



TOWN OF PUTNAM VALLEY
Town Board Work Session

June 11th, 2025
Town Hall 5 PM

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Meeting called to Order

Pledge of Allegiance

1. Approve Standard Workday Resolution
2. Districts: Approve 2025 Lake Peekskill Flotilla
3. Highway: Approve Surplus Equipment
4. Parks & Recreation:
 - a. Approve Sports Tech Acrylics Contract
 - b. Ratify Supervisor's Signature on When I Work Agreement for Lifeguards
5. Facilities: Authorize Surplus Equipment
6. Building Department: Daily Fee Report Summary May 1, 2025 – May 31, 2025

Adjournment

Next Town Board Meeting: Wednesday, June 18th, 2025 6 PM

Public Hearing: Extend Moratorium on Battery Storage Systems and Large-Scale Wind Energy Conversion Systems -Wednesday, July 16th, 2025 at 6 PM

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Tuesday, May 27, 2025

To: Town Board
From: Michelle Stephens
Town Clerk
Subject: Amend Resolution #R24-356

I respectfully request the Putnam Valley Town Board amend Resolution #R24-356 and add a new Standard Workday Resolution. In addition, I respectfully request the Putnam Valley Town Board hereby establish the following workdays for elected and appointed officials and will report the following days to the New York State and Local Employees Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body. This amendment to the Resolution is to add Town Clerk Michelle Stephens to the NYSLRS Retirement system.



Thank you,
Michelle Stephens
Town Clerk

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

3 0 0 9 5

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.12/23)

BE IT RESOLVED, that the TOWN OF PUTNAM VALLEY / 30095 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

(Name of Employer) (Location Code)

report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYS SLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
MICHELLE STEPHENS	[REDACTED]	[REDACTED]	TOWN CLERK/TAX RECEIVER	12/31/2024-12/31/2027	8	21.88	<input type="checkbox"/>	B	<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

Michelle Stephens

(Name of Secretary or Clerk)

secretary/clerk of the governing board of the Town Of Putnam Valley

(Name of Employer)

of the State of New York,

on the 11th day of June, 2025

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the _____ day of _____, 20____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town Of Putnam Valley on this _____ day of _____, 20____.

Michelle Stephens
 (Signature of Secretary or Clerk)

(Name of Secretary or Clerk)

Affidavit of Posting: I, Michelle Stephens being duly sworn, deposes and says that the posting of the Resolution began on _____ and continued for at least 30 days. That the Resolution was available to the public on the: _____

(Name of Secretary or Clerk)

(Date)

Employer's website at: putnamvalley.gov

Official sign board at: Town Hall (265 Oscawana Lake Rd, Putnam Valley, NY 10579)

Main entrance Secretary or Clerk's office at: Town Hall 265 Oscawana Lake Rd



(seal)

TOWN OF PUTNAM VALLEY
DISTRICTS

To: Putnam Valley Town Board
From: Karen Kroboth, District Clerk (KK)
Date: 5/23/2025
Re: 2025 Lake Peekskill Flotilla

The Lake Peekskill Improvement District has requested public use of North Beach for their 2025 Flotilla to be held on July 4th, 2025, rain date July 5th, 2025.

The residents are requesting:

- Access to the Carrara’s Beach boat ramp starting at 10 a.m.
- Access through the North Beach basketball court gate starting at 10 a.m.
- Access to electricity, from the sheds, starting at 11 a.m.
- Temporary “No Parking” signs to be purchased from the district budget and installed by volunteers, along the community center side of Northway from the community center to Lake Drive. Preventing parking on one side of the street to allow emergency vehicles easy access to and from North Beach. The signs will be in place between 10 a.m. and 1 p.m. on July 4th.
- A lifeguard on duty at 11 a.m. as opposed to noon and beach monitors available at 10 a.m.
- Beach tag requirements are to be waived for the day for the attendees.
- The district also requests that any fees related to any permits that vendors may need will be waived for this event.

In addition,

- All participants in the flotilla will be instructed to wear life jackets.
- Attendees and participants will be instructed to swim in the designated swim area only when a lifeguard is on duty.
- A DJ is planning to use a microphone and an amplifier to make announcements. No other amplified noise is expected.
- The Putnam Valley Volunteer Fire Department and the Putnam Valley Volunteer Ambulance Corps have both been invited to attend the flotilla.
- Beach tags and parking passes will be available for residents to pick up from the beach monitors. Proof of LPID residency is required.
- All Town Codes for safety and noise will be adhered to.

Shawn Keeler
Highway Superintendent
SKEELER@PUTNAMVALLEY.COM

265 Oscawana Lake Road
Putnam Valley, NY 10579

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David Conklin
General Foreman

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

Margaret Bradley
Senior Clerk Typist

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

Sarah Caporale
Assistant Clerk

Town of Putnam Valley Highway Department

DATE: March 19, 2025

MEMORANDUM

TO: Jacquie Annabi
Members of the Town Board

FROM: Shawn M. Keeler

RE: Surplus Equipment

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

T-8 2012 Ford F350 4 door pickup

VIN# 1FT8W3BT6CEC12225, mileage 93,657
9 ft Western Ultra-Mount Plow
6.7 Turbo Diesel, 6.5 ft body

T-9 2013 Ford F350 4 door pickup

VIN# 1FT8W3BT7DEB02205, mileage 84,874
9 ft Western Ultra-Mount Plow
6.7 Turbo Diesel, 6.5 ft body

T-39 2002 International 7400 DT466 4x4

VIN# 1HTWEAAR43J071749, mileage approx. 53,900
10 ft Tenco sander body, hydraulic plow controls, 10 ft plow

International 4800 Series Rear End & Axle Housing

Serial # 07156510, Model # 0830-AB. New, never used. Surplus – Needs to be cleaned up.

Sincerely,



Shawn M. Keeler

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Parks and Recreation

Memo

To: Town Board
From: Frank DiMarco 
CC: Elaine McGinty
Date: 5/30/2025
Re: Basketball Courts

Town Board Members

The Parks and Recreation Department recommend that you approve and sign the proposal from **Sports Tech Acrylics** for resurfacing and lining the basketball courts at the Town Park in the amount of \$26,500.00. The project consists of Double Coating and Painting over the asphalt courts. The bid details are attached for your perusal. Funds will be coming out of our park improvement line and will have no tax or budget impact.



410 Route 22, Brewster, NY 10509 - Phone: (914) 260-8475 - Fax (914) 232-1802

Craig Cotone
Town of Putnam Valley
156 Oscawana Lake Road
Putnam Valley, NY 10579
Phone# 845 656-3242
ccotone@putnamvalley.com

Date 09/26/24

We appreciate the opportunity to submit the following proposal for the Repairs and Resurfacing of TOWN PARK BASKETBALL COURTS

SOURCEWELL COOPERATIVE CONTRACT # 031622-AST

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: BANK OF (2) TWO BASKETBALL COURTS

Total area comprises approximately (1190) Square Yards.

1. **COURT PREP** – Thoroughly air blow and clean the entire surface.
2. **OPTION #1: ARMOR YELLOW MESH**- Furnish and install the **ARMOR YELLOW FIBERGLASS MESH** overlay system directly over the ENTIRE court area as per manufacturer's specifications. **PRICE: \$10,000.00 (ADD TO BASE PRICE BELOW)**
3. **LAYKOLD ACRYLIC RESURFACER** – Furnish and apply (2) coat(s) of LAYKOLD ACRYLIC RESURFACER to entire court area.
4. **LAYKOLD ACRYLIC FILLER** – Furnish and apply (2) coat(s) of fully pigmented LAYKOLD ACRYLIC FILLER. Colors to be (determined by customer)
5. **LINE STRIPING**- Layout and hand paint (2) set(s) of regulation basketball playing lines per AMERICAN SPORTS BUILDERS ASSOCIATION (ASBA) specifications using LAYKOLD ACRYLIC TEXTURED WHITE LINE PAINT.
6. **CLEAN UP** – Clean up general work area.
7. **INCLUSION PROVISIONS** – Price does include materials, expenses, prevailing wage labor, freight, taxes, liability insurances and state required worker's compensation.
8. **EXCLUSION PROVISIONS** – Price does not include the cost of bonds, contract specific insurance riders, surveys, in-ground equipment, CORRECTIVE WORK TO SUB GRADE OR EXISTING SURFACE, jobsite security, temporary fencing and permits.
9. Proposal submitted by Michael Edgerton – President, SPORT-TECH ACRYLICS CORP. (CTCB – Certified Tennis Court Builder).

* * The planarity of the court will remain the same, ponding will be addressed but due to the existing asphalt surface some of the birdbaths will remain*

* NOTE: ALL WORK AND MATERIALS ARE GUARANTEED FOR ONE YEAR, BUT WE CAN NOT BE RESPONSIBLE FOR ANY FUTURE CRACKING THAT MAY OCCUR ON THE NEWLY PAVED SURFACE DUE TO USE OF RECYCLED ASPHALT, POUR DENSITY OF ASPHALT AND AIR VOIDS OVER 5%. * WE RECOMMEND THAT THE ASPHALT SPECIFICATIONS FOLLOW THE GUIDELINES FROM THE AMERICAN SPORTS BUILDER'S ASSOCIATION WITH REGARDS TO NEWLY PAVED SPORTS SURFACES.

TOTAL ESTIMATE:

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS FOR THE SUM OF:

TOTAL –Twenty-Six Thousand Five Hundred DOLLARS\$26,500.00

Thank you for the opportunity to quote this project for you. We look forward to hearing from you soon. If you have any questions, please don't hesitate to call me at (914) 260-8475.

Sincerely,

Michael Edgerton, President
CTCB
Sport-Tech Acrylics Corp.

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Memo

To: Town Board
From: Theresa Orlando
CC: Elaine McGinty
Date: 6/5/2025
Re: When I Work Agreement

Town Board Members

Please authorize the Town Supervisor Jacquie Annabi's signature on the When I Work agreement, for additional users on the app used with our town lifeguards for the upcoming summer season. Thank you.



Quote

Billing Address:
Putnam Valley Parks & Recreation
265 Oscawana Lake Road
Putnam Valley NY 10579
United States

Physical Address:
Putnam Valley Parks & Recreation
265 Oscawana Lake Road
Putnam Valley NY 10579
United States

Date 6/2/2025
Proposal # DP5099
Expiration Date 6/10/2025

Sales Rep

Acct. No. 3284629

Scheduling Basic + Attendance	When I Work Scheduling Basic w/Attendance - Additional charge to add 20 users for remainder of the term. Annual Plan Effective: 06/10/2024 - 06/9/2025	4.85
Scheduling Basic + Attendance	***Seasonal pricing based on 5 months of usage When I Work Scheduling Basic w/Attendance - additional charge to add 20 users to annual term which begins on 06/10/2025 - previously purchased Annual Plan Effective: 06/10/2025 - 06/09/2026 ***Seasonal pricing based on 5 months of usage Additional users will be activated upon receipt of signed quote or purchase order. Account Holder: Theresa Orlando - torlando@putnamvalley.com	294.84
Total		\$299.69

Unless there is an executed, written agreement between When I Work and the purchaser, then signing the quote, issuing a PO, or accessing and using the service confirms review, understanding and acceptance of the Terms of Service (wheniwork.com/terms) and Privacy Policy (wheniwork.com/privacy). The terms and conditions of any Purchase Order issued with respect to this purchase are superseded by When I Work's Terms of Service and Privacy Policy.

Payment info:

1. Payment options: Check, wire/ACH or credit card from within app.
2. If paying via check or wire, customer will be invoiced following signing of this quote.
3. Payment is due upon receipt of invoice.
4. Please return signed quote for processing.
- 5: If applicable, tax will be calculated at the time of invoicing in the following states: AZ, CT, DC, HI, IA, KY, LA, MA, NM, NY, OH, PA, RI, SC, SD, TN, TX, UT, VT, WA & WV. If tax exempt please supply exemption certificate.

Reviewed and Accepted by:
(Authorized to sign on behalf of purchaser)

Signature: _____
Printed name: _____
Title: _____
Date: _____

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To: Putnam Valley Town Board
From: Margaret DiRubba
Date: June 3, 2025
Subject: Authorize Facilities Department to Surplus Equipment

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I formally request that the Putnam Valley Town Board surplus the following equipment as refuse, there is no monetary value to these items.

- 11 HP COMPUTERS—due to Roll Out lease 2025
 - 3 from Parks & Rec Pole Barn s/n # MXL9401JK7; MXL9401JJ2; MXL9401JGF
 - 4 from Highway s/n# MXL9401JHS; MXL9401JLL; 2UA7261XS5; MXL9401JLD
 - 2 from Building/Zoning s/n# 2UA7261XSB; 2UA7261XNW
 - 1 from Media Dept. s/n # MXL9401JLB
 - 1 from Planning/Zoning s/n# 2UA6121TSG

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Town of Putnam Valley

M5 Standard Fee Report Paid Only

From 05/01/2025 To 05/31/2025

Count by Type

Fee Type	Count	Total
Above Ground Pool	2	\$150.00
ADDITION/ALTERATION	12	\$8,182.00
ANTENNA	3	\$15,900.00
CW	4	\$300.00
DECK	3	\$643.00
DEM/R	3	\$300.00
ELECTRI APP/NY ELEC	4	\$160.00
ELECTRIC APP/SWIS	13	\$520.00
FENCE/WALL	7	\$525.00
FIRE INSPECTION	1	\$100.00
GAS/PROPANE	4	\$300.00
GENERATOR PERMIT	4	\$300.00
HVAC	6	\$600.00
MG	2	\$150.00
OIL TANK	4	\$450.00
OPERATING PERMIT	1	\$100.00
PERMIT FEE	11	\$1,577.00
PL	7	\$615.00
RENEWAL	16	\$14,677.00
RU	2	\$250.00
SEARCH	21	\$4,200.00
SOLAR PANELS	1	\$1,087.00
TREE	1	\$75.00
WETADM	1	\$50.00
WETL	1	\$100.00
WOOD STOVE PERMIT	1	\$75.00
WT/S	1	\$100.00
	136	\$51,486.00

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