



TOWN OF PUTNAM VALLEY
Town Board Work Session

August 6th, 2025
Town Hall 5 PM

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**Meeting called to Order**

**Pledge of Allegiance**

1. Audit Report Presentation by O'Connor Davies
2. *Finance:* Authorize Going Out to Bid for BAN for Roaring Brook Lake Dam Rehabilitation Project
3. Notice of Award for Horton Hollow Road Bridge Project Engineer
4. Authorize to Go to Bid for Demolition and Removal of the Substation at 22 Peekskill Hollow Road
5. Approve CSEA Contract
6. Approve Pitney Bowes Lease Agreement
7. *Districts:*
  - a. Authorize the Expenditure for LPID Catch Basin Covers
  - b. Appoint Lake Peekskill Improvement District Temporary Laborer
  - c. Approve Roaring Brook Lake Drawdown 2025
8. *Building Department:* Daily Fee Report Summary July 1, 2025 – July 31, 2025

**Adjournment**

**Next Town Board Meeting: Wednesday, August 20<sup>th</sup>, 2025 6 PM**

**Public Hearing: Exemption for Qualified Members of Fire Departments and Ambulance Corps. - Wednesday, August 20<sup>th</sup>, 2025 at 6 PM**

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF PUTNAM VALLEY, PUTNAM COUNTY, NEW YORK AUTHORIZING A PUBLIC HEARING UNDER TOWN LAW SECTION 202-B WITH RESPECT TO CERTAIN IMPROVEMENTS TO BE MADE TO THE TOWN OF PUTNAM VALLEY ROARING BROOK LAKE DISTRICT**

WHEREAS, the Town Board (the “Town Board”) of the Town of Putnam Valley (the “Town”) is considering authorizing certain improvements to the facilities serving the Town of Putnam Valley’s Roaring Brook Lake District (the “District”), consisting of the construction and reconstruction of a dam within the District, at a maximum estimated cost of \$1,500,000 (the “Project”); and

WHEREAS, the Town Board now intends to conduct a public hearing in accordance with Section 202-b of the Town Law with respect to undertaking the Project at such estimated maximum cost.

NOW THEREFORE, BE IT RESOLVED, by the Town Board as follows:

Section 1. A public hearing shall be held at a public meeting of the Town Board to be held on August 20, 2025 at 6:00 p.m. at the Town of Putnam Valley Town Hall, 205 Oscawana Lake Road, Putnam Valley, New York 10579, to consider if it is in the public interest to undertake the Project at an estimated maximum cost of \$1,500,000 and to hear all persons interested in the subject thereof; and it is

Section 2. The Town Clerk is hereby directed to cause notice of such public hearing to be published in the Putnam County News and Recorder and posted on the Town Bulletin Board at 205 Oscawana Lake Road, Putnam Valley, New York 10579 in the manner prescribed by Section 193 of Town Law.

Section 3. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on a roll call, which resulted as follows:

AYE                      NAY

Jacqueline Annabi, Supervisor  
Louie Luongo, Board Member  
Christian Russo, Board Member  
Sherry Howard, Board Member  
Stacey Tompkins, Board Member

The resolution was thereupon declared duly adopted by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

Dated: August 6, 2025

STATE OF NEW YORK     )  
COUNTY OF PUTNAM    ) ss:

I, the undersigned Town Clerk of the Town of Putnam Valley, Putnam County, New York (the "Town"), DO HEREBY CERTIFY as follows:

1. I am the duly qualified and acting Town Clerk of the Town and the custodian of the records of the Town, including the minutes of the proceedings of the Town Board of the Town of Putnam Valley (the "Town Board"), and am duly authorized to execute this certificate.

2. A regular meeting of the Town Board of the Town was held on August 6, 2025, and attached hereto is a true and correct copy of a resolution duly adopted at said meeting and entitled::

RESOLUTION OF THE TOWN BOARD OF THE TOWN OF PUTNAM VALLEY, PUTNAM COUNTY, NEW YORK AUTHORIZING A PUBLIC HEARING UNDER TOWN LAW SECTION 202-B WITH RESPECT TO CERTAIN IMPROVEMENTS TO BE MADE TO THE TOWN OF PUTNAM VALLEY ROARING BROOK LAKE DISTRICT

3. That said meeting was duly convened and held and that said resolution was duly adopted in all respects in accordance with the law and regulations of the Town. To the extent required by law or said regulations, due and proper notice of said meeting was given, and that all members of said Board had due notice of said Meeting and voted in the proper manner for the adoption of the resolution. All other requirements and proceedings under the law, said regulations, or otherwise, incident to said meeting and the adoption of the resolution, including the publication, if required by law, have been duly fulfilled, carried out and otherwise observed.

4. The seal appearing below constitutes the official seal of the Town and was duly affixed by the undersigned at the time this certificate was signed.

IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the corporate seal of the Town of Putnam Valley this 6<sup>th</sup> day of August, 2025.

TOWN OF PUTNAM VALLEY

By: \_\_\_\_\_  
Michelle Stephens, Town Clerk

[SEAL]

**RESOLUTION 8:6 - # \_\_\_ OF 2025**

**RESOLUTION TO AWARD THE HORTON HOLLOW BRIDGE REPLACEMENT PROJECT TO J. ROBERT FOLCHETTI & ASSOCIATES, LLC.**

WHEREAS, the Town of Putnam Valley is in the process of planning, engineering, and permitting a public improvement project to replace the Horton Hollow Road Bridge (“Horton Hollow Road Bridge Replacement Project” or “the Project”); and

WHEREAS, the Town underwent a public bidding process for engineering services, including but not limited to design, bid assistance, and construction administration, for the Project pursuant to the requirements of GML §103 and the Town of Putnam Valley Procurement Policy; and

WHEREAS, one (1) bid was received and opened on July 31, 2025; and

WHEREAS, J. Robert Folchetti & Associates, LLC (JRFA) submitted the sole bid at Three Hundred Eighty-Eight Thousand Dollars (\$388,000.00).

NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby finds that JRFA is the lowest responsible bidder and accordingly awards the engineering services contract for the Horton Hollow Road Bridge Replacement Project to JRFA; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute contracts or other documentation necessary to undertake said project.

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     | _____ | _____ | _____   |

**RESOLUTION 8:6 - # \_\_\_ OF 2025**

**RESOLUTION TO AUTHORIZE THE TOWN ENGINEER TO ADVERTISE FOR BIDS FOR THE DEMOLITION AND REMOVAL OF THE SUBSTATION AT 22 PEEKSKILL HOLLOW ROAD**

WHEREAS, the Town of Putnam Valley is in the process of planning and permitting a public improvement project to demolish and remove the substation located at 22 Peekskill Hollow Road (the "Project"); and

WHEREAS, the Town must undergo a public bidding process for each of the respective Projects, pursuant to the requirements of GML §103 and the Town of Putnam Valley Procurement Policy; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby directs and authorizes the Town's Engineer, J. Robert Folchetti & Associates, LLC. ("JFRA") to advertise for bids for the Project on behalf of the Town.

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     | _____ | _____ | _____   |



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**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: CSEA / Town of Putnam Valley  
DATE: July 18, 2025

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RESOLVE, that the Town Board approve the Memorandum of Agreement pertaining to the Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO Town of Putnam Valley Unit 8151 Local 840, and authorize the Town Supervisor, Jacqueline Annabi, to sign the same. The January 1, 2022 through December 31, 2025 Collective Bargaining Agreement by and between the Town and the Union remains in full force and effect, with the exception of the terms set forth in the Memorandum of Agreement.



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**JACQUELINE ANNABI**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: JACQUELINE ANNABI, TOWN SUPERVISOR  
SUBJECT: Pitney Bowes  
DATE: July 30, 2025

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RESOLVE, that the Town Board approve the Pitney Bowes Lease Agreement, and authorize the Town Supervisor, Jacqueline Annabi, to sign the same. This lease is for mail meter equipment in the Town Clerk's office, at a monthly rate of \$370.25, totaling \$22,215 over a five-year period, and will be budgeted through the Facilities Department.

**Sourcewell State & Local FMV Lease**

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| Q | Q | 4 | 1 | 5 | 7 | 6 | 8 | 2 | 0 |
|---|---|---|---|---|---|---|---|---|---|

Agreement Number

**Your Business Information**

|                                                       |                            |
|-------------------------------------------------------|----------------------------|
| <b>Full Legal Name of Lessee / DBA Name of Lessee</b> | <b>Tax ID # (FEIN/TIN)</b> |
| PUTNAM VALLEY TOWN HALL                               | 146002391                  |

**Sold-To: Address**  
 265 OSCAWANA LAKE RD, PUTNAM VALLEY, NY, 10579-2045, US

|                              |                                 |                           |
|------------------------------|---------------------------------|---------------------------|
| <b>Sold-To: Contact Name</b> | <b>Sold-To: Contact Phone #</b> | <b>Sold-To: Account #</b> |
| Michelle Stephans            | 845-526-3280                    | 0011081379                |

**Bill-To: Address**  
 265 OSCAWANA LAKE RD, PUTNAM VALLEY, NY, 10579-2045, US

|                              |                                 |                           |                            |
|------------------------------|---------------------------------|---------------------------|----------------------------|
| <b>Bill-To: Contact Name</b> | <b>Bill-To: Contact Phone #</b> | <b>Bill-To: Account #</b> | <b>Bill-To: Email</b>      |
| Michelle Stephans            | 845-526-3280                    | 0011081379                | mstephans@putnamvalley.gov |

**Ship-To: Address**  
 265 OSCAWANA LAKE RD, PUTNAM VALLEY, NY, 10579-2045, US

|                              |                                 |                           |
|------------------------------|---------------------------------|---------------------------|
| <b>Ship-To: Contact Name</b> | <b>Ship-To: Contact Phone #</b> | <b>Ship-To: Account #</b> |
| Michelle Stephans            | 845-526-3280                    | 0011081379                |

**PO #**

**Your Business Needs**

| Qty | Item              | Business Solution Description     |
|-----|-------------------|-----------------------------------|
| 1   | SENDPROMAILCENTER | MailCenter                        |
| 1   | 1FS1              | USPS Special Services Software    |
| 1   | 1FWW              | 10lb Interfaced Weighing Feature  |
| 1   | 7W00              | MailCenter Meter                  |
| 1   | APKG              | SendPro 360 Shipping Feature      |
| 1   | APSA              | 145 LPM Speed                     |
| 1   | ERB1              | eReturn Receipt Subscription - HV |
| 1   | ERR1              | E-Return Receipt Feature          |
| 1   | F9DD              | USPS Special Services Welcome Kit |
| 1   | F9PG              | PowerGuard Service Package        |
| 1   | HV1P              | MailCenter Printer                |
| 1   | HV96000           | MailCenter Weighing Platform      |
| 1   | HV97500           | Wireless Client Kit               |
| 1   | HVBA              | MailCenter 1000                   |

|   |         |                                                           |
|---|---------|-----------------------------------------------------------|
| 1 | M9SS    | USPS Tracking Services                                    |
| 1 | ME1C    | Meter Equipment - Low                                     |
| 1 | MW90007 | Drop Stacker                                              |
| 1 | MW92705 | MailCenter 15in Display                                   |
| 1 | SBDS    | Barcode Scanner                                           |
| 1 | SJM1    | SoftGuard - 1000                                          |
| 1 | STDLSLA | Standard SLA-Equipment Service Agreement (for MailCenter) |

**Your Payment Plan**

|                                |                                |                             |
|--------------------------------|--------------------------------|-----------------------------|
| <b>Initial Term:</b> 60 months | <b>Initial Payment Amount:</b> |                             |
| <b>Number of Months</b>        | <b>Monthly Amount</b>          | <b>Billed Quarterly at*</b> |
| 60                             | \$ 370.25                      | \$ 1,110.75                 |

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

\*Does not include any applicable sales, use, or property taxes which will be billed separately.  
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.

**Your Signature Below**

Non-Appropriations. You warrant that you have funds available to make all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to make all payments in each subsequent fiscal period through the end of your lease term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to make the payments is denied, you may terminate this lease on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue this lease for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under this lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the equipment at your expense.

By signing below, you agree to be bound by all the terms and conditions of this Agreement, including the Sourcewell Contract Number 011322-PIT, effective date March 3, 2022 and the State and Local Fair Market Value Lease Terms (including the Pitney Bowes Terms) (Version 2/25) which is available at <http://www.pb.com/states> and is incorporated by reference (the "Agreement"). You acknowledge that, except for non-appropriation, you may not cancel this lease for any reason and that all payment obligations are unconditional. This lease will be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are available by clicking on the hyperlink for that software located at <http://www.pitneybowes.com/us/license-terms-of-use/software-and-subscription-terms-and-conditions.html>. Those additional terms are incorporated by reference.

011322-PIT

State/Entity's Contract#

Lessee Signature

**Signature:** Michelle Stephens  
Michelle Stephens (Jul 14, 2025 14:07 EDT)  
**Email:** mstephens@putnamvalley.gov  
**Title:** Town Clerk

Print Name

Title

Date

Email Address

Salvatore Polletta  
 Pitney Bowes Signature  
Salvatore Polletta  
 Print Name  
 VP, Risk Assurance & Operational Governance  
 Title  
7/15/2025  
 Date

**Sales Information**

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Cynthia Volpe

cynthia.volpe@pb.com

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Account Rep Name

Email Address

PBGFS Acceptance

7a

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 7/24/2025  
**Re:** Authorize the expenditure for LPID catch basin covers

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I formally request that the Town Board authorize the expenditure of \$2,150.00 for rebar covers to fit over 3 catch basins at the Lake Peekskill Community Center. This expense was not included in the budget, but is a necessary safety fix. The district will cover the cost. The proposal from Landwork Contractors is attached.



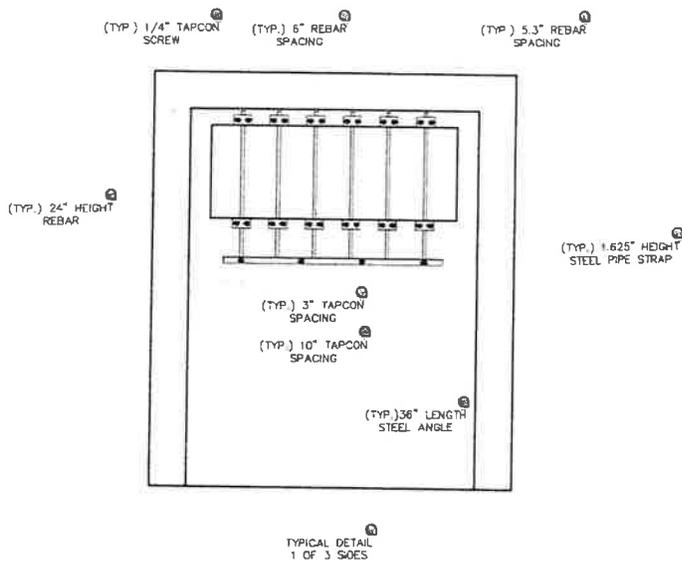
144 Buckshollow Road  
Mahopac, NY 10541  
(914) 479-2537/Fax: (914) 293-0094  
www.landworkcontractors.com

**Proposal To:** Town of Putnam Valley 265 Oscawana Lake Road Putnam Valley, NY 10579  
**Project Location:** Lake Peekskill Community Center 7 Northway Lake Peekskill, NY 10536  
**Proposal Dated:** July 23, 2025

Landwork Contractors, Inc. submits its proposal to include all labor, material, equipment and clean up necessary to complete the following scope of work:

1. Supply 1/2" rebar, angle iron and fasteners to install rebar protection on the three openings on the side of the catch basin as shown in the detail below.

The cost for the above scope of work using non prevailing wage labor is \$2,150.00.



I look forward to working with you on this project. If you have any questions or concerns, please don't hesitate to contact me.

Regards,

Joe Ruggiero

Landwork Contractors, Inc.

Cell: 914-646-4846

joe@landworkcontractors.com

Westchester License # WC-20462 / Putnam License # PC-3694 / Connecticut License # HIC0699180

7b

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk  
**Date:** 8/1/2025  
**Re:** Appoint Lake Peekskill Improvement District Temporary Laborer

KR

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I formally request the Town Board appoint, Alex Jemty and Brendan O'Brien as part time, per diem, laborers for the Lake Peekskill Improvement District. They will be working the fall 2025 bulk pick up for LPID. The appointment will begin September 8th, 2025 and end September 19<sup>th</sup>, 2025 at a rate of \$16.00 per hour, with no benefits. They will be called upon as needed and the district will cover the cost.

FC

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 8/3/2025  
**Re:** Roaring Brook Lake Drawdown 2025

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I formally request that the Town Board authorize the Roaring Brook Lake Dam Custodian, Sam Lee, to begin lowering the level of Roaring Brook Lake by a total of 7 feet. The lowering of the lake will be completed no later than 10/15/25.

Necessary construction work on the dam will begin on or about 9/1/2025. Sam Lee will be monitoring and maintaining the lake level for the rest of the winter based on his discretion in conjunction with the lake manager and engineers of the dam construction.

Once construction is complete, Sam will take into consideration the existing lake level and weather patterns to determine when to open/close the valve.



# Town of Putnam Valley

## M5 Standard Fee Report Paid Only

From 07/01/2025 To 07/31/2025

### Count by Type

| Fee Type            | Count | Amount      |
|---------------------|-------|-------------|
| ADDITION/ALTERATION | 3     | \$1,243.00  |
| ANTENNA             | 2     | \$5,700.00  |
| CW                  | 7     | \$600.00    |
| DECK                | 1     | \$316.00    |
| DEM/R               | 1     | \$100.00    |
| ELECTRI APP/NY ELEC | 1     | \$40.00     |
| ELECTRIC APP/SWIS   | 18    | \$720.00    |
| FENCE/WALL          | 2     | \$150.00    |
| FIRE INSPECTION     | 7     | \$700.00    |
| GAS/PROPANE         | 1     | \$75.00     |
| HVAC                | 9     | \$825.00    |
| IN GROUND POOL      | 1     | \$1,000.00  |
| OIL TANK            | 6     | \$600.00    |
| OPERATING PERMIT    | 2     | \$200.00    |
| PERMIT FEE          | 10    | \$893.00    |
| PL                  | 5     | \$390.00    |
| RENEWAL             | 6     | \$6,648.00  |
| RHCS                | 1     | \$500.00    |
| RU                  | 2     | \$375.00    |
| SEARCH              | 19    | \$3,800.00  |
| SOLAR PANELS        | 4     | \$3,312.00  |
| STR Application     | 1     | \$500.00    |
| WELL                | 1     | \$75.00     |
| WETADM              | 2     | \$100.00    |
| WETL                | 2     | \$300.00    |
|                     | 114   | \$29,162.00 |

FEE TYPES

ADDITION/ALTERATION

BLASTING

CW

CREDIT CARD FEE

DEM/R

ELECTRIC APP/NY ELECTRICAL

ELECTRIC APP/SWISS

FENCE/WALL

GAS/PROPANE

GENERATOR PERMIT

HVAC

IN GROUND POOL

MG

MI

OPERATING PERMIT

PERM

PERNC

PL

RE

RHCS

RU

SEARC

TENT

TREE

WETADM

WETL

WT/S

Permits for Additions/Alterations

Permits to Blast

Commence Work Permit

Credit Card Fee charged for usage of credit card

Demolition/Residential

Electric application/NY Electrical

Electric application/Swiss

Permit for Fence/Wall

Permit for Propane Gas Installation

Generator Installation

Heating, Vent., A/C Permit

Permit for In Ground Pool

Minor Grading Permit

Miscellaneous Building Permit

Operating Permits /Commercial

Building Permits

New Construction Permits

Plumbing Permits

Renewal Building Permits

Rock Hammer Crush Shatter Rock Permit

Spec. Use Renewal

Municipal Search

Tent Permit

Tree-Permit

Wetland Administrative Fee

Wetland Permit Application Fee

Wetland Screening