



**TOWN OF PUTNAM VALLEY**

**Town Board Work Session**

**July 8<sup>th</sup>, 2026**

**Town Hall**

**5 PM**

~~~~~

**Meeting called to Order**

**Pledge of Allegiance**

1. Approval of Minutes
2. Districts:
  - a. Approve New Lake Peekskill Community Center License Agreement
  - b. Approve Lookout Manor and Barger Pond Labor Expenses
  - c. Approve LPID Beach Monitor
3. Approve Go Out to Bid for EV Charging Stations Installation
4. Parks & Recreation:
  - a. Approve Day Camp Salaries
  - b. Approve Personnel Changes
5. Building Department: Daily Fee Report Summary June 1 – 30, 2026
6. Public Comment [Three-Minute Time Limit Per Person]

**Adjournment**

**Next Town Board Meeting: Wednesday, July 15<sup>th</sup>, 2026 6 PM**



6/29/2026

To: Town Board  
From: Michelle Stephens  
Town Clerk  
Subject: Approval of Minutes – June 3rd<sup>th</sup> and June 17<sup>th</sup>, 2025

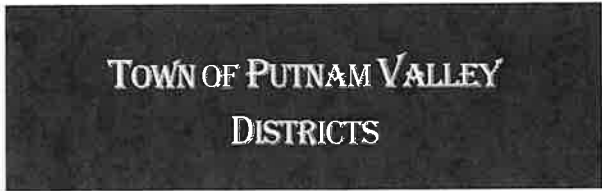
I respectfully request that the Putnam Valley Town Board authorize the Supervisor to accept the Town Board meeting minutes from June 3rd<sup>th</sup> and June 17<sup>th</sup> 2026


Thank you,

Michelle Stephens

Town Clerk

2a



**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 6/17/2026  
**Re:** Acceptance of New Lake Peekskill Community Center License Agreement

---

I respectfully request that the Town Board review and approve the attached Lake Peekskill Community Center License Agreement for use by individuals, organizations, and community groups seeking to rent the Lake Peekskill Community Center.

The proposed agreement has been updated to clarify rental terms and conditions, establish renter responsibilities, outline facility user requirements, and better protect the Town's interests. The agreement also includes provisions regarding rental fees, security deposits, liability and insurance requirements, cancellation policies, and compliance with Town rules and regulations.

The updated agreement is intended to provide a consistent and transparent process for the facility rentals while ensuring the Community Center remains available, safe and well-maintained for public use.

Approval of this agreement will authorize Town staff to begin using the new license agreement for all future Community Center reservations and rentals.



**LAKE PEEKSKILL COMMUNITY CENTER**  
**SINGLE DAY LICENSE AGREEMENT**

This License Agreement (this "Agreement") is entered into by and between the Town of Putnam Valley (the "Town"), as Licensor, and the undersigned applicant (the "Licensee"), for a license permitting the temporary use of the Lake Peekskill Community Center located at 7 Northway, Lake Peekskill, New York 10537 (the "Center").

**APPLICANT INFORMATION**

|                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Licensee:                                                                                                                                                                                                                                           |
| Address of Licensee:                                                                                                                                                                                                                                        |
| Telephone Number of Licensee:                                                                                                                                                                                                                               |
| Email Address of Licensee:                                                                                                                                                                                                                                  |
| <b>Date of Event:</b>                                                                                                                                                                                                                                       |
| Event Hours:<br>Maximum 8 hours; event must end by 11:00 p.m.                                                                                                                                                                                               |
| Type of Event:                                                                                                                                                                                                                                              |
| Expected Attendance (Max. 100):                                                                                                                                                                                                                             |
| Residency Status:<br><input type="checkbox"/> Lake Peekskill Resident (fee: \$275.00)<br><input type="checkbox"/> Other Town of Putnam Valley resident (fee: \$325.00)                                                                                      |
| Security Deposit: \$500.00                                                                                                                                                                                                                                  |
| Will alcoholic be served:<br><input type="checkbox"/> No<br><input type="checkbox"/> Yes (Alcohol Permit and liquor liability insurance required)<br><input type="checkbox"/> Liability Certificate (\$1,000,000 minimum naming Town as additional insured) |
| Name of Insurance Company:                                                                                                                                                                                                                                  |

Note: Only residents of the Town of Putnam Valley are eligible to be issued a license under this Agreement.

## LICENSE TERMS AND CONDITIONS

The following terms and conditions apply to all licensed use of the Center:

1. Subject to Licensee's strict compliance with the terms and conditions of this Agreement, the Town grants Licensee a personal, non-exclusive, revocable license to use the Center for the event identified above on the event date only ("Special Event License").
2. The Licensee represents and warrants to the Town that all of the information set forth in the Table above is accurate and complete in all respects.
3. **In order to seek the issuance of the Special Event License, Licensee must submit to the Town Clerk:**
  - I. **This Agreement, with all information in the Table above completed and executed by the Licensee;**
  - II. **The license fee in the amount specified above;**
  - III. **A deposit in the amount of five hundred dollars (\$500) ("Deposit");**
  - IV. **A certificate of insurance, in form acceptable to the Town Clerk, issued by an insurance company licensed in New York State, evidencing comprehensive general liability coverage with limits of not less than One Million Dollars (\$1,000,000.00) and evidencing that the Town of Putnam Valley is named as an additional insured on such policy; and**
  - V. **Certification that the Licensee is a resident of the Town of Putnam Valley and is over the age of 21.**

**No application for a Special Event License shall be deemed complete unless all of these items have been submitted by the applicant to the Town Clerk.**

4. Licensee acknowledges that this Agreement shall not be binding upon the Town unless and until it has been fully executed by the Town and a copy has been sent by the Town to the Licensee. The Town may refuse to issue a Special Event License if:
  - (a) the applicant is under the age of 21 or is not a Town resident;
  - (b) the application is incomplete or contains materially false or misleading information;
  - (c) the applicant has previously violated a written rental or license agreement for use of the Center or other Town property;
  - (d) the applicant has outstanding fees, charges, or unrepaired damages owed to the Town arising from prior use of the Center or other Town property;
  - (e) the proposed event would exceed the lawful occupancy limit or otherwise fail to satisfy applicable health, safety, fire, insurance, or permit requirements; or
  - (f) the Town lacks availability for the requested date or time.

5. Licensee acknowledges that Chapter 47 of the Code of the Town of Putnam Valley (“Code”) prohibits the consumption of alcoholic beverages within the Center unless a permit has been issued pursuant to § 47-5 of the Code (“Alcohol Permit”) The Licensee covenants and agrees that no alcoholic beverages shall be served, possessed, or consumed at the Center unless the Licensee has been issued a Alcohol Permit from the Town Clerk. It is the sole responsibility of the Licensee to apply for and obtain such Alcohol Permit. In order to obtain such Alcohol Permit, the Licensee must submit, as part of the application for the

Alcohol Permit, a certificate of insurance evidencing liquor liability coverage with limits of not less than One Million Dollars (\$1,000,000.00), issued by an insurance company licensed in New York State, in form acceptable to the Town Clerk, and evidencing that the Town of Putnam Valley is named as an additional insured on such policy or policies.

6. Without limiting any terms and conditions of the Alcohol Permit, Licensee covenants that on the day of the Event at the Center: (a) no person under twenty-one (21) years of age shall possess or consume any alcoholic beverage at the Center, even with the consent of a parent or guardian; (b) no alcohol may be sold, re-sold, ticketed, dispensed for consideration, or otherwise distributed in any manner at the Center on the day of the Event; and (c) alcoholic beverages may be possessed and consumed only within the interior of the Center building and no alcohol may be consumed, served or carried outside of the Center building or taken to the parking lot, beach, or any other public place.
7. The Licensee shall be responsible for monitoring all guests and other persons using the Center during the Event and shall take all reasonable steps to prevent intoxication, including not serving any visibly intoxicated person and using lawful means not involving a violation of any person’s civil rights to prevent any intoxicated person from operating a motor vehicle, including arranging for alternative transportation (taxi, rideshare, designated driver) for any person at the Event who appears visibly intoxicated.
8. Licensee covenants and agrees to comply with all applicable federal, state, and local laws, codes, rules, regulations, permit requirements, and ordinances in connection with the Event and use of the Center, including, without limitation, Chapter 47 of the Code of the Town of Putnam Valley, Town Code § 82-5, the terms and conditions of any Alcohol Permit, occupancy and fire-safety requirements, and all other lawful requirements applicable to the Event. Without limiting the generality of the foregoing, music and all other noise must be lowered by 11:00 p.m., and Licensee shall use best efforts not to disturb neighboring properties. This is not intended to extend the Event beyond 11:00 p.m.
9. The Special Event License is for the day of the Event only.
10. LOSS OF DEPOSIT: The Deposit may be applied to any repair, cleaning, loss, damage, or other charge or damages suffered by the Town arising from the Event or

the Licensee's use of the Center, and the liability of the Licensee shall not be limited to the Deposit. If the Town determines in its sole discretion that the cleaning performed by the Licensee is unsatisfactory, the cost of professional cleaning shall be charged against the Deposit at the rate of \$50.00 per hour, with a two-hour minimum. If the amount of any repair, cleaning, loss, damage, or other charge exceeds the Deposit, the Licensee shall promptly pay the excess upon demand.

11. Licensee is responsible for the conduct of all guests, invitees, vendors, and other persons attending or entering the Center during the licensed period and shall be liable for all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising from or related to the Licensee's use of the Center, breach of this Agreement, or the negligent or willful acts or omissions of the Licensee or the Licensee's guests, invitees, vendors, contractors, or other persons attending the Event at the invitation of or under the control of the Licensee. The Licensee shall defend, indemnify, and hold harmless the Town, its officers, employees, agents, and representatives from and against the same, except to the extent caused by the gross negligence or willful misconduct of the Town. These obligations shall survive the termination of this Agreement and the return of any portion of the Deposit.
12. In the event of a power outage lasting more than one (1) hour that occurs prior to or during the rental period and prevents reasonable use of the Center, the Town may determine that the Center cannot be used, and the rental fee and deposit will be refunded to the Licensee in full within thirty (30) days. The Town shall not be liable for any consequential damages, including but not limited to costs of alternative venues, catering, or other Event-related expenses. If the power outage occurs during the Event and lasts less than one (1) hour, no refund shall be provided.
13. **INSTRUCTIONS FOR USE OF THE CENTER. Licensee shall be responsible for strict compliance with the Instructions for Use of the Center attached hereto and made a part hereof as Exhibit "A".**
14. If the Licensee violates any term or condition of this Agreement, any applicable law, or the terms of any Alcohol Permit, the Town may, without prior notice: (a) immediately revoke the Special Event License and any Alcohol Permit; (b) terminate this Agreement immediately; (c) require the immediate removal of all alcoholic beverages; (d) require the Licensee, guests, invitees, vendors, and any other persons attending the Event to leave the Center immediately; and (e) bar the Licensee or participants from future use of the Center, in addition to any other rights and remedies available at law or in equity.
15. This Agreement constitutes the entire agreement between the parties with respect to the licensed use of the Center and may be modified only in writing by the Town.
16. If more than one person signs this Agreement as Licensee, each such person shall be deemed a Licensee hereunder, and all Licensees shall be jointly and severally liable for all obligations, liabilities, representations, warranties, and indemnification obligations of the Licensee under this Agreement.

17. Any provisions of this Agreement, which by their nature or sense are intended to survive the termination, expiration, or revocation of this Agreement, including without limitation provisions concerning payment obligations, liability, indemnification, damages, and remedies, shall so survive.

BY SIGNING BELOW, LICENSEE AGREES TO ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT.

**LICENSEE:**

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

**TOWN OF PUTNAM VALLEY:**

APPROVED BY: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit "A"

### INSTRUCTIONS FOR USE OF THE CENTER:

**Licensee shall be responsible for strict compliance with the following Instructions for Use of the Center, including without limitation completion of the items listed on the Checklist below**

- The Licensee must be present at the Center for the entire duration of the Event
- There shall be no more than 100 persons in the Center at one time.
- At the beginning of the Event, Licensee shall announce the locations of the fire exits for any group where there are more than twenty-five (25) persons.
- Fire exits shall be kept unlocked, but closed.
- All preparations (decorating, etc.) at the Center shall be made the day of the Event only.
- No tacks or tape are to be put on the walls, doors, windows, frames, or columns. All decorations are to be removed after the Event.
- The kitchen range may be used to warm food only; no cooking is allowed.
- Licensee shall supply soap, paper towels, garbage bags, oven mitts, and any other disposable or event-specific supplies needed for the event.
- No smoking is allowed in the Center.
- No tents or other structures shall be erected on Town property including the parking lot.
- No overnight parking is permitted.
- No entrance gates at North Beach may be blocked.
- This License does not permit the Licensee or the Licensee's guests to use any beach in Lake Peekskill.

## END OF EVENT CHECKLIST

The following checklist items must be performed, and the checklist below must be completed before Licensee leaves the Center on the day of the Event:


- Stove/range is turned off
- Refrigerator is emptied of food brought by Licensee and wiped down
- Kitchen and bathroom have been fully cleaned
- Garbage shall be bagged and placed in the garbage dumpster outside the Center, and the dumpster shall be closed and secured after use
- All fans, appliances and light are turned off and all doors and windows are locked
- Floors have been swept broom clean and mopped
- Tables have been cleaned
- Chairs have been cleaned and placed back on top of the tables
- Decorations have been taken down with no damage to the walls
- All personal items have been removed from the Center
- Lights have been shut off
- Windows are closed and locked
- Front and back doors are locked
- All keys are returned

***All of the checklist items above must be completed by 11:00 pm on the date of the Event AND NOT THE NEXT DAY.***

***The license shall end no later than 11:00 p.m. on the date of the event. Remaining in the Center or on Town property beyond 11:00 p.m. on the day of the Event without prior written authorization from the Town shall constitute a material breach of this Agreement and shall result in: (a) immediate forfeiture of the entire deposit; and (b) additional charges of \$200.00 per hour or any portion thereof for each hour beyond 11:00 p.m. The renter shall be liable for such additional charges regardless of deposit forfeiture.***

26

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 6/29/2026  
**Re:** Approval of Lookout Manor and Barger Pond Labor Expenses

---

I respectfully request that the Town Board authorize payment of \$150 to James Russo for the beach setup at Lookout Manor. This position is to be compensated with no benefits.


In addition, I request that the Town Board authorize payment of \$250 to James Russo for the beach setup and removal of weeds in the swim area at Barger Pond.

As James is currently employed as a Senior Lifeguard, his familiarity with the beach setup requirements and his lifeguarding training makes him well qualified to perform these tasks safely and efficiently.

The costs associated with these services will be paid by the respective districts.

2c

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Town Board  
**From:** Karen Kroboth – District Clerk   
**Date:** 6/29/2026  
**Re:** Appoint LPID Beach Monitor

---

I formally request the Town Board appoint Gregory Scibior as a LPID Beach Monitor for the 2026 season. He will be paid at an hourly rate of \$16.50 with no benefits. This position will run from July 1<sup>st</sup>, 2026 through Labor Day weekend (9/7).



3

**ALISON JOLICOEUR**  
TOWN SUPERVISOR

---

**TO:** TOWN BOARD  
**FROM:** ALISON JOLICOEUR, TOWN SUPERVISOR  
**SUBJECT:** Zero Emissions Vehicle Charging Station Project  
**DATE:** June 29, 2026

---

RESOLVE, that the Town Board approve the Town to go out to bid for the construction and installation of two (2) zero emissions vehicle charging stations on the Town Hall Campus at 265 Oscawana Lake Road, which will be appropriated through funds provided under the ZEV Grant awarded to the Town last year. This work will include, but will not be limited to, concrete footings, electric meter installation, four concrete filled steel bollards and all electrical appurtenances required to meet all local, state and federal permitting agency requirements, specified and required to complete the project.

4a

| PUTNAM VALLEY DAY CAMP STAFF – 2026 |                     |                   |
|-------------------------------------|---------------------|-------------------|
| Senior Recreation Leader            | Andrew Salustri     | \$26.00 per hour  |
| Senior Recreation Leader            | Barbra DeMay        | \$23.00 per hour  |
| Senior Recreation Leader            | Ariella Rogers      | \$23.00 per hour  |
| Recreation Specialist               | Amy James           | \$17.21 per hour  |
| Recreation Specialist               | Maggie Sampson      | \$ 17.21 per hour |
| Recreation Specialist               | Jacob Lash          | \$ 17.21 per hour |
| Recreation Specialist               | Kylie Reccuppio     | \$ 15.50 per hour |
| Recreation Specialist               | Andrea Perez        | \$15.50 per hour  |
| Recreation Specialist               |                     | \$15.50 per hour  |
| Recreation Specialist               | Maanvi Patel        | \$20.00 per hour  |
| Recreation Specialist               | Michael Rufo        | \$24.00 per hour  |
| Recreation Specialist               | Samantha Wilders    | \$18.50 per hour  |
| Senior Recreation Asst.             | Kaylee Murphy       | \$ 16.70 per hour |
| Senior Recreation Asst.             | Jessica Paredes     | \$ 16.70 per hour |
| Senior Recreation Asst.             | Jonathan Patterson  | \$ 16.70 per hour |
| Senior Recreation Asst.             | Amelia Melfi        | \$16.70 per hour  |
| Senior Recreation Asst.             | Grace Cruz          | \$16.70 per hour  |
| Senior Recreation Asst.             | Sophie Taus         | \$ 16.70 per hour |
| Senior Recreation Asst.             | Eric Nugra          | \$16.70 per hour  |
| Senior Recreation Asst.             | Jackson Carra       | \$ 16.70 per hour |
| Recreation Asst.                    | Jack Pietronuto     | \$15.50 per hour  |
| Recreation Asst.                    | Lianna Pietronuto   | \$15.50 per hour  |
| Recreation Asst.                    | Liliana Caldwell    | \$ 15.50 per hour |
| Recreation Asst.                    | Elena Melfi         | \$ 15.50 per hour |
| Recreation Asst.                    | Mack Gottesfeld     | \$ 15.50 per hour |
| Recreation Asst.                    | Carolina Noguiera   | \$13.50 per hour  |
| Recreation Asst.                    | Summer Scrocca      | \$ 13.50 per hour |
| Recreation Asst.                    | Jesse Goldrick      | \$ 13.50 per hour |
| Recreation Asst.                    | Mia Mazzulo         | \$ 13.50 per hour |
| Recreation Asst.                    | Zoe Tosado          | \$13.50 per hour  |
| Recreation Asst.                    | Cooper Mikulik      | \$13.50 per hour  |
| Recreation Asst.                    | Kaitlyn Caruso      | \$ 13.50 per hour |
| Recreation Asst.                    | Ava Patrillo        | \$13.50 per hour  |
| Recreation Asst.                    | Ainara Bustos       | \$13.50 per hour  |
| Recreation Asst.                    | Jada Renalls        | \$ 13.50 per hour |
| Recreation Asst.                    | Rory Sheehan        | \$ 13.50 per hour |
| Substitute Senior Recreation Asst.  | Ava Broccolo        | \$16.70 per hour  |
| Recreation Asst.                    | Brandon Emmanuel    | \$13.50 per hour  |
| Recreation Asst.                    | Kim Barrera         | \$13.50 per hour  |
| Senior Recreation Asst.             | Kayla Francis       | \$16.70 per hour  |
| Substitute Recreation Asst.         | Daniel Parks        | \$15.50 per hour  |
| Substitute Recreation Asst.         | Matt James          | \$ 13.50 per hour |
| Substitute Recreation Asst.         | Daniel Cruz         | \$13.50 per hour  |
| Substitute Recreation Asst.         | Asher Francis       | \$13.50 per hour  |
| Substitute Recreation Asst.         | Marcello Mandjanski | \$13.50 per hour  |
| Substitute Recreation Asst.         | Edury Camarena      | \$13.50 per hour  |
| Substitute Recreation Asst.         | Tristian Mignardi   | \$13.50 per hour  |
| Substitute Recreation Asst.         |                     | \$ per hour       |

| PUTNAM VALLEY DAY CAMP STAFF – 2026 Cont. |                     |          |          |
|-------------------------------------------|---------------------|----------|----------|
| Substitute Recreation Asst.               |                     |          |          |
| Bus Driver                                | Francisco Fernandez | \$31.00  | per hour |
| Bus Driver                                | Stephanie Mattioli  | \$30.00  | per hour |
| Bus Driver                                | Homer LaFuente      | \$30.00  | per hour |
| Lifeguard                                 | Victoria DeLuca     | \$ 22.50 | per hour |
| Lifeguard                                 | Hudson Sparazza     | \$ 20.00 | per hour |
| Lifeguard                                 | Amanda Orlando      | \$ 21.75 | per hour |
| Lifeguard                                 | Evan Vasile         | \$ 18.00 | per hour |
| Lifeguard Sub                             | James Russo         | \$ 20.00 | per hour |

46

**From: Frank DiMarco, Parks and Recreation**  
**Subject: Personnel**  
**Date: June 1, 2026**

Please approve the following additions/changes to personnel.  
In addition to the list I have sent already.

1. Itzel Tovar, PVCC Childcare Assistant I @ \$15.50 hr.

5

# Town of Putnam Valley

M5 Standard Fee Report Paid Only  
From 06/01/2026 To 06/30/2026

Count by Type

| Fee Type            | Count | Total       |
|---------------------|-------|-------------|
| Above Ground Pool   | 2     | \$150.00    |
| ADDITION/ALTERATION | 5     | \$6,330.00  |
| ADDITIONAL FEE      | 1     | \$1,341.00  |
| CW                  | 1     | \$75.00     |
| DECK                | 5     | \$610.00    |
| DEM/R               | 1     | \$100.00    |
| ELECTRI APP/NY ELEC | 6     | \$300.00    |
| ELECTRIC APP/SWIS   | 16    | \$800.00    |
| FENCE/WALL          | 4     | \$675.00    |
| GAS/PROPANE         | 3     | \$225.00    |
| GENERATOR PERMIT    | 2     | \$150.00    |
| HVAC                | 8     | \$950.00    |
| MG                  | 1     | \$75.00     |
| MI                  | 2     | \$150.00    |
| OIL TANK            | 2     | \$200.00    |
| OPERATING PERMIT    | 2     | \$200.00    |
| PERMIT FEE          | 9     | \$675.00    |
| PL                  | 3     | \$405.00    |
| RENEWAL             | 6     | \$921.00    |
| RU                  | 2     | \$375.00    |
| SEARCH              | 23    | \$4,600.00  |
| SOLAR PANELS        | 6     | \$4,545.00  |
| TENT                | 2     | \$200.00    |
| WETADM              | 1     | \$50.00     |
| WETL                | 1     | \$100.00    |
|                     | 114   | \$24,202.00 |

List of Building Fee Types

|                   |                                      |
|-------------------|--------------------------------------|
| CW                | Commence Work Permits                |
| DEM/R             | Demolition/Residential               |
| FENCE             | Fence/Wall Permits                   |
| GENERATOR PERMIT  | Generator Installation Permits       |
| GEO THERMAL WELL  | Geo Thermal Well Permits             |
| HVAC              | Heating, Vent. Air Condition Permits |
| MG                | Minor Grading Permit                 |
| MI                | Miscellaneous Building Permits       |
| OPERATING PERMIT  | Commercial Operating Permits         |
| PERM              | General Building Permits             |
| PI                | Plumbing Permit                      |
| RE                | Renewal Building Permits             |
| REINSPECTION FEE  | Reinspection Fee                     |
| RHCS              | Rock Hammer Permit                   |
| RU                | Special Use Renewal – Accessory Apt. |
| SEARC             | Municipal Search                     |
| SP                | Penalty – Bldg. w/o Permit           |
| STR APPLICATION   | Short Term Rental Application        |
| TENT              | Tent Permit                          |
| TREE              | Tree Permit                          |
| WOOD STOVE PERMIT | Wood Stove Installation Permit       |
| WT/S              | Wetland Screening Fee                |