

**TOWN OF PUTNAM VALLEY
2026 ORGANIZATIONAL MEETING
WEDNESDAY, JANUARY 7th, 2026
5:00 PM
AGENDA**

Pledge of Allegiance
Opening Comments

- 1) Adopt 2026 Rules of the Town Board
- 2) Salaries of Town Officials and Supervisor Appointments
- 3) Schedule of Town Board Meetings and Work Sessions
- 4) Adoption of 2026 Building Department Fees
- 5) Adoption of 2026 Zoning Board and Planning Board Fees
- 6) Adoption of 2026 Highway Department Fees
- 7) Adoption of 2026 Town Clerk Fees
- 8) Adoption of 2026 Parks & Recreation Department Fees
- 9) Adopt Mileage Reimbursement Rate
- 10) Authorize Petty Cash Accounts
- 11) Designate Town Investments and Depositories
- 12) Designate Official Town Newspapers
- 13) Town Law Section 29 (10) – Annual Financial Report
- 14) Appoint Chief Budget Officer and Set Salary
- 15) Appoint Town Counsel and Authorize Supervisor to Sign Contract
- 16) Appoint Town Prosecutor and Authorize Supervisor to Sign Contract
- 17) Appoint Town Engineer and Authorize Supervisor to Sign Contract
- 18) Authorize Town Engineer to prepare NYSDEC, MS4 Report, and Municipal Compliance Certification and Sign Contract
- 19) Appoint Registrar and Records Management Officer and Set Salary
- 20) Appoint Receiver of Taxes and Set Salary
- 21) Appoint Deputy Town Receiver of Taxes
- 22) Appoint Deputy Town Clerks
- 23) Appoint Deputy Registrar and Sub-Registrar
- 24) Appoint Aide to the Town Board in the Facilities Department and Set Salary
- 25) Appoint Permanent Part-Time Employees and Set Salaries
- 26) Appoint Code Enforcement Officer, Appoint Building Inspector, and Set Salary
- 27) Appoint Fire Prevention Inspector and Set Salary
- 28) Appoint Gas Inspector and Set Salary
- 29) Appoint Parks & Recreation Director and Set Salary
- 30) Set Assessor's Salary
- 31) Set Community Media Coordinator Salary
- 32) Authorize the Supervisor to sign the contract with Advanced Communications Associates
- 33) Appoint Town Webmaster and Sign Contract
- 34) Appoint Roaring Brook Lake Dam Custodian and Set Salary
- 35) Appoint Wetlands Inspector and Authorize Supervisor to Sign Contract

- 36) Appoint Town Planner and Authorize Supervisor to Sign Contract
- 37) Authorization to Attend Association of Town's Annual Training Session for Elected and Appointed Officials
- 38) Appoint Association of Towns Delegate and Alternate Delegate
- 39) Authorize Expenditure for 2026 Association of Towns Annual Dues
- 40) Authorize Supervisor to sign contract with Putnam Valley Volunteer Ambulance Corps
- 41) Authorize Supervisor to sign contract with Putnam Valley Historical Society
- 42) Authorize Supervisor to sign contract with Putnam Valley Senior Citizens
- 43) Authorize Supervisor to sign contract with Putnam Valley VFW
- 44) Authorize Supervisor to sign contract with Putnam Valley American Legion Post
- 45) Authorize Supervisor to Sign Contract for Senior Outreach Worker
- 46) Authorize Supervisor to sign contract for Dog Control Officer- Putnam County Society for the Prevention of Cruelty to Animals
- 47) Authorize Supervisor to sign Dog Shelter contract- Putnam County Society for the Prevention of Cruelty to Animals
- 48) Appoint Advisory Board on Architecture and Community Appearance (ABACA) Chairpersons and Members
- 49) Appoint Marriage Officers
- 50) Appoint Commission for the Conservation of the Environment Chairperson and Member
- 51) Appoint Continental Village District Advisory Commission Chairperson
- 52) Appoint Lake Oscawana Management Advisory Commission (LOMAC) Chairperson
- 53) Appoint Roaring Brook Lake Preservation Committee Co-Chairpersons
- 54) Appoint Planning Board Chairperson and Member
- 55) Appoint Zoning Board Chairperson
- 56) Appoint Town Historian
- 57) Appoint Board of Assessment Review Chairperson
- 58) Appoint Parks & Recreation Commission Chairperson
- 59) Appoint Lake Peekskill Youth Committee Chairperson
- 60) Appoint Climate Smart Task Force Chairperson
- 61) Appoint Neighborhood Business Committee
- 62) Appoint Board of Ethics
- 63) Appoint Safety Committee
- 64) Authorize Supervisor to sign contract with Millennium Strategies

Adjournment

**TOWN OF PUTNAM VALLEY
ORGANIZATIONAL MEETING
WEDNESDAY, JANUARY 7th, 2026
5:00 P.M.**

1. 2026 RULES OF THE TOWN BOARD

1. The Town Board will adopt the recommendations as set forth in the New York State Town Law Manual, Chapter 4, "Town Board Meetings"; and as set forth in Chapter 6 of the New York State Town Law Manual, particularly Section 6-25, entitled "Voting."

2. The Town Board Work Sessions will be held the second Wednesday of the month at 5:00 p.m. the regular Town Board Meeting will be held the third Wednesday of the month at 6:00 p.m. (unless otherwise specified in Article 3 below). Any necessary Public Hearings will be held the third Wednesday of the month at 6:00 p.m. before the regular Town Board Meeting. All minutes of the previous month's meetings will be available for adoption by the Town Board at the regular monthly meeting.

3. All citizen committees of the Town will be appointed by the Supervisor, with a majority of the Town Board approval, the Supervisor will be an ex-officio member thereof.

4. Upon the motion of any member of the Board, duly seconded, any motion, resolution or business before the Board may either be laid on the table and no further action taken or considered until the next regular monthly meeting, at which time, it will be the first order of business, and may not be tabled again, or may be removed from the table by an affirmative vote of all members of the Town Board - whichever action is taken sooner.

Exception: Motion to amend Preliminary Budget or adopt Final Budget will not be subject to table.

5. Each Town Board member will be permitted to speak once on the subject matter before the Board; a member may be permitted to speak a second time with the permission of the Supervisor and only after all other members have had an opportunity to be heard.

6. Seniority members govern, and senior members vote last in case of a roll call; the order of voting will be as follows:

Councilman Brooks
Councilman Luongo
Councilman Russo
Councilwoman Howard
Supervisor Jolicoeur

7. Agenda items for Regular Town Board Meetings to be submitted in writing by Friday noon preceding Wednesday night meetings, with no additions to be permitted after that time, with the exception of items added by majority vote of the Town Board present.

8. Bills against the Town or any Improvement District will be submitted directly to the Department Head or the Improvement District (as the case may be) for the creation of a paper voucher and/or purchase order. Upon approval of the same, the bills shall be submitted to the Town Clerk for processing purposes and subsequently referred to the Town Board for its action. Bills must be submitted by the end of business on the day of the Work Session each month.

9. All correspondence, memoranda, recommendations, applications, or requests, presented to any member of the Board or Town Clerk with respect to Town or District affairs or business, must also be presented to the Town Board & Town Clerk.

10. The Supervisor will appoint a member of the Town Board for the following districts and committees. It will be the duty of this committee to report at Board meetings "as appropriate" on the particular district or area in question:

- a. Lake Peekskill Improvement District
- b. Hilltop Estates Improvement District
- c. Abele Park Improvement District
- d. Lookout Manor District
- e. Wildwood Knolls Improvement District
- f. Roaring Brook Lake District
- g. Brookdale Gardens Improvement District
- h. Continental Village Improvement District
- i. Glenmar Gardens Improvement District
- j. Barger Pond Improvement District
- k. Putnam Acres Park District
- l. Sewer District #2
- m. Northview Estates
- n. Lake Oscawana Management Advisory Committee
- o. Strawberry Knolls Drainage District
- p. Putnam Chase Drainage District
- q. Mill Ponds
- r. Senior Citizens
- s. Parks & Recreation Commission
- t. Conservation Committee
- u. Board of Assessment Review
- v. Climate Smart Task Force
- w. Neighborhood Business Committee
- x. Disaster Assistance
- y. ABACA

- z. Employee Safety
- aa. Ethics
- bb. Planning Board
- cc. Zoning Board
- dd. Lake Peekskill Youth Committee
- ee. VFW
- ff. American Legion
- gg. PV Historical Society
- hh. Justice Court
- ii. Assessor's Liaison
- jj. PVVFD Liaison
- kk. PVVAC Liaison
- ll. Emergency Services

11. All vacancies on Town Boards or Committees will be announced and applications from candidates received. All applications to be reviewed by the Town Board before appointment. Interviews for new Chairperson Positions shall be conducted by the Town Board.

12. Exceptions:

A: In the case of an expiring term, if the current holder of the seat is willing to be re-appointed and the Town Board is unanimous on the reappointment, the Town Board may forego interviews and re-appoint.

B: An open file of all applicants for each seat will be maintained. If a vacancy occurs and a qualified applicant is on file, the vacancy may be filled from the file.

2. SALARIES OF TOWN OFFICIALS AND SUPERVISOR APPOINTMENTS

RESOLVE, that the annual salaries of Town Officials and Supervisor Appointments are as follows:

Town Supervisor	Alison Jolicoeur	\$86,745.00
Budget Officer	Alison Jolicoeur	\$8,784.00
Town Councilpersons	Sherry Howard	\$17,568.00
	Louie Luongo	\$17,568.00
	Christian Russo	\$17,568.00
	C.J. Brooks	\$17,568.00
Highway Superintendent	Shawn Keeler	\$106,605.00
Town Justices	Pat Longobucco	\$30,000.00
	Robert Nachamie	\$30,000.00
Town Clerk	Michelle Stephens	\$79,323.00
Tax Receiver	Michelle Stephens	\$10,350.00
Registrar	Michelle Stephens	\$897.00

Deputy Supervisor	Sherry Howard	\$1,922.00
Chief of Staff	Elaine McGinty	\$58,917.00
Director of Finance	Maria Angelico	\$107,409.00

SUPERVISOR'S APPOINTMENTS

RESOLVE, that Supervisor Alison Jolicoeur distribute the following 2026 appointments:

Committee & Board Assignments:

- Alison Jolicoeur**– Town Hall, Lake Commission, LOMAC, Roaring Brook Lake Preservation Committee, Justice Court, VFW, American Legion, Senior Citizens
- Louie Luongo**– PVVAC, PVVFD, Employee Safety, Emergency Services, Disaster Assistance, and Highway
- Christian Russo**- BAR, Assessor Liaison, Lake Commission, Lake Peekskill Youth Committee, PV Historical Society
- C.J. Brooks**- Climate Smart Task Force, ABACA, Planning & Zoning Boards, Neighborhood Business Committee
- Sherry Howard**– Ethics, Conservation, Lake Peekskill Youth Committee, PVPR

District Assignments:

- Alison Jolicoeur** – Lake Oscawana, Roaring Brook
- Louie Luongo** – Wildwood Knolls, Mill Ponds, Barger Pond
- Christian Russo** – Lookout Manor, Putnam Acres, Putnam Chase, Roaring Brook, Northview, Lake Peekskill
- C.J. Brooks** – Abele Park, Lake Peekskill, Strawberry Knolls, Brookdale Gardens, Sewer District
- Sherry Howard** – Hilltop, Glenmar Gardens, Continental Village
- Chief of Staff:** Elaine McGinty
- Deputy Supervisor:** Sherry Howard

3. SCHEDULE OF TOWN BOARD MEETINGS AND WORK SESSIONS

RESOLVE, that the Town Board meet for Town Board Meetings and Work Sessions on the following dates:

Town Board Meeting Dates	Time	
Wednesday, January 21, 2026	5 PM	Work Session
Wednesday, January 28, 2026	6 PM	Regular Town Board
Wednesday, February 11, 2026	5 PM	Work Session
Wednesday, February 18, 2026	6 PM	Regular Town Board
Wednesday, March 11, 2026	5 PM	Work Session
Wednesday, March 18, 2026	6 PM	Regular Town Board
Wednesday, April 8, 2026	5 PM	Work Session
Wednesday, April 15, 2026	6 PM	Regular Town Board
Wednesday, May 13, 2026	5 PM	Work Session
Wednesday, May 20, 2026	6 PM	Regular Town Board
Wednesday, June 10, 2026	5 PM	Work Session
Wednesday, June 17, 2026	6 PM	Regular Town Board
Wednesday, July 8, 2026	5 PM	Work Session
Wednesday, July 15, 2026	6 PM	Regular Town Board
Wednesday, August 12, 2026	5 PM	Work Session
Wednesday, August 19, 2026	6 PM	Regular Town Board
Wednesday, September 9, 2026	5 PM	Work Session
Wednesday, September 16, 2026	6 PM	Regular Town Board
Wednesday, October 14, 2026	5 PM	Work Session
Wednesday, October 21, 2026	6 PM	Regular Town Board
Wednesday, November 4, 2026	5 PM	Work Session
Wednesday, November 18, 2026	6 PM	Regular Town Board
Wednesday, December 09, 2026	5 PM	Work Session
Wednesday, December 16, 2026	6 PM	Regular Town Board

4. ADOPTION OF BUILDING DEPARTMENT FEES

RESOLVE, that the Town Board adopt the 2026 Building Department Fees* as follows:

*The fee for permits for work undertaken and/or completed before the obtainment of a building permit shall be \$1,500.00 or as determined by the Town Board.

CONSTRUCTION COST EVALUATION: Unless Otherwise Noted Building Permit Fees are based on estimated construction cost of proposed structure times the fee rate per \$1,000.00 of the estimated cost	RESIDENTIAL Estimated Construction Cost	COMMERCIAL Estimated Construction Cost
FEE RATE PER \$1000 OF ESTIMATE CONSTRUCTION COST		
Building Permit Per \$1,000.00	\$20.00	\$20.00
1. A. Dwellings including one family only	\$130.00 Sq. Ft.	
1. B. Dwellings, including two-family only	\$200.00 Sq. Ft.	
2. Multiple Family:		
a. Apartments, Hotels, Motels		\$150.00 sq. ft.
b. Boarding Houses, Nursing and		
c. Convalescent Homes		\$150.00 sq. ft.
3. Garages: Unattached or Attached	\$80.00 Sq. Ft.	
a. Carport (prefab) 24'x 24'	\$75.00 Flat Fee	
b. Carport with footings	\$50.00 Sq. Ft.	
4. Accessory Buildings, Utility Buildings	\$50.00 Sq. Ft.	
5. Solar Panels **NOTE-30% Discount on Solar Panels	\$75.00	
6. Finished Basements	\$75.00 Sq. Ft	
7. Interior Renovations	\$65.00 Sq. Ft.	\$75.00 sq. ft.
8. Sheds 120 Sf. And under	\$75.00	
9. Docks/Porches/Decks/Roof-Rafters	\$45.00 Sq. Ft.	
a. Patios Under 150 Sq. Ft.	\$75.00	
b. 151 Sq. Ft. and up (patio)	\$15.00 Sq. Ft.	
Decks		
a. Replace railings	\$75.00	
b. Replace stairs	\$75.00	
c. Replace decking	\$15.00 Sq Ft	
10. Sunroom	\$50.00 Sq. Ft.	

11. Sunroom with Foundation	\$65.00 Sq. Ft.	
12. Mercantile/Commercial		
a. Agriculture Building		\$500.00 Flat Fee
b. Buildings, Office Buildings		\$150.00 sq. ft.
c. Garages		\$150.00 sq. ft.
d. Places of Public Assembly		\$150.00 sq. ft.
e. Renovations to Commercial Bldg.		\$145.00 sq. ft.
f. Assembly Halls and Clubhouses		\$150.00 sq. ft.
13. Re-Inspection Fee (When inspection is called for and not ready)	\$50.00	\$100.00
14. Towers		\$5,000.00 per linear foot in height (evaluation)
Utility Buildings		\$1,000.00 Sq. Ft.
New Antenna-Co-Location		\$3,000.00 per antenna Flat fee
Replacement of RRU		\$300.00 per RRU
Replacement Antenna Co-Location		\$650.00 per antenna Flat Fee

FLAT FEES	RESIDENTIAL	COMMERCIAL
1. a. In-Ground Swimming Pools * Based on Value		
\$1-10,000	\$ 225.00	
\$10,001-\$50,000	\$ 425.00	
\$50,001-\$100,000	\$ 625.00	
\$100,001-\$500,000	\$1,000.00	
b. Above-Ground Swimming Pools	\$75.00	
c. Seasonal Portable Pools	\$75.00	
2. HVAC	\$75.00 per unit	\$150.00 per unit
3. Plumbing:		
a. For Five (5) Fixtures	\$ 75.00	
b. Each Additional Fixture	\$ 15.00	
c. Hot Water Heater (Gas)	\$75.00	\$75.00
d. Sewer Connection Residential	\$200.00	\$400.00

4. Demolition Fee	\$100.00	\$500.00
5. Oil Tank Removal or Installation	\$75.00	\$150.00
6. Oil Tank Removal and Installation	\$125.00	\$200.00
7. Membrane Structure	\$75.00	\$75.00
8. Generator	\$75.00	\$150.00
9. Fence / Wall Permit	\$75.00	
10. Minor Grading Permit *Note: Major Grading Permits are under Planning Board Jurisdiction-See Planning Board Schedule of Fees	\$75.00	\$400.00
11. Recreational Courts	\$500.00	\$1,000.00
12. Building Permit Renewal Fee Failure to renew by the expiration date will result in a charge of \$75.00 being added to the permit fee.	Half Original Fee (2 nd Year) Minimum Fee \$75.00 Full Fee Thereafter	
13. Tent (per tent) – FLAT FEE	\$75.00	\$125.00
14. Accessory Apartment Special Permit Renewal	\$125.00	
15. Blasting	\$300.00	\$500.00
16. Operating Permits/Fire Inspection		\$100.00
17. Electric Application	\$50.00	\$50.00
18. Outdoor Wood Boilers	\$100.00	\$200.00
19. Property Records Search	\$200.00 (Section 165- 102B)	
20. Site/Property Inspection Search	\$100.00 (Section 165- 102C)	
21. Bedroom Counts	\$50.00	
22. Logging Special Use Permit		\$100.00 per acre
23. Commence Work	\$75.00	\$150.00
24. Rock Hammering: First 10 days/not including Weekends and Holidays	\$500.00	\$1,000.00
Renewable – 10-day intervals (max.30 days) 2 renewals maximum	\$250.00 (Per 10-day period)	\$500.00 (Per 10-day period)
25. Well Permits	\$75.00	
26. Public Utilities and Domestic Services (REFER TO PUTNAM VALLEY TOWN CODE Chapter 165)	\$2,500.00 Special Use Permit	
27. Fireplace	\$75.00	\$75.00
28. Roof	\$75.00	\$75.00

GAS/PROPANE	
Residential	\$75 (up to 5 fixtures) add 'l fixtures \$15 each
Commercial	\$100 (up to 5 fixtures) add 'l fixtures \$15 each
Underground Tanks (all)	\$125
Re-Inspection	\$50
SHORT-TERM RENTALS	
Application Fee (includes Public Hearing)	\$500.00
Annual Inspection Fee	\$100.00
Building Department Escrow	\$500.00
WETLANDS FEES	
Wetlands Escrow (Permit Waiver)	\$500.00
Wetlands Escrow (If before Planning Board)	\$1,000.00
Additional Escrow Fees may be required as determined by the Wetlands Inspector.	\$200.00 to cover one hour of time
Wetlands Application/Inspector Fee	\$50.00 Processing Fee
Screening	\$100.00 + \$10 for each acre over 5 acres
Violation Fee:	Double the Wetlands Application/Inspector Fee

5. 2026 ZONING BOARD OF APPEALS AND PLANNING BOARD FEES

RESOLVE, that the Town adopt the 2026 Zoning Board and Planning Board of Appeals Fees and Escrows as follows:

2026 ZONING BOARD OF APPEALS FEES

*Refer to Section 165.88 of the Putnam Valley Zoning Ordinance.

Interpretation	\$375.00 †
Area Variance	\$250.00 †
Use Variance	\$425.00 †
New Houses	\$325.00 †
Rehearing	\$325.00 †
Rehearing – Beyond 30 days	\$350.00 †
280-A	\$275.00
Area Variances requested after construction:	

Livable Space	\$750.00**
Sheds, Pools, etc.	\$525.00
Decks	\$525.00
† All fees include Non-returnable Sign	
** Up to 600 square foot renovation. Any square footage above 600 would be assessed at \$1,500.00, except for accessory apartment renovation, for which the fees would be \$3,000.00.	

2026 PLANNING BOARD FEES AND ESCROWS

Application Type	Planning Board Fee
Extensions	\$200.00 application fee
Subdivision	\$1,000.00 (per lot to be developed) application fee/\$5,000.00 recreation fee (per lot to be developed)
Lot Line Realignment	\$500.00 application fee
Commercial Site Development Plan	\$600.00 application fee/\$.20 per sq. ft. of new building construction (gross area, per floor)
Residential Site Development Plan	\$500.00 application fee (in the case of a subdivision, \$500.00 shall be provided for each lot to be developed)
Special Use Permit (Excludes New Tower Construction/Co-location *See Town Clerk Fees)	\$800.00 application fee
Major Grading Permit and Wetland Permit, mitigation/stabilization	\$500.00 application fee (in the case of a subdivision, this fee shall cover the entire project and will not be charged for each new lot)
Public Hearing Fee	\$300.00 (this fee shall cover all simultaneous public hearings)
Inspection Fee	5% of the cost of all required improvements (case-by-case basis)

Notes:

- Each application requires a public hearing. A \$300.00 public hearing fee is required and shall be provided to the Planning Board Clerk prior to the hearing.
- If an applicant requires two or more of the above-mentioned approvals, the applicant is responsible for the fees associated with each application; however, when public hearings are conducted simultaneously, only one public hearing fee will be charged.
- The recreation fee associated with a multi-family development shall be \$5,000.00 per dwelling unit.

Amendments to previously approved plans/permits shall require a new application and associated fees.

Planning Board Escrow Funds

Application Type	Escrow Amount
Subdivision	\$4,500.00
Lot Line Realignment	\$4,000.00
Site Plan	\$5,000.00
Site Development Plan	\$3,500.00
Special Use Permit	\$3,000.00
Major Grading Permit and Wetland Permit, mitigation/stabilization	\$2,000.00
Construction Monitoring Escrow	\$2,500.00 (in the case of a subdivision, \$2,500.00 shall be provided for each lot to be developed)
New Cell Tower Construction/Co-Location onto Cell Tower	Initial Payment \$8,000.00 for each application. Escrow to compensate consultant services required by Planning Board and Town Board. Additional monies may be required as determined

Notes:

1. The Town employs the services of outside consultants, as needed, in the review of Planning Board applications. Project applicants are required to reimburse the Town for the fees of said consultants, and an escrow account will be established and maintained for the payment of such fees upon receipt of a project application. The account will be maintained and supplemented, as needed, throughout the review process and, where appropriate, during monitoring after project approval.

2. The above-indicated escrow amounts do not account for multiple reviews by any Town consultant.

3. The above indicated escrow amounts do not reflect the escrow required to review or prepare certain SEQRA documents (i.e., Scoping document/ DEIS/ FEIS/ Finding Statement).

4. If an applicant requires two or more of the above-mentioned approvals, the applicant is responsible for the escrow associated with each application.

6. HIGHWAY – 2026 FEES

RESOLVE, that the Town Board accept the 2026 Highway Department Fees as follows:

Driveway Opening Permits	\$200.00 each
Road Opening Permit	\$900.00 (\$800.00 refundable if the road is satisfactorily restored).
Bulk Drop-Off April, June, August, October	<p>\$10.00 - Contents of cars & station wagons</p> <p>\$20.00 & up - Contents of Mini Vans/Small Trucks/Pickup Trucks/Vans & Trailers</p> <p>\$10.00 fee to extract Freon from Refrigerators</p> <p>\$5.00 fee to extract Freon from air conditioning units</p> <p>\$10.00 ea. Tires up to 19"</p> <p>\$20.00 ea. Truck Tires</p> <p>\$75.00 ea. Small Tractor Tires</p> <p>\$50.00 ea. plastic/fiberglass/wood/paddleboats up to 25'</p> <p>All other boats \$75.00 & up</p>

7. TOWN CLERK – 2026 FEES

RESOLVE, that the Town Board accept the 2026 Town Clerk Fees as follows:

Copies of Documents	
8 ½ x 11"	\$0.25
8 ½ x 14" or 11 x 17"	\$0.50
Oversized Documents	Varies
Zoning Ordinance with Maps	\$30.00
Zoning Map	\$1.50
Returned Check Fee	\$20.00
Alarm Permits (3 years)	
Residential- NEW	\$25.00
Residential- RENEWAL	\$12.50
Commercial- NEW	\$90.00

Commercial- RENEWAL	\$45.00
Birth Certificates	
Original	NO CHARGE
Certified Copy	\$10.00
Boarding House/Bed & Breakfast Annual Fee Each Bed	\$500.00 2% Occupancy Tax
Hotel/Motel License Annual Fee	\$500.00 2% Occupancy Tax
Short Term Rental	2% Occupancy Tax
Death Certificate	
Certified Copy	\$10.00
Marriage Licenses	
License	\$40.00
Certified Copy	\$10.00
Peddling & Soliciting License (good for 1 year)	
Resident One Day Event (Excl. Town Day)	\$ 25.00
Foot Peddler (per person)	\$250.00
Food Truck (one year)	\$250.00
Food Truck (6 months)	\$200.00
Vehicle (per)	\$500.00
Solid Waste Carrier License (annual)	
New	\$2,500.00
Renewal	\$2,000.00
Each Medallion Per Truck	\$150.00
Filming Permit	\$2,000.00 1 st Day \$750.00 every day after
Special Use Permit	
New Tower Construction	\$8,000.00 plus \$350.00 for each ten (10) ft. in excess of 100 ft. in height

Co-Location onto Personal Wireless Service Facility	\$8,000.00
Dog Licenses	
Town Fee Seniors (65+)	\$1.50
Town Fee (altered)	\$10.00
Town Fee (unaltered)	\$15.00
Animal Population Control Fund Fee (altered dogs)	\$1.00 \$3.00
Animal Population Control Fund Fee (unaltered dogs)	\$25.00
Purebred Licenses (1-10 dogs)	\$1.00 per dog
Town Fee	\$3.00 per dog
Animal Population Control Fund Fee (altered dogs)	NO CHARGE
Animal Population Control Fund Fee (unaltered dogs)	\$3.00 (each)
Service Dogs	
Replacement Tags	
Dog Adoption Fee	\$25.00
Dog-Penalties	
Impoundment Fees	As per SPCA
First 24 Hours	
Per day until dog is claimed	
Municipal Fee- Feeding and Maintenance	
Seizure Fee	
First Time	
Second Time	
Third Time	
Fourth Time	
Towing Permit Fees:	
Application Fee	\$500.00
Renewal Fee	\$250.00

TOWING FEES Charged by the Towing Company Light Duty Equipment (up to 10,000 lbs. GVWR)	
ITEM	Base Charge RATE (Any/All Taxes & Tolls are Additional)
A. BASIC ROAD SERVICE (Standard service call charges excluding towing)	
1. Gasoline Delivery only	\$100.00 + retail cost of gas
2. Removal of flat tire & replacement with spare	\$100.00
3. Winching (does not include normal lift/hoist for towing under B)	\$150.00 per ½ hour
4. Vehicle without keys	\$100.00
5. Dispatched tow truck but no service required	\$50 Flat Rate
B. INITIAL TOWING FEE (includes motorcycles)	
8:00 a.m. – 6:00 p.m.	\$185.00 Flat Rate
Night: 6:01 p.m. – 7:59 a.m. Weekends & Holidays	\$225.00 Flat Rate
C. ADDITIONAL TOWING FEE	
1. Towing other than back to the yard location (first 3 miles are included)	\$8.50 per mile
2. Clean-up Fee	\$25.00 per hour
D. STORAGE FEE (first 24 hours no charge)	
Rate per calendar day – only after 24 hours	\$65.00 Inside or Outside
E. YARD & ADMINISTRATIVE FEES	
Fees are applicable only after the vehicle has been at the Tow yard for a minimum of 10 days	\$150.00 Yard and \$150.00 Administrative Fee. Tow operators may charge applicable fees in those instances where the justification of fee can be properly documented.

8. ADOPT PARKS & RECREATION DEPARTMENT FEES

RESOLVE, that the Town Board accept the 2026 Parks and Recreation Department fees as follows:

Public Property Use Fees	
Parking Rates:	\$50.00 per car per day \$100.00 per truck per day or \$800.00 per day (upon mutual agreement)
Pavilion Rental	\$500.00 per day
Other facilities or spaces in our Town Parks are used for staging or filming	\$500.00 per day, per facility
All applications are subject to approval by the Parks and Recreation Department, the Parks and Recreation Commission, and the Town of Putnam Valley Town Board.	

9. ADOPT MILEAGE REIMBURSEMENT RATE

RESOLVE, that the Town Board adopt the Mileage Reimbursement rate at 72.5 cents (72.5) per mile, the established State Rate for 2026.

10. AUTHORIZE PETTY CASH ACCOUNTS

RESOLVE, that the Town Board approve the following petty cash accounts:

Town Clerk/Tax Receiver	\$ 25.00
Town Justice Longobucco	\$ 25.00
Town Justice Nachamie	\$100.00
Town General Funds	\$100.00
Parks & Recreation Department	\$100.00
Town Supervisor	\$100.00

11. DESIGNATE TOWN OF PUTNAM VALLEY'S INVESTMENTS AND DEPOSITORIES

RESOLVE, that the Town Board designate the following firms for the Town of Putnam Valley's Investments and Depositories:

Putnam County Savings Bank
 JP Morgan Chase Bank
 Tompkins Mahopac National Bank

12. DESIGNATE OFFICIAL TOWN NEWSPAPER

RESOLVE, that the Town Board authorize the Putnam County News and Recorder as the official newspaper for the Town of Putnam Valley for the year 2026.

13. TOWN LAW SECTION 29(10) ANNUAL FINANCIAL REPORT

WHEREAS, pursuant to Town Law Section 29(10), the Supervisor is otherwise required to file with the Town Clerk, no later than January 30th, an annual financial report; and

WHEREAS, it has been the practice in the Town of Putnam Valley pursuant to Town Law Section 29(10-a), to submit within sixty days after the close of the fiscal year the report to the State Comptroller, and the Town Board wishes to continue this practice;

NOW, THEREFORE, BE IT RESOLVED, that in lieu of preparing the report specified in Town Law Section 29(10), the Supervisor shall instead submit to the Town Clerk within 60 days of the close of the fiscal year, as that date may be extended, the report to the State Comptroller in accordance with Town Law 29 (10-a).

14. APPOINT CHIEF BUDGET OFFICER AND SET SALARY

RESOLVE, that the Town Board authorized the appointment of Alison Jolicoeur as Chief Budget Officer, at an annual salary of \$8,784.00.

15. APPOINT TOWN COUNSEL AND AUTHORIZATION TO SIGN CONTRACT

RESOLVE, that the Town Board authorize the appointment of DPL Lawyers, as Town Counsel to serve at the pleasure of the Supervisor and the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board authorize the Supervisor to sign the contract for Town Counsel at an annual rate of \$170,000.00.

16. APPOINT TOWN PROSECUTOR AND AUTHORIZATION TO SIGN CONTRACT

RESOLVE, that the Town Board authorize the appointment of Joseph Charbonneau, Esq., as Town Prosecutor, to serve at the pleasure of the Supervisor and the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board authorize the Supervisor to sign the contract for Town Prosecutor at an annual rate of \$30,000.00.

17. APPOINT TOWN ENGINEER AND AUTHORIZATION TO SIGN CONTRACT

RESOLVE, that the Town Board appoint J. Robert Folchetti and Associates as Town Engineer as per the annual contract amount of \$1,500 a month for the year 2026; and

BE IT FURTHER RESOLVED, that the Town Board authorized the Supervisor to sign a contract with J. Robert Folchetti and Associates for this service.

18. **AUTHORIZE J. ROBERT FOLCHETTI & ASSOCIATES TO PREPARE NYSDEC MS4 REPORT AND MUNICIPAL COMPLIANCE CERTIFICATION AND AUTHORIZE SUPERVISOR TO SIGN CONTRACT**

RESOLVE, that the Town Board authorize J. Robert Folchetti and Associates to prepare the NYSDEC MS4 Report and the Municipal Compliance Certification for 2026; and

BE IT FURTHER RESOLVED, that the Town Board authorize the Supervisor to sign a contract with J. Robert Folchetti and Associates in the amount of \$15,000.00 for this service.

19. **APPOINT REGISTRAR AND RECORDS MANAGEMENT OFFICER AND SET SALARY**

RESOLVE, that the Town Board authorize the appointment of Michelle Stephens as Registrar and Records Management Officer at an annual salary of \$897.00 for the year 2026.

20. **APPOINT TOWN RECEIVER OF TAXES AND SET SALARY**

RESOLVE, that the Town Board authorize the appointment of Michelle Stephens as Tax Receiver at an annual salary of \$10,350.00.

21. **APPOINT DEPUTY TOWN RECEIVER OF TAXES**

RESOLVE, that the Town Board authorize the appointment of Amy Cargain Fiorentino as Deputy Tax Receiver for the year 2026, at no additional salary.

22. **APPOINT DEPUTY TOWN CLERKS**

RESOLVE, that the Town Board authorize the appointment of Kathy Diomede and Amy Cargain Fiorentino as Deputy Town Clerks for the year 2026, at no additional salary.

23. **APPOINT DEPUTY REGISTRAR AND SUB-REGISTRAR**

RESOLVE, that the Town Board authorize the appointment of Kathy Diomede as Deputy Registrar and Amy Cargain Fiorentino as Sub-Registrar for the year 2026, at no additional salary.

24. APPOINT AIDE TO THE TOWN BOARD IN FACILITIES DEPARTMENT AND SET SALARY

RESOLVE, that the Town Board appoint Margaret DiRubba as Aide to the Town Board in the Facilities Department for the year 2026 at an annual salary of \$58,917.00.

25. APPOINT PERMANENT PART-TIME EMPLOYEES AND SET SALARIES

RESOLVED, that the Town Board appointed the following permanent part-time employees:

Kathy Diomede	Town Clerk Office	\$20.25	Per hour - No Benefits
Betty Spina	Court Clerk	\$30.00	Per Hour – No Benefits
Hector Garduno	Court Officer	\$45.00	Per Hour – No Benefits

26. APPOINT CODE ENFORCEMENT OFFICER, APPOINT BUILDING INSPECTOR AND SET SALARY

RESOLVE, that the Town Board appoint Richard Quaglietta as Code Enforcement Officer and Building Inspector for the year 2026 at an annual salary of \$83,540.00.

27. APPOINT FIRE PREVENTION INSPECTOR AND SET SALARY

RESOLVE, that the Town Board appoint Richard Quaglietta as Fire Prevention Inspector for the Town of Putnam Valley at an annual salary of \$6,989.00 for the year 2026.

28. APPOINT GAS INSPECTOR AND SET SALARY

RESOLVE, that the Town Board appoint Richard Quaglietta, Building/Zoning Inspector for the Town of Putnam Valley, as the designated Gas Inspector for the town at an annual salary of \$3,953.00 for the year 2026.

29. APPOINT PARKS & RECREATION DIRECTOR AND SET SALARY

RESOLVE, that the Town Board appoint Frank DiMarco to the position of Recreation Director at an annual salary of \$107,409.00 for the year 2026.

30. SET ASSESSOR'S SALARY

RESOLVE, that the Town Board set Assessor Sheryl Luongo's annual salary for the year 2026 at \$97,861.00.

31. APPOINT COMMUNITY MEDIA COORDINATOR AND SET SALARY

RESOLVE, that the Town Board appoint Kelvin Guevara to the position of Community Media Coordinator at an annual salary of \$64,273.00 for the year 2026.

32. AUTHORIZE SUPERVISOR TO SIGN CONTRACT WITH ADVANCED COMMUNICATIONS ASSOCIATES

RESOLVE, that the Town Board authorize the Town Supervisor to sign a contract with Advanced Communications Associates (ACA, LLC) for Technology Maintenance for 2026 at the rate of \$2,150.00 per month to cover “Routine Maintenance of all items covered under Section 1. All services performed above and beyond those that are defined as “maintenance” in Section 1 will be billed on an hourly basis at a rate of \$146.50 per hour.

33. APPOINT TOWN WEBMASTER AND SIGN CONTRACT

RESOLVE, that the Town Board appoint The Art of Brand as the Town Webmaster for the year 2026, with payment for this service of \$625.00 a month.

BE IT FURTHER RESOLVED, that the Town Board authorize the Supervisor to sign the contract with The Art of Brand for this service.

34. APPOINT ROARING BROOK LAKE DAM CUSTODIAN AND SET SALARY

RESOLVE, that Samuel Lee be appointed as Dam Custodian for the Roaring Brook Lake District for the year 2026 at an annual salary of \$1,500.00.

35. APPOINT WETLANDS INSPECTOR AND AUTHORIZE SUPERVISOR TO SIGN CONTRACT

RESOLVE, that the Town Board appoint Bruce Barber as the Wetlands Inspector for the Town; and

FURTHER BE IT RESOLVED, that the Town Board authorize the Supervisor to sign a one-year contract for Bruce Barber’s services at the rate of \$150.00 an hour for the year 2026; and

FURTHER BE IT RESOLVED, that the Town Board authorize the Supervisor to sign a one-year contract for Bruce Barber’s services as a general environmental and planning consultant at the rate of \$150.00 an hour for the year 2026.

36. APPOINT TOWN PLANNER AND AUTHORIZE SUPERVISOR TO SIGN CONTRACT

RESOLVE, that Cornerstone Associates is appointed as the Town Planner as per the annual contract amount of \$1,200.00 a month for the year 2026; and

BE IT FURTHER RESOLVED, that the Town Board authorize the Supervisor to sign a contract with Cornerstone Associates for this service.

37. AUTHORIZE ATTENDANCE TO THE NYS ASSOCIATION OF TOWNS ANNUAL TRAINING SESSION FOR ELECTED AND APPOINTED OFFICIALS

RESOLVE, that the Town Board approve the cost of registration fees, accommodation and meals (\$35.00 cap on lunch or dinner meal) for attendance at the New York State Association of Towns Training Sessions for those Elected and Appointed officials requesting to attend.

38. APPOINT ASSOCIATION OF TOWNS DELEGATE AND ALTERNATE DELEGATE

RESOLVE, that the Town Board appoint Town Supervisor Alison Jolicoeur as the Putnam Valley delegate to the Association of Towns annual training session for the year 2026. The alternate delegate will be Deputy Supervisor Sherry Howard.

39. AUTHORIZE THE EXPENDITURE FOR THE ASSOCIATION OF TOWNS ANNUAL DUES

RESOLVE, that the Town Board authorize the payment of annual dues to the New York State Association of Towns in the amount of \$1,500.00.

40. AUTHORIZE SUPERVISOR TO SIGN PVVAC ANNUAL CONTRACT

RESOLVE, that the Town Board authorize the Supervisor to sign the Putnam Valley Volunteer Ambulance Corps. Contract for 2026 for the sum of \$306,700.00.

41. AUTHORIZE SUPERVISOR TO SIGN PV HISTORICAL SOCIETY ANNUAL CONTRACT

RESOLVE, that the Town Board authorize the Supervisor to sign the Putnam Valley Historical Society's 2026 contract for the sum of \$10,000.00.

42. AUTHORIZE SUPERVISOR TO SIGN SENIOR CITIZENS ANNUAL CONTRACT

RESOLVE, that the Town Board authorize the Supervisor to sign the Putnam Valley Senior Citizen's 2026 contract for the sum of \$12,000.00.

43. AUTHORIZE SUPERVISOR TO SIGN PUTNAM VALLEY VFW ANNUAL CONTRACT

RESOLVE, that the Town Board authorize the Supervisor to sign the Putnam Valley Veterans of Foreign Wars' 2026 contract for the sum of \$1,600.00.

44. AUTHORIZE SUPERVISOR TO SIGN AMERICAN LEGION POST ANNUAL CONTRACT

RESOLVE, that the Town Board authorize the Supervisor to sign the Putnam Valley American Legion Post 2026 contract for the sum of \$1,100.00.

45. AUTHORIZE SUPERVISOR TO SIGN CONTRACT WITH PUTNAM COUNTY OFFICE FOR THE AGING FOR SENIOR OUTREACH WORKER

RESOLVE, that the Town Board authorize the Supervisor to sign a contract between the Putnam County Office of the Aging and the Town of Putnam Valley for the services of a Senior Outreach Worker, the Town's share of compensation to be \$15,000.00 per year.

46. AUTHORIZE SUPERVISOR TO SIGN CONTRACT FOR DOG CONTROL OFFICER-PUTNAM COUNTY SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

RESOLVE, that the Town Board authorize the Town Supervisor to sign a contract with the Putnam County Society for the Prevention of Cruelty to Animals, Inc. to undertake the role of Dog Control Officer/Warden for the Town of Putnam Valley at the annual cost of \$20,000.00 effective 1/1/2026 and ending 12/31/2026.

47. AUTHORIZE SUPERVISOR TO SIGN DOG SHELTER CONTRACT- PUTNAM COUNTY SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

RESOLVE, that the Town Board authorize the Town Supervisor to sign a contract with the Putnam County Society for the Prevention of Cruelty to Animals, Inc. to become the impounding facility for all "dogs at large" brought by the Town's Dog Control Officer to the Putnam County Society for the Prevention of Cruelty to Animals and seized as a result of violations of the "dog at large" regulations at an annual cost of \$19,000.00 effective 1/1/2026 and ending 12/31/2026.

48. APPOINT ADVISORY BOARD ON ARCHITECTURE AND COMMUNITY APPEARANCE (ABACA) CHAIRPERSON AND MEMBERS

RESOLVE, that Zachary Cosentino be re-appointed as member for the term 1/1/2026-12/31/2026; and

BE IT FURTHER RESOLVED, that Zachary Cosentino be re-appointed Co-Chairperson to ABACA for the term 1/1/2026-12/31/2026; and

BE IT FURTHER RESOLVED, that Brian Cook be re-appointed as member for the term 1/1/2026-12/31/2026; and

BE IT FURTHER RESOLVED, that Brian Cook be re-appointed as Co-Chairperson to ABACA for the term 1/1/2026-12/31/2026; and

49. APPOINT MARRIAGE OFFICERS

RESOLVE, that Dan Ricci and Sherry Howard be re-appointed as Marriage Officers for the term 1/1/2026-12/31/2026.

BE IT FURTHER RESOLVED, that Michelle Stephens be appointed as a Marriage Officer for the term 1/1/2026-12/31/2026

50. APPOINT COMMISSION FOR THE CONSERVATION OF THE ENVIRONMENT CHAIRPERSON AND MEMBER

RESOLVE, that Beth Gorman be appointed as a member for the Conservation of the Environment for the term 1/1/2026-12/31/27; and

BE IT FURTHER RESOLVED, that Beth Gorman be re- appointed as Chairperson to this committee for the term 1/1/2026-12/31/2026.

51. APPOINT CONTINENTAL VILLAGE DISTRICT ADVISORY COMMISSION MEMBER AND CHAIRPERSON

RESOLVE, that Sherry Howard be re-appointed to the Continental Village District Advisory Commission as member and Chairperson for the term 1/1/2026-12/31/2026.

52. APPOINT LAKE OSCAWANA MANAGEMENT ADVISORY COMMISSION (LOMAC) CHAIRPERSON AND MEMBERS

RESOLVE, that Alan Paley be re-appointed Chairperson to LOMAC for the term 1/1/2026-12/31/2026.

53. APPOINT ROARING BROOK LAKE PRESERVATION COMMITTEE CO-CHAIRPERSONS AND MEMBERS

RESOLVE, that Tom Gazzola be re-appointed as Co-Chairperson to the Roaring Brook Lake Preservation Committee for the term 1/1/2026-12/31/2026

BE IT FURTHER RESOLVED, that Ina Cholst be re-appointed as Co-Chairperson to the Roaring Brook Lake Preservation Committee for the term 1/1/2026-12/31/2026.

54. APPOINT PLANNING BOARD CHAIRPERSON, MEMBER AND AD-HOC

RESOLVE, that the Town Board re-appoint Dale Phillips as Planning Board Member, term to begin 01/01/2026-12/31/2030.

BE IF FURTHER RESOLVED to re-appoint Dale Philips as Chairperson of the Planning Board for the term 1/1/2026-12/31/2030.

55. APPOINT ZONING BOARD OF APPEALS CHAIRPERSON AND AD-HOC

RESOLVE, that the Town Board re-appoint William Maskiell as Chairperson to the Zoning Board of Appeals for the term 1/1/2026-12/31/2026.

56. APPOINT TOWN HISTORIAN

RESOLVE, that the Town Board re-appoint Dan Ricci as Town Historian 1/1/2026 - 12/31/2026, at no salary.

57. APPOINT THE BOARD OF ASSESSMENT REVIEW CHAIRPERSON

RESOLVE, that Henry Lopez be re-appointed as Chairman to the Board of Assessment Review for the term 1/1/2026-12/31/2026.

58. APPOINT PARKS & RECREATION COMMISSION CHAIRPERSON, MEMBER AND AD-HOC

RESOLVE, that the Town Board re-appoint Pat Bellino as Chairperson to the Parks and Recreation Commission for the term 1/1/2026-12/31/2026; and

59. APPOINT LAKE PEEKSKILL YOUTH COMMITTEE CHAIRPERSON AND MEMBERS

RESOLVE, that the Town Board re-appoint Tiffany Crivelli as Chairperson to The Lake Peekskill Youth Committee for the term 1/1/2026-12/31/2026.

60. APPOINT CLIMATE SMART TASK FORCE

RESOLVE, that the Town Board appoint Alison Hague as a member to the Climate Smart Task Force for the term 1/1/2026-12/31/2026; and

BE IT FURTHER RESOLVED, that the Town Board appoint Alison Hague as Chairperson to the Climate Smart Task Force for the term 1/1/2026-12/31/2026.

61. APPOINT NEIGHBORHOOD BUSINESS COMMITTEE

RESOLVE, that the Town Board re-appoint Lisa Montalto as Chairperson for the term 1/1/2026-12/31/2026.

62. APPOINT BOARD OF ETHICS

RESOLVE, that the appointments for the Board of Ethics will be discussed by the Town Board in Executive Session and appointments will be made at a later date.

63. APPOINT SAFETY COMMITTEE

RESOLVE, that the Town Board appoint the following to the Town Safety Committee:

Alison Jolicoeur	Town Supervisor
Louie Luongo	County BES Representative/Town Board
Margaret DiRubba	Safety Officer and Chair
Shawn Keeler	Highway Superintendent
Richard Quaglietta	Building Inspector/Code Enforcement
Frank DiMarco	Parks & Recreation Director
Annie Spinelli	Director of Children's Center
Jason Hatfield	Union Rep, Teamsters, Local 456
Craig Cotone	Union Rep, CSEA Local 1000, AFSCME, AFL-CIO
Sheriff Brian Hess	Putnam County Sheriff's Department
Captain Cheryl Silvernail	Putnam Valley Volunteer Ambulance Corps.
Chief Vito Rizzi	Putnam Valley Volunteer Fire Department

64. AUTHORIZE SUPERVISOR TO SIGN CONTRACT MILLENNIUM STRATEGIES FOR RESEARCH AND GRANT WRITING SERVICES

RESOLVE that the Town Board authorize the Town Supervisor to sign a contract with Millennium Strategies LLC at a monthly rate of \$3,250.00 for grant research and writing services for the term 01/01/2026-12/31/2026.

Adjournment

Next Town Work Session January 21st, 2026, 5:00 p.m.