



TOWN OF PUTNAM VALLEY

Town Board Work Session

February 12^h, 2025

Town Hall

5 PM

~~~~~

**Meeting called to Order**

**Pledge of Allegiance**

1. Discuss Proposal to Change to Commercial Neighborhood Zoning
2. Highway:
  - a. Approve Snow Riders for 2025 Season
  - b. Approve 2025 Truck Bid Results
3. Districts:
  - a. Appoint Egg Adler for Roaring Brook Lake, 2025 Season
  - b. Appoint 2025 Lake Oscawana Carp Fence Cleaner
  - c. Appoint Roaring Brook Lake Carp Fence Cleaner 2025
  - d. Approve Block Heater Proposal for Sewer Generator
4. Daily Fee Report: Summary January 1, 2025 – January 31, 2025

**Adjournment**

**Next Town Board Meeting: Wednesday, February 19<sup>th</sup>, 2025 6 PM**

**TOWN OF PUTNAM VALLEY  
TOWN BOARD WORK SESSION  
Wednesday, February 12<sup>th</sup>, 2025  
5:00 PM**

**PRESENT:** Supervisor Annabi  
Councilman Luongo

Councilwoman Tompkins  
Councilman Russo  
Councilwoman Howard

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

Recitation of the Pledge of Allegiance

Councilman Russo asked for a moment of silence for our troops stationed around the world and for the family that lost their house in fire earlier this week.

Supervisor Annabi discussed the proposal to change to Commercial Neighborhood Zoning. Bruce Barber is planner and Stacy Tompkins is the liaison on this project.

**Town of Putnam Valley**  
**Neighborhood Business Committee**

January 30, 2025

To: Town Board

Re: Modifications to CN zoning district

Dear Supervisor Annabi and Members of the Town Board,

On January 28, 2025, the Neighborhood Business Committee (NBC) reviewed the proposed changes to the CN zoning district. Specific changes include adding specific parcels that are presently zoned residential to CN (Commercial Neighborhood) zoning district. These parcels are identified in the 2007 Comprehensive Plan and Zoning map as well as on a map prepared by the Town Planner and include the following:

Parcel located at the corner of Oscawana Lake Road and Dunderberg Road (front section of parcel)

Parcel located at the corner of Oscawana Lake Road and Cedar Drive

Parcels located at the four corners of Church, Oscawana Lake Drive and Canopus Hollow Road

Parcels located at the four corners of Mill Street and Peekskill Hollow Road

Parcels located at the Tompkins Corners hamlet-Peekskill Hollow Road and Wiccopee Road.

**The NBC members were polled and voted unanimously to recommend the zoning changes to these parcels.**

In addition, the NBC reviewed the existing permitted uses and uses allowed by special use permit in the CN zoning district and recommends the Town Board consider removing the uses below that are underlined and in bold. These uses do not appear to comport with the intent of the code to allow small businesses which can blend with the surrounding residential neighborhoods.

CN Neighborhood Commercial Districts.

**(1)**

Purpose and intent. The purpose and intent of the CN District is to:

**(a)**

Encourage the integration of the small-scale shopping area into the neighborhood which it serves.

**(b)**

As the name implies, these districts would provide limited services to the small business districts. These areas are designed to serve the adjacent residential community and should not compete with the general commercial uses and services found in the CC-1 and CC-2 Districts.

**(2)**

Permitted uses.

**(a)**

Residences above commercial stores. Note: Residences/bedrooms should be quantified.

**(b)**

Libraries or museums.

**(c)**

Municipal buildings.

**(d)**

United States Government Post Offices.

**(e)**

Utility services, regional.

**(f)**

Administrative and business offices.

**(g)**

Apparel and accessory stores.

**(h)**

Bakery shops, retail.

**(i)**

**Convenience stores with gas pumps**

**(j)**

Convenience stores without gas pumps

**(k)**

Delicatessens.

**(l)**

Florists.

**(m)**

Liquor sales, retail.

**(n)**

Medical offices.

**(o)**

Nurseries, retail.

**(p)**

Personal convenience services.

**(q)**

Professional offices and services.

**(r)**

Retail stores, individual/general.

**(s)**

**(t)**

Hardware stores.

**(u)**

Dance/artistic studios, galleries.

[Added 6-14-2017 by L.L. No. 2-2017]

**(v)**

Data processing and computer-related services.

[Added 6-14-2017 by L.L. No. 2-2017]

**(w)**

Dry-cleaning services; dropoff.

[Added 6-14-2017 by L.L. No. 2-2017]

**(x)**

Financial services.

[Added 6-14-2017 by L.L. No. 2-2017]

**(y)**

Photography, digital.

[Added 6-14-2017 by L.L. No. 2-2017]

**(z)**

Delivery/messenger service.

[Added 6-14-2017 by L.L. No. 2-2017]

**(aa)**

Printing establishments.

[Added 6-14-2017 by L.L. No. 2-2017]

**(3)**

Special permit uses. The following special permit uses may be permitted as provided for in Article **IX** of this chapter.

**(a)**

Child day care, nursery schools or family care.

**(b)**

Clubhouse or lodge.

**(c)**

Utility services, local.

**(d)**

Antiques stores.

**(e)**

**Catering Establishments**

**(f)**

**Cocktail lounge/bar**

**(g)**

(Reserved)<sup>1</sup>

**[1]**

*Editor's Note: Former Subsection A(3)(g), which permitted by special permit storefront dry-cleaning services, was repealed 6-14-2017 by L.L. No. 2-2017.*

**(h)**

**Laundry services/storefront**

**(i)**

**Restaurant, general**

**(j)**

Retail mini mall/**shopping centers**

**(k)**

**Automotive sales or rental**

**(l)**

Schools, businesses, or trades.

[Added 6-14-2017 by L.L. No. 2-2017]

**(m)**

Consumer repair services.

[Added 6-14-2017 by L.L. No. 2-2017]

**(n)**

**Exterminating services**

[Added 6-14-2017 by L.L. No. 2-2017]

**(o)**

**Kennel, commercial**

[Added 6-14-2017 by L.L. No. 2-2017]

**(p)**

Kennel, commercial. (Provide large lot requirement).

[Added 6-14-2017 by L.L. No. 2-2017]

**(q)**

**Laundromat on-site**

[Added 6-14-2017 by L.L. No. 2-2017]

**(r)**

Photography.

[Added 6-14-2017 by L.L. No. 2-2017]

**(s)**

**Restaurant, fast food**

[Added 6-14-2017 by L.L. No. 2-2017]

**(t)**

**Amusement arcades**

[Added 6-14-2017 by L.L. No. 2-2017]

**(u)**

**Athletic and health clubs and health spas.**

[Added 6-14-2017 by L.L. No. 2-2017]

**(v)**

**Theatres and cinemas**

[Added 6-14-2017 by L.L. No. 2-2017]

**(w)**

**Contractor yard**

[Added 6-14-2017 by L.L. No. 2-2017]

**(x)**

Assembly of component parts.

[Added 6-14-2017 by L.L. No. 2-2017]

**(y)**

**Veterinary hospitals**

[Added 6-14-2017 by L.L. No. 2-2017]

**(z)**

**Automotive limo and taxis**

[Added 6-14-2017 by L.L. No. 2-2017]

**(aa)**

**Automotive gas station**

[Added 6-14-2017 by L.L. No. 2-2017]

**(bb)**

[Added 6-14-2017 by L.L. No. 2-2017]

**(4)**

Accessory uses CN District. The following uses, accessory and incidental to permitted uses and specially permitted uses, may be permitted as provided for in Article **VII** of the chapter.

**(a)**

Off-street parking and loading in accordance with the provisions of Article **X** of this chapter.

**(b)**

Maintenance, security, or utility structures serving the specific need of the use.

**(c)**

Indoor storage facilities incidental to the principal use.

**(d)**

Other customary accessory structures subject to the applicable provisions of Article **VII** hereof, such as trash receptacles, dumpsters and other large trash containers, air conditioners, air condensers, temporary outdoor displays and the like, provided that said use, building or structure is incidental to the principal use of the site.

**(5)**

Lot and bulk regulations. The minimum lot size, height, lot and bulk regulations, minimum street frontage and related standards for the CN District shall be as set forth in § **165-14** of this article.

**NOTE:** The NBC suggests that Design Guidelines and standards be developed and adopted to ensure the commercial development does not negatively affect surrounding residential properties and that all buildings and improvements are developed in such a manner as to



blend with the rural and the historical nature of the hamlets.  
Please do not hesitate to contact me should you have any questions  
Respectfully submitted,



Lisa Montalto, Chairperson  
Neighborhood Business Committee

### **APPROVE SNOW RIDERS FOR THE 2025 SEASON**

Presented by Councilwoman Howard

#### **RESOLUTION #R25-94**

**RESOLVED** that the Town Board appoint the following to the 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.

Daniel Roberti  
Jacob Demey  
Anthony Andriani  
Larry Yorgensen  
Jacob Cassidy

Seconded by Councilwoman Tompkins, unanimously carried.

**APPROVE 2025 TRUCK BID RESULTS**

Presented by Councilwoman Howard

**RESOLUTION # R25-95**

**RESOLVED** that the Town Board accept the following bid for 2 Ford-350 pickup trucks.

Nielson Ford, cost of \$106,511.88 for both vehicles.

Seconded by Councilman Russo, unanimously carried.

**AMENDMENTS TO THE AGENDA**

Presented by Supervisor Annabi

**RESOLUTION #R25-96**

**RESOLVED** that the Town Board add the following amendments to the agenda:

5. Discuss Para Transit
6. Discuss Sales tax Rate

**ADD** Executive Session to discuss potential litigation

Seconded by Councilman Russo, unanimously carried.

**APPOINT EGG ADLER FOR ROARING BROOK LAKE, 2025 SEASON**

Presented by Councilwoman Tompkins

**RESOLUTION #R25-97**

**RESOLVED** that the Town Board appoint Ina Cholst, as egg addler for the Roaring Brook Lake District for the year 2025 at a rate of \$300.00 with no benefits. The district will cover the cost of the addling.

Seconded by Councilman Luongo, unanimously carried.

**APPOINT 2025 LAKE OSCAWANA CARP FENCE CLEANER**

Presented by Councilwoman Tompkins

**RESOLUTION# R25-98**

**RESOLVED** that the Town Board appoint Earl Smith as the Lake Oscawana Carp Fence Cleaner for the year 2025. The rate per cleaning is \$70.00, with no benefits. The district will cover the cost

Seconded by Councilman Luongo, unanimously carried.

**APPOINT ROARING BROOK LAKE CARP FENCE CLEANER 2025**

Presented by Councilman Luongo.

**RESOLUTION #R25-99**

**RESOLVED** that the Town Board appoint Dennis Berdecia to clean the carp fences for the Roaring Brook Lake District for the year 2025, at a rate of \$75 per cleaning with no benefits. The cost will be paid by the district

Seconded by Councilwoman Tompkins, unanimously carried.

**APPROVE BLOCK HEATER PROPOSAL FOR SEWER GENERATOR**

Presented by Councilman Luongo.

Supervisor Annabi seconded for discussion the need to have this block heater. A couple of times couldn't get the generator to start it was too cold. It is needed for the sewer locator.

**RESOLUTION #R25-100**

**RESOLVED** that the Town Board authorize the Town Supervisor to sign the attached proposal from Essential Power, to install an Extreme Cold Weather Kit (block heater) to the

sewer generator. This is to protect and aid the generator in times of extreme cold. The generator must be able to start in case of a power failure. The cost of the block heater is \$1,295.00. The cost will be covered by the district.

Seconded by Councilwoman Tompkins, unanimously carried.

| QTY | Generac items                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | 1.5L Extreme Cold Weather Kit                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1   | <p>The Extreme Cold Weather Kits include the appropriate block heater, step by step installation instructions and all necessary mounting hardware for an extra degree of extreme weather protection.</p> <p>• This kit is to be used in conjunction with the appropriate Cold Weather Kit that contains the necessary battery warmer assembly. If not done already, the oil must be replaced with the appropriate synthetic oil.</p> |
| QTY | Additional Electrical                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1   | Supply and Install 20amp feed from existing panel to existing generator complete with GFCI Outlet                                                                                                                                                                                                                                                                                                                                    |
| QTY | Additional Electrical                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1   | Supply and Install Tandem Breaker in Panel for Block Heater Breaker                                                                                                                                                                                                                                                                                                                                                                  |
| QTY | Accessory Installation                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1   | Supply & Install Generac Block Heater for Existing Liquid Cooled Generac Generator                                                                                                                                                                                                                                                                                                                                                   |

|               |            |
|---------------|------------|
| Sub-Total:    | \$1,295.00 |
| Discount:     | \$0.00     |
| No Charge:    | \$0.00     |
| Sales Tax:    | \$0.00     |
| Total:        | \$1,295.00 |
| Down Payment: | \$0.00     |
| Balance Due:  | \$1,295.00 |

Generac is the #1 standby generator on the market today. ESSENTIAL POWER SYSTEMS is a factory-authorized and certified dealer, trained in the proper application, installation, and service of all Generac automatic standby generators, assuring you the highest quality service and support for your generator.

Thank you for the opportunity to offer a Generac automatic standby generator to protect your home and family during a power outage. We will contact you to answer any additional questions and finalize the details of the installation of your automatic standby generator. Please feel free to contact us at +1 (845) 227-0514 at any time.

All quotes are valid for 30 days.

Sincerely,

Zechariah Millington

I accept this proposal and wish to proceed with the purchase and installation of my Generac automatic standby generator. Depending on the payment method, purchase is subject to additional terms & conditions, including credit approval.

---

Customer Name/Signature

---

Date

---

Dealer Name/Signature

---

Date

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of signing this proposal. See the attached notice of cancellation form for an explanation of this right.

Additional Notes

\*\*\*Additional Fees may apply for any additional work outside of expected scope of work\*\*\*

\*\*\*Standard manufacturer's warranty applies\*\*\*

Note: This block heater can be removed and used on the replacement liquid cooled generator previously quoted by EPS  
If purchased and installed now for the old, EPS will offer a \$295.00 discount toward the new generator installation previously quoted

\*\*\*No deposit required, however we will require written approval or authorization from the town of Putnam Valley and PO# if possible\*\*\*

Generac Terms and Conditions for Generac Generator Estimates

- 1) Customer is responsible for contacting and contracting with separate fuel supplier and / or installer. Unless otherwise noted, or if using a gas company that does not coordinate with separate contractors, EPS will gladly notify the designated fuel supplier (after they are contacted by the customer) of the installation date assigned upon receipt of the deposit.  
EPS is not responsible for negotiating fuel estimates or terms with third party fuel suppliers or installers.
- 2) Natural gas applications may require a gas meter upgrade through the utility company  
Associated costs (if any) will be determined by the utility company and billed directly to the property owner.
- 3) Permit fees and setbacks are based on the last known municipality requirements and are subject to municipality changes.  
Essential Power Systems is not responsible for variance requirements, zoning issues, representation at zoning meetings, or any pre-existing electrical, building, code, or local violations.
- 4) Deposit required upon order acceptance as follows:  
Air cooled unit: Minimum 50% unless otherwise specified  
o For financed air cooled installations, permit and inspection fees are required upon financing approval and can be refunded upon final payment by financier to EPS if fees are included in the total financed price.  
Liquid cooled unit or special orders: Equipment, concrete pad, permit and inspection fees  
o Lead times vary for liquid cooled or special orders and are determined by the manufacturer;  
Subject to change without notice. 5) Final payment due upon electrical installation.  
Balance subject to change if additional permit fees, work, or accessories added to original estimate.
- 6) Prices subject to change without notice for circumstances outside our control.
- 7) Upon completion of installation, customer is provided with installation and permit information;  
Customer should contact EPS for assistance if needed to close the permit in accordance with their municipality requirements.

## Extreme Cold Weather Kits

# GENERAC®

## GENERAC® ACCESSORIES Extreme Cold Weather Kits Engine Block Heater

Extreme Cold Weather Kits

1 of 1



### Models

G005616-0  
G006204-0  
G005620-0  
G005667-0  
G006174-0  
G007990-0  
G009884-0



## DESCRIPTION

The Extreme Cold Weather Kits include the appropriate block heater, step-by-step installation instructions, all mounting hardware necessary for an extra degree of extreme weather protection, and a one year limited warranty.

This Extreme Cold Weather Kit is to be used in conjunction with the appropriate Cold Weather Kit that contains the necessary battery warmer assembly. The engine oil must be replaced with the appropriate synthetic engine oil, if not done already.

It is recommended that an Independent Authorized Service Dealer (IASD) install the Extreme Cold Weather Kit, as incorrect installation procedures can inhibit correct generator function.

| Part Number | Applicable Sizes                | Voltage | Watts | Amps | Use with Cold Weather Kit | Turns On        | Turns Off        |
|-------------|---------------------------------|---------|-------|------|---------------------------|-----------------|------------------|
| G006174-0   | 1.5L 25/30 kW                   | 120     | 1,500 | 12.5 | G006175-0                 |                 |                  |
| G005616-0   | 2.4L 22/25/27/32/35/48/45/60 kW |         |       |      | G005630-0                 |                 |                  |
| G007990-0   | 4.5L 48/60/80 kW                |         |       |      | G007992-0                 |                 |                  |
| G006204-0   | 5.4L 80 kW                      | 240     | 2,000 | 8.3  | G005632-0                 | 80 °F (26.7 °C) | 100 °F (37.8 °C) |
| G005620-0   | 6.8L 70 kW                      |         |       |      | G005632-0                 |                 |                  |
| G005620-0   | 6.8L 100/130 kW                 |         |       |      | G005633-0                 |                 |                  |
| G005667-0   | 6.8L 150 kW                     | 120     | 1,500 | 12.5 | G005632-0                 |                 |                  |
| G009884-0   | 9.0L 100/130/150 kW             |         |       |      | G009883-0                 | 60 °F (15.6 °C) | 80 °F (26.7 °C)  |

# GENERAC®

Generac Power Systems, Inc. • 545 W29290 HWY. 59, Waukesha, WI 53189 • generac.com

©2020 Generac Power Systems, Inc. All rights reserved. All specifications are subject to change without notice. Part No. 0181792207 Rev. L 10/13/2021

**DAILY FEE REPORT SUMMARY JANUARY 1, 2025-JANUARY 31, 2025**

Presented by Councilman Russo

**RESOLUTION #R25-101**

**Town of Putnam Valley**

**M5 Standard Fee Report Paid Only  
From 01/01/2025 To 01/31/2025**

| Count by Type       |       |            |  |
|---------------------|-------|------------|--|
| Fee System          | Count | Sum        |  |
| ADDITION/ALTERATION | 4     | \$758.00   |  |
| ADDITIONAL FEE      | 1     | \$328.00   |  |
| CW                  | 2     | \$225.00   |  |
| ELECTRI APP/NY ELEC | 3     | \$120.00   |  |
| ELECTRIC APP/SWS    | 15    | \$600.00   |  |
| FENCE/WALL          | 4     | \$300.00   |  |
| GAS/PROPANE         | 6     | \$450.00   |  |
| GENERATOR PERMIT    | 3     | \$225.00   |  |
| HVAC                | 2     | \$150.00   |  |
| OIL TANK            | 4     | \$500.00   |  |
| PERMIT FEE          | 4     | \$578.00   |  |
| PL                  | 6     | \$480.00   |  |
| REINSPECTION FEE    | 1     | \$50.00    |  |
| RENEWAL             | 4     | \$2,363.00 |  |
| SEARCH              | 8     | \$1,600.00 |  |
| SOLAR PANELS        | 1     | \$749.00   |  |
| TREE                | 1     | \$75.00    |  |
| WETL                | 4     | \$300.00   |  |
| WTS                 | 1     | \$100.00   |  |
|                     | 74    | \$6,951.00 |  |

Seconded by Councilwoman Howard, unanimously carried.



TOWN OF PUTNAM VALLEY  
TOWN BOARD WORK SESSION

February 12<sup>th</sup>, 2025  
PAGE | 17

January 2, 2025

Page 2

Re: Cimarron Road Bridge  
Putnam Valley NY

All borings will be backfilled to surface upon completion. Settlement of boreholes after backfilling should be expected, however grouting of borehole immediately following drilling procedures should reduce the likelihood of settlement. Frequent inspection of all boring locations for settlement should be performed along with any necessary filling, packing, and patching, and is the responsibility of the owner and/or owner's representative. We will be happy to assist the owner with this maintenance and/or provide a cost estimate for grouting of boreholes upon request.

The owner and/or owner's representative will be responsible for markout and clearance of any and all underground utilities at boring locations. Any damage or injuries due to disruption to any underground utilities will be the responsibility of the owner or owner's representative. If you require assistance from us, we would be happy to help you once we are notified in writing at least 72 hours prior to mobilization.

**SUBSURFACE EXPLORATIONS:** Normal disturbance: Client hereby recognizes that the use of exploration equipment may unavoidably affect, alter, or damage the terrain and affect vegetation, building, structures, and equipment in, at, or upon the site. Client accepts the fact that this is inherent in Soiltesting, Inc's work and will not hold Soiltesting, Inc liable or responsible for any such reasonable effect, alteration, or damage. Soiltesting Inc. will take reasonable precautions to limit damage to site, but the cost of restoration of damage that may result from such operations has not been included in Soiltesting Inc's fee. If Soiltesting Inc is requested to restore the land to its former conditions, the cost of restoration will be borne by the Client as an additional fee (in addition to others costs).

**Damage to Existing Subterranean Structures:** Soiltesting Inc will exercise due and responsible care of local subterranean structures in the vicinity of where subsurface explorations are made. This will include contact with appropriate public utilities (through code 753) and review of plans and information provided by public agencies, along with contact with Client and Owner of the site relating to the location of subterranean structures. Provided that Soiltesting, Inc has proceeded with due and reasonable care, Soiltesting Inc cannot be liable for damages or injury arising from damage to or interference with subterranean structures (including, without limitation, pipes, tanks, telephone cables, etc.) that are not called to Soiltesting Inc's attention or not correctly shown on the plans furnished by Client or others in connection with work performed under this agreement.

The above outlined costs have assumed that this project is exempt from sales tax. If this project is not exempt, then the appropriate sales tax will be added to the final invoice.

Payment of all fees is expected upon receipt of the invoice. Balances due are subject to a service charge of 1 1/2% per month after thirty days of the date of invoice. All charges associated with the collection of fees shall become part of the total fee.

We thank you for the opportunity to submit this proposal. If you have any questions, please do not hesitate to contact me.

Very truly yours,

**SOILTESTING, INC.**

James A. DeAngelis  
Engineering Geologist

JAD

THIS PROPOSAL IS UNDERSTOOD AND ACCEPTED

Owner or Owners Representative (\*) (Please sign and print name)

Billing Address/email

EMAIL (REQUIRED)

Telephone Number

Date

**SOILTESTING, INC.**

(\*) Confirms above statement is correct

TOWN OF PUTNAM VALLEY  
TOWN BOARD WORK SESSION

February 12<sup>th</sup>, 2025  
PAGE | 18

January 2, 2025  
Page 3

Re: Cimarron Road Bridge  
Putnam Valley NY

Certificate of Insurance Requirements for this project:

Certificate Holder (name, address, phone email)

Additional Insured

*Please fill in the above requirements for your project. Allow 24-48 hours for insurer to issue COI from receipt of above information*

*Note: failure to complete insurance certificate requirements will result in a default COI being issued with addressee as certificate owner as well as additional insured.*

Drilling Services Sales Tax Status:

Please mark the appropriate box below for Sales tax purposes, return this sheet with your signed proposal.

DRILLING LABOR

Tax Exempt Entity  
Municipal  
Residential  
Commercial - New Construction  
Industrial - New Construction  
Income Producing - New Construction  
Commercial - Existing  
Industrial - Existing  
Income Producing - Existing

Subject to  
Exempt Sales Tax

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Thank you.

**SOILTESTING, INC.**

Soiltesting Inc. will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut, and the contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, sexual origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved. Soiltesting Inc. is an affirmative action-equal opportunity employer.

return this page with your signed contract prior to Mobilization.



**APPROVE DESIGNATION OF TOWN CLERK AS ADMINSTRATOR AND COLLECTOR OF THE HOTEL/ROOM OCCUPANCY TAX**

Presented by Councilwoman Howard

Supervisor Annabi advises everyone to sign up for our Town Alerts. You will get alerted when to register for the Hotel/Occupancy tax and other Town-related messages.

**RESOLUTION #R25-78**

**RESOLUTION TO DESIGNATE THE TOWN CLERK AS THE ADMINISTRATOR AND COLLECTOR OF THE HOTEL/ROOM OCCUPANCY TAX**

WHEREAS, a local law was enacted entitled "TAXATION OF HOTEL ROOM OCCUPANCY;" and

WHEREAS, the local law provides that the Supervisor is authorized to designate a Town employee to administer and collect the tax as provided in Town Article IX; and

WHEREAS, the Supervisor and Town Board find that the Town Clerk is the most appropriate employee to serve as the receiver of the Hotel/Room Occupancy Tax.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Putnam Valley hereby designates and authorizes the Town Clerk to administer and collect the hotel/room occupancy tax.

Dated: 1/15/2025

Moved: Councilwoman Howard

Seconded: Councilman Russo

Motion passes/ fails: Ayes 4 Nays 0

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

  
MICHELLE STEPHENS, TOWN CLERK

Supervisor Annabi said we should be going live with the rentals the first week in February. If you are not registered for the Putnam Valley alerts, please go onto our town website and click on the widget. You will only get emergency alerts.

**DAILY FEE REPORT**

Presented by Councilwoman Tompkins

**RESOLUTION #R25-79**

MONTH OF DECEMBER (12/01/2024 THROUGH 12/31/2024)

YEAR 2024 (01/01/2024 THROUGH 12/31/2024)

Seconded by Councilman Russo, unanimously carried.

TOWN OF PUTNAM VALLEY  
TOWN BOARD WORK SESSION

February 12<sup>th</sup>, 2025  
PAGE | 21

7a

**Town of Putnam Valley**

**M5 Standard Fee Report Paid Only**  
**From 12/01/2024 To 12/31/2024**

Count by Type

|                     |     |             |
|---------------------|-----|-------------|
| ADDITION/ALTERATION | 14  | \$16,250.00 |
| CW                  | 3   | \$225.00    |
| CECH                | 7   | \$2,094.00  |
| ELECTR. APP/NT ELEC | 7   | \$280.00    |
| ELECTRIC APP/SW/S   | 20  | \$800.00    |
| FENCE/WALL          | 1   | \$75.00     |
| FLDPL               | 1   | \$75.00     |
| GAS/PROPANE         | 7   | \$525.00    |
| GENERATOR PERMIT    | 5   | \$375.00    |
| HVAC                | 5   | \$600.00    |
| MO                  | 1   | \$75.00     |
| OIL TANK            | 2   | \$200.00    |
| PELLET STOVE        | 1   | \$75.00     |
| PERMIT FEE          | 5   | \$712.00    |
| REINSPECTION FEE    | 10  | \$1,200.00  |
| RENEWAL             | 1   | \$50.00     |
| RENEWAL             | 3   | \$450.00    |
| SEARCH              | 12  | \$2,400.00  |
| SOLAR PANELS        | 4   | \$2,800.00  |
| TREE                | 1   | \$75.00     |
| WELL                | 1   | \$75.00     |
| WELL                | 1   | \$250.00    |
| WOOD STOVE PERMIT   | 2   | \$150.00    |
| WTS                 | 4   | \$400.00    |
|                     | 118 | \$29,777.00 |

**TOWN OF PUTNAM VALLEY**  
**OFFICE OF BUILDING & ZONING**  
**265 Oscawana Lake Road**  
**Daily Fee Report - Summary**

76

From 1/1/2024 To 4/4/2024

| Fee Type                     | Count      | Amount             |
|------------------------------|------------|--------------------|
| ADDITION/ALTERATION          | 3          | \$3,021.00         |
| ADDITIONAL FEE               | 2          | \$489.00           |
| CW                           | 7          | \$525.00           |
| DECK                         | 1          | \$641.00           |
| DEM/R                        | 1          | \$100.00           |
| ELECTRI APP/NY ELEC          | 16         | \$640.00           |
| ELECTRIC APP/SWIS            | 43         | \$1,680.00         |
| FENCE/WALL                   | 1          | \$75.00            |
| GAS/PROPANE                  | 20         | \$1,500.00         |
| GENERATOR PERMIT             | 13         | \$975.00           |
| HVAC                         | 18         | \$1,650.00         |
| MI                           | 14         | \$1,030.00         |
| OIL TANK                     | 13         | \$1,525.00         |
| OPERATING PERMIT             | 1          | \$100.00           |
| PERM                         | 30         | \$24,467.00        |
| PERRE                        | 1          | \$5,410.00         |
| PL                           | 18         | \$1,815.00         |
| RE                           | 19         | \$11,352.00        |
| RHCS                         | 1          | \$500.00           |
| RU                           | 1          | \$125.00           |
| SEARC                        | 39         | \$7,800.00         |
| SOLAR PANELS                 | 3          | \$3,110.00         |
| WETADM                       | 7          | \$350.00           |
| WETL                         | 7          | \$800.00           |
| WT/S                         | 13         | \$1,300.00         |
| <b>Total Fees Collected:</b> | <b>292</b> | <b>\$70,980.00</b> |
| <b>Cash</b>                  | <b>9</b>   | <b>\$4,841.00</b>  |
| <b>Cashiers Check</b>        | <b>2</b>   | <b>\$690.00</b>    |
| <b>Check</b>                 | <b>278</b> | <b>\$65,174.00</b> |
| <b>Money Order</b>           | <b>3</b>   | <b>\$275.00</b>    |

TOWN OF PUTNAM VALLEY  
TOWN BOARD WORK SESSION

February 12<sup>th</sup>, 2025  
PAGE | 23

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/Swiss                       |
| 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                                |

Supervisor made a motion to close the meeting at 5:21pm.

Councilman Russo seconded the motion, unanimously carried.

**Next Town Board Meeting: Wednesday, January 22<sup>nd</sup>, 2025, 6pm**

Respectfully Submitted



Michelle Stephens

Town Clerk

January 15, 2025