



TOWN OF PUTNAM VALLEY

Town Board Work Session

August 6th, 2025,

Town Hall

5 PM

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### AGENDA

**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**

**TOWN OF PUTNAM VALLEY  
TOWN BOARD WORK SESSION  
Wednesday, August 6th, 2025,  
5:00 PM**

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

**ABSENT:** Councilman Russo

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

Supervisor Annabi called the meeting to order at 5 pm, followed by a moment of silence for the five men and women soldiers shot in a mass shooting in Georgia. Keep them in our prayers and keep them safe.

**AMENDMENT TO THE AGENDA**  
Presented by Supervisor Annabi

**RESOLUTION #R25-221**

Amend typo to change Bid Ban to Bid Bond

Seconded by Councilman Luongo, unanimously carried

**AUDIT REPORT PRESENTATION BY O'CONNOR DAVIES**

Supervisor Annabi invited O'Connor Davies to present the Audit Report

**Town of Putnam Valley – 2024 Financial Highlights**

**Another strong year for our town's finances!**  
Our independent auditors have given us a clean bill of health – the highest rating – indicating that our financial statements are accurate and well-managed.

### **General Fund**

- We collected **\$8.2 million in revenue**, which was **\$1.6 million more than expected**.
- Big boosts came from higher interest earnings, federal aid (ARPA & FEMA), and extra county funding.
- Careful spending and project planning meant we **ended the year with \$190,000 more in reserves**.
- Our **unassigned fund balance** is now **\$1.9 million** – about **20% of our annual budget**, which is considered very healthy.

### **Highway Fund**

- Completed major drainage and road improvement projects **without borrowing**, saving taxpayer dollars.
- Ended the year **\$633,000 better than budgeted**, meaning we used less from savings than planned.

### **Debt & Long-Term Stability**

- Reduced our short-term project debt (BANs) from **\$10.07 million** to **\$8.63 million**, thanks in part to FEMA reimbursements.
- Only **\$1.565 million in long-term bonds** remain from a 2019 project.
- Most capital projects were funded with grants, aid, and existing reserves – not new taxes.

### **Federal Aid Oversight**

- All ARPA and FEMA funds were reviewed and confirmed to be spent in compliance with federal rules.

### **Bottom Line**

We finished 2024 stronger than expected, with healthy reserves, reduced debt, and major infrastructure improvements completed – all without increasing long-term borrowing.

The audit presentation concluded with thanks to Jeff, Chris, and Maria, the town's financial officer, who was commended for her diligence, accuracy, and careful management of town finances. Maria was praised for her role in ensuring fiscal stability and maintaining transparency.

The board expressed satisfaction with the audit results and optimism about the town's financial future. They emphasized that with expected FEMA reimbursements and grant support, the remaining local share of major projects would be modest, leaving the town in strong shape for infrastructure needs. They also hoped that the recent bond anticipation notes would be the last issued for some time.

Following the audit presentation, the board confirmed that the financial report would be included in the official meeting minutes and also posted on the town's website. The supervisor noted that it should be available online as early as the next day, pending official review and acceptance of the presentation. Glenn was tasked with ensuring the report appeared prominently on the website. It was clarified that no formal motion was needed to accept the audit, as it had been given as a presentation, and copies would be available for anyone interested.

**AUTHORIZE GOING OUT TO BID FOR BAN FOR ROARING BROOK LAKE  
DAM REHABILITATION PROJECT**

The supervisor explained the procedural steps: first, passing a resolution, then holding a public hearing scheduled for August 20, 2025. Following the hearing, a legal notice (estoppel) would be posted in the newspaper for 20 days. After this period, the town would be authorized to borrow up to \$1.5 million for the dam project.

Presented by Councilwoman Howard

**RESOLUTION #R25-222**

**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 265 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:

|                               | <u>AYE</u> | <u>NAY</u>    |
|-------------------------------|------------|---------------|
| Jacqueline Annabi, Supervisor | <u>X</u>   |               |
| Louie Luongo, Board Member    | <u>X</u>   |               |
| Christian Russo, Board Member |            | <u>ABSENT</u> |
| Sherry Howard, Board Member   | <u>X</u>   |               |
| Stacey Tompkins, Board Member | <u>X</u>   |               |

The resolution was thereupon declared duly adopted by a vote of 4 ayes and 0 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]

**NOTICE OF PUBLIC HEARING**  
**TOWN OF PUTNAM VALLEY – IMPROVEMENTS TO**  
**ROARING BROOK LAKE DISTRICT**

PLEASE TAKE NOTICE THAT, by resolution adopted on August 6, 2025, the Town Board (the “Town Board”) of the Town of Putnam Valley, Putnam County, New York, ordered that a public hearing be conducted at a meeting of said Town Board to be held on Thursday, 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 whether it is in the public interest to approve the hereinafter described project:

The Town Board 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; and

All interested persons shall have an opportunity to be heard at such public hearing to be held as aforesaid.

BY ORDER OF THE TOWN BOARD OF THE TOWN OF PUTNAM VALLEY.

Michelle Stephens, Town Clerk  
Dated: August 6, 2025

**AFFIDAVIT REGARDING POSTING OF NOTICE**

STATE OF NEW YORK        )  
COUNTY OF PUTNAM        ) ss:

I, Michelle Stephens, being duly sworn, deposes and says:

I am over the age of 18 years; and, on August   7  , 2025, I posted a true and correct copy of the attached Notice of Public Hearing of the Town of Putnam Valley, Putnam County, New York (the “Town”), on the Town’s official bulletin board located within the Town Hall and on the Town’s website.

TOWN OF PUTNAM VALLEY

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

[SEAL]

**NOTICE OF AWARD FOR HORTON HOLLOW ROAD BRIDGE  
PROJECT ENGINEER**

Presented by Councilman Luongo

**RESOLUTION # R25-223**

**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: 8/6/2025

Moved: Councilman Luongo

Seconded: Councilwoman Howard

Motion passes/ fails: Ayes 4 Nays 0

|                                      | AYE      | NAY | ABSTAIN       |
|--------------------------------------|----------|-----|---------------|
| PRESENT/ABSENT Councilwoman Howard   | <u>X</u> | ___ | ___           |
| PRESENT/ABSENT Councilwoman Tompkins | <u>X</u> | ___ | ___           |
| PRESENT/ABSENT Councilman Russo      |          | ___ | <u>ABSENT</u> |
| PRESENT/ABSENT Councilman Luongo     | <u>X</u> | ___ | ___           |
| PRESENT/ABSENT Supervisor Annabi     | <u>X</u> | ___ | ___           |

Supervisor Annabi spoke about the Horton Hollow Road Bridge Replacement Project. After undergoing the required public bidding process for engineering services, the town received only one bid. J. Robert Folchetti and Associates submitted the sole proposal at \$388,000. Despite the lack of competition, the board noted that time constraints from the state made it impossible to rebid. The supervisor explained that while the project is backed by grant funding, securing engineering services was a prerequisite before moving forward with design and construction.

**AUTHORIZE TO GO TO BID FOR DEMOLITION AND REMOVAL OF THE SUBSTATION AT 22 PEEKSKILL HOLLOW RD**

Presented by Councilwoman Tompkins

**RESOLUTION #R25-224**

**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: 8/6/2025

Moved: Councilwoman Tompkins

Seconded: Council Luongo

Motion passes/ fails: Ayes 4 Nays 0

|                                      | AYE      | NAY | ABSTAIN       |
|--------------------------------------|----------|-----|---------------|
| PRESENT/ABSENT Councilwoman Howard   | <u>X</u> | ___ | ___           |
| PRESENT/ABSENT Councilwoman Tompkins | <u>X</u> | ___ | ___           |
| PRESENT/ABSENT Councilman Russo      | ___      | ___ | <u>ABSENT</u> |
| PRESENT/ABSENT Councilman Luongo     | <u>X</u> | ___ | ___           |
| PRESENT/ABSENT Supervisor Annabi     | <u>X</u> | ___ | ___           |

Supervisor Annabi said that the town had acquired this building from the county. The town engineer, J. Robert Folchetti and Associates, was authorized to advertise for bids.

The supervisor explained that the project had been delayed due to issues with the county and was awaiting as-built plans from ELQ. However, to proceed with plans

for a municipal lot and the installation of a sewer pump station, the town needed to move forward with demolishing the structure. The resolution passed unanimously after roll call.

**APPROVE CSEA CONTRACT**

Presented by Supervisor Annabi

**RESOLUTION #R25-225**

**RESOLVED**, 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.

Seconded by Councilwoman Howard, unanimously carried

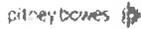
**APPROVE PITNEY BOWES LEASE AGREEMENT**

Presented by Councilwoman Howard

**RESOLUTION #R25-226**

**RESOLVED**, 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

Seconded by Councilwoman Tompkins, unanimously carried.



**Sourcwell State & Local FMV Lease**

**0041576820**  
Agreement Number

**Your Business Information**

|                                                         |  |                                 |                           |                            |
|---------------------------------------------------------|--|---------------------------------|---------------------------|----------------------------|
| <b>Full Legal Name of Lessee / OBA Name of Lessee</b>   |  |                                 | <b>Tax ID # (FEN/IN)</b>  |                            |
| PUTNAM VALLEY TOWN HALL                                 |  |                                 | 14600291                  |                            |
| <b>Sold-To: Address</b>                                 |  |                                 |                           |                            |
| 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> |                            |
| Michele Stephens                                        |  | 845-626-3260                    | 0011081379                |                            |
| <b>Bill-To: Address</b>                                 |  |                                 |                           |                            |
| 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>      |
| Michele Stephens                                        |  | 845-626-3260                    | 0011081379                | mstephens@putnamvalley.gov |
| <b>Ship-To: Address</b>                                 |  |                                 |                           |                            |
| 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> |                            |
| Michele Stephens                                        |  | 845-626-3260                    | 0011081379                |                            |
| <b>PO #</b>                                             |  |                                 |                           |                            |

**Your Business Needs**

| Qty | Item              | Business Solution Description      |
|-----|-------------------|------------------------------------|
| 1   | SENDPROMAILCENTER | Mail Center                        |
| 1   | 1FS1              | USPS Special Services Software     |
| 1   | 1FWW              | 10 lb Interfaced Weighing Feature  |
| 1   | 7W00              | MailCenter Motor                   |
| 1   | APK0              | SendPro 360 Shipping Feature       |
| 1   | APSA              | 145 LPM Speed                      |
| 1   | ERB1              | eReturn Receipt Subscription - NY  |
| 1   | ERR1              | E-Return Receipt Feature           |
| 1   | F900              | USPS Special Services Winborne IGI |
| 1   | F9PG              | PowerClassed Service Package       |
| 1   | HV1P              | MailCenter Printer                 |
| 1   | HV9600            | Mail Center Weighing Platform      |
| 1   | HV97500           | Wireless Charge IGI                |
| 1   | HVBA              | Mail Center 1000                   |

0041576820

|   |         |                                                          |
|---|---------|----------------------------------------------------------|
| 1 | MBS5    | USPS Tracking Services                                   |
| 1 | ME1C    | Meter Equipment - Low                                    |
| 1 | MW6007  | Drop Stacker                                             |
| 1 | MW62705 | MaiCenter 15In Display                                   |
| 1 | 8B0S    | Barcode Scanner                                          |
| 1 | SJM1    | SoftOusrd - 1000                                         |
| 1 | STD5LA  | Standard SLA-Equipment Service Agreement (for MaiCenter) |

**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<sup>®</sup> transaction fees included
- Purchase Power<sup>®</sup> transaction fees extra

\*Does not include any applicable sales, use, or property taxes which will be billed separately.  
If the equipment brand chosen is replacing your current model, your current model will be taken out of service once the main conversion.

**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-PTI, effective date March 3, 2022 and the State and Local Fair Market Value Lease Terms (including the Penney Bowes Terms) (Version 2/25) which is available at <http://www.rh.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.rh.com/us/licenses/terms-of-use/office-and-subscription-terms-and-conditions.htm>. Those additional terms are incorporated by reference.

011322-PTI  
State/Entity Contract #

\_\_\_\_\_  
Lessee Signature

Signature: Michelle Stephens  
Michelle Stephens (761) 511-1800 (S) 1301

Email: mstephens@putnamvalley.gov

\_\_\_\_\_  
Print Name

Title: Town Clerk

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

Salvatore Polletta  
\_\_\_\_\_  
Peggy Bowes Signature

Salvatore Polletta  
\_\_\_\_\_  
Print Name

VP, Risk Assurance & Operational Governance

7/15/2025  
\_\_\_\_\_  
Date

There was a brief discussion about whether the expense should properly be charged to the facilities budget or to the clerk's office. The board agreed that the resolution could be corrected later if necessary. The lease was approved unanimously.

**AUTHORIZE THE EXPENDITURE FOR LPID CATCH BASIN COVERS**

Presented by Councilman Luongo

**RESOLUTION #R25-227**

**RESOLVED**, 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.

Seconded by Councilwoman Tompkins, unanimously carried

The supervisor explained that the basins had been constructed as designed, but community members requested added safety features to prevent animals or objects from falling through. Land Works Contractors completed the work.



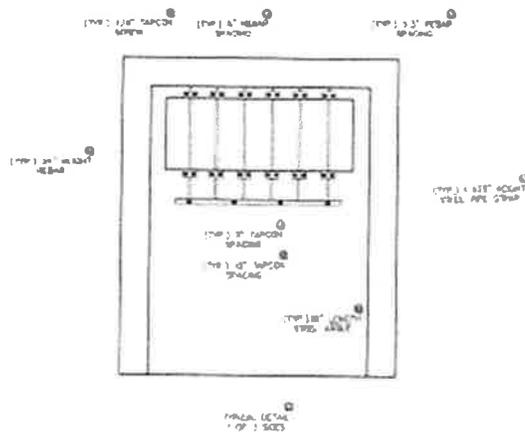
144 Buckshollow Road  
Mahopac, NY 10541  
(914) 479-2537/Fax: (914) 293-0094  
www.landworkcontractors.com

**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

**APPOINT LAKE PEEKSKILL IMPROVEMENT DISTRICT TEMPORARY LABORER**

Presented by Councilman Luongo

**RESOLUTION #R25-228**

**RESOLVED**, that the Town Board appoint, Alex Jempty 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.

Seconded by Councilwoman Tompkins, unanimously carried

**APPROVE ROARING BROOK LAKE DRAWDOWN 2025**

Presented by Councilman Luongo

**RESOLUTION #R25-229**

**RESOLVED**, 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.

Seconded by Councilwoman Howard, unanimously carried.

**DAILY FEE REPORT BUILDING DEPARTMENT SUMMARY JULY 1, 2025-  
JULY 31, 2025**

Presented by Councilwoman Tompkins

**RESOLUTION #R25-230**

**RESOLVED**, that the Putnam Valley Town Board accept the daily fee report summary from July 1, 2025, to July 31, 2025

Seconded by Councilman Luongo, unanimously carried.

Town of Putnam Valley

M5 Permit Report

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

Count by Item

| Item                       | Count     | Amount            |
|----------------------------|-----------|-------------------|
| ADDITION/ALTERATION        | 15        | \$1,460.00        |
| BLASTING                   | 1         | \$1,700.00        |
| CW                         | 1         | \$100.00          |
| CREDIT CARD FEE            | 1         | \$200.00          |
| DEM/R                      | 1         | \$100.00          |
| ELECTRIC APP/NY ELECTRICAL | 1         | \$100.00          |
| ELECTRIC APP/SWIS          | 1         | \$100.00          |
| FENCE/WALL                 | 1         | \$100.00          |
| GAS/PROPANE                | 1         | \$100.00          |
| GENERATOR PERMIT           | 1         | \$100.00          |
| HVAC                       | 1         | \$100.00          |
| IN GROUND POOL             | 1         | \$100.00          |
| MG                         | 1         | \$100.00          |
| MI                         | 1         | \$100.00          |
| OPERATING PERMIT           | 1         | \$100.00          |
| PERM                       | 1         | \$100.00          |
| PERNC                      | 1         | \$100.00          |
| PL                         | 1         | \$100.00          |
| RE                         | 1         | \$100.00          |
| RHCS                       | 1         | \$100.00          |
| RU                         | 1         | \$100.00          |
| SEARC                      | 1         | \$100.00          |
| TEMI                       | 1         | \$100.00          |
| TREE                       | 1         | \$100.00          |
| WETADM                     | 1         | \$100.00          |
| WETL                       | 1         | \$100.00          |
| WT/S                       | 1         | \$100.00          |
| <b>Total</b>               | <b>30</b> | <b>\$3,200.00</b> |

FEE TYPES

- ADDITION/ALTERATION
- BLASTING
- CW
- CREDIT CARD FEE
- DEM/R
- ELECTRIC APP/NY ELECTRICAL
- ELECTRIC APP/SWIS
- FENCE/WALL
- GAS/PROPANE
- GENERATOR PERMIT
- HVAC
- IN GROUND POOL
- MG
- MI
- OPERATING PERMIT
- PERM
- PERNC
- PL
- RE
- RHCS
- RU
- SEARC
- TEMI
- 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/Swis
- 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

**Supervisor Annabi made the following announcements.**

**Legal Notices in Newspapers**

The supervisor raised concerns about the town's official newspaper, the *Putnam County News and Recorder (PCNR)*. A recent change in ownership, editing, and design had raised questions about the reliability of the paper in publishing the town's legal notices and reports. While communication with the new owner has so far been helpful and cooperative, the supervisor stressed that the town should not have to rely on personal outreach to ensure notices were properly posted.

To safeguard the town's legal reporting obligations, the supervisor proposed designating an additional newspaper—the *Putnam Press-Times*—as a second official legal paper, alongside the PCNR. This would allow the town to advertise in both outlets, ensuring broader coverage and more secure publication of important notices. The supervisor highlighted that while the *Putnam Press-Times* is distributed countywide, the PCNR's circulation is limited mainly to the western part of the county. Having both newspapers designated would provide balance and accessibility.

As the discussion closed, a council member raised a clarifying question about whether the town would be required to run notices in both papers if both were designated as legal outlets. This point appeared to need further consideration.

- Proposal to add Putnam Press Times as a second official town newspaper, alongside PCNR, for publishing legal notices.
- Goal: Broaden reach across both western and eastern parts of town.
- Legal counsel Sarah Ryan will research:
  - Whether ads would need to run in **both** papers or **either** one.
  - Pricing and legal requirements for designating two official papers.
- Plan to revisit at the **August 20th Town Board meeting**.

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**Upcoming Town Events & Reminders**

- **Bulk Drop-Off:** Saturday, August 16, 8:00 AM – 11:30 AM.
- **Family Game Night:** Wednesday, August 28, 5:00 PM at Town Park (kickball, cornhole, Gaga Ball, activities for all ages).
- **School Supply Drive:** Donations of backpacks & supplies accepted at Town Hall.
- **Food Pantry:** Always accepting donations; collection box in Town Hall.

- **Lake Peekskill Community Tag Sale:** September 6–7.
  - **County Applications:** Due September 28; 6 electrical vendor spots still open for Town Day.
  - **Town Day:** Vendor list & sponsor recognition available on the town website.
  - **Blood Drive:** Monday, August 11, 1:30 PM – 7:30 PM, at Putnam Valley Ambulance Corps.
  - **Sign up for Town Alerts:** Road closures, weather notices, newsletters, etc. via the town website.
  - **District budget hearings** this weekend starting at 9:00 AM.
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#### Other Notes

- Next Town Board meeting: **August 20, 2025 @ 6:00 PM**
- No meeting next week.
- No executive session this evening.

**Supervisor Annabi made a motion to close the meeting at 5:40 pm**  
Seconded by Councilman Luongo, unanimously carried.

Respectfully submitted,



Michelle Stephens  
Town Clerk  
8/8/2025