

**TOWN OF PUTNAM VALLEY**

**Town Board Meeting**

**March 19<sup>th</sup>, 2025**

**Town Hall**

**6 PM**

---

**AGENDA**

**Meeting called to Order**

**Pledge of Allegiance**

1. **LEPRECHAUN RESOLUTION**
2. Community Reports
3. CCE Presentation
4. Presentation to Eagle Scout Brenna Rivera
5. Supervisor's Comments
6. Legislative Reports
7. Public Hearing: Amendments to Local Law – Short Term Rentals
8. Vote on Amendments to Local Law – Short Term Rentals
9. Approval of Minutes
10. Approve Resolution to Withdraw from Litigation
11. Discuss Amendment to Outdoor Community Events Local Law
12. Building & Zoning: Daily Fee Report Summary: February 1, 2025 – February 28, 2025
13. Facilities:
  - a. Approve 2025 Open Top Container Bid
  - b. Approve Surplus Equipment
14. Districts:
  - a. Award District Property Grass Cutting Bid 2025
  - b. Approve 2025 Applied Watershed Sciences LLC Contract
15. Parks & Recreation:
  - a. Approve March 2025 Refunds
  - b. Approve Day Camp Salaries
  - c. Approve Appointment to Parks & Recreation Commission
16. Approve July 4 Ever Fireworks Inc. Contracts for 2025 Events
17. Approve Ad-Hoc Member for Zoning Board
18. Public Comment [Three Minute Limit Per Person]
19. Audit of Monthly Bills
20. Budget Transfers and Amendments

**TOWN OF PUTNAM VALLEY  
TOWN BOARD MEETING  
Wednesday, March 19<sup>th</sup>, 2025  
6:00 PM**

**PRESENT:** Supervisor Annabi  
Councilman Luongo  
Councilwoman Tompkins  
Councilman Russo

**ABSENT:** Councilwoman Howard

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

Supervisor Annabi opened the meeting at 6:00 pm with the Recitation of the Pledge of Allegiance.

Councilwoman Tompkins asked for a moment of silence to honor our military that are here and abroad that protect us every day with special condolences, thoughts, and prayers to the Swenson and Spiddle families on the loss of Ula Swenson.

**LEPRECHAUN RESOLUTION**

Presented by Councilman Luongo

**Resolution #R25-112**

**LEPRECHAUN RESOLUTION**

By Herman Taub, Town Attorney

**WHEREAS**, it has come to the attention of the Town Board of the Town of Putnam Valley, that spirits, goblins, wee folk, fairies, and leprechauns do appear at strange and eerie hours and areas and more specifically are wont to do so on the night before St. Patrick's Day; and

**WHEREAS**, these ethereal beings are usually involved in mischievous and frivolous behavior; and

**WHEREAS**, the Town Board recognizes that these other world beings are generally recidivists and cannot be reformed no matter how much mischief they cause and notwithstanding the punishment that is prescribed; and

**WHEREAS**, it would be to no avail to provide for corporal or other punishments since fairies, spirits, wee folk, leprechauns, and goblins of the hob type are incorrigible; and

**WHEREAS**, it is known that these wee folk have the power to appear and disappear at will and take the form of humans or animals; and

**WHEREAS**, on past occasions on the night before St. Patrick's Day, a Shamrock has miraculously appeared on the road at the intersection of Oscawana Lake Road and Peekskill Hollow Road; and

**WHEREAS**, these mischievous doings have been heretofore erroneously ascribed to human sources; and

**WHEREAS**, after diligent study and consultation with our law enforcement officials, the Town Board has concluded that the appearance of said shamrock can only be due to the doings of creatures not of this corporeal world,

**NOW, THEREFORE, BE IT RESOLVED**, that for the period from 12:01 a.m. on March 12, 2025, to 5:00 a.m. on March 17, 2025, should any artistic drawings mysteriously have appeared on the pavement of the road at Oregon Corners by spirits or ethereal beings of an unknown nature, a period of amnesty and freedom from corporal punishment and corporeal and "incorporeal" restraint of the alleged perpetrators is hereby declared only for the period and purposes set forth above.



Seconded by Supervisor Annabi, unanimously carried.

## **COMMUNITY REPORTS**

Presented by Supervisor Annabi

Mark Weiss from The Tompkins Corner Cultural Center informed us of the following events this weekend:

- FRI., 3/21, Martha Spencer and the Wonderland Band: 7:30 pm
- SUN., 3/23, Poets' Corner Featuring Jim Zimmerman: 3-5 pm

Parks and Recreation Director Frank DiMarco gave the following report:

### Town Board - Recreation

A couple of dates to remember ..... April 12<sup>th</sup> will be the Egg Hunt at the Town Park beginning at 11am.

Early bird registration for the camp begins on April 1<sup>st</sup> thru April 12<sup>th</sup>. Please, if you plan on registering, sign up ASAP as we have been at capacity every year.

Again, we are looking for various positions throughout the camp and department including bus drivers, counselors, specialists and such.

*lifeguards*

All this information along with Camp Tour dates, Sports Camp and other program information have been posted on PVPR.com

As stated, our concert series will begin on July 3<sup>rd</sup>, kicking things off with our Independence Day fireworks display and celebration. They will run every Thursday until the end of August, weather permitting. Those dates will be posted shortly.

Finally, next month I am hoping to bring you some solid information on some projects and grants that we have been working on. All looking positive at this time, but nothing definite.

### Town Board – Fire Department

I'd like to remind everyone the New York State Burn Ban is in effect until May 14<sup>th</sup>. Information on the Burn Ban can be found on the New York State DEC website.

Also, as you all have noticed, there has been extensive work on the powerlines throughout town and will continue for the next few months, so please, drive carefully and be aware of the work crews.

Besides the calls for the month, our members are also required to put in non-incident hours as well, such as work details, drills, training and other miscellaneous events. We usually average over 400 hours per month. This year, for the first 2 months we have put in 925-man hours for our non-incident events.

Calls for the month of February - (1) Structure fire - (2) Chimney Fires - (1) Oil Burner Malfunction - (1) Vehicle Fire - (1) Overheat/Explosion - (4) Medical Assist - (4) Motor Vehicle accidents with Injuries - (1) Motor vehicle accident with no injuries - (1) Gas Leak - (1) assist to police or government agency - (4) Cover assignment or Standby - (1) smoke scare - (14) Automatic Alarms - and (1) CO Alarm

Total calls for the month were (37) ----Man hours for the month (637) -----Calls thru Feb (75)

Amina Chaudhri, Director of the Putnam Valley Library, gave the following report:

March 19, 2025  
Putnam Valley Library  
Director's Report  
Amina Chaudhri

Our adult programming continues with the Historical Society, Knit & Knot, Chess Club, Mahjongg, Yoga, Zoom lectures, Sound Baths, HAM Radio Operators Testing and The American Sewing Guild. The quarterly Repair Cafe (for sewing, small appliances, electrical repairs, etc.) has been growing steadily and more fixers have been joining.

New to the monthly schedule is a Romantacy Book Club brunch that saw 20 excited patrons. Out of this new monthly book club was born a monthly Cult Classic Movie Club that will begin in March. We have also added a monthly meetup for parents and guardians of autistic children.

We have added two Zoom programs for Women's History Month. Art Pioneers: Women Of Abstract Expressionism and Remembering Remarkable Women of Westchester.

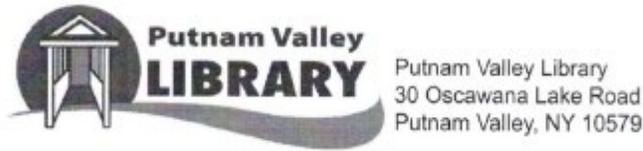
For kids, we will have a mother-daughter fitness class, a puppet-making workshop and a partnership with the Hudson Highlands Trust Fund, where kids will create mason jar lanterns to be part of the annual Highlands Light Processional.

The PVES kindergarten classes will have their annual field trips to the library in April. They'll learn about the library, listen to a story and receive a library card!

Putnam Valley Library also offers book clubs, \*free\* dry goods and frozen meals, tech help, computer, fax and printer usage, \*free\* museum passes, digital materials, WiFi, EZ Pass purchases and more!

Please learn more about us at [putnamvalleylibrary.org](http://putnamvalleylibrary.org)

Thank you very much for your time!



**Public Comment Announcement – Putnam Valley Free Library §259 Ballot Initiative**

Good evening, My name is Amina Chaudhri - Director of the Putnam Valley Free Library.

I am here to publicly announce that the Library's §259 ballot initiative will be officially included on the ballot for the May school budget vote. This initiative seeks a 5% increase in the library's tax levy—totaling \$23,000—to support and sustain essential library services for our community.

It is essential to highlight that this library ballot initiative is separate and distinct from the school district's budget and bond initiatives. While the vote occurs on the same day, the library functions as an independent entity, and this funding directly supports the resources and programs we offer to Putnam Valley residents.

For taxpayers, this proposed increase equates to an estimated rise of between \$2 and \$10 for each taxable property. The median household in Putnam Valley will experience an increase of less than \$5. We view it as a modest investment that supports continued access to essential library services, educational programs, and technological resources.

We encourage everyone to stay informed, ask questions, and, most importantly, vote on May 20 between 6 a.m. and 9 p.m. in the Elementary School Cafeteria to help us continue serving the community. Thank you for your time and support.



Putnam Valley Library  
30 Oscawana Lake Road  
Putnam Valley, NY 10579

Assessed value of home*	Current Levy (\$460,000)	New Levy (\$483,000)	Increase from 2023 (Current Levy vs New Levy)
\$200,000	\$45	\$47	\$2
\$250,000	\$56	\$59	\$3
\$300,000	\$67	\$70	\$3
\$350,000	\$78	\$82	\$4
\$400,000	\$89	\$94	\$4
\$450,000	\$101	\$106	\$5
\$500,000	\$112	\$117	\$6
\$550,000	\$123	\$129	\$6
\$600,000	\$134	\$141	\$7
\$650,000	\$145	\$153	\$7
\$700,000	\$156	\$164	\$8
\$750,000	\$168	\$176	\$8
\$800,000	\$179	\$188	\$9

\*Estimated Median Assessed Value in PV = \$412,700

Highway superintendent Shawn Keeler could not be with us this evening, so Councilman Luongo gave the following report:

Good evening, ladies and gentlemen,

I'd like to take a moment to thank the men and women of the Highway Department for their continued hard work and dedication.

Our tree crew is currently out taking down dead trees along many roads.

We continue to cut shoulders on the edges of roads and repair dirt roads

We have been out cold patching and are finalizing our list of roads we plan on Blacktopping in 2025. I met with both the milling contractor and the Blacktop contractor, and we are on their schedules for the end of June, beginning of July. I am awaiting word from the state as to the amount of chip money we will be receiving this year.

The Wiccopee Rd culvert project bid was accepted. We will keep everyone posted when start and completion dates are figured out.

Our Basins repair crew began this morning, repairing basins. They will be out daily as we have several in need of repair.

We hope to get our basin cleaning crew out soon as well but can't risk the machine freezing as temps are still too cold in the morning.

The phones at the highway are monitored 24 / 7 and I ask residents with issues to call us and not post on Facebook, as we don't troll for complaints. Be sure to go on the Town of Putnam Valley Highway Department Facebook page and like it to stay on top of all the doings of the Highway Dept.

I can always be reached in my Office 845-526-3333 on my cell 845-745 -0795 and  
SKEELER@PUTNAMVALLEY.GOV

280 Days till Christmas

### **AMENDMENTS TO THE AGENDA**

Presented by Supervisor Annabi

#### **RESOLUTION #R25-113**

**RESOLVED**, that the Town Board **ADD** the following items to the agenda:

**ADD:** #5A Change in Title/Facilities Department

**ADD:** #5B Resolution to go out to Bid

Seconded by Councilwoman Tompkins, unanimously carried.

### **CCE PRESENTATION**

Beth Gorman thanked the Board for giving the CCE time on the agenda tonight. We deeply appreciate your partnership with our Commission. Some topics we're discussing are a grant and what is needed to get a grant, such as timelines, requirements, who will apply etc. Beth also would like to discuss passing a resolution in support of seeking a grant for OSI.

Ted Warren, public Policy Manager for Hudson Highlands Land Trust, was invited by Beth Gorman so that you can hear firsthand from him about the process for obtaining grants.

Supervisor Annabi understands that the CCE reached out to Ted Warren to do an Open Space Inventory (OSI). This will coincide with the NRI (Natural Resource Inventory) that we currently have. They want to do an open space inventory. Supervisor Annabi wants to know who's applying for the grant, if there is a match for the grant, and when it opens for them to apply. But the question that came to them is a letter that is required from the Board to seek out this grant. She said that is usually not how things work.

Ted Warren said that the grant they have talked about is the same grant that funded the NRI. It makes the most sense. The Hudson River Estuary program loves to fund this kind of stuff. They love to see communities make good land use decisions. This grant has not been announced yet. Most likely in the next few months. Once announced the applicant usually has a few months to apply. Usually it's whoever is appointed by the town can apply. In this case the CCE or the Town can apply. It depends on the town leadership and how they want to work it. The cost will depend on the consultants that are hired with the grant money, planning consultant, mapping consultant, etc. So it depends on the consultants.

ATREP grants require a 15% match; however, that match can be repaid in kind, and time from a Board Member who would act as a liaison would count. Also, all the volunteers who are involved in the writing of the plan would count too.

ATRAPP maximum amount is \$75,000, minimum is \$8,000. There is plenty of money to fund an open space plan if the town chooses to do so.

Supervisor asked what if the funding goes over the amount. Ted Warren said he has never seen it go over but there's a process with ATREP if it does, and he will look into it. He said ATREP doesn't want this to be a burden to the Town, they want to encourage the Towns to do this, and they will do everything in their power to make sure that Town doesn't have to spend money out of pocket.

Supervisor Annabi is going to ask the Grant Writing Company to keep an eye out for any OSI grants that may be coming down the pipe. She will keep Sherry Howard in the loop of what is going on.

Beth asked about the Resolution. Supervisor Annabi said being that, since the Town goes out for the grant, we would then have to do a Resolution notifying the public of the grant.

Beth said under the grant, there is a project manager who's managing all the money and keeping track of the spending, and that's part of the committee that's formed. There is also a mapping manager, as well as the volunteers that make up the committee. They need to formulate an OSI committee. Someone on the committee would keep track of everyone's hours, tally them, and put them toward the 50% match.

Supervisor Annabi said it's all making sense now. It was just the way it was presented to us that wasn't clear.

### **PRESENTATION TO EAGLE SCOUT BRENNIA RIVERA**

Presented by Supervisor Annabi

Brenna Rivera is the 3<sup>rd</sup> female to achieve Eagle Scout. Historically it's usually one of the boys. Her certificate will be mailed to her in the up-coming weeks as she is too busy to be with school and college stuff to be with us this evening.

### **SUPERVISOR'S COMMENT**

Supervisor Annabi talked about the Putnam County Sales Tax Revenue. The County currently has a 4% sale tax revenue. In November of 2025 they have to renew 1%. That 1% if dropped is about a \$53 million difference to the County. It won't help the County of the Towns if dropped. This Town Board along with all the other Mayors and Supervisors and their boards have approached the County asking for a portion of the Sale Tax Revenue to come back to the Towns, only the towns can truly offset property taxes.

We are the only ones that can handle the infrastructure, so rather than put the burden on the taxpayers for we are asking for a portion of the Sales Tax Revenue back.

In 2022 we had success with this shared Sales Tax Revenue, we did some infrastructure work and upgraded one of the shared facilities within Parks and Rec that now makes it year-round usage. This was done without putting a burden on the taxpayer.

75% of our taxes go to the school, the remainder is Town and County. The County taxes right now pays for Elections, Community Colleges, and Legal Aid, just to name a few big ticket items. If the County drops that 1%, the burden of paying for these 3 big ticket items can go back to the town. That could bankrupt towns like Putnam Valley where our revenue base is property owners. That can't happen.

On March 24<sup>th</sup>, the County is holding a meeting 6pm, Room 318. Please show up. We cannot afford to have the County drop the 1%. We cannot take on that additional burden.

Tomorrow is Florence Clifton Day. Florence turns 107 years old, the oldest resident of Putnam Valley. We will be stopping by her house tomorrow. If anyone would like to send her card or flowers, please contact me for her information.

### **CHANGE IN TITLE/FACILITIES DEPARTMENT**

Presented by Supervisor Annabi

#### **RESOLUTION #R25-114**

**RESOLVED**, that the Town Board approved the change in title for Margaret DiRubba to Aide to Town Board, effective March 13, 2025. Salary shall remain the same and is already accounted for in the Facilities Department Budget for the calendar year 2025.

Supervisor Annabi explained that the job description changed as MS4 is now going to Highway and the County is asking for the name change.

Seconded by Councilwoman Tompkins, unanimously carried.

**RESOLUTION TO AUTHORIZE TOWN ENGINEER TO GO OUT TO BID**

Presented by Supervisor Annabi

**RESOLUTION #R25-115**

Supervisor Annabi talked about the major storm in July 2023 that did major damage throughout the town. This is a blanket resolution for the Town Engineer to go out to bid for the remaining work that has to be done.

**RESOLUTION TO AUTHORIZE THE TOWN ENGINEER TO ADVERTISE FOR BIDS FOR CULVERT AND BRIDGE REPLACEMENT PROJECTS ON BROOKFALLS RD, NEW HILL RD, CIMARRON RD, AND HORTON HOLLOW RD**

WHEREAS, the Town of Putnam Valley is in the process of planning and permitting public improvement projects to replace the culvert/bridges on Brookfalls Road, New Hill Road, Cimarron Road, and Horton Hollow Road (the “Projects”); 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 each of the Projects on behalf of the Town.

Dated: March 19, 2025

Moved: Supervisor Annabi

Seconded: Councilman Luongo

Motion passes/ fails: Ayes 3 Nays \_\_\_\_\_

		AYE	NAY	ABSTAIN
ABSENT	Councilwoman Howard	_____	_____	_____
PRESENT	Councilwoman Tompkins	_____	_____	<u>X</u>

PRESENT	Councilman Russo	<u>  X  </u>	_____	_____
PRESENT	Councilman Luongo	<u>  X  </u>	_____	_____
PRESENT	Supervisor Annabi	<u>  X  </u>	_____	_____

By a vote of 3 AYES and I ABSTAIN, the resolution passed.

**LEGISLATIVE REPORTS**

Legislator Gouldman could not attend tonight because he has a conflict and he asked Councilman Russo to give his report:

At the Putnam County State of the County Address earlier this month, County Executive Kevin Byrne presented his address. It was a presentation on his vision of Putnam County and what he is looking forward to for the upcoming year. Bill encourages you to watch his presentation. Go to [www.putnamcountyny.com](http://www.putnamcountyny.com).

\*\*Legislator Gouldman is letting everyone know that all Legislative Meetings are being livestreamed. If you can't make a meeting, he is encouraging everyone to watch it live on the Putnam County Government YouTube Channel.

\*\*Putnam County is offering a Free Rabies Vaccine Clinic. You can bring your dogs, cats, and ferrets to the Clinic on Saturday, March 22 from 10 am to 12 pm. The clinic is being held at the Veterans Memorial Park, 201 Gibly Trail Road, Carmel. Please call the Putnam County Department of Health at 845-808-1390 ext. 43160 for more information.

\*\*The bridge on Peekskill Hollow Road going over Peekskill Hollow Creek, next to Peekskill Hollow Turnpike, has officially opened. It has taken a long time. Bill would like to thank the residents who were burdened by this, and for being patient. There is more work that has to be done, like signage, which will be done soon.

\*\*Legislator Gouldman has been seeing a lot of garbage on the side of the road. We live in a beautiful community. If you see garbage on or near your property, please pick it up and help keep our community a great place to live.

\*\*The Putnam County Medical Reserve Corps is looking for volunteers to serve our community during a public health emergency. The Corps is made up of medical and non-medical individuals who are ready to serve. Disasters can strike at any time, help make a difference. For more information go to the County Website.

\*\* Several residents have reached out to him for direction on a few different issues, and if Legislator Gouldman can correct the problems, he will. So please, if you have an issue, his door is open, just give his office a call at 845-808-1020. Thank you.

**PUBLIC HEARING: AMENDEMENTS TO LOCAL LAW: SHORT-TERM RENTALS**

Presented by Supervisor Annabi

**RESOLUTION #R25-116**

Supervisor Annabi said it was noticed there is a contradiction between the Noise Ordinance that is in the code book and what is in this Local Law. We need to correct this so we will not be closing this public

hearing today. We will be reintroducing it, so if anyone has further comments regarding the short-term rentals, we would love to hear them now.

Counsel Ryan recommended a motion to reopen the public hearing.

Supervisor Annabi made a motion to reopen the public hearing.

Seconded by Councilman Luongo, unanimously carried.

It will be reintroduced at the April 16<sup>th</sup> Town Board Meeting. If anyone has questions or concerns, please e-mail [jannabi@putnamvalley.gov](mailto:jannabi@putnamvalley.gov) or the Town Clerk, [mstephens@putnamvalley.gov](mailto:mstephens@putnamvalley.gov).

Councilwoman Tompkins pointed out that this information is available online for anyone to read.

### **Town of Putnam Valley Local Law No. \_ of 2025**

#### **A Local Law Amending the Town of Putnam Valley Zoning Code to Add Short-Term Transient Rentals (STRs) as a Special Permit Use**

BE IT ENACTED, by the Town Board of the Town of Putnam Valley, Putnam County, New York, as follows:

#### **Part 1. Title**

This Local Law shall be known as the “A Local Law Amending the Town of Putnam Valley Zoning Code to Add Short Term Transient Rentals (STRs) as a Special Permit Use”

#### **Part 2. Enactment**

This Local Law is adopted and enacted pursuant to the authority and power granted by §10 of the Municipal Home Rule Law of the State of New York.

#### **Part 3. Amendment of the Town Code**

The Town of Putnam Valley Code §165-36 is amended as follows:

*Amend*

#### **§165-36.1: Short Term Transient Rentals (STRs)**

##### **A. Purpose.**

- (1) With the increase in tourism over the past several years in the Town of Putnam Valley and adjacent areas, there has been an increase in the number of property owners renting to tourists on a short- term transient basis. Many residents list their properties as short-term transient rentals on web- based booking sites. Short-term transient rentals (STRs) offer benefits to property owners and residents in the Town such as increased income; however, STRs also create potential health, safety, and quality of life detriments to the community. In recognition of the widespread popularity of STRs and in recognition that many such rentals are already operating in the Town, the purpose of this section is to regulate the safety and use of STRs in

line with the goals of the Town Comprehensive Plan.

- (2) The following section imposes mandatory regulations and requirements on all Town of Putnam Valley property owners that rent or propose to rent their property on a short-term transient basis. The purpose of such regulations and requirements are to assure that the properties being rented meet certain minimum safety and regulatory requirements which are proportional to those imposed on similar uses such as bed-and-breakfasts, inns, motels, and hotels; thereby protecting the property owners, the occupants of such housing and the residents of the Town of Putnam Valley.

- B. Authorization. This section is adopted in accordance with Article 16 of the Town Law of the State of New York which grants the Town of Putnam Valley the authority to enact local laws for the purpose of promoting the health, safety, and welfare of the Town, and in accordance with Municipal Home Rule Law, Article 2, Section 10, that gives the Town of Putnam Valley the power to protect and enhance its physical environment. The Town Board authorizes the Planning Board of the Town of Putnam Valley to issue special use permits to property owners to use their properties as STRs per the provisions of this section. The Building Department may, thereafter, issue STR permits, for such approved uses. Applications for a permit to operate an STR shall be processed under the procedures set forth in the Zoning Code and this section.
- C. Zoning. The STR use of a property shall only occur as an accessory use to an existing or proposed single-family in the R-1, R-2, R-3, LP and CD Zoning Districts, subject to a special use permit issued by the Planning Board and an STR permit. No STR use may occur on a vacant parcel.
- D. Density. Where the parcel is located, unless they are preexisting nonconforming structures, new short-term rental units shall meet density and setback requirements for the zoning district.
- E. Prohibitions. The following parcels shall be prohibited from being issued permits to operate short-term transient rentals.
  - (1) Parcels utilized for multifamily dwelling units.
  - (2) Parcels utilized for commercial or industrial purposes.
  - (3) Vacant property which does not contain a residential dwelling unit.

- F. Definitions. As used in this section, the following terms shall have the meanings indicated:

ACCESS — The place, means, or way by which pedestrians and/or vehicles shall have safe, adequate, and usable ingress and egress to a property, structure, or use.

CAMPING — The use of a property as a site for sleeping outside; or the parking of travel trailers or similar equipment, the erection of tents or other shelters, to serve as temporary residences.

DENSITY — The number of individual dwelling units per unit of land.

DWELLING UNIT — A building or entirely self-contained portion thereof containing complete housekeeping facilities for only one family, including any domestic servants employed on the premises, and having no enclosed space (other than vestibules, entrance or other hallways or porches) or cooking or sanitary facilities in common with any other dwelling unit.

EXISTING SHORT-TERM TRANSIENT RENTAL — A short-term transient rental, as defined herein, which is lawfully in operation as of December 31, 2023.

HOUSE RULES — A set of rules that applies to renters of STRs while occupying the unit.

**LOCAL MANAGER** — The person specifically named on the application and permit that is responsible for the day-to-day operation of the STR, and who may be contacted, day or night, if there is a problem at the STR. The local manager may be either the owner or an agent of the owner. The local manager must reside within 30 miles of the Town of Putnam Valley Town Hall.

**NEW OPERATING SHORT-TERM TRANSIENT RENTAL** — A short-term transient rental not in operation prior to December 31, 2023.

**NON-OWNER-OCCUPIED** — An STR unit that does not qualify as owner-occupied.

**OWNER-OCCUPIED** — An STR unit that is the primary residence of the owner for at least 180 days in the calendar year, or the owner is present in the dwelling or is present on the same parcel while the residence is being used as a short-term rental.

**PRIMARY RESIDENCE** — A person's domicile where they usually live in the Town of Putnam Valley, whether on a full-time or part-time basis for at least 180 days in the calendar year, typically a house including any habitable accessory structures on the same property.

**RENTAL** — An agreement granting use or possession of a residence, in whole or in part, to a person or group in exchange for consideration valued in money, goods, labor, credits, or other valuable consideration.

**RENTED IN PART** — An STR in a primary residence, as defined above, that is being occupied in part by the owner and in part by STR guest(s), simultaneously.

**RENTED IN WHOLE** — An STR in a dwelling unit that is being occupied entirely by STR guests for the rental duration.

**SECONDARY DWELLING UNIT (SDU)** — An attached or detached secondary residential dwelling unit that shares the building lot of a larger, primary home, including having separate cooking and sanitary facilities.

**SHORT-TERM TRANSIENT RENTAL (STR)** — The use of a parcel for the rental or lease of any or part of any residential use single-family dwelling unit, for a period of less than 30 days. The STR may occur within an entire dwelling, in rooms within a dwelling, or in a separate attached or detached dwelling unit or units on the parcel, but shall not include camping. Motels, hotels, resorts, inns, and bed-and-breakfasts, as defined in this chapter, are excluded from this definition.

**SHORT-TERM TRANSIENT RENTAL UNIT** — Dwelling units or rooms used as STRs.

**SLEEPING ROOM** — An interior room other than a bedroom, as defined under the New York State Uniform Fire Prevention and Building Code, that may serve to afford sleep to a person, however, sleep shall not be the primary function of the room. Examples include, but are not limited to, a living room, family room, den or great room which may be furnished with a futon, convertible couch, or other sleeping surface. All sleeping rooms shall meet New York State Uniform Fire Prevention and Building Code mandates for bedrooms (i.e., size, ceiling height, access, egress, lighting and ventilation, electrical outlets, heat, and smoke and carbon monoxide alarms).

**VACANT PARCEL** — A parcel of land which does not contain a residential dwelling unit.

G. Applicable law.

- (1) All property owners desiring to operate an STR must comply with the regulations of this section. However, nothing in this section shall alter, affect, or supersede any regulations or requirements of the Town of Putnam Valley Zoning Code, any regulations or requirements imposed by the County of Putnam, or any state or federal regulations or requirements, and all property owners must continue to comply with such regulations or requirements. Any conflict between this section and any other regulations or requirements of the Town of Putnam Valley

Code shall be resolved in favor of the more stringent of such regulations or requirements.

- (2) Except as temporarily provided herein for existing STRs, no operation of an STR unit shall occur except pursuant to a valid special use permit issued by the Town of Putnam Valley Planning Board and an STR permit issued by the Building Department. Such STR permits shall be valid for a three-year period, subject to annual fire and safety inspection.

H. Ownership of properties.

- (1) Properties must be owned by an individual, individuals, sole proprietorship, general partnership, limited-liability partnership, or a limited-liability company. No property owned by a corporation or other business entity shall qualify for a permit.
- (2) A general partnership, limited-liability partnership or a limited-liability company must disclose names of all partners and/or members when applying. Any changes in partners and/or members shall be provided to the Building Department within 30 days of change.
- (3) No owner entity composed of similar individuals, partners and/or members may hold permits for more than three properties at any given time, one owner-occupied and two non-owner-occupied STR in order to allow equitable distribution of short-term rental special use permits. Only one permit per property is allowed at one time.

I. Designation of STR properties. All short-term transient rentals shall be designated as owner-occupied, or non-owner-occupied, as defined herein.

J. Grace Period. At the time of adoption of this Local Law allowing Short-Term Rentals, a Property Owner operating an Existing Short-Term Rental without a permit may continue to operate a Short-Term Rental provided that the Property Owner shall submit an application for a Short-Term Rental permit within three (3) months from the date of adoption. Any Property Owner operating a Short-Term Rental after this time period without having submitted an application for a Short-Term Rental permit shall be in violation of these regulations and shall immediately cease such operations until such time that a Short-Term Rental permit is issued.

- (1) To be an existing STR, property owners must provide proof of operation of an STR prior to December 31, 2023.

K. Fee. A nonrefundable STR permit application fee and inspection fee shall be established by resolution of the Town Board for each dwelling unit that functions as or contains a short-term transient rental unit. Such permit fee shall be submitted with each new application and each triennial renewal application. A separate fee shall be submitted for an annual fire safety inspection of each permitted STR.

L. The Town Board may, by resolution, set a maximum number of short-term rental permits allowed during any given period in order to protect the health, safety and welfare of the citizens in the Town. The maximum number (cap) may be reviewed at any time at the discretion of the Town Board.

M. Application forms. Application forms for an STR permit shall be developed by the Building Department.

N. Applicants for an STR permit must file a separate application and tender a separate application fee and obtain a separate permit and inspection for each dwelling unit which contains or functions as a

short-term transient rental.

- O. Application process. The initial application to operate a short-term transient rental shall be submitted to the Building Department for a special use permit. Notification of the application shall be sent to neighbors within 200 feet of the property upon the Building Department's referral of a complete application to the Planning Board
- (1) The application shall include the following, in addition to any other information required for a special use permit application pursuant to Town Code Article X: Special Permit Uses:
    - (a) Contact information. The names, addresses, email address(es) and day/night telephone numbers of the property owners and local managers shall be included on the application.
    - (b) Designation of the STR as owner-occupied or non-owner-occupied, as defined herein.
    - (c) Designation of the STR as rented in part and/or rented in whole, as defined herein.
    - (d) Hosting platform information. The applicant shall provide the names and URLs for all hosting platforms or other advertising platforms, such as but not limited to AirBnB, VRBO or other hosting websites; and Facebook, Instagram, or other social media postings used by the applicant for advertisement of the short-term transient rental unit. Any changes or additions to the listed hosting/advertising platform shall be reported on the applicant's renewal permit.
    - (e) Parking. The number of off-street parking spaces to be provided shall be stated on the application. Off-street parking shall be provided to accommodate the occupancy of the short-term transient rental unit, one parking space for each sleeping room in the dwelling plus other parking as may be required by § 165-35(E)(1). Vehicles shall not be parked on front lawns. There shall be no on-street parking allowed, unless permitted by local traffic control signage. No parking shall be allowed outside of the parking spots designated and detailed on the permit.
    - (f) Maximum occupancy. The maximum desired occupancy by the operator shall be stated on the application. The Code Enforcement Officer shall establish the maximum occupancy. The Code Enforcement Officer shall limit the number of occupants based on the number, size, configuration, and furnishings of the bedrooms and/or sleeping rooms, and per the provisions of New York State Uniform Fire Prevention and Building Code.
    - (g) Water and septic. The source of the water supply shall be stated on the application and the permit. The septic system shall be functioning, and the type, size, and location of the septic system shall also be stated on the application. New permit applications shall require documentation as determined acceptable to the Planning Board, indicating that the septic system is found to be currently working properly and is adequate for the short-term transient rental maximum occupancy. Applications shall indicate compliance with Chapter 90 (Septic Systems) and shall include the latest pump-out date of the septic tank.
    - (h) Fire safety. Documentation of location and existence of fire safety devices in compliance with New York State Uniform Fire Prevention and Building Code.
    - (i) Description. State the occupancy of each bedroom and sleeping room, and the methods of ingress and egress (examples: doors and windows) shall be included with the application. No kitchen or bathroom shall be occupied for sleeping purposes.

- (j) Plat. The applicant shall submit an aerial plat of the property showing approximate property boundaries and existing features, including buildings, structures, well, septic system, parking spaces, firepits/outdoor fireplaces, driveways, streets, streams and other water bodies, and neighboring buildings within 100 feet of the short-term transient rental unit. This does not need to be a survey. This is easily obtained free of charge from many online sources.
- (k) Garbage removal. The applicant shall state how garbage is to be removed from the property. The applicant is responsible for all refuse and garbage removal. The applicant shall be responsible for either: a) contracting with a refuse company; or b) the owner or property manager shall remove garbage on a weekly basis. If there is a dumpster located on the property, the location of the dumpster shall be depicted on the plat submitted with the application.
- (l) House rules. The applicant shall submit a copy of the house rules. (See below Subsection U for required house rules.)
- (m) Jurisdiction. If a property owner does not reside within 30 miles of the Town of Putnam Valley Town Hall, then they must designate the local manager as an agent.

P. Inspections.

- (1) Annually, each approved STR shall be inspected by the Code Enforcement Officer or Fire Inspector to determine compliance with New York State Uniform Fire Prevention and Building Code. Inspections shall be done for the initial permitting and annually, thereafter.
- (2) All STR units must comply with New York State Building Code requirements and shall have no open violations. No initial or renewal permit shall be issued without compliance with the elements of the submitted application.
- (3) The entire building involving an STR must be inspected. This includes all owner-occupied spaces in buildings where an STR unit is located. Those owner-occupied spaces shall be in compliance with the Property Maintenance Code of New York State related to interior and exterior spaces and fire safety.

Q. Application review. Upon receipt of the application and fee, the Building Department shall confirm that the application is complete and refer the application to the Planning Board. The Planning Board shall collect a Special Use Permit fee as established by the Town Board from time to time by resolution and shall determine if the applicant has complied with all the requirements of this section, the Zoning Code, as well as any applicable federal, state, county, or local laws. If the applicant has fully complied, then the Planning Board, after holding a public hearing, may issue the property owner a special use permit for an STR. Based on the approval of such special use permit, the Building Department may issue a renewable STR permit so long as initial fire safety and property maintenance inspections have been completed and approved and all fees are paid. No STR permit shall be issued until inspection is completed by the Building Department.

- (1) The Planning Board should determine whether screening of the STR Unit is appropriate on a case-by-case basis. The Board is hereby empowered to require suitable and reasonable screening, through landscaping or fencing, as a condition of approval for the special use permit.

- R. Renewal permits. Property owners with STR permits shall submit to the Town of Putnam Valley Building Department a triennial renewal permit application with any changes to the original STR permit, together with such additional documentation as determined by the Code Enforcement Officer, all of which will be on forms prescribed by the Building Department, along with the current renewal application fee. Renewal applications shall be subject to the cap as determined by the Town Board and will be processed on a first-come-first-served basis. Permit holders shall be able to apply for renewal permits beginning October 1 through December 1. The Code Enforcement Officer may deny a renewal application based on noncompliance of the regulations contained in this section or upon failure of the annual fire safety inspection in any aspect of that inspection. An applicant may appeal the denial to the Zoning Board of Appeals.
- S. General permit regulations.
- (1) STR permits shall be valid for three years.
  - (2) An STR permit will expire on the date of issuance in the third calendar year after issuance.
  - (3) The Town of Putnam Valley Town Board reserves the right to set a cap for the maximum number of STR permits to be issued by the Building Department in order to ensure the equitable distribution of STR permits and to protect the public's health, safety and welfare. The Town Board may review that cap at its discretion and revise it as needed to protect the interests of the Town.
  - (4) Copies of the STR permit must be displayed in the dwelling unit in a place where it is easily visible to the occupants.
  - (5) STR permits may not be assigned, pledged, sold, or otherwise transferred to any other persons, businesses, entities, or properties. If a STR property is sold or otherwise transferred, the new owner must apply for and obtain a STR permit in their name prior to any use of the property as a STR by the new owner. Buyers under contract for the purchase of a STR property may apply for a STR permit as a prospective owner in the same manner as set forth herein, with issuance of the permit conditioned upon the Buyer's closing of title to the property.
  - (6) All short-term rental properties shall have posted on or about the inside of the front or main door of each dwelling unit a card listing emergency contact information. Such information shall include, but not be limited to, the name, address, email, and phone numbers of the building owner, if local, or of a local manager and instructions on dialing 911 for emergency/fire/ambulance assistance. A local manager shall be able to respond in person within one hour.
  - (7) Exterior advertising signs are prohibited except an STR may have one nonilluminated accessory use freestanding or wall sign not to exceed four square feet in area to identify the STR.
  - (8) No camping shall be allowed on properties with STR permits.
- T. House rules.
- (1) All short-term rental properties shall post for renters of each dwelling unit or rooms a listing of house rules. House rules shall incorporate, but not be limited to, the following:
    - (a) An emergency exit egress plan.
    - (b) The location of fire extinguishers.

- (c) Identify the property lines and a statement emphasizing that unit occupants may be liable for illegal trespassing.
- (d) Identify the procedures for disposal of refuse/garbage.
- (e) If allowed by the property owner, specify outdoor fires shall be made solely within a fireplace or fire pit in accordance with all New York State burning regulations.
- (f) If allowed by the property owner, instructions for fires in fireplaces or wood stoves. If not allowed by the property owner, a statement stating as such.
- (g) Short-term transient rentals shall not be permitted to be used for any commercial use or commercial event space.
- (h) No outdoor camping shall be allowed.
- (i) Parking shall be allowed solely in the designated parking spaces.
- (j) If the property has a pool, hot tub or other swimming or bathing appurtenance (hereafter: "pool"), a clear list of requirements related to use of the pool, including explanation of the use of the required barrier, barrier latches, alarms, electrical disconnect, etc. Further, the property owner will place a sign in each location leading to the pool that the property requires a "water watcher": a responsible adult to supervise the pool while it is in use and to be responsible for assuring that the barrier requirements are in place at all times.
- (k) Noise should be kept to a reasonable level. Unreasonably loud, disturbing and unnecessary noise should not occur after 8:00 p.m. nor before 7:00 a.m. during weekdays, and not between 8:00 p.m. and not before 9:00 a.m. on Sundays or any holiday.

U. Complaints, Enforcement and Violations.

- (1) Complaints regarding the operation of an STR shall be in writing to the Code Enforcement Officer
- (2) Noise complaints should be made to the Putnam County Sheriff's Department.
- (3) Upon receipt of a complaint of violation, the Code Enforcement Officer shall investigate to determine the presence of a violation, and upon finding to his/her satisfaction that a violation was or is currently occurring, he/she shall issue to the property owner and the local manager a notice detailing the alleged violation(s) as determined by the Code Enforcement Officer in accordance with Zoning Code §165-91.2. Such notice shall also specify what corrective action is required of the property owner, and the date by which action shall be taken.
- (4) Notices required by this section shall be issued by the Code Enforcement Officer in accordance with Zoning Code §165-91.2.
- (5) No renewal permit shall be issued until a notice of violation issued by the Code Enforcement Officer is resolved.
- (6) If the landowner does not comply with the specified corrective action by the date given by the Code Enforcement Officer, the Code Enforcement Officer may revoke the STR permit. This determination shall be reviewable by the Zoning Board of Appeals after a public hearing.
- (7) The Owner of a property in violation of this Section, referenced sections, or any other building code requirement shall be subject to enforcement and fines under Zoning Code §165.

**Part 4. Severability**

The invalidity of any part or provision (e.g., word, section, clause, paragraph, sentence) of this Local Law shall not affect the validity of any other part of this Law which can be given effect in the absence of the invalid part or provision.

**Part 6. Supersession**

This Local Law is intended to supersede any provisions of the Town Law, the laws of the Town of Putnam Valley, and the New York State General Municipal Law which are inconsistent with the provisions of this Local Law.

**Part 7. Effective Date**

This Local Law shall take effect immediately upon the filing with the Office of the Secretary of State of the State of New York, in accordance with the applicable provisions of law, and specifically, Article 3, Section 27 of the New York State Municipal Home Rule Law.

**VOTE ON AMENDMENTS TO LOCAL LAW: SHORT-TERM RENTALS**

Presented by Supervisor Annabi

**RESOLUTION #R25-117**

Supervisor Annabi made a motion to remove #8 from the agenda: Vote on Amendment to Local Law

Seconded by Councilwoman Tompkins, unanimously carried.

**RESOLUTION ADOPTING LOCAL LAW NO. \_\_\_ OF 2025 ENTITLED “REVISED LOCAL LAW RELATING TO SHORT TERM RENTALS (STRs)”**

WHEREAS, a local law was introduced to be known as Local Law No. \_\_\_ of 2025, entitled “REVISED LOCAL LAW RELATING TO SHORT TERM RENTALS (STRs);” and

WHEREAS, a public hearing in relation to said local law was held on March 19, 2025; and

WHEREAS, notice of said public hearing was given pursuant to the terms and provisions of the Municipal Home Rule Law of the State of New York; and

WHEREAS, the Town Board classified this action as a Type II Action for purposes of the State Environmental Quality Review Act (SEQRA) requiring no further environmental review; and

WHEREAS, the said local law has been on the desks of the members of the Town Board of the Town of Putnam Valley for at least seven (7) days, exclusive of Sunday.

NOW, THEREFORE, BE IT RESOLVED, that the local law annexed hereto is hereby enacted; and

BE IT FURTHER RESOLVED, that the Town Clerk shall file a certified original of this local law in the office of the Town Clerk and one (1) certified copy in the Office of the Secretary of State, State of New York, such certified copy to have attached thereto a certificate that it contains the correct text of the enactment of this local law.

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	_____	_____	_____

\_\_\_\_\_  
MICHELLE STEPHENS, TOWN CLERK

**APPROVAL OF MINUTES**

Presented by Councilman Russo

**RESOLUTION #R25-118**

**RESOLVED**, that the Town Board authorize the Supervisor to accept the Town Board meeting minutes from February 12<sup>th</sup>, February 19<sup>th</sup> and Town Board Special Meeting February 26<sup>th</sup>, 2025.

Seconded by Councilwoman Tompkins, unanimously carried.

**APPROVE RESOLUTION TO WITHDRAW FROM LITIGATION**

Presented by Councilman Luongo

**RESOLUTION #R25-119**

**RESOLVED**, that the Town Board of the Town of Putnam Valley does hereby authorize the Town Counsel, Van DeWater and Van DeWater, LLP, to withdraw and terminate the Putnam County Supreme Court action of *Town of Putnam Valley, John Spina and Howard Olsen v. Thomas Cabot and Mary Cabot and Alexander Kaspar*, Index Nos.: 800089/2022 and 627/2006.

Supervisor Annabi Seconded for discussion. Asked Town Counsel Sarah Ryan to clarify this for the public.

Town Counsel said this action was originally filed to force the property owner to remediate contaminated soil that had been allowed to be dumped on the property. This was originally filed in 2006, the property owner filed bankruptcy multiple times. All of these properties have since been sold to Hudson Highlands Trust and they are going to undertake the necessary remediation there is nothing else we can do. As such there is really no need and nothing to be gained from continuing the action in the Putnam Supreme Court.

Supervisor Annabi said the Town was not able to obtain any of the fines and penalties that this person who was caught in the violations was not able to pay. Because he owns no more properties, we cannot get any money from him. Cannot get blood from a stone and we cannot get this from Hudson Highlands as it is not their responsibility. This will get terminated in the Putnam Supreme Court and because he owns no more properties, there is nothing more we can force him to do.

Seconded by Councilman Russo, unanimously carried.

**DISCUSS AMENDMENTS TO OUTDOOR COMMUNITY EVENTS LOCAL LAW**

Presented by Councilwoman Tompkins

**RESOLUTION #R25-120**

**RESOLUTION 3:19 - # 120 OF 2025**

WHEREAS, the Town of Putnam Valley Town Board hereby proposes that certain Town Code local law amendments be made to the Town Code, specifically, to add Chapter 69, entitled “Community Events, Outdoor”; and

WHEREAS, the proposed amendment is annexed hereto as Exhibit A and incorporated herein as if recited verbatim and the Town Board does direct that said amendment be spread across the record as if it, in fact, had been read verbatim; and

WHEREAS, this action to amend the Town Code is a Type II Action under the New York State Environmental Quality Review Act (SEQRA) requiring no further environmental review; and

WHEREAS, the amendment requires a public hearing.

NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby sets a public hearing on the proposed amendments for April 16, 2025, at 6:00pm, or as soon thereafter as the matter may come to be heard, in the Town Hall, 265 Oscawana Lake Road, Putnam Valley, New York; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to post and provide notice of the public hearing as required by law.

Seconded by Councilman Luongo, unanimously carried.

Supervisor Annabi read the following Local Law Amendment for “Community Events, Outdoors”

**Town of Putnam Valley Local Law No. 120 of 2025**

**A Local Law Amending the Town of Putnam Valley Town Code to Add Chapter 69  
“Community Events, Outdoor”**

BE IT ENACTED, by the Town Board of the Town of Putnam Valley, Putnam County, New York, as follows:

**Part 1. Title**

This Local Law shall be known as the “A Local Law Amending the Town of Putnam Valley Town Code to Add Chapter 69 “Community Events, Outdoor””

**Part 2. Enactment**

This Local Law is adopted and enacted pursuant to the authority and power granted by §10 of the Municipal Home Rule Law of the State of New York

**Part 3. Amendment of the Town Code**

The Town of Putnam Valley Code §165-36 is amended as follows:

*Add*

**Chapter 69: Community Events, Outdoor**

**§ 69-1. Purpose.**

The purpose of this chapter is to establish permitting provisions for outdoor community events within the Town of Putnam Valley, such as block parties, car shows, flea markets, festivals, parades, or farmers’ markets, and to authorize the Town Board of the Town of Putnam Valley to approve the issuance of a permit therefor.

**§ 69-2. Legislative authority.**

The authority for such provisions is set forth in the Municipal Home Rule Law of the State of New York, specifically Municipal Home Rule Law §10(1)(ii)(a)(12).

**§ 69-3. Permit required; term of permit.**

- A. It shall be unlawful for any person, firm, corporation, association, or organization to conduct any outdoor community event within the Town of Putnam Valley without first having obtained a permit for such purpose in accordance with the provisions of this chapter.
- B. The foregoing subsection shall not apply to any outdoor community event sponsored solely by the Town of Putnam Valley.
- C. The permit shall be valid for the duration of the event for which it was issued, unless sooner terminated or revoked.

**§ 69-4. Application.**

- A. An application for a permit for an outdoor community event shall be made to the Town Clerk, who shall determine whether the application is complete and shall promptly forward copies of the complete application to the Town Board. The application shall be made on a form provided by the Town and shall be accompanied by a non-refundable application fee as established by the Town Board from time to time by resolution.
- B. If the community event will be held on private property, the applicant shall submit written consent from the property owner authorizing the location of such event on the property.
- C. An outdoor community event permit is not transferable to any other applicant or event.

**§ 69-5. Permit fee; organizations exempt from permit fees.**

- A. If the Town Board approves the application for an outdoor community event, the Town Clerk shall issue the permit following the payment of the required non-refundable community event permit fee in accordance with the Fee Schedule established by the Town Board.
- B. The Town Clerk shall issue such permits free of charge to any charitable or not-for-profit association provided that adequate proof by affidavit shall be filed with the Town Clerk prior to issuance of the permit attesting that said organization is a duly organized not-for-profit and that said organization or another not-for-profit shall receive the proceeds from the event.

**§ 69-6. Types of outdoor community events.**

- A. Community event, short-term. The Town Board may by resolution authorize the issuance of a permit for a short-term outdoor community event in any zoning district for a designated date, time and location approved by the Town Board for the purpose of a special event or public festival for a period not exceeding two days, and not more than three events at the same location per year.
- B. Community event, seasonal. The Town Board may by resolution authorize the issuance of a permit for a seasonal outdoor community event that is not classified as a short-term community event, such as a farmers' market or other event associated with a season or a long-term cultural event, for a designated location on private property and for designated dates and times approved by the Town Board, subject to the following:
  - (1) Such events shall be permitted as an accessory use to a non-residential use in the following classes of districts:
  - (2) The applicant shall provide a sketch plan sufficient to indicate that all structures associated with the event shall be sited in a location that does not obstruct or interfere with the free flow of pedestrian or vehicular traffic, does not restrict visibility at any driveway or intersection, and does not block fire lanes or access roads for emergency vehicles.

**§ 69-7. Insurance requirements.**

No permit shall be issued until the applicant has provided proof of issuance or a surety bond in favor of the Town of Putnam Valley insuring the Town against any claim for liability, in form and amount acceptable to the Town Attorney.

**§ 69-8. Signage.**

All signs associated with the community event shall comply with §165-53 of the Town Code, "Temporary Signs."

**§ 69-9. Enforcement; penalties for offenses.**

- A. Violations of this chapter may be enforced by the Code Enforcement Officer, the Building Inspector, any law enforcement agency that has jurisdiction in the Town of Putnam Valley, or their duly authorized representatives.
- B. The individuals identified in Subsection A are authorized to issue appearance tickets as defined in §150.10 of the Criminal Procedure Law, and to prosecute the violation in court, and are authorized to issue orders to remedy and notices of violation, to enforce the provisions of this chapter.
- C. Each occurrence or incident shall constitute a separate offense. If a violation continues for more than at twenty-four-hour period, each day shall constitute a separate offense.
- D. A violation of this chapter or any part thereof shall constitute an offense punishable as follows:
  - (1) By a civil penalty:
    - a. Not to exceed \$500 for a first offense;
    - b. Not to exceed \$1,000 for a second offense; and
    - c. Not to exceed \$1,500 for any subsequent offense; and/or
  - (2) By a fine:
    - a. Not to exceed \$1,000 for a first offense;
    - b. Not to exceed \$1,500 for a second offense; and
    - c. Not to exceed \$2,500 for any subsequent event; and/or
  - (3) By imprisonment of a term of not more than 15 days; and/or
  - (4) By any combination thereof.

**Part 4. Severability**

The invalidity of any part or provision (e.g., word, section, clause, paragraph, sentence) of this Local Law shall not affect the validity of any other part of this Law which can be given effect in the absence of the invalid part or provision.

**Part 6. Supersession**

This Local Law is intended to supersede any provisions of the Town Law, the laws of the Town of Putnam Valley, and the New York State General Municipal Law which are inconsistent with the provisions of this Local Law.

**Part 7. Effective Date**

This Local Law shall take effect immediately upon the filing with the Office of the Secretary of State of the State of New York, in accordance with the applicable provisions of law, and specifically, Article 3, Section 27 of the New York State Municipal Home Rule Law.

Supervisor Annabi said we are voting on a Public Hearing for this new Local Law for Outdoor Community Events. We have no law or code in place that allows for block parties/flea markets, festivals, etc., and it was causing problems, but this Law would alleviate this. So now if someone wants to have a block party or flea market, all they have to do is come to the Town Board for their approval. The Community members would not have to go before the Planning Board, and no land usage either.

She used Lake Peekskill Community Center as an example. They have their annual street-wide tag sale. They come to the Town Board for their approvals to do so. This has to be done town-wide. This Outdoor

Event law allows this to occur. It makes it more transparent and easier for our community members to do such events.

We are introducing the draft for the proposed law and to set the Public Hearing for April 16<sup>th</sup>, 2025, at 6:00 pm.

Dated: March 19, 2025

Moved: Councilman Luongo

Seconded: Councilman Russo

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

*Michelle Stephens*

MICHELLE STEPHENS, TOWN CLERK

This Local Law is available on our website and also with our Town Clerk if anyone is interested in taking a look at it.

We are accepting any comments, emails, between now and April 16<sup>th</sup>, 2025, at which time we will have the Public Hearing.

**DAILY FEE REPORT SUMMARY: FEBRUARY 1, 2025 - FEBRUARY 28, 2025**

Presented by Councilman Luongo

**RESOLUTION #R25-121**

Seconded by Councilwoman Tompkins, unanimously carried.

**Town of Putnam Valley**

M5 Standard Fee Report Paid Only  
From 02/01/2025 To 02/28/2025

Count by Type			
Fee Type	Count	Total	
Above Ground Pool	1	\$125.00	
ADDITION/ALTERATION	4	\$1,337.00	
CW	5	\$375.00	
ELECTRI APP/NY ELEC	4	\$160.00	
ELECTRIC APP/SWIS	12	\$480.00	
FENCE/WALL	1	\$75.00	
GAS/PROPANE	1	\$75.00	
GENERATOR PERMIT	1	\$75.00	
GEO THERMALWELL	1	\$75.00	
HVAC	4	\$375.00	
MI	1	\$75.00	
OIL TANK	2	\$250.00	
PERMIT FEE	8	\$750.00	
PL	3	\$240.00	
RENEWAL	10	\$1,898.50	
SEARCH	13	\$2,600.00	
SOLAR PANELS	4	\$2,324.00	
WETL	4	\$300.00	
WT/S	2	\$200.00	
	81	\$11,789.50	

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/Swis
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

**APPROVE 2025 OPEN TOP CONTAINER BID**

Presented by Councilman Russo

**RESOLUTION #R25-122**

**RESOLVED**, that the Putnam Valley Town Board award the 2025 Open Top Container Bid for Bulk Drop Off to:

AAA Carting & Rubbish Removal  
3 Greentown Rd  
Buchanan, NY 10511

**Bid 1: \$625.00** per thirty-yard container (1<sup>st</sup> container free) for disposal of mixed bulk items. (No alternate size containers accepted) No weight Limit.

103a & 103d were signed, and the bidder enclosed a check for \$500.00

**Bid 2. \$5,098.60** per thirty-yard container for disposal of Mixed Bulk Items. (No alternative size containers accepted) No weight limit.

103a and 103d were signed, and the bidder enclosed a check for \$500.00

Seconded by Councilwoman Tompkins, unanimously carried.

TO: Putnam Valley Town Board  
Putnam Valley Town Hall  
265 Oscawana Lake Road  
Putnam Valley, NY 10579

RE: Supply of open top containers for the disposal of bulk items for the Town of Putnam Valley, New York.

We, the undersigned, having carefully examined the specifications and related documents, and having examined all permits, laws, ordinances and regulations governing the work, hereby offers to furnish work equipment necessary, or required, for the performance of the contract as contained in the specifications for the sums enumerated, from approximately March 1, 2025 to November 30, 2025.

BID I \$ 625.00 \* First Container Free  
per thirty-yard container for the disposal of mixed bulk items. (No alternative size containers accepted). No weight limit.

The above signed hereby agrees that, if written notice of the acceptance of this bid is mailed, telegraphed, or delivered within thirty (30) days after the date of the opening of the bids, or anytime thereafter, before this bid is withdrawn, the above-signed will, within eight (8) days after the date of such mailing, telegraphing or delivery of such notice, execute and deliver a contract, satisfactory to the Town of Putnam Valley.

Signature of Authorized Agent/Title

Telephone

914-739-9527

Name of Contractor

Address of Contractor

AAA Carting & Rubbish Removal, Inc

3 Greentown Rd  
Buchanan NY 10514

TO: Putnam Valley Town Board  
Putnam Valley Town Hall  
265 Oscawana Lake Road  
Putnam Valley, NY 10579

RE: Supply of open top containers for the disposal of bulk items for the Town of Putnam Valley, New York.

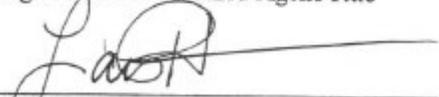
We, the undersigned, having carefully examined the specifications and related documents, and having examined all permits, laws, ordinances and regulations governing the work, hereby offers to furnish work equipment necessary, or required, for the performance of the contract as contained in the specifications for the sums enumerated, from approximately March 1, 2025 to November 30, 2025.

BID I    \$ 5,098.60\*            per thirty-yard container for the disposal of **mixed bulk items**. (No alternative size containers accepted). **No weight limit**.

\*Please see attached Clarifications/Exceptions/Notes to Pricing for full details.

The above signed hereby agrees that, if written notice of the acceptance of this bid is mailed, telegraphed, or delivered within thirty (30) days after the date of the opening of the bids, or anytime thereafter, before this bid is withdrawn, the above-signed will, within eight (8) days after the date of such mailing, telegraphing or delivery of such notice, execute and deliver a contract, satisfactory to the Town of Putnam Valley.

Signature of Authorized Agent/Title



Laura P. Hubbard, Director of Municipal Sales  
Telephone

(980) 987-7602 ext. 9641

Name of Contractor

Wastequip Manufacturing Company LLC

Address of Contractor

(Bid Location) 841 Meacham Rd

Statesville, NC 28677

**APPROVE SURPLUS EQUIPMENT**

Presented by Councilman Russo

**RESOLUTION #R25-123**

**RESOLVED**, that the Putnam Valley Town Board surplus the following equipment as refuse; there is no monetary value to these items.

- Two (2) HP computer monitors from the Assessor's Office

Seconded by Councilwoman Tompkins, unanimously carried.

**AWARD OF DISTRICT PROPERTY GRASS CUTTING BID 2025**

Presented by Councilwoman Tompkins

**RESOLUTION #R25-124**

**RESOLVED**, that the Town Board accept the lowest bid for the 2025 District Property Grass Cutting, received from Landwork Contractors, Inc., 144 Bucks Hollow Rd, Mahopac, NY 10541. There was only one bid received.

**The total lump sum bid is \$14,700 for the 2025 season.**

Bid opening minutes are attached for your review.

Seconded by Councilman Luongo, unanimously carried.



**TOWN OF PUTNAM VALLEY**

**Bid Opening Minutes  
District Grass Cutting 2025  
March 5, 2025 @ 2:31 pm**

.....  
In attendance: Michelle Stephens– Town Clerk, Karen Kroboth – District Clerk

**One bid was received for the District Grass Cutting Bid 2025 from Landwork Contractors, Inc. 144 Buckshollow Rd, Mahopac, NY 10541. The total lump sum bid from Landwork was \$ 14,700.00 .**

Included in the bid was the following:

- Non Collusion Affidavit
- Professional References
- Proposal
- Specifications for Grass Cutting
- Certification Form Note and Lump Sum Cost
- Section 103-a and 103-d of the General Municipal Law
- Certificate of Liability Insurance
- Worker’s Comp

---

Grass Cutting Bid 2025 Comparison

	Landwork
Barger Pond District	550.00
Brookdale Gardens	500.00
Glenmar Gardens	1,900.00
Hilltop District Beach	1,700.00
Abele Park	900.00
Lookout Manor	700.00
Nurtlview	700.00
Wildwood Knolls	800.00
<b>Total #1</b>	<b>7,750.00</b>
Roaring Brook Lake District Properties 2x/month cut	1,800.00
<b>Total #2</b>	<b>1,800.00</b>
Roaring Brook Lake 1x/month cut	2,700.00
<b>Total #3</b>	<b>2,700.00</b>
Drainage and District Properties	2,450.00
<b>Total #4</b>	<b>2,450.00</b>
<hr/> <b>LUMP SUM TOTAL: 14,700.00</b> <hr/>	

**2025 APPLIED WATERSHED SCIENCES LLC CONTRACT**

Presented by Councilwoman Tompkins

**Resolution #R25-125**

**RESOLVED**, that the Town Board authorize the Supervisor to accept the attached estimate from Applied Watershed Sciences, LLC, 86 Sherman Street, Norwich, CT 06360, for the professional limnological and lake management consulting services for Lake Oscawana.

The total 2025 cost for this estimate is \$43,702, not including any extra “Add-On” services deemed beneficial to the project. The general consulting rate is \$170/hr. is not to exceed an additional \$6,000.00. The terms of the agreement will begin on 3/1/2025 and will end on 5/1/2026.

The district is in favor of moving forward with this estimate and is aware that their 2025 budget is \$40,000; therefore, any amount over \$40,000 will come from their fund balance.

Supervisor Annabi took a moment to clarify that Applied Watershed Sciences went a little bit over the budget of \$40,000, so the \$3,702.00, not including any extra “Add-On” services, not to exceed \$6,000.00, will come out of the LOMAC budget line if it indeed does go over. This is something that LOMAC and Lake Oscawana need.

Councilman Luongo asked about the dates, and Supervisor Annabi said they should be 3/1/2025 and will end 5/1/2026, and made a motion to correct the dates.

Seconded by Councilman Luongo, unanimously carried.

**ESTIMATE**

Applied Watershed Sciences LLC  
86 Sherman St  
Norwich, CT 06360

appliedwatershedsciences@gmail.com  
m  
+1 (203) 848-4610  
Hillary Kenyon, M.S.



Town of Putnam Valley, NY  
**Bill to**  
Alan Paley  
Lake Oseawana Management Advisory  
Committee (LOMAC)  
Putnam Valley, NY

**Estimate details**

Estimate no.: 1062  
Estimate date: 01/28/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	03/01/2025	<b>Water quality monitoring visit</b>	St1, St2, St3 WQ monitoring: Secchi, profiles, samples, plankton, etc. (March through October)	8	\$1,775.00	\$14,200.00
2.	07/21/2025	<b>Aquatic Plant Surveying</b>	Price includes field survey time, data entry, and mapping	1	\$4,440.00	\$4,440.00
3.	10/20/2025	<b>Public Presentation</b>	In-person presentation (preparation, travel, & meeting time) - \$940 discount will be applied if on Zoom only.	1	\$2,660.00	\$2,660.00
4.	11/30/2025	<b>Cyanobacteria ID/Count</b>	+other major algae groups dominance quantifications	10	\$150.00	\$1,500.00
5.	11/30/2025	<b>Zooplankton Samples</b>	ID and counts	8	\$150.00	\$1,200.00
6.	03/01/2025	<b>Nutrients</b>	St 1: TP @ 1,4,6,9m St 1: TN @ 1,4,6,9m St 1: NH3, NOX @ Bottom St 2: TP @ Top and Bottom St 3: TP @ Top and Bottom Each visit, 1 blank, 1 field duplicate for TP and TN	8	\$504.00	\$4,032.00
7.	04/01/2025	<b>Nutrients</b>	Inlet samples as appropriate. Budget for up to \$574 for 5 months of the year. Budget can also be applied to E. coli tests as needed.	5	\$574.00	\$2,870.00

03/01/2025	Miscellaneous	Expected materials and samples shipping costs	8	\$75.00	\$600.00
9.	Consulting services	Not to exceed \$6,000 joint GEI and AWS consulting budget (only to be used as needed, can be applied to field work for high-accuracy catch basin mapping in key areas)	30	\$170.00	\$5,100.00
10. 01/31/2026	Data Analysis & Reporting	Full Annual Monitoring Report with Recommendations	1	\$7,100.00	\$7,100.00
				<b>Total</b>	<b>\$43,702.00</b>

Accepted date

Accepted by

**PARKS & RECREATION -APPROVE MARCH 2025 REFUNDS**

Presented by Councilman Luongo

**RESOLUTION #R25-126**

Melissa Mackhanlall-Cruz	\$500.00
96 Hewitt Street	LPCC
Lake Peekskill, NY 10537	Deposit refund
Cynthia Granda	\$500.00
31 Argyle Street	LPCC
Lake Peekskill, NY 10537	Deposit refund
Andrea Proeschel	\$500.00
2420 Schoenfeldt Street	LPCC
The Villages, FL 32163	Deposit refund
Kelli Sorrentino	\$500.00
32 Northway	LPCC

Lake Peekskill, NY 10537

Deposit refund

Jorge Pani

\$145.00

337 Church Road

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Tabitha Strang

\$130.00

82 Indian Lake Road

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Tim Barnes

\$130.00

14 Northway

Programs/Sports

Lake Peekskill, NY 10537

Basketball coach reimbursement

James McKeel

\$130.00

70 Lee Avenue

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Jeff Caulfield

\$130.00

350 Church Road

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Keith Tiwari

\$160.00

136 Red Mill Road

Programs/Sports

Cortlandt Manor, NY 10567

Basketball coach reimbursement

Rick Malan

\$145.00

23 Lincoln Road

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

John D'Angelo

\$130.00

4 Pembroke Court

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Dominic Paolo

\$130.00

44 Ridgecrest Road

Programs/Sports

Lake Peekskill, NY 10537

Basketball coach reimbursement

Amy Pawlina

\$130.00

40 Hollowbrook Road

Programs/Sports

Lake Peekskill, NY 10537

Basketball coach reimbursement

Erika Johnson

\$130.00

3 Quincy Road

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Steve Spina

\$160.00

11 Pleasant Ridge

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Bill Rund

\$130.00

29 Saw Mill Road

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Steven Castro

\$130.00

68 Argyle Street

Programs/Sports

Lake Peekskill, NY 10537

Basketball coach reimbursement

Abdiel Ramos

\$145.00

21 Gilbert Lane

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Joel Polo

\$145.00

35 Brookfalls Road

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Jonathan Monahan

\$145.00

270 Peekskill Hollow Road

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Brandon Mercado

\$130.00

1 Brookdale Road

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Bruce Edwards

\$130.00

34 Pembroke Court

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Scott Patrillo

\$130.00

74 Peekskill Hollow Road

Programs/Sports

Putnam Valley, NY 10579

Basketball coach reimbursement

Seconded by Councilwoman Tompkins, unanimously carried.

**PARKS & RECREATION – APPROVE DAY CAMP SALARIES**

Presented by Councilman Luongo

**RESOLUTION #R25-127**



**PUTNAM VALLEY  
PARKS & RECREATION**

DAY CAMP SALARIES 2025



**NEW HIRE EMPLOYEE RATE**

JR COUNSELOR	\$12.50 HR
SR COUNSELOR	\$13.75 HR
SPECIALIST	\$14.50 HR

**Returning Employee**

(Director)	\$25.00 hr.
Assistant Director	\$23.00 hr.
Assistant Director office hours	\$20.00 hr.
JR COUNSELOR	\$14.50 HR
SR COUNSELOR	\$15.70 HR
SPECIALIST	\$16.21 HR
Maintenance	\$22.00 hr.
Bus Drivers (2)	\$30.00 hr.
EMT-Nurse	\$30.00 hr.
Youth Activities Coordinator	\$18.00 hr.

Seconded by Councilman Russo, unanimously carried.

**PARKS & RECREATION-APPROVE APPOINTMENT TO PARKS AND RECREATION COMMISSION**

Presented by Councilman Luongo

**Resolution #R25-128**

**RESOLVED**, that the Town Board accept the appointment of Jeannie Denike to the Parks & Recreation Commission, effective immediately. Jeannie will fill the open seat and will complete the remainder of the term assigned to the vacated seat through December 31, 2028.

Seconded by Councilwoman Tompkins, unanimously carried.

**APPROVE JULY 4 EVER FIREWORK INC. CONTRACTS FOR 2025 EVENTS**

Presented by Supervisor Annabi

**RESOLUTION #R25-129**

**RESOLVED**, that the Town Board authorize the Town Supervisor to sign a contract with the following pertaining to the fireworks display in 2025:

July 4 EVERWORKS INC-for fireworks services on Thursday, July 3<sup>rd</sup>, 2025, in celebration of Independence Day for the sum of \$8,000.00, \$4,000.00 of which will be deducted from the Parks & Recreation Budget and \$4,000.00 of which will be deducted from the Town Budget; and

July 4 EVER FIREWORKS INC- for fireworks services for Town Day on Saturday, September 20<sup>th</sup>, 2025, for the sum of \$10,000.00, which is budgeted for this calendar year.

Seconded by Councilwoman Tompkins, unanimously carried.

**APPROVE AD-HOC MEMBER FOR ZONING BOARD**

Presented by Supervisor Annabi

**RESOLUTION #R25-130**

**RESOLVED**, that the Town Board appointed Jillian Iriarry as Zoning Board Ad Hoc Member for a Term from 03/19/2025 through 12/31/2025.

Seconded by Councilwoman Tompkins, unanimously carried.

**PUBLIC COMMENT**

Jeffery Corwin, a Town resident, expressed his concerns about the amount of salt being out on the roads is polluting our lakes. He wants us to be aware of it. Supervisor Annabi suggested he talk to Superintendent Keeler to get a better understanding of the brine and salt process.

**AUDIT OF MONTHLY BILLS**

Presented by Supervisor Annabi

**RESOLUTION #R25-131**

**RESOLVED**, that the Town Board approve the following bills, after audit, being paid:

<b>VOUCHER NUMBER</b>	<b>AMOUNTS</b>
<b>50015-50269</b>	<b>530,110.58</b>
<b>50022-50288</b>	<b>62,001.33</b>
<b>50114-50297</b>	<b>116,484.09</b>

Seconded by Councilman Luongo, unanimously carried.

**BUDGET TRANSFERS & AMENDMENTS**

Presented by Supervisor Annabi

**RESOLUTION #R25-132**

**RESOLVED**, that the Town Board approve the attached Budget Transfers and Amendments for Year-to-Date December 31, 2024.

