



**TOWN OF PUTNAM VALLEY**  
**Town Board Special Meeting**

**March 4<sup>th</sup>, 2026**  
**Town Hall 6 PM**

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**Meeting called to Order**

**Pledge of Allegiance**

1. ***Public Hearing:*** Local Law Waiving Residency Requirement for Town Assessor
2. Appoint Town Assessor
3. Discuss Deadline Date for Acceptance of Exemption Paperwork
4. Approve Appointment of Part-Time Clerk in Assessor's Office
5. Approve Temporary Inter-Departmental Hours for Clerk in Building Department
6. Public Comment [Three-Minute Time Limit Per Person]

**Adjournment**

**Next Town Work Session: Wednesday, March 11<sup>th</sup>, 2026 5 PM**

**Town of Putnam Valley Local Law No. 4 of 2026**

**LOCAL LAW WAIVING THE RESIDENCY REQUIREMENT FOR THE TOWN ASSESSOR**

**Part 1. Title**

This Local Law shall be known as the “Local Law Waiving the Residency Requirement for the Town Assessor”

**Part 2. Legislative Intent**

The purpose of this local law is to waive the residency requirement for the office of Town Tax Assessor, permitting the appointment of a qualified assessor who resides anywhere within the State of New York, as authorized by Municipal Home Rule Law and consistent with Real Property Tax Law § 310.

**Part 3. Enactment**

This local law is enacted pursuant to the authority granted by Section 10 of the Municipal Home Rule Law of the State of New York, which empowers local governments to adopt and amend local laws relating to the qualifications of local officers.

**Part 4. Residency Requirement Waived**

Notwithstanding any provision of law to the contrary, including but not limited to Public Officers Law § 3, the person appointed to the office of Town Assessor need not be a resident of the Town, provided that such person is a resident of the State of New York at the time of and during their service as Town Assessor.

**Part 5. Severability**

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

**Part 6. Effective Date**

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

**Resolution Appointing Assessor for Unexpired Term**  
RESOLUTION NO. \_\_\_ OF 2026

A RESOLUTION APPOINTING JOHN WOLHAM AS TOWN OF PUTNAM VALLEY TAX ASSESSOR (“ASSESSOR”)

WHEREAS, the position of Assessor became vacant upon the resignation of the prior Assessor effective on or about January 31, 2026; and

WHEREAS, pursuant to § 310 of the New York Real Property Tax Law, the Town Board is authorized to appoint a successor Assessor to serve the unexpired portion of the existing term of office; and

WHEREAS, the unexpired term of office (“Term”) for the position of Assessor expires on September 30, 2031; and

WHEREAS, John Wolham is a resident of the State of New York, is otherwise qualified for appointment, and has expressed his willingness to serve as Town Assessor on a part-time basis;

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board of the Town of Putnam Valley hereby appoints John Wolham to the position of Town Assessor, effective March 4, 2026, to serve the unexpired term ending September 30, 2031;

BE IT FURTHER RESOLVED, that the salary for the Town Assessor shall be fixed at \$55,000 per year for the first twelve (12) months of service;

BE IT FURTHER RESOLVED, that the Assessor shall not be provided with any benefits.

BE IT FURTHER RESOLVED, in the event that the Assessor’s appointment is terminated in accordance with applicable law prior to the expiration of the Term, the compensation payable to the Assessor shall be pro-rated to reflect the portion of the time period served;

BE IT FURTHER RESOLVED: that for the first twelve (12) months of service, the Assessor shall be a part-time employee of the Town and shall work twenty-four (24) hours per week with all services to be provided at the Town Hall or at other locations as may be approved by the Supervisor from time to time;

BE IT FURTHER RESOLVED: that at any time and from time to time following the Assessor’s first twelve months of service, the compensation, hours of service and other terms and conditions of the Assessor’s appointment may be changed by resolution of the Town Board to the fullest extent permitted by applicable law; provided, however that such hours of service shall not be less than 24 hours per week or more than 35 hours per week; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.



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**ALISON JOLICOEUR**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: ALISON JOLICOEUR, TOWN SUPERVISOR  
SUBJECT: Appointment of Part-Time Clerk in Assessor's Office  
DATE: March 2, 2026

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RESOLVE, that the Town Board appoint Sharon Irving to the position of Part-time Clerk in the Assessor's Office, working at an hourly rate of \$25.00, with no benefits.

RICHARD QUAGLIETTA  
Code Enforcement Officer  
Building Inspector  
Fire Inspector



TOWN HALL  
265 Oscawana Lake Road  
Putnam Valley, NY 10579

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PATRICIA A. SMITH  
Zoning Inspector

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

DOREEN C. PIACENTE  
Sr. Clerk to the Building Dept

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

STEPHANIE CONTE  
Clerk to the Building Dept.

March 2, 2026

MEMORANDUM TO: Supervisor and Town Board Members

FROM: Richard Quaglietta  
Code Enforcement Officer

RE: Office coverage

As we know, Stephanie Conte, the clerk to the building dept will be out for 90 days on maternity leave. The Town Clerk has offered to share Samantha Cunitz, her clerk with the Building Department on a part-time basis. The hours Samantha will be working will be coming out of the Building Department's budget. Stephanie will not be getting paid for the time she's out, so we will be saving money on the Building Department end. This is a clerk's position to clerk's position so there is no negative impacted.