



TOWN OF PUTNAM VALLEY

Town Board Work Session

September 9th, 2026

Town Hall

5 PM

~~~~~

**Meeting called to Order**

**Pledge of Allegiance**

1. Approval of Minutes
2. Approve Termination of Intermunicipal Building Inspector Agreement between the Town of Philipstown and the Town of Putnam Valley
3. Districts: Appoint Lake Peekskill Improvement District Temporary Laborers
4. Parks & Recreation: Approve Headwater Forestry, Inc. Agreement
5. Highway: Approve Hiring of New Employee
6. Reject EV Charging Station Installation Bids
7. Approve EV Charging Station Installation Agreement with Plug In Stations Online (PISO)
8. Approve Code Enforcement Officer in CSEA Collective Bargaining Agreement
9. Building Department:
  - a. Approve Contract with ICC Community Development for Laserfiche System
  - b. Accept Resignation of Full Time Employee
  - c. Appoint Part-Time Clerk
  - d. Approve Engagement of James Manno for Building Plan Review
  - e. Daily Fee Report Summary August 1 – 31, 2026
10. Discussion on Surviving Spouse Tax Exemption
11. Public Comment [Three-Minute Time Limit Per Person]

**Adjournment**

**Next Town Board Meeting: Wednesday, September 16<sup>th</sup>, 2026 6 PM**

①

8/31/2026

To: Town Board

From: Michelle Stephens  
Town Clerk

Subject: Approval of Minutes – August 12<sup>th</sup> & August 19<sup>th</sup>, 2026

I respectfully request that the Putnam Valley Town Board authorize the Supervisor to accept the Town Board meeting minutes from August 12<sup>th</sup> & August 19<sup>th</sup>, 2026.

Thank you,

Michelle Stephens

Town Clerk



2

**ALISON JOLICOEUR**  
TOWN SUPERVISOR

---

TO: TOWN BOARD  
FROM: ALISON JOLICOEUR, TOWN SUPERVISOR  
SUBJECT: Termination of Intermunicipal Building Inspector Agreement with Town of Philipstown  
DATE: August 26, 2026

---

RESOLVE, that the Town Board approve the termination of the Intermunicipal Building Inspector Agreement between the Town of Philipstown and the Town of Putnam Valley, effective August 22<sup>nd</sup>, 2026.



## TOWN OF PHILIPSTOWN

238 Main St. P.O. Box 155 Cold Spring, NY 10516

JOHN VAN TASSEL, SUPERVISOR

(845) 265-3329

TARA K. PERCACCILOLO  
TOWN CLERK AND TAX COLLECTOR

ROBERT FLAHERTY, COUNCILMAN  
JUDITH FARRELL, COUNCILWOMAN  
NED RAUCH, COUNCILMAN  
NATHANIEL PRENTICE, COUNCILMAN

August 12, 2026

### **BY REGULAR MAIL**

Alison Jolicoeur  
Supervisor  
Town of Putnam Valley  
265 Oscawana Lake Rd,  
Putnam Valley, NY 10579

Dear Supervisor Jolicoeur,

Notice is given, pursuant to Section 8 of the Intermunicipal Building Inspector Agreement between the Town of Philipstown and the Town of Putnam Valley dated as of August 23, 2024, that such agreement is terminated. The termination of the agreement is effective as of August 22, 2026.

Sincerely,

John Van Tassel

Supervisor, Town of Philipstown

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board

**From:** Karen Kroboth, District Clerk

**Date:** 8/28/26

**Re:** Appoint Lake Peekskill Improvement District Temporary Laborers

---

I formally request the Town Board appoint, Tom Kerr and Chris Karpish as part time, per diem, laborers for the Lake Peekskill Improvement District. They will be working the fall 2026 bulk pick up for LPID. The appointment will begin September 14<sup>th</sup>, 2026 and end September 25<sup>th</sup>, 2026 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.

# Memo

**To:** Town Board  
**From:** Frank DiMarco   
**CC:** Elaine McGinty  
**Date:** 8/31/2026  
**Re:** Forestry Management

---

## **Town Board Members**

The Parks and Recreation Department recommend that you approve and sign the proposal from **Headwater Forestry, INC** for pursuing the Forest Management Plan based on the study previously conducted in the amount of \$2,200.

This plan works in conjunction with the DEC and their Forestry guidelines. The result of this project will promote a healthier forest as well as provide an additional revenue source for the town.

The bid details are attached for your perusal. Funds will be coming out of our park improvement line and will have no tax or budget impact.



# HEADWATER FORESTRY, INC

Cory Creagan, *CF*

SAF Certified Forester | VT Licensed Forester  
NY Cooperating Forester | WAC Qualified Forester  
Audubon Endorsed Forester

6 Post Street  
Kingston NY, 12401  
cory@headwaterforestry.com  
(585) 991-9136

## PROJECT ESTIMATE

Date: 8/31/2026

**Client** Town of Putnam Valley  
**Project** Timber Harvest Permit

### SCOPE OF WORK

#### Assist Town in Obtaining Special Use Permit

- 1) Submit Application for a Special Use Permit including:
  - a) General Report
  - b) Statement of Purpose
  - c) Total land are
  - d) Approximate number of trees to be cut
  - e) Range in diameters of trees to be cut
  - f) Restoration plan
  - g) Sketch map
  - h) Landowner statement
  - i) Any other requirements the planning board deems pertinent
- 2) Attend planning board meetings (2 in total)

### DELIVERABLES

- 3) Application for Special Use Permit (digital PDF)

### FEES & ESTIMATED HOURS

All services will be billed at a rate of \$100/hr (including marking paint and other materials).

| Service                                                               | Estimated Hours   |
|-----------------------------------------------------------------------|-------------------|
| Timber Marking + Tallying                                             | 22 hrs            |
| <b>ESTIMATED PROJECT TOTAL (excluding harvest monitoring / admin)</b> | <b>\$2,200.00</b> |

## TERMS & BILLING

---

Headwater Forestry Inc is committed to working efficiently and reducing costs for our clients. Total fees will be based only on hours worked and may be less than estimated amounts. Headwater Forestry Inc will communicate anticipated increases to the client prior to engaging in the work.

Should the above be deemed agreeable, work can commence immediately.

## CLIENT AGREEMENT

---

Per the terms listed in this proposal, I hereby agree to commission Headwater Forestry, Inc. with the services outlined above.

---

*Client Signature*

---

*Date*

Shawn Keeler

Highway Superintendent

SKEELER@PUTNAMVALLEY.GOV

David Conklin

General Foreman

Margaret Bradley

Senior Clerk Typist

Sarah Caporale, Assistant Clerk

Town of Putnam Valley Highway Department

265 Oscawana Lake Road

Putnam Valley, NY 10579

(845) 526-3333 phone

(845) 526-4729 fax

Hours of operation

7:00 AM - 3:30 PM

5

August 31, 2026

## MEMORANDUM

TO: ALISON JOLICOEUR  
MEMBERS OF THE TOWN BOARD

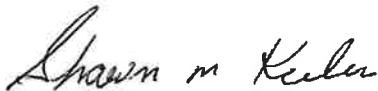
FROM: SHAWN M. KEELER

RE: NEW EMPLOYEE

Please appoint Ryan C. Horan of 174 Church Road, Putnam Valley NY 10579 as a full-time laborer at the probationary rate of \$34.56 per hour effective September 14, 2026.

He will fill the vacant laborer position.

Sincerely,



Shawn M. Keeler



6

**ALISON JOLICOEUR**  
TOWN SUPERVISOR

---

TO: TOWN BOARD  
FROM: ALISON JOLICOEUR, TOWN SUPERVISOR  
SUBJECT: Rejection of EV Charging Station Installation Bids  
DATE: September 3, 2026

---

RESOLVE, that the Town Board reject the two (2) bids received from Light Electric and Spirelli Electric, Inc. regarding the EV Charging Station installation as the Town will be using the services of a New York State Preferred Vendor for this purpose. The cost with the new vendor is comparable and includes a warranty, which is important for the maintenance and preservation of the equipment and is not included in either of the two (2) bids received.

## Elaine McGinty

---

**From:** Michelle Stephens  
**Sent:** Wednesday, August 26, 2026 12:40 PM  
**To:** inspector; Alison Jolicoeur; Christian Russo; CJ Brooks; Louie Luongo; Sherry Howard  
**Cc:** Elaine McGinty; David E. Daniel; Lillian Mead  
**Subject:** EV Charger Bid  
**Attachments:** Ev Charger Bids.pdf

*Good afternoon,*

*The bid for the EV Charger took place this morning at 11:00 a.m.*

*Present: Supervisor Jolicoeur  
Richard Quaglietta, Building Inspector  
Todd Atkinson, Town Engineer  
Michelle Stephens, Town Clerk*

*There were two Bids. Neither bidder was present at the bid opening.*

| <i><b>Bidder</b></i>          | <i><b>Bid Amount</b></i> |
|-------------------------------|--------------------------|
| <i>Light Electric's Bid</i>   | <i>\$17, 600.00</i>      |
| <i>Spirelli Electric, Inc</i> | <i>\$19,499.00</i>       |

*I have attached copies of the bids, including the scope of work outlined by each bidder, for your review.*

*Thank you,*

*Michelle Stephens  
Putnam Valley Town Clerk  
Receiver of Taxes  
265 Oscawana Lake Rd  
Putnam Valley, NY 10579  
845-526-3280  
[mstephens@putnamvalley.gov](mailto:mstephens@putnamvalley.gov)*



7

**ALISON JOLICOEUR**  
TOWN SUPERVISOR

---

TO: TOWN BOARD  
FROM: ALISON JOLICOEUR, TOWN SUPERVISOR  
SUBJECT: Approve Contract for EV Charging Station Installation  
DATE: September 3, 2026

---

RESOLVE, that the Town Board approve and authorize the Town Supervisor to enter into a contract with Plug In Stations Online (PISO) for the installation of two (2) EV Charging Stations on the Town Hall Campus. This vendor is a New York State Preferred Vendor and the quote of \$19,200 includes a warranty for eighteen (18) months. Funds will be appropriated from the Municipal Zero-emission Vehicle Infrastructure Grant received by the Town from the NYS Department of Environmental Conservation.



## EV Charging Station Installation

Putnam Valley



Plug In Stations Online

*By: Dean McMahon*

8/31/2026

Proposal powered by Monterra

# Pricing

|                                  |     |             |      |                    |
|----------------------------------|-----|-------------|------|--------------------|
| Total Price                      |     |             |      | \$19,200.00        |
| Item                             | Qt. | Unit Price  | Unit | Total              |
| <b>Electrical infrastructure</b> |     |             |      | <b>\$19,200.00</b> |
| Electric Make Ready              | 1   | \$19,200.00 | ea.  | \$19,200.00        |
| Total price                      |     |             |      | \$19,200.00        |

# Statement of Work

## Scope of Work

- Scope includes:
  - Mark Out Site
  - 3rd Party Inspection
  - Conduit/Wire/Breakers
  - New 200A Single Phase Nema 3r panel and meter can
  - Prevailing Wage Labor
  - Concrete piers
  - Bollard protection (4)
  - Signage
  - Mounting/Installation/Commissioning

## Clarifications

- DPW to handle all trenching, backfill and building/installation of stanchion

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

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



## PISO EV Infrastructure Project Warranty

|                                            |                                      |
|--------------------------------------------|--------------------------------------|
| <b>Date</b>                                | 2026-06-31                           |
| <b>PISO Project Reference</b>              | 002657                               |
| <b>Customer</b>                            | Putnam Valley Town Hall – Make Ready |
| <b>Project Name</b>                        | Putnam Valley Town Hall – Make Ready |
| <b>Customer Project Reference</b>          | 002657                               |
| <b>Project Address</b>                     | 265 Oscawana Lake Rd                 |
| <b>Project City, State ZIP</b>             | Putnam Valley, NY 10579              |
| <b>Project Substantial Completion Date</b> | 2025-09-05                           |

### Warranty Coverages Included

Make Ready ☒

EV Charging Equipment ☒

OCPP Network Details ☒

Site SLA ☐

### Make Ready Warranty

PISO warrants that the Make Ready work performed on the [Above Project] at [Above Project Address] will be free from defects in workmanship for a period of eighteen months from the date of **Substantial Completion**. Make Ready work entails all labor and materials (Conduit, wire, etc.) required for successful installation and energization of the EVSE equipment. EVSE equipment is covered under the EVSE OEM Warranty. Should any defects in workmanship develop during this period, PISO will, at its own expense, repair or replace the defective work. This warranty does not cover damage resulting from:

- Damage to the chargers resulting from deliberate or careless actions including vandalism, misuse (e.g., dropping charging connectors repeatedly or leaving them on the ground), vehicle strike, plow strike, etc.
- Force majeure events such as storms, flooding, lightning strikes, earthquake, solar flare, other natural forces, riot, war, etc.
- Extreme power surge, lightning strike, EMP event, etc.
- Modification of the units and/or software systems without preapproval by PISO

### Site Details

- Installation of (2) Dual Port ChargePoint CP6000 stations.

### Make Ready Warranty Contact

- Help Number (855) 467-3751
- PISO Direct Service: <mailto:service@pisoev.com>



(855) 467 - 3751



[info@pisoev.com](mailto:info@pisoev.com)



[www.pisoev.com](http://www.pisoev.com)



## EV Charging Equipment Warranty

|                                  |                        |
|----------------------------------|------------------------|
| <b>EVSE Equipment OEM</b>        | ChargePoint            |
| <b>EVSE Warranty Description</b> | ChargePoint – Assure 5 |
| <b>EVSE Warranty Term</b>        | Five Years             |
| <b>OCPP Package Start Date</b>   | 2026-06-31             |

### EV Charging Equipment Contact

- Call +1.408.705.1992
- Email [sales@chargepoint.com](mailto:sales@chargepoint.com)

## OCPP Network Details

|                                |                                |
|--------------------------------|--------------------------------|
| <b>OCPP Network Provider</b>   | ChargePoint                    |
| <b>OCPP Network Package</b>    | ChargePoint Cloud Professional |
| <b>OCPP Package Term</b>       | Five Years                     |
| <b>OCPP Package Start Date</b> | 2026-06-31                     |

### OCPP Network Contact

- Call +1.408.705.1992
- Email [sales@chargepoint.com](mailto:sales@chargepoint.com)





8

**ALISON JOLICOEUR**  
TOWN SUPERVISOR

---

TO: TOWN BOARD  
FROM: ALISON JOLICOEUR, TOWN SUPERVISOR  
SUBJECT: CSEA / Code Enforcement Officer  
DATE: September 4, 2026

---

RESOLVE, that the Town Board ratify the Town Supervisor's signature on the attached Supplemental Memorandum of Agreement for the inclusion of the position of Code Enforcement Officer in the CSEA Collective Bargaining Agreement effective from January 1, 2026 through December 31, 2029.

## SUPPLEMENTAL MEMORANDUM OF AGREEMENT

**WHEREAS**, Civil Service Employees Association, Inc., Local 840, Unit 8151, AFSCME, AFL-CIO (“Union”) and the Town of Putnam Valley (“Town”) are parties to a Collective Bargaining Agreement (“CBA”) with a duration of January 1, 2026 through December 31, 2029; and

**WHEREAS**, the Town has determined a need to include the title of Code Enforcement Officer within the bargaining unit represented by the Union; and

**WHEREAS**, the Town and the Union desire to amend the CBA to include the title of Code Enforcement Officer;

**NOW, THEREFORE** the Town and Union agree as follows:

1. Effective <sup>July 13<sup>th</sup></sup> June \_\_, 2026 the title of Code Enforcement Officer shall be added to the Collective Bargaining Agreement.
2. The Code Enforcement Officer shall be eligible for the \$150 dollar shoe reimbursement under Article XV of the CBA
3. The salary schedule for the title of Code Enforcement Officer in 2026 shall be:

|        |          |
|--------|----------|
| Step 1 | \$71,000 |
| Step 2 | \$73,130 |
| Step 3 | \$75,324 |
| Step 4 | \$77,584 |
| Step 5 | \$79,912 |
| Step 6 | \$82,309 |
| Step 7 | \$84,778 |

4. The salary schedule for the title of Code Enforcement Officer in 2027 shall be:

|        |          |
|--------|----------|
| Step 1 | \$73,308 |
| Step 2 | \$75,507 |
| Step 3 | \$77,772 |
| Step 4 | \$80,105 |
| Step 5 | \$82,509 |
| Step 6 | \$84,984 |
| Step 7 | \$87,533 |

5. The salary schedule for the title of Code Enforcement Officer in 2028 shall be:

|        |          |
|--------|----------|
| Step 1 | \$75,691 |
| Step 2 | \$77,961 |
| Step 3 | \$80,300 |
| Step 4 | \$82,708 |
| Step 5 | \$85,191 |
| Step 6 | \$87,745 |
| Step 7 | \$90,378 |

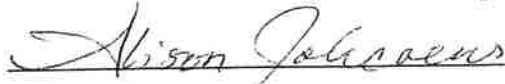
6. The salary schedule for the title of Code Enforcement Officer in 2029 shall be:

|        |          |
|--------|----------|
| Step 1 | \$78,151 |
| Step 2 | \$80,495 |
| Step 3 | \$82,910 |
| Step 4 | \$85,396 |
| Step 5 | \$87,960 |
| Step 6 | \$90,597 |
| Step 7 | \$93,336 |

7. This Supplemental Memorandum of Agreement shall be subject to the approval of the Town Board.

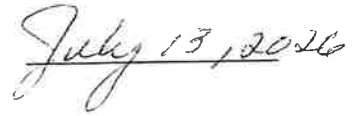
Agreed to:

ON BEHALF OF TOWN OF PUTNAM VALLEY TOWN BOARD



Alison Joliceur  
Town Supervisor

Date

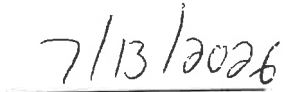


ON BEHALF OF CIVIL SERVICE EMPLOYEES' ASSOCIATION,  
LOCAL 840, UNIT 8151, AFSCME, AFL-CIO



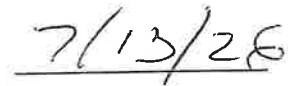
Craig Cotone  
Unit President

Date



Neil Heard  
Labor Relations Specialist

Date



RICHARD QUAGLIETTA  
Code Enforcement Officer  
Building & Fire Inspector

PATRICIA A. SMITH  
Zoning Inspector

DOREEN C. PIACENTE  
Sr. Clerk to the Building Dept.

STEPHANIE CONTE  
Clerk to the Building Dept.



TOWN HALL

265 Oscawana Lake Road  
Putnam Valley, NY 10579

Tel: 845 526-2377  
Fax: 845 526-8806

## **TOWN OF PUTNAM VALLEY**

### **BUILDING & ZONING DEPARTMENT**

Richard Quaglietta  
Office of Building & Zoning  
265 Oscawana Lake Road  
Putnam Valley, NY 10579

August 25, 2026

Town of Putnam Valley  
Town Board  
265 Oscawana Lake Road  
Putnam Valley, NY 10579

To the Town Board:

The Building Department requests that the Town Board approve the Town Supervisor enter into a contract with ICC Community Development for the use of their Laserfiche system in the amount of \$11,300. The funds will be appropriated from the building department budget line.

The agreement would include the movement of the content management system, currently storing all of our municipal files from the scanning project, from local servers to the cloud. In the near future, this migration will allow for the fruition of our larger goal: to bring the files to the public via a public portal.

Please let us know of any questions.

Thank you,

Richard Quaglietta

# Town of Putnam Valley

Putnam County

## Enterprise Content Management System - Cloud

September 8, 2026  
Valid for 30 days



Bruce Cadman  
Director of Sales  
518-441-6496

[BCadman@icc-cds.com](mailto:BCadman@icc-cds.com)



## TABLE OF CONTENTS

|                                                                    |           |
|--------------------------------------------------------------------|-----------|
| <b>LASERFICHE CLOUD LICENSE OVERVIEW.....</b>                      | <b>3</b>  |
| <b>AUTHORIZATION &amp; AGREEMENT.....</b>                          | <b>6</b>  |
| <b>APPENDIX A – INSTALLATION, TRAINING AND SUPPORT.....</b>        | <b>7</b>  |
| <b>APPENDIX B – LASERFICHE CLOUD MIGRATION CONSIDERATIONS.....</b> | <b>10</b> |

## LASERFICHE CLOUD LICENSE OVERVIEW

The Laserfiche Cloud license introduces a straightforward software license that includes a wide variety of features to benefit all departments of the municipality. All of this is hosted on Amazon Web Services, so limited internal IT resources are required.

While many features and functionality are available, listed below, we start with the described base package and provide training and resources to get you started. As you become more familiar, we can add automation, integrations with 3<sup>rd</sup> party applications and more.

### Laserfiche Cloud Professional Features:

| Cloud Features                            | Professional | Cloud Add-Ons                         | Professional       |
|-------------------------------------------|--------------|---------------------------------------|--------------------|
| 100 GB storage per Full User              | ✓            | SDK                                   | +                  |
| Document Management                       | ✓            | QuickAgent Fields Complete with Agent | 10 (+)             |
| Audit Trail                               | Starter (+)  | Workflow Bots for Process Automation  | 1 (+)              |
| Direct Share                              | ✓            | Public Portal                         | +                  |
| Data Encrypted at Rest                    | ✓            | Forms Portal                          | +                  |
| Autoscaling of Computing & Storage Resour | ✓            | Document Summarization                | 5,000 per year (+) |
| Intrusion Detection                       | ✓            | Smart Fields                          | 1,000 per year (+) |
| Automated Feature/Security Updates        | ✓            | Smart Chat                            | 5,000 per year (+) |
| Automated Text Extraction                 | ✓            | Participant Users                     | +                  |
| Import Agent with Email Archiving         | ✓            | Vault                                 | +                  |
| Process Automation                        | ✓            | Additional Storage                    | +                  |
| Connector                                 | ✓            | ScanConnect                           | +                  |
| Surveys                                   | ✓            |                                       |                    |
| Records Management                        | +            |                                       |                    |
| Cloud Integrations                        | Professional |                                       |                    |
| Microsoft 365 Integration                 | ✓            |                                       |                    |
| Integration with SharePoint               | ✓            |                                       |                    |
| Integration w/ Microsoft Dynamics 365 CRM | ✓            |                                       |                    |
| Integration with DocuSign                 | +            |                                       |                    |
| Integration with Salesforce CRM           | +            |                                       |                    |

-Not Available + Optional Add-On ✓ Included

\*As a cloud-based system, updates and new features are automatically pushed out, limited/no IT involvement.

### Updates

On a monthly basis Laserfiche adds features and performance enhancements to an existing version of its software known as "updates." Licensee will receive all updates as released.

## Access to Online Support Resources

The Laserfiche Support Site contains detailed technical information to increase your product knowledgebase. The Laserfiche Cloud Help Files contain useful information to help you get started with your Laserfiche Cloud account. Laserfiche also has numerous help videos which walk you through the product to help you become more familiar and comfortable with all of the different features. Additionally, Laserfiche Cloud Answers is an online forum that allows Laserfiche Cloud subscribers to collaborate on ideas and solutions.

### Pricing/Services:

| Product                             | Description                                                                                | Qty | Model#    | Unit Price | Total Price        |
|-------------------------------------|--------------------------------------------------------------------------------------------|-----|-----------|------------|--------------------|
| <b>Laserfiche Cloud Users</b>       | Professional Users                                                                         | 6   | C2ENF0261 | \$870.00   | \$5,220.00         |
| <b>Storage</b>                      | 100 GB per Full User included (Overages will be \$30 per 10 GB annually) Storage is pooled | -   |           | -          | -                  |
| <b>SAP</b>                          | ICC-CD Support                                                                             | 6   |           | \$120.00   | \$720.00           |
| <b>Laserfiche Participant Users</b> | Read-Only Users                                                                            | 10  | COPAR0261 | \$125.00   | \$1,250.00         |
| <b>Configuration and Training</b>   | Remote                                                                                     | 1   |           | \$1,560.00 | \$1,560.00         |
| <b>Laserfiche Data Migration</b>    | Legacy Data Migration to the Cloud                                                         | 1   |           | \$1,600.00 | \$1,600.00         |
| <b>Project Coordination</b>         | Remote                                                                                     | 1   |           | \$500.00   | \$500.00           |
| <b>Total</b>                        |                                                                                            |     |           |            | <b>\$10,850.00</b> |

**Anticipated annual SAAS fees after the included 1<sup>st</sup> year for the above configuration would be \$7,640.00**

**Note: This estimate is subject to change based upon the then-current support prices for that year. Plan for a 7%-10% YOY cost increase to all Laserfiche SAAS models.**

**Laserfiche legacy system data migration to Laserfiche Cloud includes the following at a minimum: Project Kickoff Meeting; Server Pre-Check; Confirm no Laserfiche Forms/Workflows need to be reconfigured or redone; Document Current User/Group lists and permissions need to be mapped and uploaded to new Laserfiche Cloud repository; Submit documentation and log files to Laserfiche for build out of Laserfiche Cloud repository; Coordinate/Schedule Training; Build/Activate Cloud Demo Site; Run On-Prem to Cloud Migration; Post-Migration check and customer follow-up; Base project management. Note that this does not include machine time.**

**If upgrading from Laserfiche Self-Hosted to Laserfiche Cloud, please check the size of your current on-premises repository in order to make sure that you have enough storage capacity when moving to Laserfiche Cloud. Each Laserfiche Cloud user account is allocated 100 GB of pooled storage space. For a base 5 user Laserfiche Cloud system there would be 500 GB of storage space available. To check the size of your repository, log onto your current Laserfiche repository as an Administrator and locate the name of your repository (in the left-hand pane of the Laserfiche folder browser). Right click repository name and select properties. From the Folder Properties window click the Folder tab. The Image Count should display size in GB. Keep in mind that additional storage can always be purchased. Please contact the Laserfiche Help Desk if you have any questions about your current repository size at: [LFSupport@icc-cds.com](mailto:LFSupport@icc-cds.com)**

**Adjustments to Performance Schedule; Delays:**

**Adjustments to Schedule:** Upon the mutual consent of the Municipality and ICC Community Development, the "Performance Schedule" may be changed or extended as provided under "Delays" below.

**Delays:** Client must notify ICC Community Development, in writing, immediately upon learning or otherwise becoming aware, of any difficulties that may delay the delivery of services or deliverables within each step of the Implementation timeline. Such notification must identify the reason for the delay, as well as the anticipated period of delay. Any delay on the part of the customer that extends 10 working days beyond the target date for completion of any step will result in a project restart and additional charges will be identified as part of a change order provided to the customer. This clause shall not apply in case of force majeure.

## AUTHORIZATION & AGREEMENT

The **Town of Putnam Valley, Putnam County, New York** hereby agrees to the procedures outlined above, to ICC Community Development Solutions Terms & Conditions and to the License Agreements for the software referred to above, all of which are available at <https://icc-cds.com/terms-conditions>, and are incorporated herein by reference, and authorizes ICC-CDS to proceed with the project.

### **Electronic Document Management Project**

**\$10,850.00**

*Estimated Annual support fee second year forward (SAAS): \$7,640.00*

**Note:** Prices subject to change. Plan for a 7%-10% YOY cost increase to all Laserfiche SAAS models.

***If/when the client wishes to implement the additional modules included with their licenses, there may be additional development, configuration and training time required. These additional service fees would not apply until you are ready and agree to implement additional components.***

### **SOFTWARE ORDER, PAYMENT AND PERFORMANCE SCHEDULE**

\$7,190.00 - of the project price shall be invoiced upon customer site activation

\$2,060.00 - of the Configuration, Training & Coordination services shall be invoiced as they are completed

\$1,600.00 – of the Data Migration services shall be invoiced as they are completed

***(Client please fill out)*** Invoice for this Project to be sent to:

**Department:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

### **TOWN OF PUTNAM VALLEY, PUTNAM COUNTY, NEW YORK**

By: \_\_\_\_\_ In the Presence of: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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

### **ICC-CDS, LLC**

By: \_\_\_\_\_ In the Presence of: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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

**To authorize the project:**

- 1. Sign the Proposal and return to your Solutions Account Executive**
- 2. Fax or email the Authorization & Agreement Section only to: [ICCCDS@icc-cds.com](mailto:ICCCDS@icc-cds.com) • fax (585) 328-8189**
- 3. Mail the signed Proposal to ICC-CDS at: 3490 Winton Place, Rochester, NY 14623**

---

## APPENDIX A – INSTALLATION, TRAINING AND SUPPORT

---

### Pre-Installation Teleconference and Technical Review

If applicable, prior to the installation and training, one of ICC-CD's technicians will work with your technical staff or consultant to review the hardware and other technical requirements and ensure that all hardware is ready for the installation. We will also work with your designated contact person to establish the agenda.

### Customized Training

If applicable ICC-CD provides practical training sessions to ensure that your users keep pace with "best practices" and that your Laserfiche system continues to provide your organization with the maximum efficiencies possible. Whether you are a new Laserfiche user or an existing user seeking refresher training, we pride ourselves on maintaining a team of trainers who can relate to users at any level of expertise.

**Our standard Laserfiche user training** covers the basic functions of the program and provides you with the necessary skills to put the system into immediate use. Based on the file organization and file naming structures that were determined by your organization, the training covers input, search and manipulation features using your documents to address file-organization and file-naming structures

**Administrator Training** covers the system administrative functions and typically takes place throughout the sessions, as appropriate.

### **TECHNICAL SUPPORT-SAP**

Technical Support covers all questions that might arise with your Laserfiche system should a technical issue arise. Technical Support covers the installation of software patches and minor upgrades, as appropriate.

The first line of technical support is via telephone, using our toll-free number (855-436-5500) or via e-mail at [lfsupport@icc-cds.com](mailto:lfsupport@icc-cds.com). With Basic SAP service, technical support requests not immediately addressed will be acknowledged within 8 business hours, with the majority of response times within 2 hours. ICC-CD's support technician will discuss the issue with you. If there are more detailed diagnostics needed, the technician will log into your system remotely, using the Internet. In this way, the technician can see what the user is seeing, do diagnostics, and generally remedy the situation remotely during this initial contact. In situations that require additional research or work by the technician, we will let you know what still needs to be done, along with a timeframe for getting back to you. You will also receive a Case number for future reference. By providing remote diagnostics and remediation to our clients, we can provide you with quick resolution of your issues to keep you up and running.

### **GSAP – GENERAL SOLUTION ASSURANCE PROGRAM (IF APPLICABLE)**

In addition to Laserfiche implementation and support services, ICC-CD offers GSAP-level support (General Solution Assurance Program) tailored to business process automation using Laserfiche Workflows and Forms developed by ICC-CD.

GSAP provides assistance beyond the scope of the Laserfiche Software Assurance Program (LSAP), which is limited to:

- Break-fix support
- New software version releases (if applicable)

In contrast, GSAP support includes:

- Modifications to custom Laserfiche Workflows & Laserfiche Forms **developed by ICC-CD**
- Support for non-break-fix issues in relation to a specific project
- Ongoing support for projects where custom automation is deployed

This can include:

- Updates to workflow steps or participants
- Edits to Laserfiche Form fields
- Changes in Laserfiche Form data collection
- Adjustments due to software upgrades
- Changes required due to state mandates or internal policy updates

Note: GSAP does not cover additions outside the original scope or new automation features.

### **SOFTWARE PATCHES AND UPGRADES:**

In addition to receiving technical support, customers with a current LSAP/SAAS contract will receive **critical program updates within the current version of Laserfiche**. This is extremely important because Laserfiche is continuously improved to be even more powerful and efficient. You will receive routine system updates released by the manufacturer automatically.

#### Services covered under Support/SAP:

- Remote troubleshooting and repair to the best of our ability of any errors generated by Laserfiche
- Remote troubleshooting and repair to the best of our ability any Laserfiche functionality that is not working
- Respond to request calls within 8 business hours, if not immediately
- Provide technical support between the hours of 8:00 AM - 5:00 PM EST
- User group meetings
- Access to Laserfiche's knowledgebase
- Regular newsletters - Laserfiche
- Access to webinars

#### Services not covered under Support:

- Training - New user or refresher training - either on-site or remote
- Addition of custom features or functionality to the software
- Support or troubleshooting of third-party software

- Faults or problems caused by unauthorized access to configuration information or changes to components by the user or a third party.
- Problems or faults caused by use of the product outside its normal operating conditions.
- On-site technical support, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.
- On-site consulting or training, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.

Customer's Obligation:

- To have Internet access on the Laserfiche workstations where the Laserfiche client is installed and be willing to allow our Support Technicians remote access to the Customer's Laserfiche system via GoToAssist or other acceptable remote access tool.
- To designate an IT contact and to provide the name, phone number and e-mail address on the registration form.
- To describe technical issues completely in order to provide ICC-CD's Support Technician sufficient information to be able to diagnose and reproduce the problem, including any identified error codes.

---

## APPENDIX B – LASERFICHE CLOUD MIGRATION CONSIDERATIONS

---

***Note: This is for a client upgrading from a Laserfiche on-premises system to a Laserfiche Cloud system***

### **Laserfiche Cloud Migration Considerations - Migrating Data From A Self-Hosted Laserfiche Repository Into Laserfiche Cloud**

Disclaimer: In the event that installation of the migration utility on the customer's server is not feasible, the customer hereby authorizes us to securely transfer and migrate their data to our server, and the customer agrees to promptly provide us with the necessary data for successful migration.

The Repository Export Client is a batch upload tool that processes and uploads data from a self-hosted Laserfiche repository to a Laserfiche Cloud repository as part of a multi-phase process. Please review the below requirements for information on the Repository Export Client.

#### **System requirements for the Repository Export Client:**

Windows Server 2016 and later, Windows 10 and later, 64-bit Windows operating system

Microsoft .NET Framework 4.8 or later

Microsoft Visual C++ Redistributable for Visual Studio 2019 (x64)

Laserfiche Server 8.2 or later

1 Laserfiche repository

2 GB of RAM.

*Note: The Repository Export Client must be run on the machine hosting Laserfiche Server.*

#### **Supported source database engines:**

Microsoft SQL Server 2016

Microsoft SQL Server 2017

Microsoft SQL Server 2019

Microsoft SQL Server 2022

Microsoft SQL Server 2025

*Note: The Repository Export Client does not support repositories hosted in Oracle Database.*

96

September 1, 2026

Town of Putnam Valley  
Town Board  
265 Oscawana Lake Road  
Putnam Valley, NY 10579

To the Town Board:

Please accept this letter of resignation from my role as Clerk to the building department,  
effective immediately.

Thank you,



Stephanie Conte

RICHARD QUAGLIETTA  
Code Enforcement Officer

PATRICIA A. SMITH  
Zoning Inspector

DOREEN C. PIACENTE  
Sr. Clerk to the Building Dept.

STEPHANIE CONTE  
Clerk to the Building Dept.



## **TOWN OF PUTNAM VALLEY**

### **BUILDING & ZONING DEPARTMENT**

TOWN HALL

265 Oscawana Lake Road  
Putnam Valley, New York  
10579

Tel: 845 526-2377

Fax: 845 526-8806

DATE: September 3, 2026

TO: The Members of the Town Board

I am writing to request the appointment of Stephanie Conte as part- time clerk to the Building Department, (Not more than 17 ½ hours a week) effective immediately, at the rate of \$26.00 per hour with no benefits, to be appropriated from the building department budget line.

Thank You



Richard Quaglietta

RICHARD QUAGLIETTA  
Code Enforcement Officer  
Building & Fire Inspector

PATRICIA A. SMITH  
Zoning Inspector

DOREEN C. PIACENTE  
Sr. Clerk to the Building Dept.

STEPHANIE CONTE  
Clerk to the Building Dept.



TOWN HALL

265 Oscawana Lake Road  
Putnam Valley, NY 10579

Tel: 845 526-2377  
Fax: 845 526-8806

**TOWN OF PUTNAM VALLEY**  
**BUILDING & ZONING DEPARTMENT**

Richard Quaglietta  
Office of Building & Zoning  
265 Oscawana Lake Road  
Putnam Valley, NY 10579

September 2, 2026

Town of Putnam Valley  
Town Board  
265 Oscawana Lake Road  
Putnam Valley, NY 10579

To the Town Board:

I am writing to request the engagement of the services of James Manno at an hourly rate of \$30.00 per hour, not to exceed 10 hours per week, with no benefits, for the purpose of building plan review. Funding for James's services will be appropriated from the building department budget line.

Thank you,

Richard Quaglietta

9e

# Town of Putnam Valley

M5 Standard Fee Report Paid Only

From 08/01/2026 To 08/31/2026

## Count by Type

|                                 |    |             |
|---------------------------------|----|-------------|
| ADDITION/ALTERATION             | 9  | \$8,873.00  |
| BEDROOM COUNT REQUEST           | 1  | \$50.00     |
| CW                              | 6  | \$450.00    |
| DECK                            | 1  | \$92.00     |
| DECK - Railing / Stairs Replace | 1  | \$75.00     |
| ELECTRI APP/NY ELEC             | 10 | \$500.00    |
| ELECTRIC APP/SWIS               | 5  | \$250.00    |
| FENCE/WALL                      | 1  | \$75.00     |
| FIRE INSPECTION                 | 2  | \$200.00    |
| GAS/PROPANE                     | 2  | \$150.00    |
| HVAC                            | 3  | \$300.00    |
| IN GROUND POOL                  | 1  | \$1,350.00  |
| MG                              | 1  | \$75.00     |
| MI                              | 1  | \$75.00     |
| OIL TANK                        | 1  | \$75.00     |
| OPERATING PERMIT                | 1  | \$100.00    |
| PERMIT FEE                      | 9  | \$675.00    |
| PL                              | 7  | \$705.00    |
| RENEWAL                         | 4  | \$300.00    |
| RU                              | 1  | \$125.00    |
| SEARCH                          | 11 | \$2,200.00  |
| SOLAR PANELS                    | 2  | \$1,059.00  |
| STR Application                 | 1  | \$500.00    |
| TREE                            | 1  | \$75.00     |
| WETADM                          | 2  | \$100.00    |
| WETL                            | 2  | \$200.00    |
| WT/S                            | 2  | \$200.00    |
|                                 | 96 | \$18,829.00 |

### 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                |