



## TOWN OF PUTNAM VALLEY

### Town Board Meeting

January 22<sup>nd</sup>, 2025

Town Hall

6 PM

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### AGENDA

#### Meeting Called to Order

#### Pledge of Allegiance

1. Community Reports
2. Supervisor's Comments
3. Legislative Reports
4. Approval of Minutes
5. Approve Local Government Efficiency Grant Program Application
6. Facilities Department:
  - a. Approve CEMCO Contract for Town Hall Well Quarterly Testing
  - b. Approve Surplus Equipment
  - c. Approve Hewlett Packard Computer Lease Purchase Agreement
7. Districts:
  - a. Approve Authorization to go to Bid for District Garbage Pick Up
  - b. Approve Authorization to go to Bid for District Grass Cutting
  - c. Approve KARACO Maintenance Contract for Lake Peekskill Garage 2025
8. Parks & Recreation:
  - a. Approve Changes in Personnel
  - b. Approve Children's Center Salaries 2025
  - c. Approve January 2025 Refunds
  - d. Approve 2025 Sunset Series Coordinator
9. Public Comment [Three-Minute Time Limit Per Person]
10. Audit of Monthly Bills
11. Budget Transfers and Amendments

#### Adjournment

**Next Town Board Meeting: Work Session, Wednesday February 12<sup>th</sup>, 2025, 5 PM**

**TOWN OF PUTNAM VALLEY  
TOWN BOARD MEETING  
WEDNESDAY, JANUARY 22<sup>nd</sup>, 2025  
6:00PM**

**PRESENT:** Supervisor Jacqueline Annabi  
Councilman Luongo  
Councilman Russo  
Councilwoman Howard

**ALSO PRESENT:** Town Counsel Sarah Ryan  
Town Clerk Michelle Stephens

**ABSENT:** Councilwoman Tompkins

**Meeting Called to Order at 6:04pm**

Recitation of the Pledge of Allegiance.

Supervisor Annabi asked for a moment of silence for family and friends that had passed this month.

**COMMUNITY REPORTS**

Presented by Supervisor Annabi

**Putnam Valley Volunteer Fire Department Report Presented by Chief Rizzi**



**Putnam Valley Volunteer Fire Department Inc.**

House Phone  
Station # 1 845-526-2879  
Station # 2 845-528-4440

P.O. Box 21 • Putnam Valley, NY 10579

Fax  
Station # 1 845-526-2881  
Station # 2 845-528-2504

In Case of Emergency Dial 911

**PVVFD CALL STATS**

MONTH OF December, 2024

STRUCTURE/REKINDLE                     

VEHICLE FIRE                     

MVA 6

WIRES DOWN                     

AUTOMATIC ALARMS 5

INVESTIGATION                     

BRUSH 1

STAND BY/ MUTUAL AID 8

CO DETECTOR 2

FUEL LEAK/SPILL                     

CONTROLLED BURN/ RUBBISH FIRE 2

PUMPOUT/ WATER CONDITION                     

PROPANE LEAK 3

HAZMAT                     

EMS ASSIST 4

DISPATCHED & CANCELED ENROUTE                     

RESCUE                     

OTHER 2

TOTAL CALLS FOR MONTH: 33

MAN HOURS: 279

YTD CALLS: 489

YTD MAN HOURS: 4853.99

NON-INCIDENT EVENTS: 139

MAN HOURS: 6344.70

Revised 1.19.2025

**Beth Gorman (CCE) Gave the Following Report**



**PUTNAM VALLEY  
COMMISSION FOR THE CONSERVATION  
OF THE ENVIRONMENT**  
**Town Hall, Putnam Valley NY 10579**  
**THE PUTNAM VALLEY COMMISSION FOR THE CONSERVATION  
OF THE ENVIRONMENT**  
Town Board meeting January 22, 2025  
6pm Town Hall

Community Update

Brief update for January:

1. Introduction of new Chair of the CCE Beth Gorman  
Michael Usai, Wendy Whetsel, Jeff Coren and Julie Ruben will remain in the committee for 2025. We are very sad to see Aubrey Carter and Eileen Reilly leave the commission, but very excited to welcome Allison Hague to the group. We still have one open slot that we are actively taking resume submissions for the open position and hope to fill that soon.
2. One of the goals of the CCE is we would like to elevate the existence of the CCE to all of the Putnam Valley Residents. This month the community update will start with a reminder of what the intent of the CCE is per town code:
  - a. Article 3 Section 8-19 The preservation and improvement of the quality of the natural and man-made environment within the Town of Putnam Valley, in the face of population growth, urbanization and technologic change with their accompanying demands on natural resources, are found to be of increasing and vital importance to 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 biologic integrity of the natural environment on which humans are dependent for survival and the natural and functional beauty of our surroundings 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 commission for conservation of the environment is a necessary step in fostering unified action on environmental problems.
3. The CCE is working closely with the town with consultation from the Hudson High Land Trust to create an Open Space Inventory to compliment the Natural Resource Inventory. An open space inventory is a listing of open areas within the municipality with each such area identified, described, and listed according to the value those spaces have to the community for either recreation, conservation, development, or municipal use. The Next Step in the process is for the a few members of the CCE to meet with the town board and give a comprehensive project overview of the multiple steps that are required to get this project to the finish line. The CCE hope to schedule and complete this meeting prior to the next community update. I am very excited to work on this project, as all our members are, and look forward to a very productive year.

**Parks & Recreation Department Presented by Frank DiMarco**

Our basketball program with roughly 300 participants is in full swing.

We are currently running around 10 programs between adult and after-school programs. Check pvpr.com for updates.

We are currently in the logistics phase of 2 maintenance upgrades.

One being the basketball courts in the park being resurfaced and relined.

The second being the gym facility at the camp. The roof was recently completed, and we should hopefully be moving on to the floor and insulation. The goal being to extend the use beyond summer.

Those projects fall under our Parklands fund and have no tax impact.

We are currently working on grants for 3 other projects, including outdoor fitness, batting cages, and miniature golf.

There is an opening on the Commissioner Committee. You can contact Parks and Rec or Supervisor Annabi. We meet on Mondays at 6pm once a month.

Frank DiMarco

Town of Putnam Valley

Parks and Recreation Director

**Highway Department Presented by Superintendent Shawn Keeler**

Good evening, ladies and gentlemen.

I'd like to take a moment to thank the men and women of the Highway Dept. for their continued hard work and dedication over the past 3 years. Also, I would like to thank the guys for working through the rather cold start to the beginning of the year.

Our tree crew is currently out taking down dead trees along many roads. Between snow events we have been out cutting shoulders on the edges of roads and will continue throughout the winter as long as the weather cooperates.

Speaking of snow just a few reminders: there is no parking on streets anytime in the winter, especially during snow emergencies. It is tough enough to be plowing snow at night without adding your vehicle parked on the roadway, also we can't clean the roads correctly. If you are out and about while it's snowing and you get stuck, please don't abandon your vehicle. Please call highway and we will get someone there to assist you. Furthermore, when clearing your driveways, whether it's you or a snow removal company, it's illegal to plow or shovel snow into the roadways. Lastly, we know it's a pain when you clear your driveway and then we come by and plow it back in. If you clean a few feet before your driveway this will lessen the amount of snow in your driveway.

So last month the question came up about brining the roads before storms and I'd like to touch on it a little further. Currently our brine system is roughly 25 years old and outdated as well as being out of service and in need of major repairs, roughly \$15,000.

So when I was elected I had looked into replacing it. Unfortunately not only was the price close to \$200,000 but also all the new models need ample amount of water intake, something that would cost the town an additional \$25,000, then comes the effectiveness. Back when the system was installed the highway department would be called in after a few inches of snow had fallen.

Now with the way of the world is, most if not all Highway departments respond in once it starts to snow. Some are even brought in before it starts and await the snow. That being said the roads are being salted within an hour of the snow falling so is there even a need to spend close \$225,000 to get a system? And then it cost us about \$7,500 each time we brine, with the last storm we would had to brine on Sunday morning (because it rained Saturday) so that \$7,500 would have been \$15,000. Is it cost effective?

Let's get onto the effects on your cars and our catch basins. We all know that salt destroys our cars, so as we brine you drive over it and it gets on the underneath of your cars. It's not good when the snow starts to fall and the brine turns back to liquid and runs off the roads into our basins, destroying the cement and structure of the basin, furthermore possibly running off and harming our vegetation along the roads. If anyone has questions or concerns on brining, I ask you reach out to me and we can discuss further. I'm available 24/7, 365.

The phones at Highway are monitored 24/7, and I ask residents with issues to call us and not post on Facebook as we don't troll for complaints.

I can always be reached in my office (845-526-3333) on my cell (845-745-0795) and at SKEELER@PUTNAMVALLEY.GOV, 336 days till Christmas.

### **AMENDMENTS TO THE AGENDA**

Presented by Supervisor Annabi

#### **RESOLUTION #R25-80**

**RESOLVED**, that the Town Board add an executive session at the end of the meeting. No further business to be discussed.

Seconded by Councilman Luongo, unanimously carried.

#### **Supervisor Comments:**

- Girl Scouts Biannual Pancake Breakfast fundraiser, Saturday January 25<sup>th</sup>, at the Putnam Valley Ambulance Corp from 9am – 11am.
- Short-Term Rental applications will be opening up shortly. Make sure you're signed up for the alerts. You will be notified once it becomes available.

- The towing list is now open. You can now get your permit if you're a towing company. You can come down to town hall and get your permit and get added to the towing list.
- Property taxes can be paid online through April 30<sup>th</sup>, 2025, via Town of Putnam Valley Property Tax Payment.
- Putnam Valley Grange holds meetings the first Monday of the month.
- Save the dates: Bulk Drop-Off – Saturday, April 26<sup>th</sup>  
Community Shred Event – Sunday, April 27<sup>th</sup>

**Legislative Reports Presented by Bill Gouldman**

**Putnam Valley Town Board Meeting 1/22/2025**

Thank You Ms. Supervisor:

\*\* I hope everyone is enjoying the winter season. It is cold outside. If you need shelter or a place to sleep in the evening. Reach out to my office, we can help.

\*\* With the Tax Season here, be aware that Phone Scams are all around us. You hear time and time again how individuals fall victim to this and it's a shame.

\*\* Putnam County is currently accepting applications for the 2025 Summer Internship Program. This program gives students an opportunity to get real world experience and also gives them a chance to learn the role of county government in our community. The application deadline is January 31st, 2025. If you know someone who would be interested in this go onto the Putnam County Website. This is a great program, take advantage of it.

\*\* Spring is around the corner. It's a good idea to start planning for your spring planting.

The NYS Department of Environmental Conservation has dozens of NY grown trees and shrubs species available for low prices now through May 15. Reach out to me and I will get you the website information.



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**\*\* For the 2025 legislative year I have been appointed the Chairperson of the Economic Development & Energy Committee and will be a member of the**

**--Rules, Enactments & Intergovernmental Relations Committee**

**--Personnel Committee**

**\*\* If you have an idea that would improve how County Government works, please let me know.**

I would like to thank the residents who have contacted me about issues they need help with. If I can correct the problem, I will. So please, if you have an issue, MY door is open just give my office a call at 845-808-1020. Thank you.

Supervisor Annabi talked about the need for Para Transit in Putnam Valley. She would like to get onto the agenda for the Legislator with the residents and discuss how Putnam County is using the bare minimum of  $\frac{3}{4}$  route instead of the ceiling route which is 6 miles. The route from 5 years ago did not make sense. Looking for the residents so they can have a full successful, active life that they can't get without transportation. Can she please get on his agenda to discuss the needs of Putnam Valley?

Mr. Gouldman said it's a major problem and he has asked over the years for something to be put in place this side of the county. Kevin Byrne is doing a trail program in Patterson which seems to be working. He will bring it to the attention of the County Legislator. Please send him a letter and he will gladly send it on.

Supervisor Annabi said Physical Services will be meeting January 27<sup>th</sup> to renew their grant and if they can include Putnam Valley. Mr. Gouldman said to come to the meeting. She said she'll be there.

#### **APPROVAL OF MINUTES DECEMBER 2024**

Presented by Councilman Russo

#### **RESOLUTION #R25-81**

**RESOLVED**, that the Putnam Valley Town Board authorize the Supervisor to accept the Town Board meeting minutes from December 11<sup>th</sup>, 2024 and December 18<sup>th</sup>, 2024.

Seconded by Councilman Luongo, unanimously carried.

#### **APPROVAL OF LOCAL GOVERNMENT EFFICIENCY GRANT PROGRAM APPLICATION**

Presented by Councilwoman Howard

#### **RESOLUTION #R25-82**

#### **RESOLUTION IN SUPPORT OF THE PROPOSED WATER/SEWER INFRASTRUCTURE STUDY FOR THE PUTNAM VALLEY BUSINESS HAMLET**

WHEREAS, the Town of Putnam Valley desires to explore the feasibility of constructing a water/sewer supply system for the Putnam Valley business hamlet and surrounding residential community in a proposed potential partnership with the Town of Carmel; and

WHEREAS, the total cost of the project is estimated to be \$20,000.00 based on preliminary estimates to contract a consultant to complete the feasibility study, 50%

(\$10,000.00) of which is being requested through the Local Government Efficiency Program; and

WHEREAS, the feasibility study will determine how the construction of this infrastructure system will ensure consistent water quality and sewage treatment and be more efficient and cost-effective for the communities involved, as well as New York State; and

WHEREAS, this action is a Type II Action under the State Environmental Quality Review Act (SEQRA) requiring no further environmental review.


NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Putnam Valley supports the proposed feasibility study and proposed potential partnership with the Town of Carmel and hereby authorizes the required 50% (\$10,000.00) cash match; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Putnam Valley does hereby authorize the Supervisor to execute a grant application and other required documents to apply for and receive funding from the Local Government Efficiency Program.

Dated: 1/22/2025  
Moved: Councilwoman Howard  
Seconded: Councilman Russo  
Motion passes/ fails: Ayes 4 Nays       

|                |                       | AYE           | NAY           | ABSENT        |
|----------------|-----------------------|---------------|---------------|---------------|
| PRESENT/ABSENT | Councilwoman Howard   | <u>X</u>      | <u>      </u> | <u>      </u> |
| PRESENT/ABSENT | Councilman Russo      | <u>X</u>      | <u>      </u> | <u>      </u> |
| PRESENT/ABSENT | Councilwoman Tompkins | <u>      </u> | <u>      </u> | <u>X</u>      |
| PRESENT/ABSENT | Councilman Luongo     | <u>X</u>      | <u>      </u> | <u>      </u> |
| PRESENT/ABSENT | Supervisor Annabi     | <u>X</u>      | <u>      </u> | <u>      </u> |

Certified on this 22<sup>nd</sup> day of January 2025

  
MICHELLE STEPHENS, TOWN CLERK

**APPROVE CEMCO CONTRACT FOR TOWN HALL WELL QUARTERLY TESTING**

Presented by Councilman Luongo

**RESOLUTION #R25-83**

**RESOLVED**, that the Putnam Valley Town Board authorize the Town Supervisor to sign the 2025 contract with CEMCO Water & Wastewater Specialists, Inc. to perform quarterly water tests, confirmation sampling, laboratory testing and reporting to the Putnam County DOH in the amount not to exceed \$ 11,500.00. Quarterly testing is required by the New York State Board of Health.

Seconded by Councilwoman Howard, unanimously carried.

**CEMCO**  
**WATER & WASTEWATER SPECIALISTS INC.**  
PO Box 602 ~ STORMVILLE, NEW YORK 12582  
PHONE 845 878 9711 ~ Fax 845 878 6578  
EMAIL: CEMCO59@GMAIL.COM

ROY BARTICCIOTTO NYS CERTIFIED WATER & WASTEWATER OPERATOR

January 14, 2025

Town Supervisor  
Town of Putnam Valley  
Re: Putnam Valley Town Monthly Sampling

Our proposal is for a 1-year contract to run from January 1, 2025 through December 31, 2025. The monthly sampling be based of the PCHD sampling schedule. Please see 2025 pricing below.

| Sample                     | Pricing           | Per Unit |
|----------------------------|-------------------|----------|
| Coliform QTR               | 147.00            | 36.75    |
| Nitrate - Yearly           | 52.00             | 52.00    |
| Nitrite - Yearly           | 52.00             | 52.00    |
| Lead & Copper - 2025       | 352.50            | 70.50    |
| POCMTBE                    | 245.50            | 245.50   |
| MTBE QTR                   | 736.50            | 245.50   |
| Chloride QTR               | 208.00            | 52.00    |
| Sodium QTR                 | 173.00            | 43.25    |
| Iron & Manganese QTR       | 244.00            | 61.00    |
| PFOS QTR                   | 4,000.00          | 1,000.00 |
| Dioxane QTR                | 600.00            | 150.00   |
| <b>Total 2025 Sampling</b> | <b>\$6,810.50</b> |          |

\*Pricing does not include confirmation samples. Confirmation samples are priced the same as the per unit price.

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If you have any questions or concerns, not addressed here, please contact our office at (845)878-9711. Thank you for choosing CEMCO for your water and wastewater needs.

By signing this form, both parties agree to the terms, conditions, and length set forth in this proposal.

Thank you. We appreciate your business.

\_\_\_\_\_  
Roy Barteciotto, President

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

\_\_\_\_\_  
Authorized Signer

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

**APPROVE SURPLUS EQUIPMENT**

Presented by Councilman Russo

**RESOLUTION #R25-84**

**RESOLVED**, that the Putnam Valley Town Board surplus the following equipment as refuse; there is no monetary value to these items.

- One (1) HP Laserjet P2035N printer Serial #CNB9R81336 from the Planning/Zoning Office
- One (1) HP Elite display E201 computer monitor Serial #CNC327019H from the Planning/Zoning Office
- One (1) Techsolutions paper shredder TS4500 from the Assessor's Office
- One (1) ECO350UPS Battery Back-Up Serial #2825EYOBC788800426 from the Facilities Office
- One (1) Image Formula DR-C225 Canon scanner Serial #GW360248 from the Building Department Office

Seconded by Councilman Luongo, unanimously carried.

**APPROVE HEWLETT-PACKARD COMPUTER LEASE PURCHASE AGREEMENT**

Presented by Councilman Russo

**RESOLUTION #R25-85**

**RESOLVED**, that the Putnam Valley Town Board authorize the Town Supervisor to sign a Lease Agreement with Hewlett Packard Enterprise Financial Services, 200 Connell Drive, Berkley Heights, NJ 17922, for the replacement of 11 desktop computers for town staff for a total cost of \$16,510.56. The lease payment will be \$506.00 a month for 36 months (3 years) with a \$1.00 buy-out option. This Agreement is for purposes of upgrading equipment on a rolling basis. Equipment will be provided through CDW Government and is part of the Hewlett Packard Information Technology Umbrella State Contract. Funding has been included in the 2025 Budget. This is subject to final approval of the contract by the Town Attorney.

Seconded by Councilman Luongo, unanimously carried.

# TOWN OF PUTNAM VALLEY TOWN BOARD MEETING

January 22, 2025  
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| Business Lease Agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hewlett-Packard Financial Services Company ("Lessor") 200 Connet Drive, Berkeley Heights, NJ 07922 Lease Number: 22589624860005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                 |
| LESSOR (Full legal name): Town of Putnam Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | VENDOR NAME: EDMS                                                                                                                                                                               |
| LESSOR BILLING ADDRESS: 265 Occawana Lake Rd. Putnam Valley, NY 10578, UNITED STATES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | EQUIPMENT LOCATION: 265 Occawana Lake Rd. Putnam Valley, NY 10578, UNITED STATES                                                                                                                |
| CONTACT DETAILS: Jacqueline Annabi + 845-526-2123                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Tax ID Number: 146002391                                                                                                                                                                        |
| Term: 36<br>Down Payment, if required: \$0.00<br>Periodic Lease Payment: \$506.00<br>Documentation Fee: \$1,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Period: Monthly Payable: Amount<br>Tax on Down Payment (if applicable): \$700<br>Tax on Periodic Lease Payment (if applicable): \$700<br>Total First Payment: \$506.00 End-of-Term Option: TEIS |
| The payment of any Down Payment reflected herein shall be a condition to Lessor's agreement to this Lease and may include either or both of the following: (a) applicable taxes, and/or (b) any other "Down Payment" (defined herein below). "Down Payment" shall mean such amount determined by Lessor required upon the execution of this Lease and shall be credited against the original cost of the Equipment leased under this Lease. (The Total First Payment shall include any Down Payment, the first Periodic Lease Payment, any applicable taxes, and the Documentation Fee.) Pricing Expiration Date: 3/31/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                 |
| LESSEE REPRESENTS THAT ALL ACTION REQUIRED TO AUTHORIZE EXECUTION OF THIS LEASE ON BEHALF OF LESSEE BY THE FOLLOWING SIGNATORY HAS BEEN TAKEN. THE UNDERSIGNED HAS READ, UNDERSTANDS AND HEREBY AGREES TO ALL OF THE TERMS AND CONDITIONS SET FORTH IN THIS LEASE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                 |
| LESSEE: TOWN OF PUTNAM VALLEY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ACCEPTED BY HEWLETT-PACKARD FINANCIAL SERVICES COMPANY:                                                                                                                                         |
| By: Jacqueline Annabi<br>Title: Town Supervisor<br>Date: 1/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | By: _____<br>Title: _____<br>Date: _____                                                                                                                                                        |
| <b>Authorization Agreement for Direct Payments (ACH Debits)</b><br>As a condition to Lessor entering into this Lease, Lessee hereby enters into the Authorization Agreement for Direct Payments. By executing this Authorization Agreement for Direct Payments, the undersigned hereby authorizes Lessor and its assignees to initiate debit entries to the account identified below ("Account") in the Depository Financial Institution identified below ("DFI") and debit the same to the Account for: (a) the Total First Payment required under the Lease Agreement, and (b) any periodic lease payments and any other applicable payments of taxes and/or other fees payable by Lessee to Lessor according to and under this Lease. The undersigned further represents and warrants that: (a) the undersigned is a duly authorized representative of Lessee; (b) the Account is a business account and is not an account used for personal or household purposes; and (c) if the Account is closed for any reason whatsoever, that Lessee will enter into a new Authorization Agreement for Direct Payments with respect to a replacement account within five (5) business days of the closing of the Account identified herein.<br>Name of DFI: _____ DFI's Routing Number (9 digits only): _____<br>City: _____ Account number: _____<br>State: _____ Zip: _____ Branch: _____<br>This authorization will remain in full force and effect until Lessee provides Lessor with written notification of Lessee's termination of this Authorization Agreement for Direct Payments in such time and in such manner as to afford Lessor and DFI a reasonable opportunity to act upon such termination.<br>Signature of Duly Authorized Representative of Lessee: _____ Date: _____ |                                                                                                                                                                                                 |
| <b>Important Notification about ACH Debits:</b> Lessor will automatically debit the Account for periodic applicable payments as set forth above. Lessor will invoice Lessee directly until the ACH debits are implemented as to this Lease Agreement. Lessee must remit all invoices received from Lessor by their respective due date. Lessee will continue to receive invoices from Lessor that will be labeled as "For Notification Purposes Only." We will automatically draft your account for the amount(s) described above once ACH debits are implemented. **Please attach voided check to this authorization**                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                 |
| <b>Equipment Information:</b> See Partner Sales Quote #PFX5976 for Detailed Equipment Description<br>Product Name: _____ Total Price: \$16,510.56                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                 |
| <b>ACCEPTANCE CERTIFICATE - To:</b> Hewlett-Packard Financial Services. Lessee hereby acknowledges that the Equipment described in this Agreement has been delivered to the Equipment Location specified above, inspected by Lessee and found to be in good operating order and condition, and has been unconditionally and irrevocably accepted by Lessee under this Lease as of the Acceptance Date set forth below.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                 |
| <b>CUSTOMER:</b> Town of Putnam Valley<br><b>Title:</b> Town Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Signed by:</b> _____<br><b>Printed name:</b> Jacqueline Annabi<br><b>Date:</b> 1/2025                                                                                                        |

1. Purpose. This lease (this "Lease") refers throughout to Lessee as "you" or "your" and to Lessor as "we," "us" or "our." In consideration of our purchase of the equipment described above (the "Equipment"), you hereby lease the Equipment from us for your business purposes only subject to all terms and conditions of this Lease. You acknowledge that you purchased the vendor identified above (the "Vendor") and all the Equipment without our assistance. You warrant to us that you have received, reviewed and approved our vendor's written supply contract covering the equipment (terms of sale and warranties). You hereby authorize us to purchase the equipment in reliance solely upon your statements herein. By your signature, you shall be deemed to have irrevocably accepted the equipment 10 business days after shipment of the equipment to you unless we receive your written rejection prior to the end of the 10 day period. However, you agree to execute and deliver to us the Acceptance Certificate above upon our request. "Acceptance Date" means the first business day following the expiration of such 10-day period or such other date set forth in any delivery and acceptance certificate requested by us. The term of this lease shall begin on the Acceptance Date.

2. Payments. You agree that this Lease is a non-cancelable net lease so you will pay all costs, fees, taxes (e.g. property, sales and use taxes) or other charges connected with the Lease and the Equipment, as well as all costs for insurance, repairs, maintenance, shipping, and filing fees. You shall pay us: (a) on the first day of each calendar month or calendar quarter (depending on whether Rent is payable monthly or quarterly as specified above) if Rent is payable in advance, or (b) on the last day of each calendar month or calendar quarter (depending on whether Rent is payable monthly or quarterly as specified above) if Rent is payable in arrears; the Rent payment specified above for the length of the initial Term in the case of a Lease and for the length of the Term in the case of a financing. The First Payment Date shall be the first day (if Rent is payable in advance) or the last day (if Rent is payable in arrears) of the month or quarter (as applicable) immediately following the month or quarter (as applicable) in which the Acceptance Date occurs. In 905900, on the First Payment Date Lessee shall also pay Lessor: (a) in the case of Leases an amount equal to the Daily Rent multiplied by (1) 15 days if Rent is payable monthly or (2) 45 days if Rent is payable quarterly; or (b) in the case of financings an amount equal to the Daily Rent multiplied by the number of days (including the Funding Date) up to but excluding the first day of the month or quarter (as applicable) in which the First Payment Date occurs. You agree to pay a one-time documentation fee in the amount specified above with the first Lease payment to cover account setup costs.



# TOWN OF PUTNAM VALLEY TOWN BOARD MEETING

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**Form 8038-GC**  
(Rev. October 2021)  
Department of the Treasury  
Internal Revenue Service

**Information Return for Small Tax-Exempt  
Governmental Bond Issues, Leases, and Installment Sales**

**Caution:** If the issue price of the issue is \$100,000 or more, use Form 8038-G.  
Go to [www.irs.gov/Form8038GC](http://www.irs.gov/Form8038GC) for instructions and the latest information.

OMB No. 1545-0047

**Part I Reporting Authority**

1 Issuer's name  
**Town of Putnam Valley**

2 Issuer's employer identification number (EIN)

3 Number and street (or P.O. box if mail isn't delivered to street address)  
**265 Ossawana Lake Road**

4 City, town, or post office, state, and ZIP code  
**Putnam Valley, NY 10679**

5 Report number (for IRS Use Only)

6 Name and title of officer or other employee of issuer or designated contact person whom the IRS may call for more information  
**Margaret DiRubba, Facilities Manager**

7 Telephone number of officer or designated contact person

**Part II Description of Obligations** Check one box: ☐ Single issue ☐ Consolidated return

8a Issue price of obligation(s) (see instructions)

b Issue date (single issue) or calendar date (consolidated). Enter date in MM/DD/YYYY format (for example, 01/01/2009) (see instructions)

9 Amount of the reported obligation(s) on line 8a that is:

|    |             |
|----|-------------|
| 8a | \$16,510.56 |
| 9a |             |
| 9b | 16,510.56   |
| 9c |             |
| 9d |             |
| 9e |             |
| 9f |             |
| 9g |             |
| 9h |             |
| 9i |             |
| 9j |             |
| 9k |             |

10 If the issuer has designated any issue under section 265(b)(3)(B)(i)(ii) (small issuer exception), check this box ☐

11 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check this box (see instructions) ☐

12 Vendor's or bank's name:

13 Vendor's or bank's employer identification number:

**Signature and Consent**

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary, to process this return to the persons to whom I have submitted above.

Signature of issuer's authorized representative **Jacqueline Annabi, Town Supervisor**

Date

**Paid Preparer Use Only**

Print/Type preparer's name

Preparer's signature

Date

Check ☐ If preparer is self-employed

Firm's name

Firm's EIN

Phone no.

**Future Developments**

For the latest information about developments related to Form 8038-GC and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/Form8038GC](http://www.irs.gov/Form8038GC).

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

Form 8038-GC is used by the issuers of tax-exempt governmental obligations to provide the IRS with the information required by section 149(e) and to monitor the requirements of sections 141 through 150.

**Who Must File**

Issuers of tax-exempt governmental obligations with issue prices of less than \$100,000 must file Form 8038-GC.

Issuers of a tax-exempt governmental obligation with an issue price of \$100,000 or more must file Form 8038-G. Information Return for Tax-Exempt Governmental Bonds.

**Filing a separate return for a single issue.**

Issuers have the option to file a separate Form 8038-GC for any tax-exempt governmental obligation with an issue price of less than \$100,000.

An issuer of a tax-exempt bond used to finance construction expenditures must file a separate Form 8038-GC for each issue to give notice to the IRS that an election was made to

pay a penalty in lieu of arbitrage rebate. See the instructions for line 11, later.

**Filing a consolidated return for multiple issues.**

For all tax-exempt governmental obligations with issue prices of less than \$100,000 that aren't reported on a separate Form 8038-GC, an issuer must file a consolidated information return including all such issues issued within the calendar year.

Thus, an issuer may file a separate Form 8038-GC for each of a number of small issues and report the remainder of small issues issued during the calendar year on one consolidated Form 8038-GC. However, if the issuer is a construction issuer, a separate Form 8038-GC must be filed to give the IRS notice of the election to pay a penalty in lieu of arbitrage rebate.

For Paperwork Reduction Act Notice, see instructions.

Cat No 641088

Form 8038-GC (Rev. 10-2021)

**APPROVE AUTHORIZATION TO GO TO BID FOR DISTRICT GARBAGE PICKUP**

Presented by Councilwoman Howard

**RESOLUTION #R25-86**

**RESOLVED**, that the Town Board's authorization to go out to bid for the residential solid waste pick up in the following Districts:

- Glenmar Gardens
- Brookdale Gardens
- Hilltop Estates
- Wildwood Knolls
- Roaring Brook Lake
- Lookout Manor
- Abele Park

The current three-year contract with AAA Carting and Rubbish removal will expire on December 31<sup>st</sup>, 2025.

Seconded by Councilman Russo, unanimously carried.

**APPROVE AUTHORIZATION TO GO TO BID FOR DISTRICT GRASS CUTTING**

Presented by Councilwoman Howard.

**RESOLUTION #R25-87**

**RESOLVED**, that the Town Board authorize bids for the 2025 District Grass Cutting.

Seconded by Councilman Luongo, unanimously carried.

**APPROVE KARACO MAINTENANCE CONTRACT FOR LAKE PEEKSKILL GARAGE 2025**

Presented by Councilwoman Howard

**RESOLUTION #R25-88**

**RESOLVED**, that the Town Board authorize the Supervisor to accept and sign the proposal from KARACO Heating & Cooling for the maintenance of the heating system at the Lake Peekskill Garage for the period of January 1<sup>st</sup>, 2025 to December 31<sup>st</sup>, 2025. The total cost is \$512.70. The district will cover the cost.

Seconded by Councilman Russo, unanimously carried.

**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 EQUIPMENT  
(2025 COMMERCIAL MAINTENANCE CONTRACT)**

**TO:** TOWN OF PUTNAM VALLEY  
**JOB SITE:** LAKE PEEKSKILL GARAGE  
57 RIECHERT ST  
LAKE PEEKSKILL, NY 10537  
**PHONE NUMBER:** 845-526-2160 (KAREN)

**CONTRACT PERIOD:** JANUARY 15, 2025 THRU DECEMBER 31, 2025

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

ONE Oil Furnace - Mid-Season Quick Check

ONE Oil Furnace, ONE Standard Filter - Comprehensive Fall Service

**TOTAL CONTRACT PRICE: \$512.70 (TAX EXEMPT)**

**PLEASE NOTE:** This contract is for the heating service only. There is currently no air conditioning or humidifier at this location.

**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

01/15/2025

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

Date

**APPROVE CHANGES IN PERSONNEL**

Presented by Councilman Luongo

**RESOLUTION #R25-89**

**RESOLVED**, that the Town Board approved the following additions/changes to personnel.

1. Kristine McSweeney, Basketball Rate @ \$40.00 hr.  
Retroactive from December 1<sup>st</sup>, 2024
2. Wendy Staffieri, Sr. Recreation Asst. @ \$20.00 hr.
3. Elizabeth Boscarino, Sr. Recreation Asst. @ \$20.00 hr.

Seconded by Councilman Russo, unanimously carried.

**APPROVE CHILDREN'S CENTER SALARIES 2025**

Presented by Councilman Luongo

**RESOLUTION #R25-90**

To: Putnam Valley Town Board  
From: Annmarie Spinelli, PV Children's Center  
Subject: 2025 Children's Center Employee Salaries  
Date: 1/13/2025  
CC: Frank DiMarco

**RESOLVED**, that The Town Board approve the Children Center Salaries.  
Seconded by Councilman Russo, unanimously carried.

| NAME             | TITLE       | 2025 PAY |
|------------------|-------------|----------|
| Vicky McDonald   | Supervisor  | \$26.22  |
| Jonathon Aguilar | PVCC Asst I | \$16.25  |
| Alissa Aurigemma | PVCC Asst I | \$16.25  |
| Ethan Arbeit     | PVCC Asst I | \$15.70  |
| Patricia Barone  | PVCC Asst I | \$19.32  |
| Kim Braun        | PVCC Asst I | \$16.00  |
| Ava Broccolo     | PVCC Asst I | \$16.00  |
| Kristine Cabreja | PVCC Asst I | \$16.75  |

TOWN OF PUTNAM VALLEY  
TOWN BOARD MEETING

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|                        |             |         |
|------------------------|-------------|---------|
| Liliana Caldwell       | PVCC Asst I | \$15.70 |
| Katie Calloway         | PVCC Asst I | \$16.00 |
| Jackson Cara           | PVCC Asst I | \$16.00 |
| Marlet Dath            | PVCC Asst I | \$16.50 |
| Avery Demaio           | PVCC Asst I | \$16.25 |
| Carol Esponeira        | PVCC Asst I | \$17.56 |
| Dawn Federico          | PVCC Asst I | \$16.75 |
| Brian Fitzmaurice      | PVCC Asst I | \$17.00 |
| Michael Holowiak       | PVCC Asst I | \$16.00 |
| Tammy Holowiak         | PVCC Asst I | \$16.75 |
| Maria Hoyrt            | PVCC Asst I | \$17.56 |
| Jacob Lasch            | PVCC Asst I | \$15.70 |
| Kanyon Lewis           | PVCC Asst I | \$16.25 |
| Ava McGinty            | PVCC Asst I | \$16.00 |
| Karen Meslener         | PVCC Asst I | \$18.00 |
| Cathy Montaldo         | PVCC Asst I | \$16.25 |
| Lourdes Noguera        | PVCC Asst I | \$15.70 |
| Marcos Olivera         | PVCC Asst I | \$16.00 |
| Jake Peterson          | PVCC Asst I | \$16.00 |
| Emmanuel Polanco-Rojas | PVCC Asst I | \$16.25 |
| Justin Rivas           | PVCC Asst I | \$16.75 |
| Tatiana Rodriquez      | PVCC Asst I | \$16.25 |
| Coribeth Serbay        | PVCC Asst I | \$16.25 |
| Wendy Staffieri        | PVCC Asst I | \$18.78 |
| Cassandra Tenesaca     | PVCC Asst I | \$16.25 |
| Arianna Tenesaca       | PVCC Asst I | \$16.00 |
| Samantha Vulcano       | PVCC Asst I | \$16.50 |
| Samantha Wilders       | PVCC Asst I | \$16.00 |
| Stacey Zwick           | PVCC Asst I | \$17.45 |

**APPROVE JANURARY 2025 REFUNDS**

Presented by Councilman Luongo

**RESOLUTION #R25-91**

To: Town Board  
From: Frank DiMarco, Parks and Recreation Director  
Subject: Parks and Recreation Refunds  
Date: January 2025

**RESOLVED**, that The Town Board approve the 2025 refunds.  
Seconded by Councilman Russo, unanimously carried.

Marcie Colon  
18 Sylvan  
Lake Peekskill, NY 10537  
\$500.00  
LPCC  
Deposit refund

Alexandra Meisner  
5 Becker Street  
Lake Peekskill, NY 10537  
\$500.00  
LPCC  
Deposit refund

Nelly Beremeo  
52 Morrissey Drive  
Lake Peekskill, NY 10537  
\$500.00  
LPCC  
Deposit refund

Villeda Ramos  
198 Walnut Street  
Lake Peekskill, NY 10537  
\$500.00  
LPCC  
Deposit refund

Digna Cardenas  
256 Oscawana Lake Road  
Lake Peekskill, NY 10537  
\$500.00  
LPCC  
Deposit refund

**APPROVE 2025 SUNSET SERIES COORDINATOR**

Presented by Councilman Luongo

**RESOLUTION #R25-92**

**RESOLVED**, that the Town Board approved the Parks and Recreation Department and its commission to accept the personnel additions for the 2025 Concert Series: Sherry Howard – Sunset Series Coordinator / Advertising Coordinator at \$4,200 for the season. Please be advised that this has been accounted for in the accepted 2025 budget.

Seconded by Councilman Russo, Councilwoman Howard recused herself, unanimously carried.

**PUBLIC COMMENT**

Joe Ferraro, President of Library Board:

- Garbage: study what homeowners pay for garbage.
- Education: Bond vote coming up for necessary repairs.
- Encourage seniors to file for any exemption/benefits they are entitled to.
- No space for newsletter to the Senior Center.
- Supervisor Annabi said you need permission from the County Commissioner.
- A lot of work was done in the library. Trying to make it ADA compliant.
- Asbestos was found in one of the bathrooms and has slowed down the work.

Councilman Luongo said to be careful driving, shovel a couple of times, less strenuous. Take an extra few minutes to clean. Watch out for black ice.

**AUDIT OF MONTHLY BILLS**

**RESOLUTION #R25-93**

**RESOLVED**, that Supervisor Annabi made motion to accept audit of monthly bills.

Seconded by Councilman Luongo, unanimously carried.

**BUDGET TRANSFERS AND AMENDMENTS**

**Resolution #R25-94**

**RESOLVED**, that Supervisor Annabi made motion to accept the Budget transfers and Amendments.

Seconded by Councilwoman Howard, unanimously carried.

Supervisor Annabi made motion to adjourn at 6:52 pm and go into executive session with no further business.

**Next Town Board Meeting: Wednesday February 12<sup>th</sup>, 2025, 5PM**

Respectfully Submitted



Michelle Stephens

Town Clerk 01/22/2025