



TOWN OF PUTNAM VALLEY
Town Board Work Session

June 11th, 2025
Town Hall 5 PM



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 TOWN BOARD MEETING

Town Board Work Session
Wednesday, June 11th, 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

Supervisor Annabi opened the meeting at 5:00 pm with the Recitation of the Pledge of allegiance.

She asked for a moment of silence for Sheriff Kevin J. McConville who is out due to health reasons.

Our current sheriff will not be taking re-election due to health reasons. He wants to spend more time with his family. We are all hoping and praying for a speedy recovery for Sheriff Kevin McConville.

AMENDMENT TO THE AGENDA

Presented by Supervisor Annabi

RESOLUTION #R25-183

ADD an executive session to discuss contractual issues for CSEA as well as the Manager's agreement.

Seconded by Councilman Russo, unanimously carried.

APPROVE STANDARD WORKDAY RESOLUTION

Presented by Councilwoman Howard

RESOLUTION #R25-184

RESOLVED that 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.

Seconded by Councilman Russo, unanimously carried.

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

Received Date:

Office of the New York State Comptroller
NYS SLRS
New York State and Local Retirement System
101 State Street, Albany, New York 12244-0001
Please print or print clearly in blue or black ink.

Employer Location Code

30095

BE IT RESOLVED, that the TOWN OF PUTNAM VALLEY (Name of Employer) Secretary/Clerk Michelle Stephens (Name of Clerk) hereby established the following standard work days for those titles and jobs 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	Thru
MICHELLE STEPHENS	[REDACTED]	[REDACTED]	TOWN CLERK/TAX RECEIVER	12/2024-03/2025	8	21.88	<input type="checkbox"/>	B	<input type="checkbox"/>
Appointed Official							<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, 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 11th day of June, 2025 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 (Name of Employer) on this 11th day of June, 2025.

Michelle Stephens (Name of Secretary or Clerk) Secretary/Clerk
 Attest: Michelle Stephens (Name of Clerk) Clerk
 being duly sworn, deposited 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 _____ of _____ of _____.

Employer's website at: putnamvalley.gov
 Official sign board at: Town Hall (265 Oscawana Lake Rd, Putnam Valley, NY 10978)
 Public entrance Secretary or Clerk's office at: Town Hall 265 Oscawana Lake Rd

APPROVE 2025 LAKE PEEKSKILL FLOTILLA
 Presented by Councilman Russo
RESOLUTION #R25-185

RESOLVED that the Town Board approve The Lake Peekskill Improvement District 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.

Lake Peekskill Flotilla – Event Notes and Discussion

Supervisor Annabi opened the floor for discussion regarding the upcoming Lake Peekskill Flotilla, the annual summer kickoff event.

Event Logistics and Safety Measures:

- The event requires an outdoor event permit, which is in process.
- "No Parking" signs will be installed on the day of the event to ensure road access for emergency vehicles. These signs will be funded through District funds.
- Last year, blocked roads posed a potential emergency risk, so this year's measures are aimed at avoiding similar issues.

Beach Access and Resident Guidelines:

- A waiver of beach tags will apply for **North Beach only**, and **only during the flotilla event**.
- After the event, non-residents will be asked to leave the area.

Vendors and Activities:

- Food will be provided by the Lake Peekskill Civic Association (LPCA), including hamburgers and hot dogs.
- There may also be an ice cream truck.
- The only additional vendor allowed will be selling artwork. No other food trucks will be present.

Supervisor Annabi indicated she supports the requests and asked Shawn Keeler to confirm his approval for the placement of the “No Parking” signs. Councilman Luongo inquired about vendors, to which Supervisor Annabi responded with the above details.

Seconded by Councilwoman Tompkins, unanimously carried.

APPROVE SURPLUS EQUIPMENT

Presented by Councilman Luongo

RESOLUTION #R25-186

RESOLVED that the Town Board approve the following equipment which 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.

Seconded by Councilman Russo, unanimously carried.

APPROVE SPORTS TECH ACRYLICS CONTRACT

Presented by Councilwoman Tompkins

RESOLUTION #R25-187

RESOLVED that the Town Board approve and sign the proposal from Sport 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.

Seconded by Councilman Russo, unanimously carried.



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

Craig Colone
Town of Putnam Valley
156 Oscawana Lake Road
Putnam Valley, NY 10579
Phone# 845 656-3242
ccolone@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 birdbeats 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.

RATIFY SUPERVISOR'S SIGNATURE ON WHEN I WORK AGREEMENT FOR LIFEGUARDS

Presented by Councilwoman Tompkins

RESOLUTION # R25-188

RESOLVED that the Town Board 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.

- Supervisor Annabi introduced the discussion about "When I Work," an app used by town monitors and lifeguards to clock in and manage their work schedules.
- The app functions as a digital timesheet and allows staff to swap or add hours.
- Due to an increase in lifeguard staffing this year, an additional 20 user licenses were needed.
- These licenses cover both lifeguards and monitors and are valid for the three-month summer season.
- The total cost for the additional licenses is **\$299.69**, which was budgeted for.

Seconded by Councilman Luongo, unanimously carried.



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 - 06/09/2025	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 - 06/09/2025 ***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: _____

AUTHORIZE SURPLUS EQUIPMENT

Presented by Councilwoman Howard

RESOLUTION #R25-189

RESOLVED, 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

Seconded by Councilman Russo, unanimously carried.

DAILY FEE REPORT FROM THE BUILDING DEPARTMENT

Presented by Councilman Russo

RESOLUTION #R25-190

RESOLVED that the Town Board accept the daily fee report summary May 1, 2025-May 31, 2025.

Seconded by Councilwoman Howard, unanimously carried.

Town of Putnam Valley

MS 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	7	\$15,800.00
CW	4	\$300.00
DECK	3	\$643.00
DEM/R	3	\$900.00
ELECTRI APPLY/ELEC	4	\$160.00
ELECTRIC APPL/SWIS	13	\$570.00
FENCE/WALL	7	\$125.00
FIRE INSPECTION	1	\$100.00
GAS/PROPANE	4	\$300.00
GENERATOR PERMIT	4	\$300.00
HYAC	0	\$600.00
MG	2	\$150.00
ORL TANK	4	\$450.00
OPERATING PERMIT	7	\$100.00
PERMIT FEE	17	\$1,572.00
PL	7	\$815.00
RENEWAL	16	\$14,877.00
RU	2	\$250.00
SEARCH	27	\$4,200.00
SOLAR PANELS	7	\$1,087.00
TREE	1	\$75.00
WET/ADM	1	\$50.00
WET/L	1	\$100.00
WOOD STOVE PERMIT	1	\$75.00
WT/S	1	\$100.00
	136	\$51,486.00

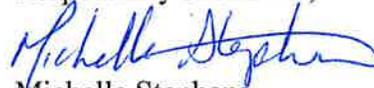
FEE TYPES

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

Meeting Updates and Public Hearing Notice:

- Supervisor Annabi announced a **Public Hearing** to extend the **Moratorium on Battery Storage Systems and Large-Scale Wind Energy Conversion Systems**, scheduled for **July 16th, 2025 at 6:00 p.m.**
- The **next Town Board meeting** is scheduled for **June 18, 2025 at 6:00 p.m.**
- Supervisor Annabi made a motion to **adjourn the meeting** and enter **executive session** with no further business.
- Seconded by Councilwoman Howard, unanimously carried.

Respectfully submitted,



Michelle Stephens

Town Clerk

6/16/2025