with the resultant loss of local businesses and commercial options as well as rising taxes to town residents effect the health, welfare and economic well-being of present and future inhabitants and require forthright action by the governing body of the Town of Putnam Valley. It is recognized that the economic well-being of our community which condition the quality of our life experience cannot be protected without the full cooperation and participation of all the people of the Town of Putnam Valley working in partnership with local and state officials and with various public and private institutions, agencies, and organizations. Establishment of a committee to support and assist neighborhood businesses is a necessary step in fostering unified action on business and economic problems.

**§ 8-46 Establishment of Committee.**

The Town Board of the Town of Putnam Valley hereby creates a committee which shall be known as the "Putnam Valley Neighborhood Business Committee."

**§ 8-47 Membership; terms of office; eligibility.**

**A.** The Committee shall consist of seven members. A Town Board member will be assigned by the Supervisor, with a majority vote of the Board, to serve as a liaison

**B.**

Three of the members' terms shall conclude in even-numbered years, and four of the members' terms shall conclude in odd-numbered years.

**C.**

Members shall be appointed by the Town Board for the term of two years from and after the expiration of the terms of their predecessors in office.

**D.**

If a vacancy shall occur otherwise than by expiration of term, it shall be filled by the Town Board by appointment for the unexpired term; provided, however, that of the members first appointed, the Chairperson and half of the members, other than the Chairperson, shall be appointed for terms of two years, and the remaining members shall be appointed for the term of one year.

**E.**

Persons residing within the Town of Putnam Valley who have demonstrated an interest in the improvement and preservation of environmental quality shall be eligible for appointment as members of the Committee.

**§ 8-48: Officers; meetings.**

The Town Board shall designate a member of the Committee to act as Chairperson thereof. At the first meeting of the Committee, its members shall elect from among themselves a recording secretary. The Committee shall adopt rules and procedures for its meetings. It shall keep accurate records of its meetings and activities and shall file an annual report as provided in **§ 8-50** of this article. The Committee shall meet at least once each month and shall have the power to hold public hearings.

**§ 8-49 Powers and duties.**

**A.**

The powers and duties of the Committee shall be to:

**(1)**

Advise the Town Board, Planning Board, Zoning Board of Appeals and all other Town boards and committees on matters affecting neighborhood businesses in the Town insofar as the creation, enhancement, attraction and retention, marketing and enrichments of

town businesses with regard to goals of economic vitality and vibrant quality of life for the people of the Town of Putnam Valley.

**(2)**

Develop and, after receiving general approval by resolution of the Town Board, conduct a program of public information in the community which shall be designed to foster increased understanding and awareness of the local businesses in town.

**(3)**

Conduct studies, surveys and inventories within the Town of Putnam Valley and such other studies and surveys as may be necessary to carry out the general purposes of this article.

**(4)**

Maintain an up-to-date inventory or index of all current businesses within the municipality, businesses which have opened in the town, businesses which have closed and in inventory of vacant commercial buildings. This inventory is to be updated annually.

**(5)**

Seek to cooperate with, coordinate, assist and unify the efforts of private groups, institutions, and individuals within the Town of Putnam Valley in accord with the purposes of this article.

**(6)**

Maintain liaison and communications with public and private agencies and organizations of local, state, and national scope whose programs and activities have an impact on the business community or who can be of assistance to the Committee.

**(7)**

Working in cooperation with the Putnam Valley Planning Board, recommend from time to time to the Town Board features, plans and programs relating to business development and improvements and, similarly, recommend to the Town Board appropriate and desirable changes in existing local laws, ordinances and practices relating to business and commercial development or recommend new local laws, ordinances and practices.

**(8)**

Prepare, print, and distribute books, maps, charts, and pamphlets in accord with the purposes of this article.

**(9)**

Obtain and maintain in orderly fashion maps, reports, books, and other publications to support the necessary research of the Committee into local business conditions.

**(10)**

Carry out such other duties as may be assigned from time to time by the Town Board.

**§ 8-50 Reports.**

The Committee shall submit an annual report to the Town Board not later than the 31st day of December of each year, concerning the activities and work of the Committee and, from time to time, shall submit such reports and recommendations as may be necessary to fulfill the purposes of this article.

**§ 8-51 Compensation and expenses.**

The members of the Committee shall receive no compensation for their services as members thereof but may be reimbursed for reasonable and necessary expenses incurred in the performance of their duties within the appropriations made available, therefore.

**§ 8-52 Construction of provisions.**

This article shall be deemed an exercise of the powers of the Town of Putnam Valley to preserve and improve the economic vitality of the town on behalf of the present and future inhabitants thereof. This article is not intended and shall not be deemed to impair the powers of any other public corporation.



2

**MICHELLE STEPHENS**  
TOWN CLERK

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TO: Supervisor Annabi & Town Board  
FROM: Michelle Stephens, Town Clerk  
SUBJECT: Appoint Deputy Town Clerks/Deputy Tax Receiver/ Deputy Registrar & Sub-Registrar  
DATE: December 3, 2024

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RESOLVE, that the Town Board authorize the appointment of Kathy Diomede and Amy Cargain Fiorentino as Deputy Town Clerks, effective immediately through December 31<sup>st</sup>, 2024 at no additional salary; and

FURTHER RESOLVE, that the Town Board authorize the appointment of Amy Cargain Fiorentino as Deputy Tax Receiver, effective immediately through December 31, 2024, at no additional salary; and

FURTHER RESOLVE, that the Town Board authorize the appointment of Kathy Diomede as Deputy-Registrar, effective immediately through December 31, 2024, at no additional salary; and

FURTHER RESOLVE, that the Town Board authorize the appointment of Amy Cargain Fiorentino as Sub-Registrar, effectively immediately through December 31, 2024, at no additional salary.



3

**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Appointment of Permanent Full Time Clerk in Town Clerk's Office  
DATE: November 18, 2024

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RESOLVE, that the Town Board authorize the appointment of Samantha Cunitz as a Permanent Full Time Clerk in the Town Clerk's Office, effective November 19, 2024. Salary will be at Step 1 of the CSEA contract, which is \$45,238.00, with benefits.



4

**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Reduction in Hourly Salary  
DATE: December 3, 2024

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RESOLVE, that the Town Board approve the reduction in salary for part-time employee Kathy Diomede to \$20.00 per hour, with no benefits, as she resumes her regular part-time schedule following the election of our new Town Clerk. Many thanks to Kat for her service as Interim Town Clerk.



5a

**RESOLUTION 12: \_\_\_\_ - # \_\_\_\_ OF 2024**

**RESOLUTION TO SUBMIT WILDWOOD KNOLLS FACILITY USERS FEE TO THE  
PUTNAM COUNTY REAL PROPERTY TAX WARRANT**

WHEREAS, for decades, the District Clerk of the Town of Putnam Valley has been collecting facility users' fees of \$200 per year from the parcels annexed hereto as Exhibit A for the use of the facilities Wildwood Knolls District Beach; and

WHEREAS, Exhibit A is incorporated and made apart hereof as if recited verbatim; and

WHEREAS, the District Clerk is requesting the Town Board submit the 20 parcels in Exhibit A to the Putnam County Real Property Tax to be included in the 2026 tax warrant and in future annual tax warrants; and

WHEREAS, the representatives from the Wildwood Knolls District request that no other parcels be added to or removed from the Exhibit A list unless similarly authorized by Town Board resolution and, further, that any fee changes be solely authorized by Town Board Resolution.

NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby directs and authorizes that the properties referenced on the annexed Exhibit A be submitted to Putnam County for inclusion in the Putnam County Real Property Tax warrant for the year 2026; and

BE IT FURTHER RESOLVED, that the Town Board hereby directs that any further changes to the "Wildwood Knolls District warrant list" shall be authorized by subsequent resolution of the Town Board.

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     | _____ | _____ | _____   |

EXHIBIT A

|              | #   | Address          |
|--------------|-----|------------------|
| 62.11-1-61   | 68  | Eastern Road     |
| 62.11-1-60   | 82  | Eastern Road     |
| 62.11-2-42   | 6   | Hampton Road     |
| 62.11-2-35   | 37  | Hampton Road     |
| 62.15-1-48   | 473 | Oscawana Lake Rd |
| 62.151-1-51  | 485 | Oscawana Lake Rd |
| 62.-1-36     | 562 | Oscawana Lake Rd |
| 62.-1-35     | 570 | Oscawana Lake Rd |
| 62.-1-34     | 578 | Oscawana Lake Rd |
| 62.-1-20     | 4   | Rockhill Rd      |
| 62.11-1-68   | 16  | Rockhill Rd      |
| 62.11-1-67   | 20  | Rockhill Rd      |
| 62.11-1-66   | 26  | Rockhill Rd      |
| 62.11-1-64   | 40  | Rockhill Rd      |
| 62.11-2-38   | 41  | Rockhill Rd      |
| 62.15-1-78.1 | 10  | Saw Mill Road    |
| 62.11-2-46   | 6   | Twilight Lane    |
| 62.11-2-5    | 11  | Twilight Lane    |
| 62.11-2-6    | 21  | Twilight Lane    |
| 62.11-2-7    | 45  | Twilight Lane    |

56

TOWN OF PUTNAM VALLEY  
DISTRICTS

To: Putnam Valley Town Board  
From: Karen Kroboth, District Clerk   
Date: 11/25/2024  
Re: Mill Pond 2024 Year End Water Revenue Report

I formally request the Town Board accept the following Mill Pond 2024 Year End Water Revenue Report:

|                                  |             |
|----------------------------------|-------------|
| Water Bills 10/1/2023-12/31/2023 | \$13,473.36 |
| Collected:                       | \$11,522.75 |
| Outstanding:                     | \$ 1,950.61 |
| Interest and penalties:          | \$ 41.05    |

Total 2023 amount to be added to the 2025 tax roll: **\$1,991.66**


|                                 |              |
|---------------------------------|--------------|
| Water Bills 1/1/2024-9/30/2024: | \$50,886.85  |
| Collected:                      | \$40,823.93  |
| Outstanding:                    | \$ 10,062.92 |
| Interest and penalties:         | \$ 256.64    |
| Outstanding repair bills        | \$ 617.00    |

Total 2024 amount to be added to the 2025 tax roll: **\$10,936.56**

TOTAL SENT TO PUTNAM COUNTY TO BE ADDED TO THE 2025 TAX  
ROLL: \$12,928.22

5c

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 12/4/2024  
**Re:** Ratify agreement with Noguera Construction regarding Hilltop

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I formally request the Town Board ratify the supervisor's signature on the attached agreements from Noguera Construction Inc. These agreements are for the repair of drainage issues, retaining walls and steps based on the FEMA and DEC approved design plans for Hilltop Beach

This repair is necessary due to the damage incurred during the July 9<sup>th</sup>, 2023 storm. The cost of this project is being paid through FEMA funds.

This project is not to exceed \$104,000 including any additional concrete work that may be necessary.

Noguera Construction Inc.  
95 Lake dr. Lake Peekskill, NY 10537  
Tel 914-382-3910



DATE

Town of Putnam Valley  
265 Oscawana lake rd  
Putnam Valley NY 10579

12/1/24

Estimate for hilltop work

- 1) 3 catch basins as per plan
  - 3 existing catch basins will be removed and replaced with 3 48"x30" concrete catch basins
  - Existing pipe will be reconnected to new basin
  - 2 basins will have asphalt curb surrounding them for water control
- 2) Top steps replacement
  - Remove and replace 5 steps with 6"x6" PT wood riser with asphalt for platform
  - Steps are approximately 4'x4'
- 3) Bottom steps
  - 16 wooden steps will be removed and replaced with 6"x6" PT wood
  - 3 additional platformed steps will be removed and replaced with PT wood and asphalt for platform
- 4) Pointing and repair of stone wall at beach
  - Stone wall needs pointing to be repaired and weep holes cleaned
- 5) 45 Yards of sand as per plan are to be delivered and spread on beachside
  - Silt fence will be placed at water line to separate new sand from water

**\*\*If decorative block with cap and pavers is to be used for items 2 and 3 there is an additional cost of \$8,000**

**- Block will be laid on concrete footing. Pavers will be set in item 4 and stone dust with polymeric sand for sealing seams. Both block and paver will be gray blend color.**

**Estimate includes prevailing wage labor, all material and disposal**

TOTAL

**\$67,500**

12/4/24  
Superintendent  
Town of Putnam Valley

WCL-29752-H17  
PCL-PC7355  
Putnam Septic License 1301

Noguera Construction Inc.  
95 Lake dr. Lake Peekskill, NY 10537  
Tel 914-382-3910



DATE

Town of Putnam Valley  
265 Oscawana lake rd  
Putnam Valley NY 10579

12/1/24



Estimate for Hilltop beach wooden retaining wall replacement

Existing wooden retaining wall approximately 100' long and 2' high is damaged and leaning. We are to  
Remove and replace with wooden 6"x6" PT.

**\*\*If decorative block and cap is to be used there will be an additional cost of \$8,000**

- Block will be set in concrete footing with wall cap. Block retaining wall system will have pipe and  
gravel for drainage with pipe leading to daylight. Blocks will be glued and interlocked with a ¾" step back  
for wall strength.

Estimate includes prevailing wage labor, disposal and all material

TOTAL

\$20,000

12/4/24 Jasuel A. Ant  
Superintendent  
Town of Putnam Valley

WCL-29752-H17  
PCL-PC7355  
Putnam Septic License 1301

5d

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board

**From:** Karen Kroboth, District Clerk



**Date:** 12/5/2024

**Re:** KARACO Maintenance contract for LP Community Center 2025

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I formally request that the Town Board authorize the Supervisor to accept and sign the proposal from KARACO Heating & Cooling, for the maintenance of the heating and air conditioning systems at the Lake Peekskill Community Center for the period of January 1, 2025 to December 31, 2025.

The total cost is \$839. The district will cover the cost.



# KARACO Heating & Cooling, LLC.

Heating \*Ventilating\*Air Conditioning\* Sales\*Service

P.O. Box 337

Putnam Valley, NY 10579

(845) 528-9390

karacohvac@gmail.com

## PROPOSAL FOR MAINTENANCE OF HEATING & AIR CONDITIONING EQUIPMENT (2024 COMMERCIAL MAINTENANCE CONTRACT)

**TO:** TOWN OF PUTNAM VALLEY  
**JOB SITE:** LAKE PEEKSKILL COMMUNITY CENTER  
7 NORTH WAY  
LAKE PEEKSKILL, NY 10537  
**PHONE NUMBER:** 845-526-4057

**CONTRACT PERIOD:** JANUARY 1, 2025 THRU DECEMBER 31, 2025

KARACO Heating & Cooling, LLC hereby submits this proposal subject to all terms and conditions, as follows:

ONE LP Gas Furnace - Mid-Season Quick Check

ONE Air Conditioning Unit, ONE SpaceGard Filter - Comprehensive Spring Service

ONE Air Conditioning Unit - Mid-Season Quick Check

ONE LP Gas Furnace, ONE SpaceGard Filter - Comprehensive Fall Service

**TOTAL CONTRACT PRICE: \$839.00 (TAX EXEMPT)**

**PLEASE NOTE:** This contract does not include any humidifier service.

**TERMS AND CONDITIONS:** Price is for inspection and maintenance only. Price does not include parts other than minor materials used in the inspection and maintenance, or any labor costs for repairs or service. All prices are subject to change after 30 days from the date of this proposal. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. In the event of an emergency KARACO Heating & Cooling, LLC is authorized and will make any necessary repairs required to prevent immediate damage or service interruption to the property. In the event the property lease is terminated, the contract price will be refunded on a prorated basis based on how many inspections have been performed up to the time of lease end, not the contract term. It is the responsibility of the client to contact our company when an appointment is needed for any type of service. Full payment is due at contract signing.

**ACCEPTANCE:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. KARACO Heating & Cooling, LLC is authorized to do the work as specified. Payment will be made as outlined above.

Customer Signature

Date

Ronald L. Karabinos

11/20/2024

Ronald L. Karabinos, President  
KARACO Heating & Cooling, LLC

Date

RICHARD QUAGLIETTA  
Code Enforcement Officer

PATRICIA A. SMITH  
Deputy Zoning Inspector

DOREEN C. PIACENTE  
Sr. Clerk to the Building Dept

MICHELLE STEPHENS  
Clerk to the Building Dept.



**TOWN OF PUTNAM VALLEY**  
**BUILDING & ZONING DEPARTMENT**

TOWN HALL

265 Oscawana Lake Road  
Putnam Valley, New York  
10579

Tel: 845 526-2377  
Fax: 845 526-8806

November 18, 2024

Memorandum To: Supervisor and Town Board Members

From: Richard Quaglietta, Code Enforcement Officer

Re: Scanning

This is a request that the Town Board approves the expenditures of ARPA and fund balance for the cost of scanning the documents for the Building Department. See attached breakdown of costs.

|                                                            |                                             |            |  |            |              |
|------------------------------------------------------------|---------------------------------------------|------------|--|------------|--------------|
| TOWN OF PUTNAM VALLEY                                      |                                             |            |  |            |              |
| GRANTS AND FUNDS FOR BUILDING DEPARTMENT SOFTWARE UPGRADES |                                             |            |  |            |              |
|                                                            |                                             |            |  |            |              |
|                                                            | ARPA (Remainder)                            |            |  | 207,824.15 | 207,824.15   |
|                                                            |                                             |            |  |            |              |
|                                                            | NYSERDA GRANTS                              |            |  | 80,000.00  |              |
|                                                            |                                             |            |  | 50,000.00  |              |
|                                                            |                                             |            |  | 130,000.00 |              |
|                                                            |                                             |            |  |            |              |
|                                                            | AMTS EXPENDED ON MUNICIPALITY UPGRADE (ICC) |            |  | 63,382.33  |              |
|                                                            |                                             |            |  |            |              |
|                                                            |                                             |            |  |            | 66,617.67    |
|                                                            |                                             |            |  |            |              |
|                                                            | Remianing funds available                   |            |  |            | 274,441.82   |
|                                                            |                                             |            |  |            |              |
|                                                            | Amounts committed to scanning               | ezBiz Docs |  | 278,822.63 |              |
|                                                            |                                             |            |  |            |              |
|                                                            |                                             | ICC        |  | 45,547.70  |              |
|                                                            | TOTAL SCANNING COSTS                        |            |  | 324,370.33 | (324,370.33) |
|                                                            |                                             |            |  |            |              |
|                                                            | FUND BALANCE REQUIRED                       |            |  |            | (49,928.51)  |



## Partnership Request for Price Concurrence

Date Sent: November 15, 2024  
 Contracting Agency: Putnam Valley  
 Customer Contact: Rich Quaglietta  
 Job Title: Building Inspector  
 Street Address: 265 Oscawana Lake Road  
 City, State Zip: Putnam Valley, New York 10579  
 Phone: 845-526-2377 Fax: \_\_\_\_\_ E-Mail: [rquaglietta@putnamvalley.gov](mailto:rquaglietta@putnamvalley.gov)

PLEASE UPDATE  
INFORMATION IF  
NEEDED

Member Agency: ARC of Rensselaer County  
 Corporate Partner: eBizDocs  
 Description: Document Scanning Services  
For the Town of  
Putnam Valley Building Department  
 Location: Menands,

| Description                     | Pages |         | Characters |         | Total       |            | Images | Cost per   | Cost         |
|---------------------------------|-------|---------|------------|---------|-------------|------------|--------|------------|--------------|
|                                 | Boxes | per box | Quantity   | Folders | per folders | characters |        |            |              |
| Paper Documents                 |       |         |            |         |             |            |        |            |              |
| Room 1 - Server Room            | 62    |         |            |         |             |            |        |            |              |
| Room 2 - Plotting Room          | 51    |         |            |         |             |            |        |            |              |
| Room 3 - Front Room             | 110   |         |            |         |             |            |        |            |              |
| Totals Estimated                | 223   | 2,500   | 557,500    | 5,650   |             |            |        |            |              |
| Standard Docs (85%)             |       |         | 473,875    |         |             |            |        | \$ 0.135   | \$63,973.13  |
| Large Format                    |       |         |            |         |             |            |        |            |              |
| Maps (rolled)                   |       |         | 450        |         |             |            | 450    | \$ 2.490   | \$1,120.50   |
| Maps/Lg format docs (folded)    |       |         | 83,625     |         |             |            |        | \$ 2.490   | \$208,226.25 |
| Indexing                        |       |         |            | 5,650   | 9           | 50,850     |        | \$ 0.015   | \$762.75     |
| Transportation (per Round Trip) |       |         | 6          |         |             |            |        | \$ 600.000 | \$3,600.00   |
| Retrievals                      |       |         | 60         |         |             |            |        | \$ 19.00   | \$1,140.00   |
| Total Estimated Cost            |       |         |            |         |             |            |        |            | \$278,822.63 |

Proposed Term: \_\_\_\_\_

**This form is not a contract; it is only an acknowledgment of your concurrence to the above proposed price. If requested a cost analysis can be provided for your review documenting the proposed cost of service.**

Contract Notes:

If you are in agreement with the proposed price, please sign this form as soon as possible and return by mail or fax. Upon receipt, NYSID will apply to the NYS Office of General Services for price approval if necessary. If you have any questions, please call NYSID Contract Administration at the number below. Please fax or mail to:

New York State Industries for the Disabled, Inc.  
 ATTN:  
 11 Columbia Circle Drive  
 Albany, NY 12203-5156

E-mail: [bhammel@nysid.org](mailto:bhammel@nysid.org)  
 Phone: 845-249-8199  
 Ext.:  
 Fax:

Authorized Signature: \_\_\_\_\_



**Document Scanning Services  
For the Town of  
Putnam Valley Building Department**

**Submitted: March 4, 2024**

**Submitted By: Nick DeBenedetto  
Business Development Manager  
eBizDocs, Inc.  
(518) 495-8655  
ndebenedetto@ebizdocs.com**

# **Statement of Services**

## **Scope of Work**

### **1.0 OBJECTIVE**

The objective of this proposal is to provide preparation, document scanning and large format/map scanning for Putnam Valley. The project will be converted in our Menands, New York production facility according to the requirements detailed in this Statement of Work.

eBizDocs (eBiz) Team will work closely with the designated representatives from Putnam Valley throughout the term of this project to provide for a smooth, timely, confidential, and successful partnership.

### **2.0 SUMMARY of CONTENTS**

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Document Preparation
- Conversion Services
- Directory Naming
- Transmission of Images
- Image Retrievals
- Facility, Production and QC Overview
- Pricing Schedules

### **3.0 PRODUCTION CONTACTS**

The conversion will be managed by a team consisting of the following eBiz individuals, who will be responsible for completion of production activities.

- |                                       |                              |
|---------------------------------------|------------------------------|
| 1. Kara Heniges<br>(518) 456-1011     | Project Manager              |
| 2. Ken Major<br>(518) 456-1011        | Network Systems Analyst      |
| 3. Nick DeBenedetto<br>(518) 456-1011 | Business Development Manager |

### **4.0 PROJECT PICKUP AND DELIVERY SCHEDULES**

Putnam Valley will box all records for pick-up by driver and delivery to eBiz's production facility in Menands. Shipment, schedules and volume of boxes to be determined. Based upon the supplied image volumes, eBiz anticipates the production time on this project to be 120 to 180 days from the date of pick-up.

- All records must be placed in sturdy banker type/cardboard boxes

- No ripped or torn boxes will be accepted.
- All boxes must be placed on the first floor for pickup.

## **5.0 DOCUMENT PREPARATION**

Document preparation will be needed to remove staples, paperclips, sticky notes and/or rubber bands. Taping of any torn paper would be completed to make the documents scan ready and will be completed by eBiz. Documents will not be reassembled after scanning and will be in batch file format. No re-folding, re-stapling and no re-clipping.

## **6.0 CONVERSION SERVICES**

- The Records will be scanned to 600 DPI, black & white files on our high-speed State-of-the-Art production scanners.
- Documents will be scanned in order received
- Approximately 473,875 paper documents + approximately 84,075 large format documents will be scanned
- All quantities and ratios provided have been given by the customer
- Documents do not contain mold
- Documents have not been viewed by eBiz and are expected to be in good condition
- Do not scan backs of plans/maps
- Any non-scannable items will be set aside (i.e. CD/DVD's)

eBiz is not able to improve the quality of a poor original. If poor quality originals are found, a "Best Image Available" document may be scanned prior to the original imaged document.

## **7.0 INDEXING/FILE NAMING**

eBiz will index according to specifications provided by Putnam Valley. Each folder and/or folder tabs contain a tax map # which consists of nine (9) characters in the following format: xx.xx-x-x

## **8.0 TRANSMISSION OF IMAGES**

eBiz will upload the images and index data to a secure portal for access to download.

## **9.0 IMAGE RETRIEVALS DURING PRODUCTION**

While the records are at eBiz during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from Putnam Valley can be made via email and returned via email. Retrievals will be returned within a maximum of 72 hours or less from the receipt of the request and there is a charge of \$19.00 per retrieval plus the imaging fee.

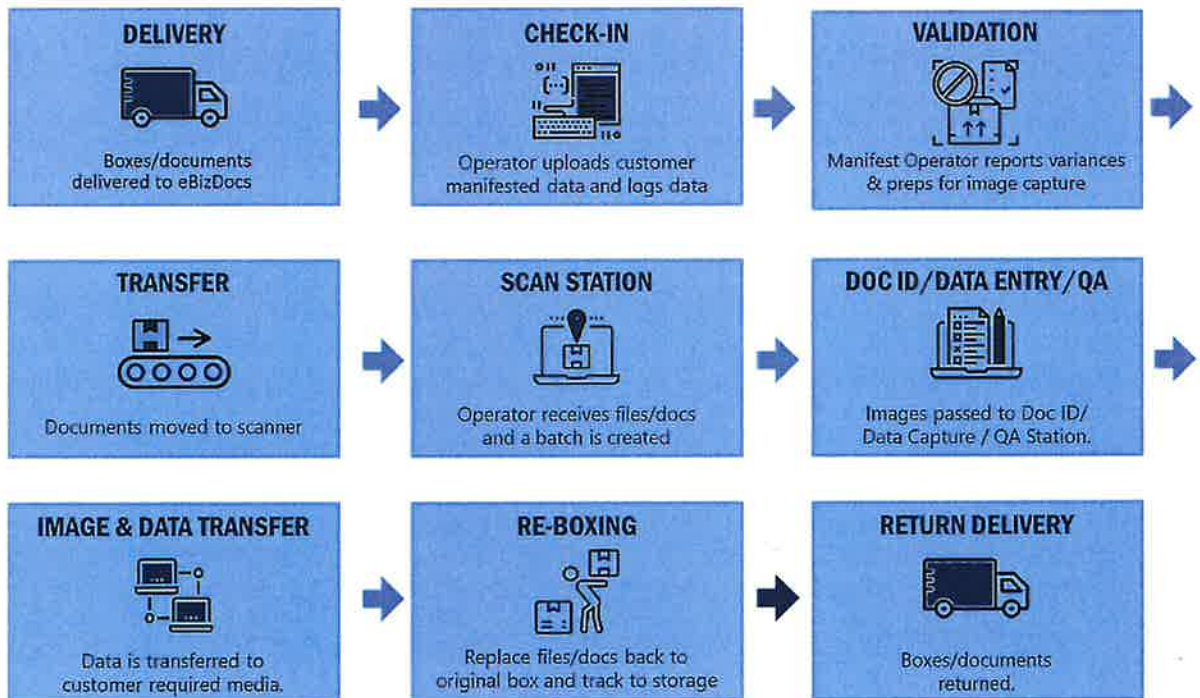
Retrieval: One record pulled from one file = one retrieval. All FedEx, USPS, UPS, or other ground service costs incurred are not part of this pricing structure and will be billed accordingly.



## 10. PRODUCTION PLANNING AND PROCESS CONTROL ACTIVITIES

The Production phase commences with the transfer of project knowledge from ramp-up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness, and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.





The following are examples of quality measures within the project:

**Document Preparation - Paper Audit (If warranted)**

- eBiz will insert a “File Level” barcode sheet as well as “Document Type” barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

**Scanning – Attended Mode QC**

- Scan in “Attended Mode” to assure that the best quality image is rendered.
- Visually inspects each image as it is captured and interrupts scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While “attended mode” scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- eBiz utilizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

**Image Clean-up Processes**

- Image processing includes de-skew, de-speckle, black border removal and crop.
- eBiz utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

**Post Scan Automated QC**

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition, other steps are typically introduced which may include:
  - Manually review blank backs and delete.

**Post Scan Visual QC**

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to “Release”. This is a random effort after all errors in the process have been corrected.

**Workflow Quality Control**

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

**Post Release QC**

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

### **Pricing Elements as Applicable:**

| Description                     | Pages |         | Characters |         | Total | Images | Cost per   | Cost         |
|---------------------------------|-------|---------|------------|---------|-------|--------|------------|--------------|
|                                 | Boxes | per box | Quantity   | Folders |       |        |            |              |
| Paper Documents                 |       |         |            |         |       |        |            |              |
| Room 1 - Server Room            | 62    |         |            |         |       |        |            |              |
| Room 2 - Plotting Room          | 51    |         |            |         |       |        |            |              |
| Room 3 - Front Room             | 110   |         |            |         |       |        |            |              |
| Totals Estimated                | 223   | 2,500   | 557,500    | 5,650   |       |        |            |              |
| Standard Docs (85%)             |       |         | 473,875    |         |       |        | \$ 0.135   | \$63,973.13  |
| Large Format                    |       |         |            |         |       |        |            |              |
| Maps (rolled)                   |       |         | 450        |         |       | 450    | \$ 2.490   | \$1,120.50   |
| Maps/Lg format docs (folded)    |       |         | 83,625     |         |       |        | \$ 2.490   | \$208,226.25 |
| Indexing                        |       |         |            | 5,650   | 9     | 50,850 | \$ 0.015   | \$762.75     |
| Transportation (per Round Trip) |       |         | 6          |         |       |        | \$ 600.000 | \$3,600.00   |
| Retrievals                      |       |         | 60         |         |       |        | \$ 19.00   | \$1,140.00   |
| Total Estimated Cost            |       |         |            |         |       |        |            | \$278,822.63 |

**Estimated total for project: \$278,822.63**

**Pricing includes: Prep, Scan, Quality Assurance and Packaging. Pricing is equally divided among these services.**

eBiz expects documents to be in orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Note: Pricing is based on the document samples reviewed and outlined in this proposal. Other documents not described for these same and other departments may need review for valid pricing points.

RICHARD QUAGLIETTA  
Code Enforcement Officer

PATRICIA A. SMITH  
Deputy Zoning Inspector

DOREEN C. PIACENTE  
Sr. Clerk to the Building Dept

MICHELLE STEPHENS  
Clerk to the Building Dept.



## TOWN OF PUTNAM VALLEY BUILDING & ZONING DEPARTMENT

6b  
TOWN HALL

265 Oscawana Lake Road  
Putnam Valley, New York  
10579

Tel: 845 526-2377  
Fax: 845 526-8806

November 19, 2024

Memorandum To: Supervisor and Town Board Members

From: Richard Quaglietta, Code Enforcement Officer

Re: Part time position

This is a request to appoint Stephanie Conte for the part time clerk position in the Building Department. Her hourly rate is \$20 per hour and her starting date was 10/16/2024.

RQ  
11/19/2024



7

**JACQUELINE ANNABI**  
TOWN SUPERVISOR

---

TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Accept Bid from Landwork Contractors  
DATE: December 4, 2024

---

RESOLVE, that the Town Board accept a bid from Landwork Contractor's regarding the repair of the retaining wall at the Town Hall Building and Parks & Recreation grounds due to storm damage incurred during the storm of July 2023; and

FURTHER RESOLVE, that the Town Board ratify the Town Supervisor's signature on the attached contract with Landwork Contractors pertaining to the this work; this project is being funded through FEMA.



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

**Contract between Landwork Contractors, Inc. and the following**

**Client:** Town of Putnam Valley

265 Oscawana Lake Road

Putnam Valley, NY 10579

**Contract Dated:** December 3, 2024

Landwork Contractors, Inc. submits its proposal to include all labor, material, equipment and clean up necessary to complete the following scope of work to construct a new retaining wall, 422' long at town hall:

1. Provide and install silt fence and hay bale dike for temporary erosion control.
2. Provide and install orange construction fences around the work zone.
3. Excavate and remove the stumps and roots of the recently cut trees in between the retaining wall and Parks & Recreation building.
4. Demolish and remove the top block course of the existing retaining wall from approximately station 1+20 through 2+00 and from approximately station 3+00 through 3+50. The other existing retaining wall blocks will remain in place.
5. Saw cut and remove the existing asphalt approximately 4' in front and 6' behind the proposed footprint of the new retaining wall from station 0+00 through 1+100.
6. Excavate the footprint for a new footing for the new retaining wall which will be set back approximately 6'-10' in front of the face of the existing retaining wall from station 0+00 through 4+22.
7. Install and compact  $\frac{3}{4}$ " crushed gravel footing approximately 6" deep x 4' wide.
8. Supply and install EZ Block Wall Textured Finish approximately 422' long with heights varying from 3' to 12' max height.
9. Supply and install geogrid behind the retaining wall as specified by the manufacturer of EZ Block Wall; United Concrete Products, Inc.
10. Supply and install a 6" perforated SDR pipe which will daylight through the face of the wall every 50'.
11. Supply and install geotextile fabric in between the drainage pipe and the face of the existing retaining wall.
12. Supply, install and compact  $\frac{3}{4}$ " crushed gravel in between the back of the new retaining wall and the face of the existing retaining wall.
13. Restore disturbed lawn areas. Apply a new layer of topsoil over the disturbed lawn areas and over the cut down tree area. Apply grass seed and straw over the topsoil.
14. Supply and plant 8 Norway Spruces 8'-10' tall.
15. Install and compact a 4" binder asphalt and 3" top coat asphalt mix in the 4' wide area in front of the new retaining wall from station 0+00 through station 1+00.
16. Clean up and remove construction debris off site.

The total cost for the above scope of work is \$755,875.00 using NYS Prevailing Wage Labor.



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

**Agreement:** Please sign below to agree to the terms and pricing of this contract. The signatures below bind the two parties to fully execute the agreement. Please return the signed agreement at your earliest convenience.

*Joe Ruggiero*  
President, Landwork Contractors, Inc.

*Joseph Ant* 12/4/24  
Town of Putnam Valley

Shawn Keeler  
Highway Superintendent  
SKEELER@PUTNAMVALLEY.COM

David Conklin  
General Foreman

Margaret Bradley  
Senior Clerk Typist

Sarah Caporale  
Part time Clerk

265 Oscawana Lake Road  
Putnam Valley, NY 10579

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

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

Town of Putnam Valley Highway Department

MEMORANDUM

TO: Jacquie Annabi  
Members of the Town Board

FROM: Shawn M. Keeler

RE: Material Bids results

DATE: December 11, 2024

After reviewing the bid results for the year 2025, please accept the following recommendations:

(DEL)=delivered (FOB)=freight on board or picked up (T)=ton (Y)=yard (GAL)=gallon

**Blacktop**

Laid in Place: Low bid: Clove Excavators \$100.00T w/ tac coat, \$99.00T w/o tac  
2<sup>nd</sup> low bid: Kect Const. \$102.65T w/ tac coat, \$99.45T w/o tac

**Millings**

|                       |                                                                                                |
|-----------------------|------------------------------------------------------------------------------------------------|
| 0-5000 Sq. Yds.       | Low bid: Intercounty Paving \$3.30<br>2 <sup>nd</sup> low bid: Clove Excavators \$4.00         |
| 5001-10000 Sq. Yds.   | Low bid: Intercounty Paving \$2.75<br>2 <sup>nd</sup> low bid: Clove Excavators \$4.00         |
| 10001-15000 Sq. Yds.  | Low bid: Intercounty Paving \$2.50<br>2 <sup>nd</sup> low bid: Kect Const. \$3.50              |
| 15001 PLUS Sq. Yds.   | Low bid: Intercounty Paving \$2.25<br>2 <sup>nd</sup> low bid: Kect Const. \$3.50              |
| Trucking per 8 hr day | Low bid: Intercounty Paving \$1,400.00<br>2 <sup>nd</sup> low bid: Clove Excavators \$1,500.00 |
| Disposal Sq. Yds.     | Low bid: Paleen Const. \$0.00<br>2 <sup>nd</sup> low bid: Clove Excavators \$0.50              |

## **Blacktop**

Type 1 Base Coat: Low bid: Thalle Ind. \$78.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$87.00 FOB  
NO BIDS FOR DELIVERY

Type 3 Binder Course: Low bid: Thalle Ind. \$78.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$88.00 FOB  
NO BIDS FOR DELIVERY

Type 5 Shim Course: Low bid: Thalle Ind. \$97.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$124.00 FOB  
NO BIDS FOR DELIVERY

Type 6F2 Top Course: Low bid: Thalle Ind. \$79.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$88.00 FOB  
NO BIDS FOR DELIVERY

Type 7F3 Top Course: Low bid: Thalle Ind. \$84.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$95.00 FOB  
NO BIDS FOR DELIVERY

Hot Mix Asphalt: Low bid: Thalle Ind. \$84.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$88.00 FOB  
NO BIDS FOR DELIVERY

Cold Mix: Low bid: Package Pavement \$175.00 DEL/\$148.00 FOB  
NO 2<sup>ND</sup> BID

Curb Mix: Low bid: Peckham Materials \$122.00 FOB  
NO BIDS FOR DELIVERY; NO 2<sup>ND</sup> BID

## **Item 4 per ton**

1" Minus: Low bid: Red Wing Properties \$27.00 DEL; Thalle Ind. 17.50 FOB  
2<sup>nd</sup> low bid: Thalle Ind. \$27.50 DEL; Putnam Materials \$19.00 FOB

2" Minus: Low bid: Thalle Ind. \$27.50 DEL; Thalle Ind. \$17.50 FOB  
2<sup>nd</sup> low bid: Putnam Materials \$30.00 DEL, Putnam Materials &  
Wingdale Materials \$18.00 FOB

Shalle: NO BIDS

## **Bank Run/Top Soil**

Bank run per yard: NO BIDS

Bank run per ton: Low bid: Red Wing Properties \$35.00 DEL & \$22.00 FOB  
NO 2<sup>ND</sup> BID

Top soil per yard: Low bid: Harold Lyons \$40.00 DEL  
NO BIDS FOR FOB, NO 2<sup>ND</sup> BID

Top soil per ton: Low bid: Red Wing Properties \$58.00 DEL & \$45.00 FOB  
NO 2<sup>ND</sup> BID



### **Pipe N-12 plastic by foot**

|          |                                                                                                               |
|----------|---------------------------------------------------------------------------------------------------------------|
| 12 inch: | Low bid: Carmel Winwater & ESP \$13.37 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$13.50 DEL & FOB |
| 15 inch: | Low bid: Carmel Winwater & ESP \$16.84 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$17.01 DEL & FOB |
| 18 inch: | Low bid: Carmel Winwater & ESP \$23.37 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$23.60 DEL & FOB |
| 24 inch: | Low bid: Carmel Winwater & ESP \$40.37 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$40.77 DEL & FOB |
| 30 inch: | Low bid: Carmel Winwater & ESP \$59.63 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$60.22 DEL & FOB |
| 36 inch: | Low bid: Carmel Winwater & ESP \$79.79 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$80.58 DEL & FOB |

### **Round Pipe by foot**

|                   |                                                                     |
|-------------------|---------------------------------------------------------------------|
| 12" DIA 16 GUAGE: | Low bid: Chemung Supply \$20.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 15" DIA 16 GUAGE: | Low bid: Chemung Supply \$24.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 18" DIA 16 GUAGE: | Low bid: Chemung Supply \$34.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 21" DIA 16 GUAGE: | Low bid: Chemung Supply \$38.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 30" DIA 14 GUAGE: | Low bid: Chemung Supply \$58.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 36" DIA 14 GUAGE: | Low bid: Chemung Supply \$88.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 42" DIA 12 GUAGE: | Low bid: Chemung Supply \$145.00 DEL & FOB – NO 2 <sup>ND</sup> BID |
| 48" DIA 12 GUAGE: | Low bid: Chemung Supply \$165.00 DEL & FOB – NO 2 <sup>ND</sup> BID |

### **Arched Pipe by foot**

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| 9X14" 16 GUAGE:  | Low bid: Chemung Supply \$25.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 13X17" 16 GUAGE: | Low bid: Chemung Supply \$32.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 15X21" 16 GUAGE: | Low bid: Chemung Supply \$40.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 18X24" 16 GUAGE: | Low bid: Chemung Supply \$45.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 20X28" 16 GUAGE: | Low bid: Chemung Supply \$58.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 23X35" 14 GUAGE: | Low bid: Chemung Supply \$76.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 29X42" 14 GUAGE: | Low bid: Chemung Supply \$94.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 33X49" 12 GUAGE: | Low bid: Chemung Supply \$115.00 DEL & FOB – NO 2 <sup>ND</sup> BID |
| 38X57" 12 GUAGE: | Low bid: Chemung Supply \$165.00 DEL & FOB – NO 2 <sup>ND</sup> BID |

### **6" Coil Pipe – perforated HDPE by foot**

Low bid: Chemung Supply, ESP, & Carmel Winwater: \$2.84

## Crushed Trap Rock per ton

|              |                                                                                                                                          |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Light Stone: | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>2 <sup>nd</sup> low bid: Putnam Materials \$43.00 DEL & Wingdale Materials \$30.00 FOB |
| ¼"           | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>NO 2 <sup>ND</sup> BID                                                                 |
| ½"           | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$42.00 DEL & \$28.00 FOB                  |
| ¾"           | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$42.00 DEL & \$28.00 FOB                  |
| 3/8"         | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$44.00 DEL & \$30.00 FOB                  |
| 1"           | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>NO 2 <sup>ND</sup> BID                                                                 |
| 1 1/4"       | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>2 <sup>nd</sup> low bid: Putnam Materials \$38.50 DEL & \$26.50 FOB                    |
| 1 ½"         | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$44.00 DEL & \$28.00 FOB                  |
| 1 ¾"         | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>NO 2 <sup>ND</sup> BID                                                                 |
| 2"           | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>NO 2 <sup>ND</sup> BID                                                                 |
| 2 ½"         | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$44.00 DEL & \$30.00 FOB                  |
| 3" – 4"      | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$47.00 DEL & \$33.00 FOB                  |

### **Catch Basins**

30x30x35: Low bid: ESP \$235.00 DEL & FOB  
2<sup>nd</sup> low bid: Chemung Supply \$318.00 DEL & FOB

30x30x36: Low bid: Carmel Winwater \$205.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$240.00 DEL & FOB

30x48x48: Low bid: Carmel Winwater \$290.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$310.00 DEL & FOB

30x48x36: Low bid: Carmel Winwater \$235.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$260.00 DEL & FOB

24x24x24: Low bid: ESP \$165.00 DEL & FOB  
2<sup>nd</sup> low bid: Carmel Winwater \$200.00 DEL & FOB

24x24x36: Low bid: ESP \$195.00 DEL & FOB  
2<sup>nd</sup> low bid: Carmel Winwater \$225.00 DEL & FOB

### **Frames & Grates**

30x30: Low bid: Carmel Winwater \$340.00 DEL & FOB  
2<sup>nd</sup> low bid: Glenco Supply \$350.00 DEL & ESP \$360.00 FOB

30x48: Low bid: Carmel Winwater \$568.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$647.00 DEL & FOB

24x24: Low bid: Carmel Winwater \$220.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$236.00 DEL & FOB

### **Lids**

30x30: Low bid: Carmel Winwater \$395.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$415.00 DEL & FOB

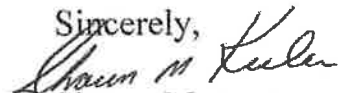
30x48: NO BIDS

24x24: Low bid: ESP \$275.00 DEL & FOB  
2<sup>nd</sup> low bid: Carmel Winwater \$315.00 DEL & FOB

## Guide Rail

|                                                                      |                                                                          |
|----------------------------------------------------------------------|--------------------------------------------------------------------------|
| Rustic w/ beam:                                                      | Low bid: Chemung Supply \$214.60ea DEL & FOB<br>NO 2 <sup>ND</sup> BID   |
| Rustic flared ends:                                                  | Low bid: Chemung Supply \$68.20ea DEL & FOB<br>NO 2 <sup>ND</sup> BID    |
| Rustic wraps:                                                        | Low bid: Chemung Supply \$94.10ea DEL & FOB<br>NO 2 <sup>ND</sup> BID    |
| Rustic curved<br>w/ beam:                                            | Low bid: Chemung Supply \$271.40ea DEL & FOB<br>NO 2 <sup>ND</sup> BID   |
| Rustic 6" I posts:                                                   | Low bid: Chemung Supply \$93.85ea DEL & FOB<br>NO 2 <sup>ND</sup> BID    |
| Rustic 3" I posts:                                                   | Low bid: Chemung Supply \$93.85ea DEL & FOB<br>NO 2 <sup>ND</sup> BID    |
| 5/8" x 1 1/4"<br>Splice bolt/nut:                                    | Low bid: Chemung Supply \$1.90ea DEL & FOB<br>NO 2 <sup>ND</sup> BID     |
| 5/8" x 2"<br>Post bolt/nut:                                          | Low bid: Chemung Supply \$1.90ea DEL & FOB<br>NO 2 <sup>ND</sup> BID     |
| 5/16" x 1 3/4"<br>Post bolt/nut:                                     | Low bid: Chemung Supply \$1.90ea DEL & FOB<br>NO 2 <sup>ND</sup> BID     |
| 1/2" x 1 1/2"<br>Double nuts:                                        | Low bid: Chemung Supply \$1.90ea DEL & FOB<br>NO 2 <sup>ND</sup> BID     |
| Concrete anchors:                                                    | Low bid: Chemung Supply \$1,140.00ea DEL & FOB<br>NO 2 <sup>ND</sup> BID |
| Concrete anchors<br>Installed:                                       | Low bid: Chemung Supply \$5,160.00ea<br>NO 2 <sup>ND</sup> BID           |
| Complete layout &<br>Installation of guide<br>Rail & posts per hour: | Low bid: Chemung Supply \$492.45<br>NO 2 <sup>ND</sup> BID               |

Sincerely,

  
Shawn M. Keeler

Shawn Keeler  
Highway Superintendent  
SKEELER@PUTNAMVALLEY.COM

265 Oscawana Lake Road  
Putnam Valley, NY 10579

86

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

December 2, 2024

### MEMORANDUM

TO: Jacquie Annabi  
Members of the Town Board

FROM: Shawn M. Keeler

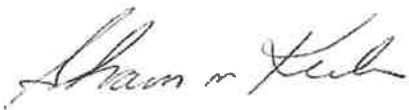
RE: Snow plow riders for the 2024 - 2025 season

Please appoint the following for the remainder of 2024 and for 2025 snow season as laborers/snow plow riders at the rate of \$16.00 per hour with no benefits. They may be used during this period as laborers if the need arises.

Joseph Scelza

Milton Eagens

Dino Fiorentino



Shawn M. Keeler



9

**JACQUELINE ANNABI**  
TOWN SUPERVISOR

---

TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Bell Hollow Road Culvert – Change Order  
DATE: December 9, 2024

---

RESOLVE, that the Town Board accept the Change Order from T&A Construction, Inc. of \$76,374 regarding the Bell Hollow Road Culvert, which was replaced due to the storm of July 2023. These funds are included in the new balance and all expenses are covered through the FEMA expenditures budget line.

**CHANGE ORDER****1**

No. \_\_\_\_\_

**TOWN OF PUTNAM VALLEY BELL HOLLOW ROAD CULVERT REPLACEMENT****DATE OF ISSUANCE**      **11/26/2024****EFFECTIVE DATE**      **11/26/2024****OWNER**    The Town of Putnam Valley  
**OWNER's Contractor No.****CONTRACTOR:** T & A Construction, Inc.**ENGINEER:** J. Robert Folchetti & Associates**You are directed to make the following changes in the Contract Documents.****Reason for Change Order:** 1. Quantity Over Run**Attachments:** (List documents supporting change)

|                                                                   |                                                                                                      |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>CHANGE IN CONTRACT PRICE:</b><br>Original Contract Price       | <b>CHANGE IN CONTRACT TIMES:</b><br>Original Contract Times                                          |
| \$      1,303,524.00                                              | Substantial Completion: <u>December 28, 2024</u><br>Ready for final payment: <u>January 27, 2025</u> |
| Net changes from previous Change Orders<br>No. 0 to No. 1<br>0.00 | Net change from previous Change Orders No.<br>to No.                                                 |
| \$ _____                                                          | _____                                                                                                |
| Contract Price prior to this Change Order                         | Contract Times prior to this Change Order                                                            |
| \$      1,303,524.00                                              | Substantial Completion: _____<br>Ready for final payment: _____                                      |
| Net Increase (decrease) of this Change Order<br>76,374.00         | Net Increase of this Change Order                                                                    |
| \$ _____                                                          | _____                                                                                                |
| Contract Price with all approved Change Orders                    | Contract Times with all approved Change Orders                                                       |
| \$      1,379,898.00                                              | Substantial Completion: _____<br>Ready for final payment: _____                                      |

**RECOMMENDED:**By:   
Engineer (Authorized Signature)**ACCEPTED:**By: \_\_\_\_\_  
Contractor (Authorized Signature)**APPROVED:**By: \_\_\_\_\_  
Owner (Authorized Signature)Date: 12/6/2024

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

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



10

**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Bell Hollow Road Culvert – Final Payment Request  
DATE: December 9, 2024

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RESOLVE, that the Town Board approve final request for payment of \$341,521.10 to T&A Construction, Inc. for the Bell Hollow Road Culvert Project, which was necessary due to the storm of July 2023. These funds are covered through the FEMA expenditures budget line.



APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO

PAGES

TO OWNER:  
Town Of Putnam Valley  
265 Oscawanna Rd  
Putnam Valley, NY

PROJECT: Bell Hollow Rd Culvert Replacement

APPLICATION NO: 4

INVOICE # 24-155

Distribution to:

FROM CONTRACTOR:

T & A Construction Inc.  
910 West Dover Rd.  
Pawling, NY 12564

CONTRACT: Bell Hollow Rd Culvert Replacement

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 1,303,524.00  
2. Net change by Change Orders \$ 76,374.00  
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,379,898.00  
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,379,898.00

5. RETAINAGE:  
a. % of Completed Work \$ 0.00  
b. (Column D + E on G703) \$  
% of Stored Material \$ Included in above  
(Column F on G703)  
Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 1,379,898.00  
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 1,038,376.90  
8. CURRENT PAYMENT DUE \$ 341,521.10  
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

| CHANGE ORDER SUMMARY        | ADDITIONS   | DEDUCTIONS |
|-----------------------------|-------------|------------|
| Total charges approved      | \$0.00      | \$0.00     |
| in previous months by Owner | \$76,374.00 | \$0.00     |
| Total approved this Month   | \$76,374.00 | \$0.00     |
| TOTALS                      | \$76,374.00 | \$0.00     |
| NET CHANGES by Change Order | \$76,374.00 |            |

PERIOD TO: 11/26/24

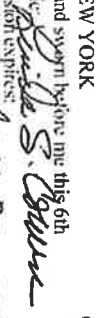
INVOICE DATE: 11/26/24

|                                     |            |
|-------------------------------------|------------|
| <input checked="" type="checkbox"/> | OWNER      |
| <input checked="" type="checkbox"/> | ARCHITECT  |
| <input type="checkbox"/>            | CONTRACTOR |
| <input type="checkbox"/>            |            |
| <input type="checkbox"/>            |            |
| <input type="checkbox"/>            |            |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

\$341,521.10

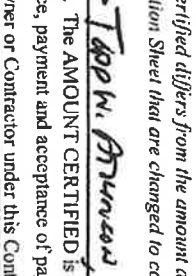
CONTRACTOR:   
By:  Date: 11/16/24

State of: NEW YORK County of: Dutchess  
Subscribed and sworn before me this 6th  
Notary Public:   
My Commission expires: April 28, 2024

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 341,521.10

(Attach explanation if amount certified differs from the amount applied. Initial all figures to Application and complete Continuation Sheet that are changed to conform with the amount certified.)  
ARCHITECT:  Date: 12/16/24  
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

TOWN OF PUTNUM VALLEY  
BELL HOLLOW RD CULVERT REPLACEMENT

PAY ESTIMATE # 4  
11/26/2024

INVOICE # 24-155

| ITEM # | DESCRIPTION                               | CONTRACT<br>QUANTITY | UNIT<br>PRICE | TOTAL<br>PRICE | QUANTITY<br>COMPLETED<br>THIS PERIOD | BILLING<br>THIS<br>PERIOD | PREVIOUS<br>COMPLETED<br>QUANTITY | PREVIOUS<br>AMOUNT<br>BILLED | TOTAL<br>QUANTITIES<br>COMPLETED | TOTAL<br>BILLING<br>TO DATE |
|--------|-------------------------------------------|----------------------|---------------|----------------|--------------------------------------|---------------------------|-----------------------------------|------------------------------|----------------------------------|-----------------------------|
| 1A     | Remove Concrete Bridge Deck               | 300                  | LF            | \$21.00        | 300                                  | \$6,300.00                | 0                                 | \$0.00                       | 300                              | \$6,300.00                  |
| 1B     | Remove 8' High Stone Bridge Abutments     | 35                   | LF            | \$200.00       | 35                                   | \$7,000.00                | 0                                 | \$0.00                       | 35                               | \$7,000.00                  |
| 1C     | Remove Concrete Curb Wall                 | 40                   | LF            | \$30.00        | 40                                   | \$1,200.00                | 0                                 | \$0.00                       | 40                               | \$1,200.00                  |
| 1D     | Remove 8' Stone Wing Wall                 | 40                   | LF            | \$100.00       | 40                                   | \$4,000.00                | 0                                 | \$0.00                       | 40                               | \$4,000.00                  |
| 1E     | Remove Asphalt Pavement 6" to 10"         | 9800                 | SF            | \$4.00         | 9800                                 | \$39,200.00               | 9800                              | \$39,200.00                  | 9800                             | \$39,200.00                 |
| 1F     | Remove Metal Guide Rail                   | 135                  | LF            | \$12.00        | 135                                  | \$1,620.00                | 0                                 | \$0.00                       | 135                              | \$1,620.00                  |
| 1G     | Remove Storm Water Drain Inlets           | 2                    | EA            | \$750.00       | 0                                    | \$0.00                    | 2                                 | \$1,500.00                   | 2                                | \$1,500.00                  |
| 1H.1   | Remove 6" Corrugated HDPE Storm Pipe      | 50                   | LF            | \$10.00        | 0                                    | \$0.00                    | 50                                | \$500.00                     | 50                               | \$500.00                    |
| 1H.2   | Remove 12" Corrugated HDPE Storm Pipe     | 82                   | LF            | \$12.00        | 21                                   | \$252.00                  | 61                                | \$732.00                     | 82                               | \$984.00                    |
| 1H.3   | Remove 18" Corrugated HDPE Storm Pipe     | 34                   | LF            | \$55.00        | 0                                    | \$0.00                    | 34                                | \$1,870.00                   | 34                               | \$1,870.00                  |
| 1I     | Remove Metal Roadway Signs and Posts      | 4                    | EA            | \$50.00        | 2                                    | \$100.00                  | 2                                 | \$100.00                     | 4                                | \$200.00                    |
| 1J     | Remove 3" Stone Wall                      | 200                  | LF            | \$20.00        | 0                                    | \$0.00                    | 200                               | \$4,000.00                   | 200                              | \$4,000.00                  |
| 2A     | Clearing & Grubbing 6' to 30" Trees       | 3000                 | SY            | \$8.00         | 0                                    | \$0.00                    | 3000                              | \$24,000.00                  | 3000                             | \$24,000.00                 |
| 3A     | Rock Excavation & Disposal                | 150                  | CY            | \$400.00       | 0                                    | \$0.00                    | 150                               | \$60,000.00                  | 150                              | \$60,000.00                 |
| 4A     | Earth Excavation & Disposal               | 600                  | CY            | \$62.00        | 0                                    | \$0.00                    | 600                               | \$37,200.00                  | 600                              | \$37,200.00                 |
| 5A     | Precast Concrete Culvert                  | 57                   | LF            | \$6,750.00     | 0                                    | \$0.00                    | 57                                | \$384,750.00                 | 57.0                             | \$384,750.00                |
| 5B     | Precast Concrete Headwall                 | 2                    | EA            | \$27,000.00    | 0                                    | \$0.00                    | 2                                 | \$54,000.00                  | 2.0                              | \$54,000.00                 |
| 5C     | Precast Concrete Wingwall                 | 4                    | EA            | \$42,750.00    | 0                                    | \$0.00                    | 4                                 | \$171,000.00                 | 4.0                              | \$171,000.00                |
| 5D     | Culvert Structure Foundation Stone        | 415                  | CY            | \$60.00        | 361                                  | \$21,660.00               | 415                               | \$24,900.00                  | 776.0                            | \$46,560.00                 |
| 5E     | Culvert Structure Select Backfill         | 360                  | CY            | \$60.00        | 609                                  | \$36,540.00               | 360                               | \$21,600.00                  | 969.0                            | \$58,140.00                 |
| 5F     | Stream Bed Embankment w/ Underlayment     | 165                  | CY            | \$60.00        | 136.6                                | \$8,196.00                | 165                               | \$9,900.00                   | 301.6                            | \$18,096.00                 |
| 6A     | Stream By Pass Pumping                    | 1                    | LS            | \$95,000.00    | 0                                    | \$0.00                    | 100.00%                           | \$95,000.00                  | 1.0                              | \$95,000.00                 |
| 6B     | Set Up & Remove Cofferdam                 | 1                    | LS            | \$14,000.00    | 50%                                  | \$7,000.00                | 50%                               | \$7,000.00                   | 1.0                              | \$14,000.00                 |
| 7A1    | 1-1/2" Asphalt Top Course                 | 1100                 | SY            | \$40.00        | 1188                                 | \$47,520.00               | 0                                 | \$0.00                       | 1188.0                           | \$47,520.00                 |
| 7A2    | 2-1/2" Asphalt Binder                     | 1100                 | SY            | \$41.00        | 1188                                 | \$48,708.00               | 0                                 | \$0.00                       | 1188.0                           | \$48,708.00                 |
| 7B     | 12" Subbase Material NYSDOT 304.02        | 420                  | CY            | \$60.00        | 209                                  | \$12,540.00               | 200                               | \$12,000.00                  | 409.0                            | \$24,540.00                 |
| 7C     | Subgrade Select Fill for Roadway          | 650                  | CY            | \$80.00        | 137                                  | \$8,220.00                | 571.5                             | \$34,290.00                  | 708.5                            | \$42,510.00                 |
| 8A     | 24" HDPE Corrugated Pipe                  | 290                  | LF            | \$90.00        | 0                                    | \$0.00                    | 290                               | \$26,100.00                  | 290.0                            | \$26,100.00                 |
| 9A     | Stormwater Catch Basin with Frame & Cover | 3                    | EA            | \$6,000.00     | 0                                    | \$0.00                    | 3                                 | \$18,000.00                  | 3                                | \$18,000.00                 |
| 10A    | Metal Guide Rail with Posts & Rail        | 420                  | LF            | \$45.00        | 420                                  | \$18,900.00               | 0                                 | \$0.00                       | 420                              | \$18,900.00                 |
| 11A    | Temporary Erosion & Sediment Control      | 1                    | LS            | \$88,000.00    | 25%                                  | \$17,000.00               | 75%                               | \$51,000.00                  | 1                                | \$88,000.00                 |
| 12A    | Temporary Construction Fence              | 490                  | LF            | \$15.00        | 0                                    | \$0.00                    | 490                               | \$7,350.00                   | 490                              | \$7,350.00                  |
| 13A    | Maintenance & Protection of Traffic       | 1                    | LS            | \$10,000.00    | 75%                                  | \$7,500.00                | 25%                               | \$2,500.00                   | 1                                | \$10,000.00                 |
| 14A    | Application of 6" Top Soil                | 2200                 | SY            | \$12.00        | 2200                                 | \$26,400.00               | 0                                 | \$0.00                       | 2200                             | \$26,400.00                 |
| 14B    | Application of Grass Seed & Straw Mulch   | 2150                 | SY            | \$5.00         | 2150                                 | \$10,750.00               | 0                                 | \$0.00                       | 2150                             | \$10,750.00                 |
|        |                                           |                      |               | \$1,303,524.00 |                                      | \$291,406.00              |                                   | \$1,088,492.00               | 0                                | \$1,379,898.00              |

11

## Town of Putnam Valley

M5 Standard Fee Report Paid Only  
From 11/01/2024 To 11/30/2024

Count by Type

| Fee Type            | Count | Total       |
|---------------------|-------|-------------|
| ADDITION/ALTERATION | 10    | \$7,924.00  |
| ADDITIONAL FEE      | 1     | \$105.00    |
| CW                  | 4     | \$300.00    |
| DECK                | 3     | \$579.00    |
| ELECTRI APP/NY ELEC | 6     | \$240.00    |
| ELECTRIC APP/SWIS   | 11    | \$440.00    |
| FENCE/WALL          | 5     | \$375.00    |
| GAS/PROPANE         | 9     | \$790.00    |
| GENERATOR PERMIT    | 3     | \$225.00    |
| HVAC                | 7     | \$750.00    |
| MG                  | 2     | \$150.00    |
| MI                  | 2     | \$150.00    |
| OIL TANK            | 8     | \$925.00    |
| PERMIT FEE          | 6     | \$348.00    |
| PL                  | 3     | \$330.00    |
| RENEWAL             | 6     | \$1,605.00  |
| RHCS                | 1     | \$500.00    |
| RU                  | 1     | \$250.00    |
| SEARCH              | 16    | \$3,200.00  |
| TREE                | 1     | \$75.00     |
| WOOD STOVE PERMIT   | 1     | \$75.00     |
| WTS                 | 3     | \$300.00    |
|                     | 109   | \$20,136.00 |

## 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                                |