



# TOWN OF PUTNAM VALLEY

## Town Board Work Session

May 14<sup>th</sup>, 2025

Town Hall

5 PM

~~~~~

**Meeting called to Order**

**Pledge of Allegiance**

1. Discuss Resolution to Amend Fee Schedule for Short-Term Transient Rental Applications & Review
2. Approve Application Paperwork related to Short-Term Transient Rentals
3. Districts:
  - a. Award District Solid Waste and Recycling Collection Bid and Authorize Supervisor to Enter into Contract
  - b. Adopt 2025 Wildwood Knolls Facilities Warrant
  - c. Approve 2025 Wildwood Knolls Facility List
  - d. Appoint 2025 Roaring Brook Lake Superintendent
  - e. Approve 2025 EverBlue Lakes Contract
  - f. Authorize 2025 Expenditure for Oscawana Lake's NYSFOLA Membership
  - g. Authorize Expenditure for LPID Beach Ramps
  - h. Authorize Labor Expenditures for Districts
  - i. Approve LOMAC/Abele Park Valve Maintenance 2025
  - j. Approve RBL Spring Cleanups 2025
  - k. Approve LOMAC/Reimbursement for NYSFOLA Conference 2025
  - l. Approve LPID Beach Monitors & LPID Lake Supervisors Appointments 2025
  - m. Approve Lookout Manor Appointment 2025
  - n. Approve Lake Oscawana Supervisor Appointment 2025
4. Facilities: Amend Resolution #R25-85 to Amend 36 Month Computer Lease with Hewlett Packard Enterprise Financial Services
5. Approve Updated Intermunicipal Agreement between Putnam County and Municipalities of Putnam County, previously approved on April 16, 2025
6. Building Department: Daily Fee Report Summary April 1, 2025 – April 30, 2025

**Adjournment**

**Next Town Board Meeting: Wednesday, May 21<sup>st</sup>, 2025 6 PM**

**RESOLUTION 5:14 #\_\_\_ OF 2025**

**RESOLUTION TO AMEND FEE SCHEDULE FOR SHORT TERM TRANSIENT RENTAL (STR) APPLICATIONS & REVIEW**

WHEREAS, the Town Board of the Town of Putnam Valley has enacted a local law to add Short Term Transient Rentals (STRs) as a Special Permit Use; and

WHEREAS, the Town Board desires to establish a fee schedule for the processing of applications for said Short Term Transient Rentals.

THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Putnam Valley does hereby set the following fee schedule, which may be amended by subsequent resolution, for Short Term Transient Rental applications and associated costs:

|                                               |          |
|-----------------------------------------------|----------|
| STR Special Use Permit Application Fee        | \$500.00 |
| STR Planning Board Review/ Public Hearing Fee | \$500.00 |
| STR Annual Inspection Fee                     | \$100.00 |

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

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

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

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

|                |                       | AYE   | NAY   | ABSTAIN |
|----------------|-----------------------|-------|-------|---------|
| PRESENT/ABSENT | Councilwoman Howard   | _____ | _____ | _____   |
| PRESENT/ABSENT | Councilwoman Tompkins | _____ | _____ | _____   |
| PRESENT/ABSENT | Councilman Russo      | _____ | _____ | _____   |
| PRESENT/ABSENT | Councilman Luongo     | _____ | _____ | _____   |
| PRESENT/ABSENT | Supervisor Annabi     | _____ | _____ | _____   |



2

**JACQUELINE ANNABI**  
TOWN SUPERVISOR

---

TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Short Term Transient Rentals  
DATE: May 5, 2025

---

RESOLVE, that the Town Board approve the following pertaining to Occupancy Tax procedures as they pertain to the Short-Term Transient Rental Local Law:

- Summary of the Occupancy Tax Local Law – Outline of Procedures
- Form Letter to Short Term Transient Rental Operators
- Tax Registration Form
- Tax Return Form

## **Occupancy Tax “How-To”**

### **Regarding Local Law No. 2 “Taxation of Hotel Room Occupancy”**

- Step-by-Step:
  - Send introduction letter (notice) to operators;
  - Operator fills out and sends in registration form to the address provided;
  - Supervisor issues the certificate of authority;
  - Operator starts collecting the taxes from his/her occupants and files tax returns on the quarterly basis;
  - Supervisor provides quarterly reports to the Town Board.
- Send notice to hotel/motel/short-term rental owners. Include the introduction letter, registration form, and tax return form.
  - “Within 10 days after the effective date of this article or, in the case of operators commencing business after such effective date, within three days after such commencement or opening, every operator shall *file* with the Supervisor a certificate of registration in a form prescribed by the Town Board. A hosting company may file a certificate of registration on behalf of multiple operators.”  
Host company = third party booking service.
    - However, see our extended deadline in introduction letter (20 days).
- Within 5 days of registration, Supervisor issues a certificate of authority. Certificates are to be prominently displayed by the operator.
- The tax is to be “administered and collected” by the Supervisor or a Town employee he/she designates “in such manner as are other taxes which are now collected and administered.”
  - Quarterly system- operator to file within 20 days of the expiration of the quarter (§108-43).
  - Tax to be stated and charged separately from rent; to be paid by occupant to the operator as trustee on account of the Town. Operator is liable for the collection of the tax and then filling out the quarterly tax return form.
  - Town can enter into agreements with hosting companies for the hosting company to collect and remit the tax to the Town.
- It shall be assumed that all rents are subject to tax until the contrary is established (it is the operator’s duty to do so through the tax exemption form, attached to the tax return form).
- The operator has to keep records of every occupancy and all rent paid, charged, or due and of the tax payable “in such form as the Supervisor may by regulation require.”
  - The Supervisor can inspect and examine those records at any time upon demand.  
The records shall be preserved for 3 years.
- The Supervisor can require amended returns to be filed 20 days after notice to the operator.

- If the Supervisor deems it necessary to protect revenues, he/she may require any operator to file a **bond** issued by a surety company in such amount as the Supervisor may find to secure the payment of any tax, penalties, and interest due or which may become due.
  - If the Supervisor decides to require a bond, he/she will give notice to the operator specifying the amount. The operator then must either file a bond within 5 days or request, in writing, a hearing before the Supervisor.
- All revenues resulting from the tax shall be paid into the treasury of the Town and credited to the general fund.
- The Supervisor can issue refunds or credits.
- If operator fails to file or pay, they are subject to a 5% penalty plus interest at 1% per month delay. This will be paid in the same manner as the tax itself.
  - Where an operator or occupant fails to collect and pay the tax and penalty/interest, the Town Board can bring a cause of action to enforce. If the Supervisor thinks the operator/occupant may leave town or dissipate assets, they can declare the tax/penalty immediately due and issue a warrant.
- Other Supervisor powers §108-54.
- No less than quarterly each year, the Supervisor shall provide a report to the Town Board for its audit and review.



# TOWN OF PUTNAM VALLEY

265 Oscawana Lake Road  
Putnam Valley, New York 10579

Phone: 845-526-2121

Fax: 845-526-2130

## TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS

(Pursuant to Local Law 02 of 2024 of the Town of Putnam Valley, New York)

Date

Recipient

Address

Putnam Valley, New York 10579

To Whom It May Concern,

As you may be aware, the Town adopted Local Law No. 2 of the year 2024 entitled *Taxation of Hotel Room Occupancy* at their May 15, 2024 meeting. The complete Law can be retrieved on our website under the Putnam Valley Town Code, Chapter 108 entitled "Taxation."

The law requires you, as an operator, to collect **2%** upon the rent for every occupancy of a room or rooms in a hotel, motel, or short-term rental property in the Town of Putnam Valley, except for permanent residents, or as otherwise provided within the law.

This law also requires that you register with the Town by completing the enclosed *Application for Certificate of Authority to Collect Hotel and Motel Occupancy Tax*. **Please return this application to the Town Supervisor within 20 days** and we will issue you a certificate of authority empowering you to collect this new tax from the occupant. This certificate should be prominently displayed and is nontransferable.

Every operator shall file a *Return of Tax on Occupancy of Hotel and Motel Rooms*, which is available on our website and enclosed with this letter, for the three months ending the last day of March, June, September, and December. Such returns shall be filed with the Town Supervisor and tax paid within twenty (20) days after the end of the quarter to avoid the 5% penalty charge and 1% interest for each month of delay. **Please note that your first tax return shall be the second quarter of 2025, due March 20<sup>th</sup>, with an effective start date of December 1, 2025.**

All returns, payments, and correspondence in regards to this tax should be addressed to the Town Supervisor. We thank you in your collection efforts and are here for your questions.

Sincerely,

---

Jacqueline Annabi  
Town Supervisor

Enclosures: 2



**TOWN OF PUTNAM VALLEY**

Attn: Supervisor's Office

265 Oscawana Lake Rd, Putnam Valley, New York 10579

Phone: 845-526-2121 Fax: 845-526-2130

I.D. No. NB-  
(TO BE ASSIGNED BY TOWN)

**APPLICATION FOR CERTIFICATE OF AUTHORITY  
TO COLLECT HOTEL AND MOTEL OCCUPANCY TAX**

ALL QUESTIONS MUST BE ANSWERED (Please type or print)

**Federal ID or Social Security #** \_\_\_\_\_

1. Business Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Owner's Name: \_\_\_\_\_ Operator's Name: \_\_\_\_\_

3. Business Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

4. Hotel Name (if different than above): \_\_\_\_\_ Telephone: \_\_\_\_\_

5. Hotel Address (if different than above): \_\_\_\_\_

6. List below name and home address of ALL individuals, partners, or principal officers (if corporation)

| NAME | HOME ADDRESS | TITLE | PHONE NO. |
|------|--------------|-------|-----------|
|------|--------------|-------|-----------|

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

7. Number of Rooms: \_\_\_\_\_ 8. Date business started in Putnam County: \_\_\_\_\_

9. If acquired from former owner, date business purchased: \_\_\_\_\_

Name of former owner: \_\_\_\_\_

10. Type of Establishment: ☐ Hotel ☐ Motel ☐ Short-term rental ☐ Other: \_\_\_\_\_

11. Type of Ownership: ☐ Individual ☐ Partnership ☐ Corporation ☐ Other: \_\_\_\_\_

12. Type of Business: ☐ Year-Round ☐ Seasonal (operates 6 months or less per year)

13. Do you operate any other establishments: ☐ Yes ☐ No

If yes, list names and locations: \_\_\_\_\_

**I hereby certify that the statements made herein have been examined by me and are, to the best of my knowledge and belief, true and complete.**

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**PENALTIES:** Any owner who willfully fails to file a registration form shall be liable to the penalties provided by law.



# TOWN OF PUTNAM VALLEY

265 Oscawana Lake Road

Putnam Valley, New York 10579

Phone: 845-526-2121

Fax: 845-526-2130

## RETURN OF TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS

(Pursuant to Local Law 02 of 2024 of the Town of Putnam Valley, New York)

### PLEASE PRINT OR TYPE

Certificate#: \_\_\_\_\_ Phone Number: \_\_\_\_\_ EIN# (nine-digit number): \_\_\_\_\_

Business/Owner Name: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Year: 20\_\_\_\_ Quarter: ☐ 1<sup>st</sup> 9/1–11/30 Due 12/20 ☐ 2<sup>nd</sup> 12/1–2/29 Due 3/20 ☐ 3<sup>rd</sup> 3/1–5/31 Due 6/20 ☐ 4<sup>th</sup> 6/1–8/30 Due 9/20

☐ FINAL RETURN: Business has been sold or permanently closed.

Number of rooms rented for the quarter: \_\_\_\_\_ If seasonal, indicate months of operation: \_\_\_\_\_

Type of Establishment: ☐ Hotel ☐ Motel ☐ Short-term rental ☐ Other: \_\_\_\_\_

### COMPUTATION OF TAX:

A. Gross Income from rooms \_\_\_\_\_ \$ \_\_\_\_\_

B. Less Exempt Income from rooms \_\_\_\_\_ must complete page 2 \$ ( \_\_\_\_\_ )

C. Net Income from rooms \_\_\_\_\_ Line A minus Line B \$ \_\_\_\_\_

D. Less Refunds and Other Credits \_\_\_\_\_ must complete page 2 \$ ( \_\_\_\_\_ )

E. Net Income from rooms \_\_\_\_\_ Line C minus Line D \$ \_\_\_\_\_

F. Tax Due \_\_\_\_\_ Line E multiplied by 5% \$ \_\_\_\_\_

G. 5% Penalty \_\_\_\_\_ Line F multiplied by 5% (if applicable) \$ \_\_\_\_\_  
(applied after the 20<sup>th</sup> of the month in which the payment is due (ex: payment due 3/20, penalty applied 3/21))

H. 1% Interest per month until paid in full \_\_\_\_\_ Line F multiplied by 1% (if applicable) \$ \_\_\_\_\_  
(accrues the month after the payment is due (ex: payment due 3/20, interest starts to accrue 4/20))

I. Total Due \_\_\_\_\_ Add Lines F through H \$ \_\_\_\_\_

\*\*\*This return must be filed whether or not there is a tax to be remitted.\*\*\*

This form must be returned (postmarked) with your remittance for the full amount of the tax due within 20 days after the last day of the tax quarter to avoid the imposition of a penalty and interest.

**Make check payable to:** Town of Putnam Valley, include *Certificate Number (NB#)* in the memo section of the check.

**Mail to:** Occupancy Tax, Town of Putnam Valley, Attn: Town Supervisor, 265 Oscawana Lake Rd, Putnam Valley, New York 10579.

### Certificate of Taxpayer

Under the penalties of perjury, I hereby certify that this report is, to the best of my knowledge and belief, a true and complete return.

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





# TOWN OF PUTNAM VALLEY

265 Oscawana Lake Road

Putnam Valley, New York 10579

Phone: 845-526-2121

Fax: 845-526-2130

## RETURN OF TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS

(Pursuant to Local Law 02 of 2024 of the Town of Putnam Valley, New York)

### EXEMPT INCOME WORKSHEET

Certificate#: \_\_\_\_\_ Name of Establishment: \_\_\_\_\_

Year: 20\_\_ Quarter: ☐ 1<sup>st</sup> 9/1–11/30 Due 12/20 ☐ 2<sup>nd</sup> 12/1–2/29 Due 3/20 ☐ 3<sup>rd</sup> 3/1–5/31 Due 6/20 ☐ 4<sup>th</sup> 6/1–8/30 Due 9/20

**I. Exempt Income from rooms \$\_\_\_\_\_ (amount reported on Page 1, Line B)**

Below, using one (1) line per room rented, breakdown all Exempt Income reported according to the Type of Occupant (i.e. Permanent Resident, Exempt Occupant or Tax-Exempt Organization).

**\*\*\*Use one (1) line per room rented.\*\*\***

| Type of Occupant<br>(Use one line per room) | Rate for room<br>per day | Total number<br>of days rented | Total Dollars<br>Exempt |
|---------------------------------------------|--------------------------|--------------------------------|-------------------------|
| ex: Permanent Resident                      | \$65.00/day              | 45                             | \$2,925.00              |
| 1. _____                                    | \$ _____                 | _____                          | \$ _____                |
| 2. _____                                    | \$ _____                 | _____                          | \$ _____                |
| 3. _____                                    | \$ _____                 | _____                          | \$ _____                |
| 4. _____                                    | \$ _____                 | _____                          | \$ _____                |
| 5. _____                                    | \$ _____                 | _____                          | \$ _____                |
| 6. _____                                    | \$ _____                 | _____                          | \$ _____                |
| 7. _____                                    | \$ _____                 | _____                          | \$ _____                |
| 8. _____                                    | \$ _____                 | _____                          | \$ _____                |
| 9. _____                                    | \$ _____                 | _____                          | \$ _____                |
| 10. _____                                   | \$ _____                 | _____                          | \$ _____                |

**Total Exemption Amount \$\_\_\_\_\_**

**II. Refunds and Other Credits \$\_\_\_\_\_ (amount reported on Page 1, Line D)**

Below, enter a description and a dollar amount for each refund or credit reported.

| Description                            | Dollar Amount |
|----------------------------------------|---------------|
| ex: Tax overpayment on previous return | \$200.00      |
| 1. _____                               | \$ _____      |
| 2. _____                               | \$ _____      |

**Total Refunds and Other Credits \$\_\_\_\_\_**

Certificate of Taxpayer

Under the penalties of perjury, I hereby certify that this report is, to the best of my knowledge and belief, a true and complete return.

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## TOWN OF PUTNAM VALLEY

265 Oscawana Lake Road

Putnam Valley, New York 10579

Phone: 845-526-2121

Fax: 845-526-2130

### RETURN OF TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS

(Pursuant to Local Law 02 of 2024 of the Town of Putnam Valley, New York)

## INSTRUCTIONS

1. Read through these instructions before filling in the Return of Tax on Hotel and Motel Rooms and the Exempt Income Worksheet.
2. Make sure the form is filled in completely and legibly.
3. Be sure to enter your Certificate Number (H#) on all documentation and payments. This is the number issued to you by the Town and can be found on your Certificate of Authority.
4. The phone number should be the number to call if there are any questions regarding this return.
5. If you enter an amount on **Line B** (Less Exempt Income from rooms) you are claiming Exempt Income. You must complete the corresponding section on page 2 (Exempt Income Worksheet) or provide a computerized report. An explanation is required for all exempt income. If a satisfactory explanation is not provided you will be responsible to remit the tax on the amount claimed as an exemption.
6. If you enter an amount on **Line D** (Less Refunds and Other Credits) you are claiming that you overpaid your taxes in a previous quarter. You must complete the corresponding section on page 2 (Exempt Income Worksheet) or provide a computerized report. An explanation is required for all refunds and other credits. If a satisfactory explanation is not provided you will be responsible to remit the tax on the amount claimed as a refund and/or other credit.
7. If your return with your remittance for the full amount of the tax due will not be postmarked by the due date stated, you will owe the penalty. Multiply the amount on **Line F** (Tax Due) by 5% or .05. Enter the result on **Line G** (5% Penalty). If no penalty is due, enter a "0" on **Line G** (5% Penalty).
8. If you fail to file a return or pay the full amount of tax by the stated due date, interest will accrue at the rate of 1% of such tax for each month of delay, excepting the first month after such return was required to be filed or such tax became due. If interest is due, multiply the amount on **Line F** (Tax Due) by 1% or .01. Take that amount and multiply it by the number of months the return is overdue. **Exclude the month that includes the due date, for example, if the return is due on April 20<sup>th</sup> interest will begin to accrue on May 20<sup>th</sup>.** Enter the amount on **Line H** (Interest at 1% per month until paid in full). If no interest is due, enter a "0" on **Line H** (Interest at 1% per month until paid in full).
9. **Line I** (Total Due) is the total amount due and must match the amount on your check. Make the check payable to the Town of Newburgh and including the Certificate Number in the memo section of the check.
10. You must sign and date the Return of Tax on Occupancy of Hotel and Motel Rooms form certifying under the penalties of perjury, that the report is, to the best of your knowledge and belief, a true and complete return.
11. If completed, you must sign and date the Exempt Income Worksheet form certifying under the penalties of perjury, that the report is, to the best of your knowledge and belief, a true and complete return.
12. Send the Return of Tax on Occupancy of Hotel and Motel Rooms, the Exempt Income Worksheet form or computer generated for exemptions, refunds and/or other credits, along with your payment to:  
**Occupancy Tax, Town of Putnam Valley, Attn: Town Supervisor, 265 Oscawana Lake Rd, Putnam Valley, New York 10579.**

3a

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk (KK)  
**Date:** 4/10/2025  
**Re:** **Award District Solid Waste and Recycling Collection Bid and authorize the Supervisor to sign the contract with AAA Carting for 2026-2028**

---

I formally request that the Town Board accept the lowest bid from AAA Carting, 480 Furnace Dock Rd, Cortlandt Manor, NY 10567 for the Special Districts Solid Waste and Recycling Collection Services. The term is for 3 years beginning January 1, 2026 and ending December 31, 2028. There were 2 bids received and one letter of withdrawal.

The lump sum bid is as follows:

- 2026 - \$324,317.76
- 2027 - \$334,300.00
- 2028 - \$344,495.00

The Special Districts include:

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

Please authorize the Supervisor to sign the attached contract. The cost of this contract will be covered by the appropriate district.

The contract and bid opening minutes are attached for review.



## **TOWN OF PUTNAM VALLEY**

### **Bid Opening Minutes**

### **Solid Waste and Recycling Collection Services for the Districts in the Town of Putnam Valley, 2025**

April 9, 2025 @ 2:30 pm

~~~~~

In attendance: Michelle Stevens – Town Clerk, Karen Kroboth – District Clerk,  
Representative from Interstate Waste Services of CT, LLC, Representative from AAA

There were 2 bids received and one letter of withdrawal from WIN WASTE.

The first bid opened was from Interstate Waste Services, Inc. 300 Frank W. Burr Blvd,  
Suite 39, Teaneck, NJ 07666. The total lump sum bid for the districts, for a 3-year  
contract is as follows:

- 2026 - \$367,873.84
- 2027 - \$383,785.43
- 2028 - \$400,413.05

Included in the bid was:

- Certified Check #128509 for \$1,000.00
- Proposal
- Non-Collusion Affidavit, dated 4/8/2025
- Hold Harmless Statement, dated 4/8/25
- Section 103-a and 103-d of the General Municipal Law Statement, dated 4/8/25
- Certificate of Liability Insurance, dated 3/8/25
- Certificate of NYS Workers' Compensation Insurance Coverage, dated 2/24/25
- Accord addition
- References
- Company Structure

The second bid opened was from AAA Carting, 480 Furnace Dock Rd, Cortlandt Manor,  
NY 10567. The total lump sum bid for the districts, for a 3-year contract, is as follows:

- 2026 - \$324,317.76
- 2027 - \$334,300.00
- 2028 - \$344,495.00

Included in the bid was:

- Cashier's Check #701792 for \$1,000.00
- Proposal
- Non-Collusion Affidavit, dated 4/3/25
- Hold Harmless Statement, 4/3/25
- Section 103-a and 103-d of the General Municipal Law Statement, dated 4/3/25


PUTNAM VALLEY DISTRICTS			
	Residential	Beaches	Total
ABELE	76	2	78
LOOKOUT	113	1	114
HILLTOP	63		63
ROARING BROOK LAKE	290	4	294
WILDWOOD KNOLLS	77	1	78
BROOKDALE GARDENS	23		23
GLENMAR GARDENS	25		25
TOTAL:	667	8	675

**COLLECTION AND DISPOSAL OF GARBAGE, SOLID WASTE AND RECYCLABLES  
FROM THE PUTNAM VALLEY DISTRICTS**

	2026	2027 (OPTIONAL)	2028 (OPTIONAL)
<b><u>ABELE PARK:</u></b>			
Pick-up*	\$ <u>37,901.04</u>	\$ <u>39,100.00</u>	\$ <u>40,275.00</u>
Collection and Disposal			
<b><u>BROOKDALE GARDENS:</u></b>	\$ <u>11,034.48</u>	\$ <u>11,500.00</u>	\$ <u>11,845.00</u>
Pick-up*			
Collection and Disposal			
<b><u>GLENMAR GARDENS:</u></b>	\$ <u>11,994.00</u>	\$ <u>12,350.00</u>	\$ <u>12,725.00</u>
Pick-up*			
Collection and Disposal			
<b><u>HILLTOP ESTATES:</u></b>	\$ <u>30,224.88</u>	\$ <u>31,150.00</u>	\$ <u>32,100.00</u>
Pick-up*			
Collection and Disposal			
<b><u>LOOKOUT MANOR:</u></b>	\$ <u>54,692.64</u>	\$ <u>56,350.00</u>	\$ <u>58,100.00</u>
Pick-up*			
Collection and Disposal			
<b><u>ROARING BROOK LAKE:</u></b>	\$ <u>141,049.44</u>	\$ <u>145,300.00</u>	\$ <u>149,700.00</u>
Pick-up*			
Collection and Disposal			
<b><u>WILDWOOD KNOLLS:</u></b>	\$ <u>37,421.28</u>	\$ <u>38,550.00</u>	\$ <u>39,750.00</u>
Pick-up*			
Collection and Disposal			
<b>TOTAL DISTRICTS</b>	\$ <u>324,317.76</u>	\$ <u>334,300.00</u>	\$ <u>344,495.00</u>

\* Garbage and solid waste will be collected on a weekly basis on Monday of each week unless another day is mutually agreed upon and consented to by the Town and the successful bidder. Recyclables will also be collected separately on a weekly basis on Monday of each week.

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Town Board Members  
**From:** Karen Kroboth – District Clerk   
**Date:** 4/25/2025  
**Re:** 2025 Wildwood Knolls Facilities Warrant

---


I formally request that the Town Board adopt the Wildwood Knolls Facilities Warrant for the year 2025.

Facility users – 20 families @ \$500 each

Total: \$10,000



TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Town Board Members  
**From:** Karen Kroboth – District Clerk   
**Date:** 4/22/2025  
**Re:** 2025 Wildwood Knolls Facility List

---

At the request of the Wildwood Knolls Improvement District, the attached letter was mailed on April 22, 2025, to the addresses on record for the WWK Facility User List.

Contained in the letter:

- The annual user fee is increasing to \$500.
- Valid proof must be submitted documenting their right to use the WWK facilities.
- Starting in 2026 the user fee will be part of their property tax bill.
- If documentation of lake rights is not received within 45 days of the date of the notice, the property will be removed from the WWK Facility List.



## JACQUELINE ANNABI

*Supervisor*

### Town Board Members

CHRISTIAN RUSSO, *Councilman*  
LOUIE LUONGO, *Councilman*  
STACEY TOMPKINS, *Councilwoman*  
SHERRY HOWARD, *Councilwoman*

### Supervisor's Office

MARIA ANGELICO, *Finance Director*  
MARGARET DiRUBBA, *Facilities Department*  
ELAINE McGINTY, *Chief of Staff*

April 22, 2025

Dear Property Owner,

I am writing on behalf of the Town of Putnam Valley Town Board regarding the use of and access to Wildwood Knolls ("WWK") Improvement District facilities and changes to use of the current WWK Facility List.

Property owners situated within the WWK District pay a dedicated district tax in addition to the general lake tax. This district tax directly and specifically supports the continued maintenance and operation of the WWK facilities, including the WWK beach, boat ramp, and other district-owned properties, and is substantially more than the facility user fee.

The Town Board has determined that the most equitable way to correct the apparent imbalance in payment for facility use will be to increase the annual user fee for non-district property owners with verified lake rights to \$500. Even with this adjustment, the fee remains well below the annual contributions of the WWK district taxpayers.

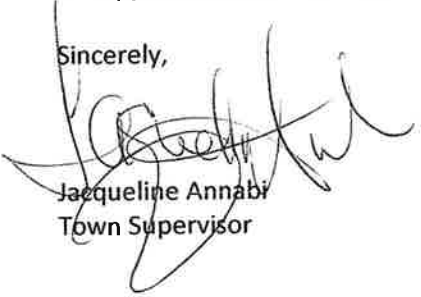
Currently, the Town does not have documentation on file confirming your rights to access WWK facilities. To ensure the Facility List is accurate and only includes individuals with legal access, we are requesting that you submit valid proof, such as a deed, contract, or such other legal documentation demonstrating your right to use the WWK beach, boat ramp, and associated district properties. The Town Board, with aid from the Town Attorney, will review your submitted documents and beach tags for the year 2025 will be issued upon confirmation of your legal access to the lake and the receipt of this year's fee by the District Clerk.

Please be advised that beginning next year, payment for WWK facility use will no longer be accepted by the District Clerk, instead the annual fee will appear on your tax bill as a special assessment called the "WWK Facility Use Fee."

Please provide the requested documentation within 45 days of the date of this notice. If we do not receive documentation of your lake rights within that timeframe, your property will be removed from the WWK Facility List and will not be included until such date that documentation is provided.


We appreciate your prompt attention to this matter and thank you in advance for your cooperation.

Sincerely,

  
Jacqueline Annabi  
Town Supervisor

3d

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Town Board  
**From:** Karen Kroboth – District Clerk   
**Date:** 4/28/2025  
**Re:** Roaring Brook Lake Superintendent appointment 2025

---

I formally request the Town Board appoint Brian Mansfield as a Seasonal Laborer in the capacity of the Roaring Brook Lake Superintendent for the 2025 season at a set salary of \$4,000.00, with no benefits. This position will run from mid-May through mid-September.

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk  
**Date:** 4/28/2025  
**Re:** 2025 EverBlue Lakes Contract

I formally request the Town Board authorize the Supervisor to accept and sign the attached 2025 Contract for Services from EverBlue Lakes for lake management services in Lake Peekskill.

This contract is an agreement to confirm pricing for the services offered by EverBlue. However, by signing this agreement it does not commit the Town of Putnam Valley to purchase any of their services. Signature confirms agreement with terms and pricing only. Selected services can be ordered at the sole discretion of the Town of Putnam Valley. Delivery of ordered treatments is subject to adequate notice provided to EverBlue Lakes as specified and scheduling of labor and lead times on ordering material.

Services available for purchase include:

- Peroxide Algaecide Treatment for Beach Areas
  - Product Cost \$2,250 per treatment
  - Product Application \$650
  - NYS DEC Permit Process \$900
- Aeration System Maintenance - \$11,780
- Water Quality Monitoring - \$6,375
- Biological Treatment Services
  - DEC permitting - \$1,800
- Biological Treatment AutoBio Treatment System
  - AutoBio Machine - \$2,150 each
  - BioBlast Formula - \$1,522 per 27 lb. bucket
- Recommended items for 2026
  - Bottom Hardness Scanning - \$2,500
  - Bathymetric mapping - \$2,500

The district will choose from the above services - not to exceed \$35,000. The district will cover the cost.



# ***Contract For Services***

**Date: April 25, 2025**

**To:** Town of Putnam Valley  
Town Supervisor Ms. Jacqueline Annabi  
Lake Peekskill Civic Association

**From:** John Tucci  
President, EverBlue Lakes

**Project:** Proposal for Lake Peekskill 2025

---

## **Basis for Contractual Services**

This document provides a Contract for Services described in EverBlue Lakes Proposal for Lake Peekskill for 2025.

The purpose of this Contract is to confirm pricing for a range of services. Each service can be purchased independently on an as needed basis. Specific dates/commitment for work are listed with each individual service as appropriate.

## **Peroxide Algaecide Treatment for Beach Areas**

EverBlue has identified a combined 12-acre treatment area around the three beach areas with a total treatment volume of approximately 40 acre feet.

Our approach would utilize a combination of Green Clean Pro liquid hydrogen peroxide algaecide and Lake Guard Oxy, granulated, slow release peroxide-based algaecide. We are recommending treatment rates as follows:

- 4.2 lbs. per acre of Lake Guard Oxy for a total of 50 lbs.
- ½ gallon per acre foot of Green Clean 5.0 for a total of 20 gallons per treatment.

## **Treatment Cost:**

- **Product Cost \$2,250 per treatment**
  - \$50 per gallon Green Clean 5.0
- **Product Application: \$650**
- **NYS DEC Permit Process \$900 - \$450 permit fee plus EverBlue processing fee.**

**Notes:**

- We would anticipate treatment 1 – 2 times per month in June, July and August.
- Treatment rates quoted are for maximum recommended treatment for all three beach areas combined.
- Lower dose treatments are likely based on conditions at each beach.
- Price per treatment will reflect actual product used per treatment.

**Terms/Dates:**

- Support in the form of required information for permit application.
- There is no required number of treatments under this agreement. However, we recommend planning on at least four treatments as conditions require to evaluate effectiveness and results.
- Billing upon the completion of each treatment.

**NOTE: Agreement and signature DO NOT commit the Town of Putnam Valley to purchase the service. Signature confirms agreement with terms and pricing. Services can be ordered at the SOLE discretion of the Town of Putnam Valley. Delivery of ordered treatments is subject to adequate notice provided to EverBlue Lakes as specified and scheduling of labor and lead times on ordering materials.**

<p>Agreed to By:</p> <p>Name:</p> <p>Town of Putnam Valley</p> <p>Title:</p> <p>_____</p> <p>Signed</p> <p>Date:</p>	<p>Agreed to By:</p> <p>Name: John Tucci</p> <p>President</p> <p>EverBlue Lakes</p> <p>_____</p> <p>Signed</p> <p>Date:</p>
--	---

## Aeration System Maintenance

EverBlue currently services multiple lake aeration systems in the area and has the equipment and manpower to deliver a much higher level of service and support to ensure optimal operation and performance from the installed system in Lake Peekskill.

Our service package includes:

- System start-up and full compressor maintenance.
- 3 Diffuser inspections and cleanings per season. Each diffuser will be pulled to the surface and power washed. Cleaning on this schedule results in a 15 – 20 improvement of efficiency.
- 48- hour response time on any reported issues between cleanings.
- Summer Compressor maintenance. A mid-season oil and filter change increases the life expectancy of the compressor technology.
- System winterization and shut down.

In addition, we can provide quotes for additional sound reduction and any required repairs as issues emerge. We have installed multiple systems with the exact same compressor technology, controller technology and diffusers.

### Annual Service Contract Cost

**\$11,780 per year**

### Terms

- Notification by May 1, 2025 to proceed with services.
- Commitment is for one full season of Maintenance/Service in 2025.
- Billing of 50% on May 1, 2025 and 50% on August 1, 2025.

<p>Agreed to By:</p> <p>Name:</p> <p>Town of Putnam Valley</p> <p>Title:</p> <p>_____</p> <p>Signed</p> <p>Date:</p>	<p>Agreed to By:</p> <p>Name: John Tucci</p> <p>President</p> <p>EverBlue Lakes</p> <p>_____</p> <p>Signed</p> <p>Date:</p>
--	---

**NOTE: Agreement and signature DO NOT commit the Town of Putnam Valley to purchase the service. Signature confirms agreement with terms and pricing. Services can be ordered at the SOLE discretion of the Town of Putnam Valley. Delivery of ordered**

**treatments is subject to adequate notice provided to EverBlue Lakes as specified and scheduling of labor and lead times on ordering materials.**

### **Water Quality Monitoring**

EverBlue has a Masters Degreed Aquatic Biologist on staff and is fully equipped to provide water quality monitoring services for Lake Peekskill. Our recommended program would include the following.

Monthly sampling from May through September for the following parameters:

- **Dissolved Oxygen:** Top Middle Bottom 2 sites.
- **Total Phosphorus:** Top Middle Bottom 2 sites.
- **Ortho Phosphate:** Top Middle Bottom 2 sites.
- **Total Nitrogen:** Top Middle Bottom 2 sites.
- **Nitrate and Nitrite:** Top Middle Bottom 2 sites.
- **In-Situ Algal Fluorescence:** one sample per site. This provides immediate data on chlorophyll a levels and Phycocyanin levels. Using this instrument, we can assess the risk or current level of blue-green algal bloom conditions.
- **Algal Community assessment:** One sample 2 sites
- **Sediment Organic Content:** 5 sites done 2 times per season.
- **Sediment Phosphorus:** 5 sites done 2 times per season.

Our program would also include the deployment of a 24-hour continuous monitoring buoy for Dissolved Oxygen and Temperature. This tool provides 24 hour tracking of aeration system performance and is an extremely useful predictor of the on-set of algal bloom conditions.

### **Note!!**

EverBlue utilizes a State of the Art Online Portal for all water quality data and results. We will create a private password protected area for Lake Peekskill where invited members can access the water quality data in real time. We typically process all lab results within 5-7 days of the sampling event and field collected data within 2 days of the sampling event.

This means no more waiting until the end of the season to see “how the lake did this season”. This portal and platform also enables databased decision-making on adjusting the lake management program during the season.

**Program Cost: \$6,375**



Agreed to By:	Agreed to By:
Name:	Name: John Tucci
Town of Putnam Valley	President
Title:	EverBlue Lakes
<hr/> Signed	<hr/> Signed
Date:	Date:

### **Additional Optional Services**

#### **Biological Treatment Services from EverBlue Lakes**

- Estimated DEC Permit fee not to exceed \$1800

#### **Biological Treatment AutoBio Treatment System**

EverBlue Lakes has completed the development of a fully automated system for brewing/activating our BioBlast Treatment and distributing it throughout the lake on a daily/weekly basis.

We highly recommend this technology for Lake Peekskill. It delivers more treatment per dollar than our conventional BioBlast approach and maximizes the effectiveness and efficiency of the beneficial bacteria in the lake.

#### **Cost:**

**Two AutoBio Machines: Rental \$2,150 Per Machine 2 recommended to provide optimal coverage of the lake**

**BioBlast Formula: \$1,522 per 27 lb bucket.**

Note: a 27 lb. bucket produces 15,000 gallons of treatment delivered to the lake.

**NOTE: Agreement and signature DO NOT commit the Town of Putnam Valley to purchase the service. Signature confirms agreement with terms and pricing. Services can be ordered at the SOLE discretion of the Town of Putnam Valley. Delivery of ordered treatments is subject to adequate notice provided to EverBlue Lakes as specified and scheduling of labor and lead times on ordering materials.**

Agreed to By:	Agreed to By:
Name:	Name: John Tucci
Town of Putnam Valley	President
Title:	EverBlue Lakes
<hr/>	<hr/>
Signed	Signed
Date:	Date:

#### Other Services

- **RECOMENED FOR 2026**
- **Bottom Hardness Scanning using BioBase Scanning Technology** **\$2,500**
- **Bathymetric mapping** **\$2,500**

**NOTE: Agreement and signature DO NOT commit the Town of Putnam Valley to purchase the service. Signature confirms agreement with terms and pricing. Services can be ordered at the SOLE discretion of the Town of Putnam Valley. Delivery of ordered treatments is subject to adequate notice provided to EverBlue Lakes as specified and scheduling of labor and lead times on ordering materials.**

#### Biological Treatment

EverBlue is in the process of working with the NY DEC on permit requirements for Biological Treatment in New York Lakes. We have been assured that permits are obtainable if the DEC's requirements for information on formulations are met.

We can pursue a permit on behalf of Lake Peekskill. We will be moving ahead with getting our product vetted by the DEC on behalf of another area lake. We should have clarity on the "permitability" of our product in New York as part of that effort.


If successful, a permit for Lake Peekskill should also be obtainable.

John Tucci  
President  
EverBlue Lakes

[www.everbluelakes.com](http://www.everbluelakes.com)

3f

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 5/1/2025  
**Re:** Authorize the 2025 expenditure for Oscawana Lake's NYSFOLA membership

---

I formally request the Town Board authorize the expenditure of \$250 for Oscawana Lake's membership in the New York Federation of Lakes (NYSFOLA).

The fee of \$250 is for the NYSFOLA membership as a large association. The district will cover the cost.

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk *KK*  
**Date:** 5/1/2025  
**Re:** Authorize the expenditure for LPID beach ramps

---

I formally request the Town Board authorize the expenditure of \$5,025 for 3 gangways for the LPID beaches. The current ramps were originally purchased around 1995 and are made of wood and steel. They are 7 feet long and weigh almost 200 pounds. Their weight alone makes them hard to handle and install onto the floating docks. The ramps are prone to rot, splintering, and warping. They have been repaired many times over the years and at this point have exceeded their life expectancy.

Please see the attached quote from EZ-Dock for new gangways which are made out of the same plastic composite material that the current floating docks are made of, are 6 feet long and weigh much less than the current ones, making them easier to install and store. They will not rot, splinter or warp and are maintenance free.

The district will cover the cost from their fund balance.



Celebrating 30 Years!

www.ez-docks.com

800-654-8168

550 Highway 36, Belford, NJ 07718

Quote EZDQ5828

Valid through May 29, 2025 @ 7:59 pm

**Prepared For:**

Town of Putnam Valley, NY  
Ray Gambithler  
Phone: 845-629-2203  
265 Oscawana Lake Road  
Putnam Valley, NY 10579  
kkroboth@putnamvalley.gov

**Ship To:**

Town of Putnam Valley, NY  
Ray Gambithler  
Phone: 845-629-2203  
265 Oscawana Lake Road  
Putnam Valley, NY 10579  
kkroboth@putnamvalley.gov

**Prepared By:**

Wendy May  
Business Development  
Phone: 732-769-8542  
Fax:  
Email: w.may@ez-docks.com



For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

**Line Item Detail**

Qty	Description	Picture	Unit Price	Ext Price
3	GANGWAY HINGE KIT PE GANGWAY TO 60" DOCK		\$545.00	\$1,635.00
3	GANGWAY POLY 4' X 6'		\$630.00	\$1,890.00
3	DEADWEIGHT BRACKET KIT SMALL FOR 3/8" CHAIN		\$250.00	\$750.00
1	Delivery		\$750.00	\$750.00

**SubTotal: \$5,025.00**

**Shipping: \$0.00**

**Sales Tax: \$0.00**

**Total: \$5,025.00**

**Deposit Required: \$5,025.00**

**Payment Options**

☐ Check Purchase (purchase amount \$5,025.00)

**\$5,025.00**

full payment


☒ Credit Card Purchase (purchase amount \$5,175.75) [includes +\$150.75 payment type Surcharge]

**\$5,175.75**

full payment

3h

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 5/5/2025  
**Re:** Authorize labor expenditures for districts

---

I formally request that the Town Board authorize the labor expense for Mike Smith and Brendan O'Brien to install a BBQ at Barger Pond and repair a damaged gate at Putnam Acres. This work will be done at their hourly rate according to #R25-134. Each district will cover their cost for the labor.

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk  
**Date:** 5/5/2025  
**Re:** LOMAC – Abele Park valve maintenance 2025

---

I formally request the Town Board appoint Michael DePrima as the valve custodian at Abele Park, Oscawana Lake for 2025. Michael will oversee the maintenance of the valve which includes cleaning the valve, and opening and closing of the valve, as needed. Michael will be paid \$75 per maintenance visit with no benefits. The cost will be covered by the Oscawana Weed control district.

3j

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board

**From:** Karen Kroboth, District Clerk

KK

**Date:** 5/5/2025

**Re:** RBL Spring Cleanups 2025

---

I formally request that the Town Board accept the proposal from Landwork Contractors for raking the reclaimed sand back at RBL Childrens Beach, \$1,275 and a spring cleanup at the RBL dam area, \$1,550. The cost will be covered by the district. All leaves will be dumped at the Town Highway organic waste pile.

Total cost RBL \$2,825.00



3/k

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk  
**Date:** 5/6/2025  
**Re:** LOMAC – Reimbursement for NYSFOLA conference 2025

---


LOMAC has requested that Judy Dronzek be reimbursed for expenses incurred while attending the NYSFOLA conference in Lake George, 5/1-5/3/2025. These expenses include:

- Hotel \$151/night x 3 = \$453
- Conference cost \$375
- Mileage reimbursement 316 miles x \$.70/mile = \$221.00

Total reimbursement \$1,049. As this expense was not included in the current budget, the funds will be covered by the district's fund balance.

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Town Board

**From:** Karen Kroboth – District Clerk 

**Date:** 5/7/2025

**Re:** LPID Beach Monitors and LPID Lake Supervisors appointments 2025

---

I formally request the Town Board appoint the following personnel as LPID Beach Monitors for the 2025 season. They will be paid at an hourly rate of \$16.50 with no benefits. This position will run from Memorial Day weekend (5/24) through Labor Day weekend (9/1).

- Joseph Aviles
- Marianne Forlano
- Susan Gaffney
- Brianna Gambichler
- Alyssa Gambichler

In addition, please appoint Joseph Aviles as the LPID Beach Supervisor Monday through Friday for the 2025 season at a salary of \$1,100, with no benefits.

I also request that Marianne Forlano be appointed as the LPID Beach Supervisor Saturdays and Sundays for the 2025 season at a salary of \$500.00, with no benefits.

These appointments will run from May 24<sup>th</sup>, 2025 to September 1<sup>st</sup>, 2025. The district will cover the cost.

314

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Town Board  
**From:** Karen Kroboth – District Clerk  
**Date:** 5/7/2025  
**Re:** Lookout Manor appointment for 2025



---

I formerly request the Town Board appoint Joseph Aviles as a laborer for Lookout Manor for the 2025 season. This position is as needed, at an hourly rate of \$20.00, with no benefits. The district will cover the cost.

3n

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Town Board

**From:** Karen Kroboth – District Clerk

KK

**Date:** 5/7/2024

**Re:** Lake Oscawana Supervisor appointment 2025

---

I formally request the Town Board appoint Parker Sperrazza as the Lake Oscawana Beach Supervisor for the 2025 season at a salary of \$2,000, with no benefits. The cost will be covered by the districts.

This appointment will run from May 24<sup>th</sup>, 2025 to September 1<sup>st</sup>, 2025.



4

**To:** Putnam Valley Town Board

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

**Date:** January 15, 2025

**Subject:** Amend 36 month Computer Lease #225696348400005  
Hewlett Packard Enterprise Financial Services

I formally request that the Putnam Valley Town Board amend Resolution #R25-85 to reflect 12 desktop computers instead of 11 for the town staff with an updated total cost of \$20,028.96. The lease payments will now be \$556.36 per month for 36 months with a \$1.00 buy-out option. This Agreement is for purposes of upgrading equipment on a rolling basis. Equipment is provided through CDW Government and is part of the Hewlett Packard Information Technology Umbrella State Contract. Funding has been included in the 2025 Budget.

**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, Berkeley 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.



5

**JACQUELINE ANNABI**  
TOWN SUPERVISOR

---

TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Intermunicipal Agreement – Putnam County and Municipalities  
DATE: May 13, 2025

---

RESOLVE, that the Town Board update Resolution #25-141 to authorize the Town Supervisor to sign the attached updated Intermunicipal Agreement between the County of Putnam and each of the county municipalities (Town of Kent, Town of Carmel, Town of Patterson, Town of Philipstown, Town of Putnam Valley, Town of Southeast, Village of Brewster, Village of Cold Spring and Village of Nelsonville) regarding shared services within Putnam County. The Intermunicipal Agreement was previously approved by the Town Board on April 16, 2025 and has been revised per the attached version of the document.

Contract # \_\_\_\_\_

**INTERMUNICIPAL AGREEMENT**

**Between**

**THE COUNTY OF PUTNAM**

**&**

**THE TOWN OF KENT**

**&**

**THE TOWN OF CARMEL**

**&**

**THE TOWN OF PATTERSON**

**&**

**THE TOWN OF PHILIPSTOWN**

**&**

**THE TOWN OF PUTNAM VALLEY**

**&**

**THE TOWN OF SOUTHEAST**

**&**

**THE VILLAGE OF BREWSTER**

**&**

**THE VILLAGE OF COLD SPRING**

**&**

**THE VILLAGE OF NELSONVILLE**



THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the COUNTY OF PUTNAM, a municipal corporation located at 40 Gleneida Avenue, Carmel, New York 10512 (hereinafter referred to as the “COUNTY”) and the TOWN OF KENT, a municipal corporation located at 25 Sybil’s Crossing, Kent Lakes, New York 10512; and the TOWN OF CARMEL, a municipal corporation located at 60 McAlpin Avenue, Mahopac, New York 10541; and the TOWN OF PATTERSON, a municipal corporation located at 1142 Route 311, Patterson, New York 12563; and the TOWN OF PHILIPSTOWN, a municipal corporation located at 238 Main Street, Cold Spring, New York 10516, and the TOWN OF SOUTHEAST, municipal corporation located at 360 Route 22, Brewster, New York 10509; and the TOWN OF PUTNAM VALLEY, a municipal corporation located at 265 Oscawana Lake Road, Putnam Valley, New York 10579; and the VILLAGE OF BREWSTER, a municipal corporation located at 50 Main Street, Brewster, New York 10509, and the VILLAGE OF COLD SPRING, a municipal corporation located at 85 Main Street, Cold Spring, New York 10516; and the VILLAGE OF NELSONVILLE, a municipal corporation located at 258 Main Street, Nelsonville, New York 10516 (hereinafter referred to as the (“MUNICIPALITIES”).

**WITNESSETH:**

WHEREAS, this Agreement is made pursuant to Article 5-G of the New York State General Municipal Law; and

WHEREAS, it is in the interest of the taxpayers of the COUNTY and the MUNICIPALITIES to share resources and services in the undertaking of public works and other municipal improvement projects as becomes necessary to promote government efficiencies, tax payer cost savings, elimination of redundant services, utilization of shared equipment, services and

skilled personnel and to ensure the public welfare during emergent circumstances as determined to exist by the COUNTY; and

WHEREAS the COUNTY currently operates the Department of Public Works which maintains storage facilities, highway and non-highway specialty equipment and resources maintained for the purposes of highway remediation, repair, maintenance, construction, development, planning, extreme weather redress and administration located in and throughout the COUNTY; and

WHEREAS the “MUNCIPALITIES” currently operate the Highway Departments which maintain storage facilities, highway and non-highway specialty equipment and resources maintained for the purposes of highway remediation, repair, maintenance, construction, development, planning, extreme weather redress and administration located in and throughout the MUNICIPALITIES; and

WHEREAS, the MUNICIPALITIES desire to access COUNTY owned, leased, rented or operated storage facilities, highway and non-highway specialty equipment and resources maintained for the purposes of highway remediation, repair, maintenance, construction, development, planning, extreme weather redress and administration located in and throughout the COUNTY, and hereby agree to opt in to this agreement with the COUNTY for the provision of shared municipal services unless and until the “parties” opt out of participation in this agreement upon thirty (30) days written notice provided by parties seeking to opt out of this agreement;

WHEREAS, the MUNICIPALITIES desire to access other MUNICIPALITIES owned, leased, rented, or operated storage facilities, highway and non-highway specialty equipment, and resources maintained for the purposes of highway remediation, repair, maintenance, construction development, planning, extreme weather redress and administration located in and throughout the

MUNICIPALITIES and hereby agree to opt in to this agreement with and between other MUNICIPALITIES, for the provision of shared municipal services unless and until the “parties” opt out of participation in this agreement upon thirty (30) days written notice provided by parties seeking to opt of this agreement;

WHEREAS it is the expectation of the parties that shared services by and for the benefit thereof shall be reciprocal in nature and mutually beneficial for the public good.

WHEREAS general oversight will be provided by and through appropriate municipal and county officials, designated by the Parties’ chief operating officers, mayors, supervisors or executives at their discretion to prepare and maintain annual reports, analysis, logs, maintenance records, personnel assignments.

WHEREAS, the Parties agree to share and provide skilled personnel, equipment and supplies for purposes set forth herein, on an as-requested basis and as-available basis as determined by the parties in furtherance of shared municipal and countywide services, personnel and equipment.

NOW THEREFORE, in consideration of the terms and conditions contained herein, and mutual promises and undertakings recited below, the parties hereto mutually agree as follows:

1. The term of this agreement begins upon completion of the fully executed agreement and shall continue so long as conditions and capacity continue to be available and agreeable to the parties. The term of this Agreement shall commence on the date of the fully executed agreement and shall continue for twelve (12) months. This agreement shall renew automatically on each year following, for a twelve-month period, unless modified or terminated by the parties upon written thirty (30) day notice of intention to modify or terminate the Agreement.

2. The Parties shall authorize their respective officials designated to serve as Highway and or Department of Public Works, Commissioners, Superintendents, Officers and Officials, appointed and or elected, to share and exchange for mutual benefit of highways and facilities services, equipment and personnel as deemed to be necessary and efficient by the Parties for the provision of such services, mutual aid and assistance.
3. The Parties will reciprocally share the provision of such services, mutual aid and assistance which shall not impede, hamper or delay services necessary to serve their individual municipal entities while affording each with reciprocal benefits.
4. The Parties providing shared services, resources, supplies, equipment and or personnel hereinafter referred to as the “Provider” herein shall:
  - a. Be solely responsible for providing and maintaining workers’ compensation insurance coverage pursuant to the Workers’ Compensation Law section 2(7) for all employees who sustain work related injury, illness or disease while providing shared services, aid and assistance to by and for COUNTY or MUNICIPALITIES.
  - b. Provide compensation to its personnel as it would if the employee performed work for the “Provider”. Persons employed by the “Parties” shall retain all benefits, privileges and rights pursuant to their individual employment status as members of civil service, organized labor organizations or at will employment. There will not be any change of employment status for any employee tasked with implementing the shared services agreement in and for the provision of such services, municipal aid and assistance.
  - c. Comport with, promote and ensure that safety standards established pursuant to OSHA and relevant local, state and federal laws, rules and regulations are fully

complied with including particularized training, certification and or licensing requirements.

- d. Comply with the provisions of all collective bargaining agreements to which “Parties” are signatories as and through their employee membership in such recognized organized labor organizations.
- e. Maintain their own workforce as municipal employees and shall be required to provide general liability, unemployment, professional liability, errors and omissions insurance coverage for each such employee.
- f. Ensure the return of shared equipment to the “Provider”, owner, renter or lessee, which shall be effectuated contemporaneously with and upon inspection and determination that such equipment is in the same or similar state of repair or condition as such equipment had been at time of release and provision.
- g. Make applications for and receive all necessary construction, remediation and maintenance permits, licenses and certifications as required pursuant to local, state and federal statutes, rules and regulations.
- h. Be liable for the negligence or intentional acts of its employees, agents and officers occurring in connection with the use of shared equipment, including but not limited to repairs to or replacement of borrowed equipment resulting from damage to the shared equipment caused by the negligent or intentional acts of the “Recipient” its employees, agents and officers.
- i. Be responsible for coordinating the safe and efficient use of shared equipment by duly trained and qualified personnel and the arrangement for the timely return to the “Provider” by through and in accordance with the terms of this Agreement.

- j. Be responsible for the cost of maintenance and repairs and associated costs arising from general wear and tear of the shared equipment and use of resources which shall be quantified and fixed upon mutual agreement of the “Parties”.
  - k. The “Recipient” hereto does hereby covenant and agree to retain responsibility for procurement of and payment for any materials and/or supplies or resources necessary for the implementation of this agreement and in furtherance of the provision of shared services and mutual aid and assistance.
  - l. The “Recipient” hereto does hereby covenant and agree, to the fullest extent permitted by applicable law or the provisions of the instant Agreement, to protect, defend and indemnify and hold the “Provider”, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional and associated legal fees or other expenses or liabilities of every kind and character arising out of the negligent or intentional acts or omissions of the “Recipient” under and pursuant to this Agreement.
5. THE PARTIES SHALL EACH BE RESPONSIBLE FOR AND AGREE AS FOLLOWS:
- a. To ensure that all equipment provided for the implementation of this agreement of the shared services, mutual aid and assistance and equipment is registered, licensed and insured as is necessary for the lawful use of such equipment.
  - b. To provide each of the parties with equipment on an as “as needed” basis and to ensure that “Provider” will not be liable for defects known and unknown resulting in any “Recipient” employee claims of civil liability.

- c. To maintain a record of all services provided, rendered or received including but not limited to personnel time expenditures, equipment, supplies and other resources in the form generated thereby including all records, logs, analyses, reports or other documentation prepared, maintained and utilized for the purposes of administrative review and audit.
- d. To obtain and thereafter retain in full force and effect individualized general liability, public liability, errors and omissions and automotive insurance coverages where necessary and proper relative to the various tasks to be performed with limits of no less than \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate. Confirmation of insurance coverages must be provided by the “Recipient” to the “Provider” prior to the execution of and in conformity with the requirements set forth in Schedule “A” entitled “Putnam County Insurance Requirements”, attached hereto and made a part of this Agreement.

6. THE PARTIES FURTHER AGREE AND CONSENT AS FOLLOWS:

- a. That in accordance with the provision of section 109 of the NYS General Municipal Law, the “Parties” hereto are prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement, or of its right title or interest in this Agreement to any other person or corporation without the prior consent and approval in writing by the Releasing party.
- b. All Notices shall be addressed and may hereafter be designated in writing by either party hereto:

PUTNAM COUNTY: County Attorney  
48 Gleneida Avenue  
Carmel, New York 10512

PUTNAM COUNTY: Commissioner  
Department of Public Works  
842 Fair Street  
Carmel, New York 10512

AND

TOWN OF CARMEL: Town Supervisor  
60 McAlpin Avenue  
Mahopac, New York 10541

TOWN OF CARMEL: Superintendent of Highways  
55 McAlpin Avenue  
Mahopac, New York 10541

AND

TOWN OF KENT: Town Supervisor  
25 Sybil's Crossing  
Kent Lakes, New York 10512

TOWN OF KENT: Superintendent of Highways  
62 Ludington Court  
Kent Lakes, New York 10512

AND

TOWN OF PATTERSON: Town Supervisor  
1142 Route 311  
P.O. Box 470  
Patterson, New York 12563

TOWN OF PATTERSON: Superintendent of Highways  
281 Cornwall Hill Road  
Patterson, New York 12563

AND

TOWN OF PHILLIPSTOWN: Town Supervisor  
238 Main Street  
P.O. Box 155  
Cold Spring, New York 10516



TOWN OF PHILLIPSTOWN: Superintendent of Highways  
238 Main Street  
P.O. Box 155  
Cold Spring, New York 10516

AND

TOWN OF SOUTHEAST: Town Supervisor  
1360 Route 22  
Brewster, New York 10509

TOWN OF SOUTHEAST: Superintendent of Highways  
10 Palmer Road  
Brewster, New York 10509

AND

TOWN OF PUTNAM VALLEY: Town Supervisor  
265 Oscawana Lake Road  
Putnam Valley, New York 10579

TOWN OF PUTNAM VALLEY: Superintendent of Highways  
265 Oscawana Lake Road  
Putnam Valley, New York 10579

AND

VILLAGE OF COLD SPRING: Mayor  
85 Main Street  
Cold Spring, New York 10516

VILLAGE OF COLD SPRING: Superintendent of Highways  
85 Main Street  
Cold Spring, New York 10516

AND

VILLAGE OF NELSONVILLE: Mayor  
258 Main Street  
Nelsonville, New York 10516

AND

VILLAGE OF BREWSTER: Mayor  
50 Main Street  
Brewster, New York 10509

VILLAGE OF BREWSTER: Superintendent of Highways  
208 Main Street  
Brewster, New York 10509

- c. That this Agreement may terminate with or without cause, upon provision of thirty (30) days written notice to be forwarded in accordance with the Section 6(b) of this Agreement.
- d. That all personnel employed by each of the Parties in furtherance of this Agreement, will remain in the employ, title and position as those personnel had possessed at the time prior to and during the provision of shared services and mutual aid and assistance and shall not be deemed to be in the employ of any other parties to this Agreement.
- e. That the Parties shall each be responsible for the payment of salaries and other compensation, due and owing, to their individual employees during the time period in which such employees are engaged in performing shared services and mutual aid and assistance.
- f. That those "Recipients", requesting shared services and mutual aid and assistance pursuant to this Agreement shall have the sole responsibility for providing any and all prerequisites for each projected undertaking which is the subject of the provision of shared services and mutual aid and assistance or equipment including all federal, state and local statutory, regulatory or administrative rules or regulations pertaining to employee safety, training and environmental matters.

- g. That a waiver of the breach of any term, provision or condition of this Agreement shall not be binding unless in written form and in conformity with Section 6(b) of this Agreement, duly executed by the party waiving of said breach. No such waiver shall in any way affect the enforcement of any other term, provision or condition of this Agreement or constitute a cause or excuse for repletion of such or any other breach unless the waiver expressly sets forth accordingly.
  - h. In the event that a dispute arises between the Parties relative to the terms of this Agreement, the disputed matter shall be settled by and through binding arbitration to be performed thru the American Arbitration Association, venued in the County of Putnam and conducted in accordance with the laws of New York State. The selection of an arbitrator shall be upon mutual agreement of and between the parties. In the event that the selection of an arbitrator is not made upon mutual agreement of the parties within fifteen (15) days from the date on which Notice of Breach or Dispute is received by “Parties” named with respect to the underlying breach or dispute for which relief is sought therein, the County of Putnam shall make such selection.
- 7. This Agreement constitutes the entire understanding between the Parties but is not intended to supersede and/or replace in any respects all prior or prospective contracts, agreements and/or understandings, whether formal or informal, oral or written, among the Parties with respect to the provision of shared services, mutual aid and assistance and all subject matters arising hereinafter. This Agreement may only be amended or

modified by written notice to all Parties pursuant to paragraph 6(b) and as set forth therein.

8. This Agreement, and any further documents hereunder, may be signed in counterparts, and a copy containing all counterpart signatures shall constitute the single original document.
9. This Agreement shall be construed and enforced in accordance with the laws of the State of New York.

IN WITNESS WHEREOF, this Agreement has been executed by the Parties as of the month, day and year listed above.

**COUNTY OF PUTNAM:**

County Executive  
40 Gleneida Avenue  
Carmel, New York 10512

County Attorney  
48 Gleneida Avenue  
Carmel, New York 10512

**TOWN OF KENT:**

Town Supervisor  
25 Sybil's Crossing  
Kent Lakes, New York 10512

Superintendent of Highways  
62 Ludington Court  
Kent Lakes, New York 10512

**TOWN OF CARMEL:**

Town Supervisor  
60 McAlpin Avenue  
Mahopac, New York 10541

Superintendent of Highways  
55 McAlpin Avenue  
Mahopac, New York 10541

**TOWN OF PATTERSON:**

Town Supervisor  
1142 Route 311  
P.O. Box 155  
Patterson, New York 12563

Superintendent of Highways  
281 Cornwall Hill Road  
Patterson, New York 12563

**TOWN OF PHILIPSTOWN:**

Town Supervisor  
238 Main Street  
Philipstown, New York 10516

Superintendent of Highways  
238 Main Street  
Philipstown, New York 10516

**TOWN OF PUTNAM VALLEY:**

Town Supervisor  
265 Oscawana Lake Road  
Putnam Valley, New York 10579

Superintendent of Highways  
265 Oscawana Lake Road  
Putnam Valley, New York 10579

**TOWN OF SOUTHEAST:**

Town Supervisor  
1360 Route 22  
Brewster, New York 10509

Superintendent of Highways  
10 Palmer Road  
Brewster, New York 10509

**VILLAGE OF BREWSTER:**

Mayor  
50 Main Street  
Brewster, New York 10509

Superintendent of Highways  
208 Main Street  
Brewster, New York 10509

**VILLAGE OF COLD SPRING:**

Mayor  
85 Main Street  
Cold Spring, New York 10516

Superintendent of Highways  
85 Main Street  
Cold Spring, New York 10516

**VILLAGE OF NELSONVILLE:** Mayor  
258 Main Street  
Nelsonville, New York 10516

IN WITNESS WHEREOF, the parties have executed this Agreement in Carmel,  
New York, on the date hereinabove set forth.

**READ & APPROVED:**

**THE COUNTY OF PUTNAM:**

\_\_\_\_\_  
Date  
C. Compton Spain  
Putnam County Attorney

\_\_\_\_\_  
Date  
Kevin Byrne  
County Executive

\_\_\_\_\_  
Date  
Michael Lewis  
Commissioner of Finance

\_\_\_\_\_  
Date  
Thomas Feighery  
Commissioner of Highways and Facilities

\_\_\_\_\_  
Date  
Mat C. Bruno, Sr.  
Risk Manager

**TOWN OF KENT:**

\_\_\_\_\_  
Date  
Supervisor

**TOWN OF CARMEL:**

\_\_\_\_\_  
Date  
Supervisor

**TOWN OF PATTERSON:**

\_\_\_\_\_  
Date  
Supervisor

**TOWN OF PHILLIPSTOWN:**

\_\_\_\_\_  
Date  
Supervisor

**TOWN OF PUTNAM VALLEY:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TOWN OF SOUTHEAST:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

### VILLAGE OF BREWSTER:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

### VILLAGE OF COLD SPRING:

\_\_\_\_\_  
Mayor

### VILLAGE OF NELSONVILLE:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT OF COUNTY OF PUTNAM:**

[illegible]

On this \_\_\_\_ day of \_\_\_\_\_, 2025 before me personally came **KEVIN M. BYRNE** to me known, who being by me duly sworn, did depose and say that he is the County Executive of Putnam County, the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; and the same was affixed to said instrument under authority of the Putnam County Charter and that she signed her name thereto under the same authority.

---

**Notary Public**

6

## Town of Putnam Valley

M5 Standard Fee Report Paid Only

From 04/01/2025 To 04/30/2025

### Count by Type

Fee Type	Count	Total
ADDITION/ALTERATION	4	\$4,975.00
CW	4	\$300.00
DECK	2	\$1,053.00
DEM/C	1	\$500.00
DEM/R	1	\$100.00
ELECTRI APP/NY ELEC	9	\$360.00
ELECTRIC APP/SWIS	7	\$280.00
FENCE/WALL	3	\$225.00
HVAC	3	\$300.00
IN GROUND POOL	1	\$1,000.00
MI	2	\$150.00
OIL TANK	7	\$650.00
PELLET STOVE	1	\$75.00
PERMIT FEE	10	\$3,323.00
PL	5	\$330.00
RENEWAL	13	\$6,895.00
RU	1	\$250.00
SEARCH	16	\$3,200.00
TREE	1	\$75.00
WETADM	4	\$200.00
WETL	6	\$650.00
WT/S	4	\$400.00
	105	\$25,291.00



## FEE TYPES

ADDITION/ALTERATION	Permits for Additions/Alterations
BLASTING	Permits to Blast
CW	Commence Work Permit
CREDIT CARD FEE	Credit Card Fee charged for usage of credit card
DEM/R	Demolition/Residential
ELECTRIC APP/NY ELECTRICAL	Electric application/NY Electrical
ELECTRIC APP/SWISS	Electric application/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