



# TOWN OF PUTNAM VALLEY

## Town Board Work Session

April 8<sup>th</sup>, 2026

Town Hall

5 PM

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**Meeting called to Order**

**Pledge of Allegiance**

1. Districts:
  - a. Approve LOMAC Request for Reimbursement for NYSFOLA Conference 2026
  - b. *Accept proposal for RBL Spring Cleanups 2026*
  - c. *Accept proposal for 2026 District Spring Cleanups*
  - d. *Authorize expenditure of the RBL Dam valve fence repair*
  - e. *LIPD berm planting at Lake Peekskill Community Center*
  - f. *Accept donations of Eldberry bushes for LIPD*
  - g. *Approve the 2026 Wildwood Knolls Facilities User List*
2. Planning: Approve Release of Erosion and Sediment Control Bond
3. Approve Time Shred Services, Inc. Contract
4. Facilities: UniFirst Service Agreement
5. Approve Putnam County Press for The Town's Official Newspaper
6. Parks & Rec:
  - a. When I Work Agreement
  - b. Award Bicycle Pad
7. Approval of March Minutes
8. Building Department: Daily Fee Report Summary March 1-31, 2026
9. Public Comment [Three-Minute Time Limit Per Person]

### **Adjournment**

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

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk  
**Date:** 3/18/2026  
**Re:** LOMAC – Reimbursement for NYSFOLA conference 2026

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LOMAC has requested that Jenie Fu attend the NYSFOLA conference in Lake George, May 2, 2026 and that she be reimbursed for expenses incurred while attending. The anticipated expenses are as follows:

- Saturday “Day Tripper” Package with Lunch: \$160.00
- Mileage reimbursement: Not to exceed 350 miles x \$.72.5/mile = \$253.75

The district will cover the cost.

① k.

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board

**From:** Karen Kroboth, District Clerk

KP

**Date:** 3/30/2026

**Re:** RBL Spring Cleanups 2026

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I respectfully request that the Town Board accept the proposal from Landwork Contractors for spring cleanup services in Roaring Brook Lake district:

Children's Beach, Park Beach, Spur Beach, Moon Beach: \$7,450

Rake the reclaimed sand back at Childrens Beach: \$1,450

Clean up at Dam: \$1,550.

All organic materials collected will be dumped at the Town's organic waste pile. The cost of these services will be covered by the district.

Total Cost RBL: \$10.450



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

**Proposal To:** Town of Putnam Valley  
265 Oscawana Lake Road  
Putnam Valley, NY 10579  
**Attention:** Karen Kroboth District Clerk 845-526-2160  
**Proposal Dated:** March 19, 2026

Landwork Contractors, Inc. submits its proposal to include all labor, material, equipment and clean up necessary to complete the following scope of work:

**Spring Clean Ups:**


1. **Roaring Brook:** Spring clean up at Children's Beach, Park Beach, Spur Beach, North Beach and Moon Beach. Leaves and branches to be dumped at Town Highway organic waste pile. Cost: \$7,450.00
2. **Children's Beach:** Rake the piled up sand back from Children's Beach. Cost: \$1,450.00
3. **Roaring Brook Dam Area:** Spring clean up at dam area. Leaves and branches to be dumped at Town Highway organic waste pile. Cost: \$1,550.00
4. **Lookout Manor:** Rake up leaves, debris and branches from the beach area and parking lot. Leaves and branches to be dumped at Town Highway organic waste pile. Cost: \$1,450.00
5. **Barger Pond:** Rake and blow leaves/branches from the lawn/beach area into the woods. Cost: \$700.00

I look forward to working with you.  
Please feel free to contact me with any questions.

Regards,  
Joe Ruggiero  
(914) 646-4846 cell  
President, Landwork Contractors, Inc.

① c

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 3/30/2026  
**Re:** 2026 District Spring Cleanups

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I respectfully request that the Town Board accept the proposal from Landwork Contractors for the spring cleanup of the following district properties. The cost will be covered by the appropriate districts. All leaves will be dumped at the Town Highway organic waste pile unless otherwise noted.

- Lookout Manor: beach, parking lot \$1,450
- Barger Pond: \$700



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**Proposal To:** Town of Putnam Valley  
265 Oscawana Lake Road  
Putnam Valley, NY 10579  
**Attention:** Karen Kroboth District Clerk 845-526-2160  
**Proposal Dated:** March 19, 2026

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Regards,  
Joe Ruggiero  
(914) 646-4846 cell  
President, Landwork Contractors, Inc.

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TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board

**From:** Karen Kroboth, District Clerk



**Date:** 3/30/2026

**Re:** RBL Dam valve fence repair

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I formally request that the Town Board authorize the expenditure of \$900 to repair the dam valve cage in Roaring Brook. The structure protecting the valve has sustained damage over the winter due to heavy snowfall and fallen trees.

Landwork Contractors has submitted the attached proposal outlining the necessary repairs to the fencing. The district will cover the full cost of this work.



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

**Proposal To:** Town of Putnam Valley  
265 Oscawana Lake Road  
Putnam Valley, NY 10579  
**Attention:** Karen Kroboth District Clerk 845-526-2160  
**Project:** RBL Dam Valve Fence Repair  
**Proposal Dated:** March 19, 2026

Landwork Contractors, Inc. submits its proposal to include all labor, material, equipment and clean up necessary to complete the following scope of work:


1. Supply and install 4 new 1- $\frac{3}{8}$ " black top rails.
2. Reinforce one of the existing corner posts.
3. Reinstall the existing chain link fabric onto the new top rails using new wire ties.

The total cost for the above scope of work is \$900.00.

I look forward to working with you on this project. If you have any questions or concerns, please don't hesitate to contact me.

Regards,  
**Joe Ruggiero**  
Landwork Contractors, Inc.  
Cell: 914-646-4846  
[joe@landworkcontractors.com](mailto:joe@landworkcontractors.com)

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk   
**Date:** 3/30/2026  
**Re:** LPID berm planting at Lake Peekskill Community Center

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I respectfully request that the Town Board approve the expenditure of \$1,250 for the purchase and planting of 8 forsythia bushes along the berm at the Lake Peekskill Community Center.

The purpose of this planting is to create a natural barrier that will help deter individuals from climbing on the rocks in that area, thereby improving both safety and the appearance of the site. The district will cover the cost.



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

**Proposal To:** Town of Putnam Valley  
265 Oscawana Lake Road  
Putnam Valley, NY 10579  
**Attention:** Karen Kroboth District Clerk 845-526-2160  
**Proposal Dated:** March 28, 2026

Landwork Contractors, Inc. submits its proposal to include all labor, material, equipment and clean up necessary to complete the following scope of work:

1. Supply and plant 8 forsythia bushes (4'-5') in the semicircular grass berm at the Lake Peekskill Community Center.

The total cost for the above scope of work is \$1,250.00.

I look forward to working with you.  
Please feel free to contact me with any questions.

Regards,  
Joe Ruggiero  
(914) 646-4846 cell  
President, Landwork Contractors, Inc.

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TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Putnam Valley Town Board  
**From:** Karen Kroboth, District Clerk  
**Date:** 3/31/2026  
**Re:** Accepting Donation

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In recognition of Earth Day and in support of ongoing efforts to protect local wetlands and enhance community beautification, Landwork Contractors has generously offered to donate eight elderberry plants to the Lake Peekskill community. This gesture aligns with the district's broader goals of promoting environmental stewardship and enriching the natural landscape of district spaces.

Therefore, I respectfully request that the Putnam Valley Town Board accept the donation of eight elderberry plants for Landwork Contractors, with gratitude for their contribution to local environmental stewardship and community beautification.

19.

TOWN OF PUTNAM VALLEY  
DISTRICTS

**To:** Town Board Members  
**From:** Karen Kroboth – District Clerk  
**Date:** 3/13/2026  
**Re:** 2026 Wildwood Knolls Facilities User Fee

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I formally request that the Town Board adopt the Wildwood Knolls Facilities User Fee for the year 2026.

The proposed fee structure is as follows:

- Facility users: 20 families
- Fee per family: \$275
- Total projected revenue: \$5,500.00

This fee supports the continued maintenance and operation of the Wildwood Knolls facilities and ensures that the community can rely on safe, well-maintained resources throughout the year.

EXHIBIT A

	#	Address
62.11-1-61	68	Eastern Road
62.11-1-60	82	Eastern Road
62.11-2-42	6	Hampton Road
62.11-2-35	37	Hampton Road
62.15-1-48	473	Oscawana Lake Rd
62.151-1-51	485	Oscawana Lake Rd
62.-1-36	562	Oscawana Lake Rd
62.-1-35	570	Oscawana Lake Rd
62.-1-34	578	Oscawana Lake Rd
62.-1-20	4	Rockhill Rd
62.11-1-68	16	Rockhill Rd
62.11-1-67	20	Rockhill Rd
62.11-1-66	26	Rockhill Rd
62.11-1-64	40	Rockhill Rd
62.11-2-38	41	Rockhill Rd
62.15-1-78.1	10	Saw Mill Road
62.11-2-46	6	Twilight Lane
62.11-2-5	11	Twilight Lane
62.11-2-6	21	Twilight Lane
62.11-2-7	45	Twilight Lane



**Town of Putnam Valley  
Planning Board  
265 Oscawana Lake Road  
Putnam Valley, New York 10579  
(845) 526-3740**

**TO:** SUPERVISOR JOLICOEUR  
TOWN BOARD MEMBERS

**FROM:** PLANNING DEPARTMENT

**RE:** RELEASE EROSION AND SEDIMENT CONTROL BOND  
  
VINCENT DADDONA (TM# 72.-1-17.1)

**DATE:** March 20, 2026

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The project at 26 Indian Lake Road has been completed, all necessary paperwork is filed. Requesting that the Town Board authorize the release of the Erosion & Sediment Control Bond of \$7500.00.

Michele Babnik  
Planning & Zoning Senior Clerk

TOWN OF PUTNAM VALLEY  
 265 OSCAWANA LAKE ROAD  
 PUTNAM VALLEY, NY 10579

VOUCHER

**Vincent D'Addona**  
**26 Indian Lake Road**  
**Putnam Valley, NY 10579**

PURCHASE ORDER NO.

FUND - APPROPRIATION

AMOUNT

T-30	4000	-
T-30	3500	-
TOTAL	7500	-
ABSTRACT NO.		

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Claimant's name and address

Vendor's

Ref. No.

7040

TERMS:

Dates	Description of materials or services	Quantity	Unit Price	Amount
	Refund Erosion & Sediment Control Bond 72.-1. 17.1 Project Complete Bond Released			7500.00
			Total	7500.00

I, Michele Babnik certify that the above account in the amount of \$ 7500.00 is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

date

Signature

title

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

Approval for Payment

This claim is approved and ordered paid from the appropriations indicated above.

3/9/2026  
date

Authorized Official

date

Auditing Board



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**ALISON JOLICOEUR**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: ALISON JOLICOEUR, TOWN SUPERVISOR  
SUBJECT: Time Shred Services, Inc. / Community Shred Event Dates 2026  
DATE: March 20, 2026

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RESOLVE, that the Town Board authorize the Town Supervisor to sign a contract with Time Shred Services, Inc. for their shredding services for two (2) Community Shred Events, which are taking place on Sunday, April 19, 2026 and on Sunday, October 18, 2026. Each event will cost \$1,196.00 for four (4) hours, totaling \$2,392.00, which has been budgeted for in the 2026 Town Budget.



## TOWN OF PUTNAM VALLEY

### COMMUNITY SHRED EVENT CONTRACT 2026

This contract, is made by and between the Town of Putnam Valley, NY, a municipal corporation, hereinafter referred to as the "Town", located at 265 Oscawana Lake Road, Putnam Valley, NY 10579, and Time Shred Services, Inc., a for-profit corporation hereinafter referred to as the "Time Shred", located at 195 Croton Avenue, Mount Kisco, NY 10579.

WHEREAS, the parties desire to enter into an agreement pursuant to which Time Shred will provide mobile shredding services for two (2) community shredding events hosted by the Town as set forth below:

Date of Events:                Sunday, April 19, 2026  
   Sunday, October 18, 2026  
   (hereinafter referred to as the "Event")

Location:                        Town of Putnam Valley Parking Lot  
   265 Oscawana Lake Road  
   Putnam Valley, NY 10579  
   (hereinafter referred to as the "Location")

Time:                              10:00 a.m. through 2:00 p.m.

WHEREAS, Time Shred shall provide one (1) driver and one (1) large truck, with the capacity to hold up to fifteen thousand pounds (15,000 lbs) of paper, for the purposes of providing on-site mobile shredding services as outlined above. Time Shred hereby confirms that its driver will remove all paper, and residue materials, from the Location at the end of the Event.

WHEREAS, Time Shred understands that the Event is open to the community at large in the municipality of Putnam Valley, in the style of a drive-through event, and that the Town has no indication or prediction of how many residents will attend the Event or how many pounds of paper will be generated at the Event.

WHEREAS, the Town shall pay Time Shred the total sum of One Thousand One Hundred and Ninety-Six Dollars (\$1,196.00) for each Event, which reflects Time Share's rate of Two Hundred and Ninety-Nine Dollars (\$299.00) per hour for a period of four (4) hours on each of the dates of the Event referenced above. The Town is a tax-exempt entity and shall provide evidence of the same upon request.

By: \_\_\_\_\_  
Alison Jolicoeur  
Supervisor for the Town of Putnam Valley

Dated: \_\_\_\_\_

By:  \_\_\_\_\_ Megan Moore Acct Manager

Dated: \_\_\_\_\_

TIME SHRED SERVICES, INC.



**To:** Putnam Valley Town Board

**From:** Margaret DiRubba

**Date:** March 25, 2026

**Subject:** UniFirst Service Agreement

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I formally request that the Putnam Valley Town Board ratify the Town Supervisors signature on Agreements by UniFirst for bi-weekly replacement of mats for the Town Hall and the Parks and Recreation buildings. Pricing now reflect cost with Sourcwell Government Contract.

Monthly cost for Town Hall is \$60.84 which decreased by \$49.44.  
Monthly cost for Parks and Recreation is \$21.50 which decreased by \$11.58.  
This will be a total saving of \$732.24 per year.



Agreement No. 0412853  
Customer No. 740126

### Customer Service Agreement

Company Name (Customer) TOWN PUTNAM VAL/TOWN HALL Loc. No. 059  
 Address 265 OSCAWANA LAKE ROAD Route No. 774152  
PUTNAM VALLEY, NY 10579 Date 03/10/2026  
 Phone 845-526-9114 SIC/NAICS 9199

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD, ("UniFirst") the rental service(s) at the prices and upon the conditions outlined:

Merchandise Serviced								
Item Description	Lost / Damaged Repl. Charge	Service Frequency	No of Wearers	Total Inventory	Billing Quantity	Price per Charge / Piece	Non-Standard	Total Full Service
538912 MAT 4X6 SCRAPER	165.16	2		2	✓ 1	<del>6.9500</del>	3.20	<del>6.95</del>
76GA03 MAT-3X5 GREAT IMP 2.0	113.33	2		2	✓ 1	<del>4.2400</del>	2.00	<del>4.24</del>
76GB03 MAT-4X6 GREAT IMP 2.0	140.65	2		8	✓ 4	<del>6.6600</del>	3.20	<del>26.60</del>
76GC03 MAT-3X10 GREAT IMP 2.0	177.87	2		2	✓ 1	<del>8.3200</del>	4.00	<del>8.32</del>

3.20  
2.00  
12.80  
4.00

Other Charges	Amount
Garment preparation per piece	0.00
Name emblem per piece	
Company emblem per piece	
Direct Embroidery	
Garment Maintenance Program	NO
Loss protection Maint. Program	NO
Linen Maintenance Program	NO
Mat Protection Program	YES 2.28

Minimum weekly charge applies, equal to 75% of the initial weekly value

Other Charges	Amount
Non-stock sizes per piece	20.00%
Special cuts per piece	3.00
Restock/Exchange per piece	3.00
Automatic Wiper Replacement	NO
Automatic Linen Replacement	NO
Ongoing Prep Program	NO
Ongoing Emblem Program	NO
DEFE Charge Fixed	<del>5.00</del> 3.89
DEFE Sliding Plus	
Energy Charge	2.25 ✓

Payment Terms: C.O.D.  E.F.T.  Approved Charge<sup>3</sup>

#### COMMENTS

- Pricing based on the Surcwell PV profile - (SF)  
60 MONTH GOVT CONTRACT \$30.42/mo

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1 1/2 % per month (18% per year) for any amount in arrears may be applied.

The undersigned agrees to the attached Customer Service Agreement Terms and attests to have the authority to execute for the named CUSTOMER, and to approve use of any personalization - including logos or brand identities - that has been requested

Sales Rep: Sean Fraterera 3-10-26 Accepted  
 Accepted:<sup>5</sup> \_\_\_\_\_  
 Location Manager (Signature) \_\_\_\_\_  
 Location Manager (Print Name and Title) \_\_\_\_\_

A. Johnson  
 CUSTOMER (Signature) \_\_\_\_\_ Date \_\_\_\_\_  
TOWN SUPERVISOR  
 CUSTOMER (Print Name and Title) \_\_\_\_\_  
A.Johnson@putnamvalley.gov  
 Email \_\_\_\_\_

<sup>1</sup> Out-sizes of otherwise Standard Merchandise are deemed to be Non-Standard Merchandise  
<sup>2</sup> Merchandise which is Val-U-Leased is not cleaned by UniFirst  
<sup>3</sup> Charge status contingent upon continuing credit worthiness and may be revoked at UniFirst's discretion

<sup>4</sup> All returned checks and declined credit/debit cards subject to 535 processing fee  
<sup>5</sup> This Agreement is effective only upon acceptance by UniFirst Location Manager

## Customer Service Agreement Terms

**REQUIREMENTS SUPPLIED.** Customer orders from UniFirst Corp. ("UniFirst") the rental garments and/or other items of the type specified in this Agreement ("Merchandise") and related pickup/delivery and maintenance services (collectively with Merchandise, "Services") for all of Customer's requirements therefor, at the prices and upon the terms and conditions set forth herein. Additional Services requested by Customer, verbally or in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or Services covered.

**PERFORMANCE GUARANTEE.** UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges.

Customer expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in the quality of Services unless (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least 60 days to correct any deficiencies complained of; and (3) UniFirst fails to correct those deficiencies complained of within 60 days. In the event Customer complies with the foregoing and UniFirst fails to correct such deficiencies, Customer may terminate this Agreement by written notice to UniFirst, providing that all previous balances due to UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Any delay or interruption of the Services provided for in this Agreement by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

**TERM AND RENEWAL.** This Agreement is effective when signed by both the Customer and UniFirst Location Manager and continues in effect for 60 months after installation of Merchandise (for new customers) or any renewal date. This Agreement will be renewed automatically and continuously for multiple successive 60-month periods unless Customer or UniFirst gives written notice of non-renewal to the other at least 90 days prior to the next expiration date.

**PRICES AND PAYMENTS.** Prices are based on 52 weeks of service per year. Any increase(s) to Service Frequency could result in additional charges. On an annual basis, the prices then will be increased by the greater of the annual percent increase in the Consumer Price Index - All Urban Consumers, Series ID CUUROOOSAG, other goods and services, or by 5%. Additional price increases and other charges may be imposed by separate written notice or by notation on Customer's invoice. Customer may, however, decline such additional increases or charges by notifying UniFirst in writing within 10 days after receipt of such notice or notation. If Customer declines said additional price increases, UniFirst may terminate this Agreement. Customer also agrees to pay the other charges and minimum weekly charge herein specified. Charges relating to a wearer leaving Customer's employ can be terminated by (1) giving notice thereof to UniFirst and (2) returning or paying for any missing Merchandise issued to that individual. Any Merchandise payments required pursuant to this Agreement will be at the replacement price(s) then in effect hereunder. If an authorized Customer representative is not available to receive and acknowledge delivery of Merchandise, Customer authorizes UniFirst to make delivery and assumes responsibility for related charges/invoices.

If Customer fails to make timely payment, UniFirst may, at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously strictly enforced Customer's obligation to make timely payments. Customer agrees to pay, and will pay, all applicable sales, use, personal property and other taxes and assessments arising out of this Agreement.

**DEFE CHARGE.** Customer's invoices may also include a DEFE charge to cover all or portions of certain expenses including:  
 D = DELIVERY, or expenses associated with the actual delivery of Services and Merchandise to Customer's place of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.  
 E = ENVIRONMENTAL, or expenses (past, present and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation and overall regulatory compliance.  
 F = FUEL, or the gas, diesel fuel, oil and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.  
 E = ENERGY, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

**MERCHANDISE.** Customer acknowledges and agrees to notify all employees that Merchandise supplied is for general occupational use and, except as expressly specified below, affords no special user protections. Customer further acknowledges that: (1) Customer has unilaterally and independently determined and selected the nature, style, performance characteristics, number of changes and scope of all Merchandise to be used and the appropriateness of such Merchandise for Customer's specific needs or intended uses; (2) UniFirst does not have any obligation to advise, and has not advised, Customer concerning the fitness or suitability of the Merchandise for Customer's intended use; (3) UniFirst makes no representation, warranty or covenant regarding the performance of the Merchandise (including without limitation Flame Resistant and Visibility Merchandise); and (4) UniFirst shall in no way be responsible or liable for any injury or harm suffered by any Customer employees while wearing or using any Merchandise. Customer agrees to indemnify and hold harmless UniFirst and its employees and agents from and against all claims, injuries or damages to any person or property resulting from Customer's or Customer's employee use of the Merchandise, whether or not such claims, injuries or damages arise from any alleged defects in the Merchandise.

*Flame Resistant ("FR") Merchandise* supplied hereunder is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. FR items will not provide significant protection from burns in the immediate area of high heat contact due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. FR items are designed for continuous wear as only a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur.

*Visibility Merchandise* is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that Visibility Merchandise alone does not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The Visibility Merchandise supplied satisfies particular ANSI/ISEA standards only when they were new and unused and only if so labeled. Customer acknowledges that usage and laundering of Visibility Merchandise may adversely affect its conspicuity.

*Healthcare/Food-Related* Customer acknowledges that: (1) UniFirst does not guarantee or warrant that the Merchandise selected by Customer or that processed garments delivered by UniFirst will be appropriate or sufficient to provide a hygienic level adequate for individual Customer's needs; and (2) optional poly-bagging\* is recommended to reduce the risk of cross-contamination of Merchandise, and the failure to utilize such service may adversely affect the efficacy of UniFirst's hygienic cleaning process (\* Poly-bag services incur additional charges.)

If any Merchandise supplied hereunder is Merchandise that: (1) UniFirst does not stock for whatever reason (including due to style, color, size or brand); (2) consists of non-UniFirst manufactured or customized FR Merchandise; or (3) consists of Merchandise that has been permanently personalized (in all cases known as "Non-Standard Merchandise"), then, upon the discontinuance of any Service hereunder at any time for any reason, including expiration, termination, or cancellation of this Agreement, with or without cause, deletion of any Non-Standard Merchandise from Customer's Service Program, or due to employee reductions (in each case a "Discontinuance of Service"), Customer will purchase at the time of such Discontinuance of Service all affected Non-Standard Merchandise items then in UniFirst's inventory (in-service, shelf, as well as any manufacturer's supplies ordered for Customer's use), paying for same the replacement charges then in effect.

Customer agrees not to contaminate any Merchandise with asbestos, heavy metals, solvents, inks or other hazardous or toxic substances ("contaminants"). Customer agrees to pay UniFirst for all Merchandise that is lost, stolen, damaged or abused beyond repair. As a condition to the termination of this Agreement, for whatever reason, Customer will return to UniFirst all standard Merchandise in good and usable condition or pay for same at the replacement charges then in effect.

**OBLIGATIONS AND REMEDIES.** If Customer breaches or terminates this Agreement before the expiration date for any reason (other than for UniFirst's failure under the performance guarantee described above), Customer will pay UniFirst, as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty) an amount equal to 50 percent of the average weekly amounts invoiced in the preceding 26 weeks, multiplied by the number of weeks remaining in the current term. These damages will be in addition to all other obligations or amounts owed by Customer to UniFirst, including the return of Standard Merchandise or payment of replacement charges, and the purchase of any Non-Standard Merchandise items as set forth herein.

This Agreement shall be governed by Massachusetts law (exclusive of choice of law). If a dispute arises from or relates in any way to this Agreement or any alleged breach thereof at any time, the parties will first attempt to resolve the claim or dispute by negotiation at agreed time(s) and location(s). All negotiations are confidential and will be treated as settlement negotiations. Any matter not resolved through direct negotiations within 30 days shall be resolved exclusively by final and binding arbitration, conducted in the capital city of the state where Customer has its principal place of business (or some other location mutually agreed), pursuant to the Commercial Arbitration Rules of the American Arbitration Association and governed by the Federal Arbitration Act, to the exclusion of state law inconsistent therewith. The parties will agree upon one (1) Arbitrator to settle the controversy or claim. The successful or substantially prevailing party in any proceeding, including any appeals thereof (as determined by the Arbitrator/court) shall recover all of its costs and expenses including, without limitation, reasonable attorney fees, witness fees and discovery costs, all of which shall be included in and as a part of the judgment or award rendered hereunder. This provision for Arbitration is specifically enforceable by the parties. The Arbitrator shall have no power to vary or ignore the provisions hereof, and the decision of the Arbitrator in accordance herewith, may be entered in any court having jurisdiction thereof. Customer acknowledges that, with respect to all such disputes, it has voluntarily and knowingly waived any right it may have to a jury trial or to participate in a class action or class litigation as a representative of any other persons or as a member of any class of persons, or to consolidate its claims with those of any other persons or class of persons. If this prohibition against class litigation is ruled to be unenforceable for any reason in any proceeding, then the prohibition against class litigation shall be void and of no force and effect in that proceeding.

**MISCELLANEOUS.** The parties agree that this Agreement represents the entire agreement between them. In the event Customer issues a purchase order to UniFirst at any time, none of the standard pre-printed terms and conditions therein shall have any application to this Agreement, or any transactions occurring pursuant hereto or thereto. UniFirst may, in its sole discretion, assign this Agreement. Customer may not assign this Agreement without the prior written consent of UniFirst. Customer agrees that in the event it sells or transfers its business, it will require the purchaser or transferee to assume all obligations and responsibilities under this Agreement; provided that such assumption shall not relieve Customer of its liabilities hereunder; and provided further that any failure by a purchaser or transferee to assume this Agreement shall constitute a breach and early termination of this Agreement resulting in the obligation to pay all amounts on account thereof as set forth in this Agreement. Neither party will be liable for any incidental, consequential, special or punitive damages. In no event shall UniFirst's aggregate liability to Customer for any and all claims exceed the sum of all amounts actually paid by Customer to UniFirst. In the event any portion of this Agreement is held by a court of competent jurisdiction or by a duly appointed arbitrator to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager. In Texas and certain other locations, UniFirst's business is conducted by, and the term "UniFirst" as used herein means, UniFirst Holdings, Inc. d b a UniFirst.



## Customer Service Agreement Terms

**REQUIREMENTS SUPPLIED.** Customer orders from UniFirst Corp. ("UniFirst") the rental garments and/or other items of the type specified in this Agreement ("Merchandise") and related pickup/delivery and maintenance services (collectively with Merchandise, "Services") for all of Customer's requirements therefor, at the prices and upon the terms and conditions set forth herein. Additional Services requested by Customer, verbally or in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or Services covered.

**PERFORMANCE GUARANTEE.** UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges.

Customer expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in the quality of Services unless: (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least 60 days to correct any deficiencies complained of; and (3) UniFirst fails to correct those deficiencies complained of within 60 days. In the event Customer complies with the foregoing and UniFirst fails to correct such deficiencies, Customer may terminate this Agreement by written notice to UniFirst, providing that all previous balances due to UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Any delay or interruption of the Services provided for in this Agreement by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

**TERM AND RENEWAL.** This Agreement is effective when signed by both the Customer and UniFirst Location Manager and continues in effect for 60 months after installation of Merchandise (for new customers) or any renewal date. This Agreement will be renewed automatically and continuously for multiple successive 60-month periods unless Customer or UniFirst gives written notice of non-renewal to the other at least 90 days prior to the next expiration date.

**PRICES AND PAYMENTS.** Prices are based on 52 weeks of service per year. Any increase(s) to Service Frequency could result in additional charges. On an annual basis, the prices then in effect will be increased by the greater of the annual percent increase in the Consumer Price Index - All Urban Consumers, Series ID: CUUR0000SAG, other goods and services, or by 5%. Additional price increases and other charges may be imposed by separate written notice or by notation on Customer's invoice. Customer may, however, decline such additional increases or charges by notifying UniFirst in writing within 10 days after receipt of such notice or notation. If Customer declines said additional price increases, UniFirst may terminate this Agreement. Customer also agrees to pay the other charges and minimum weekly charge herein specified. Charges relating to a wearer leaving Customer's employ can be terminated by (1) giving notice thereof to UniFirst and (2) returning or paying for any missing Merchandise issued to that individual. Any Merchandise payments required pursuant to this Agreement will be at the replacement price(s) then in effect hereunder. If an authorized Customer representative is not available to receive and acknowledge delivery of Merchandise, Customer authorizes UniFirst to make delivery and assumes responsibility for related charges/invoices.

If Customer fails to make timely payment, UniFirst may, at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously strictly enforced Customer's obligation to make timely payments. Customer agrees to pay, and will pay, all applicable sales, use, personal property and other taxes and assessments arising out of this Agreement.

**DEFE CHARGE.** Customer's invoices may also include a DEFE charge to cover all or portions of certain expenses including:  
**D = DELIVERY**, or expenses associated with the actual delivery of Services and Merchandise to Customer's place of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.  
**E = ENVIRONMENTAL**, or expenses (past, present and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation and overall regulatory compliance.  
**F = FUEL**, or the gas, diesel fuel, oil and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.  
**E = ENERGY**, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

**MERCHANDISE.** Customer acknowledges and agrees to notify all employees that Merchandise supplied is for general occupational use and, except as expressly specified below, affords no special user protections. Customer further acknowledges that: (1) Customer has unilaterally and independently determined and selected the nature, style, performance characteristics, number of changes and scope of all Merchandise to be used and the appropriateness of such Merchandise for Customer's specific needs or intended uses; (2) UniFirst does not have any obligation to advise, and has not advised, Customer concerning the fitness or suitability of the Merchandise for Customer's intended use; (3) UniFirst makes no representation, warranty or covenant regarding the performance of the Merchandise (including without limitation Flame Resistant and Visibility Merchandise); and (4) UniFirst shall in no way be responsible or liable for any injury or harm suffered by any Customer employees while wearing or using any Merchandise. Customer agrees to indemnify and hold harmless UniFirst and its employees and agents from and against all claims, injuries or damages to any person or property resulting from Customer's or Customer's employee use of the Merchandise, whether or not such claims, injuries or damages arise from any alleged defects in the Merchandise.

**Flame Resistant ("FR") Merchandise** supplied hereunder is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. FR items will not provide significant protection from burns in the immediate area of high heat contact due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. FR items are designed for continuous wear as only a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur.

**Visibility Merchandise** is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that Visibility Merchandise alone does not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The Visibility Merchandise supplied satisfied particular ANSI/ISEA standards only when they were new and unused and only if so labeled. Customer acknowledges that usage and laundering of Visibility Merchandise may adversely affect its conspicuity.

**Healthcare/Food-Related.** Customer acknowledges that, (1) UniFirst does not guarantee or warrant that the Merchandise selected by Customer or that processed garments delivered by UniFirst will be appropriate or sufficient to provide a hygienic level adequate for individual Customer's needs, and (2) optional poly-bagging\* is recommended to reduce the risk of cross-contamination of Merchandise, and the failure to utilize such service may adversely affect the efficacy of UniFirst's hygienic cleaning process. (\* Poly-bag services incur additional charges.)

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5

**ALISON JOLICOEUR**  
TOWN SUPERVISOR

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TO: TOWN BOARD  
FROM: ALISON JOLICOEUR, TOWN SUPERVISOR  
SUBJECT: Approve Putnam County Press for The Town's Official Newspaper  
DATE: March 26, 2026

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RESOLVE, that the Town Board approve Putnam County Press as the Town's official newspaper while PCNR/Courier regroups.

6a.

**Parks and Recreation**

# Memo

**To:** Town Board  
**From:** Theresa Orlando  
**CC:** Elaine McGinty  
**Date:** 3/26/2026  
**Re:** When I Work Agreement

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**Town Board Members**

Please authorize Town Supervisor Alison Jolicoeur to sign the When I Work agreement, for the app used with our town lifeguards for the upcoming summer season. It is utilized from beginning of April to Labor Day. Please see attached agreement, Thank you.



# Quote

**Billing Address:**  
 Putnam Valley Parks & Recreation  
 265 Oscawana Lake Road  
 Putnam Valley NY 10579  
 United States

**Physical Address:**  
 Putnam Valley Parks & Recreation  
 265 Oscawana Lake Road  
 Putnam Valley NY 10579  
 United States

**Date** 3/26/2026

**Proposal #** Q6189

**Expiration Date** 4/25/2026

**Sales Rep**

**Acct. No.** 3284629

Plan/Feature	Description	Price
Scheduling Basic + Attendance	When I Work Scheduling Basic w/Attendance  Annual Plan Effective: 6/10/26 - 6/9/27 60 Users  Annual plan will be activated upon receipt of signed quote or purchase order.	842.40
<b>Total</b>		<b>\$842.40</b>

Unless there is an executed, written agreement between When I Work and the purchaser, then signing the quote, issuing a PO, or accessing and using the service confirms review, understanding and acceptance of the Terms of Service ([wheniwork.com/terms](http://wheniwork.com/terms)) and Privacy Policy ([wheniwork.com/privacy](http://wheniwork.com/privacy)). The terms and conditions of any Purchase Order issued with respect to this purchase are superseded by When I Work's Terms of Service and Privacy Policy.

**Payment info:**

1. Payment options: Check, wire/ACH or credit card from within app.
2. If paying via check or wire, customer will be invoiced following signing of this quote.
3. Payment is due upon receipt of invoice.
4. Please return signed quote for processing.
- 5: If applicable, tax will be calculated at the time of invoicing in the following states: AZ, CT, DC, HI, IA, KY, LA, MA, NM, NY, OH, PA, RI, SC, SD, TN, TX, UT, VT, WA, WI & WV. If tax exempt please supply exemption certificate.

**Reviewed and Accepted by:**  
(Authorized to sign on behalf of purchaser)

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

**Printed name:** \_\_\_\_\_

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

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

6b.

# Memo

**To:** Town Board  
**From:** Frank DiMarco  
**CC:** Elaine McGinty  
**Date:** 4/2/2026  
**Re:** Bike Pad Court Resurface

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## **Town Board Members**

The Parks and Recreation Department request you authorize the use of parklands funds to pay CLOVE EXCAVATORS, INC. For Paving our Children's Bicycle pad, 145' by 113' 1-1/2 " Overlay Type 6F3 Asphalt for the amount of 19,247.00

CLOVE EXCAVATORS, INC. was awarded the paving contract for the Highway department and is over \$30,000 cheaper bidders outside the state bid process.



7

3/27/2026

To: Town Board  
From: Michelle Stephens  
Town Clerk  
Subject: Approval of Minutes – March 11<sup>th</sup> and 18<sup>th</sup> 2026

I respectfully request that the Putnam Valley Town Board authorize the Supervisor to accept the Town Board meeting minutes from March 11<sup>th</sup>, 2026, and March 18<sup>th</sup>, 2026.

Thank you,  
Michelle Stephens  
Town Clerk

### Town of Putnam Valley

#### M5 Standard Fee Report Paid Only

From 03/01/2026 To 03/31/2026

Count by Type

Fee Type	Count	Total
ADDITION/ALTERATION	4	\$3,564.00
CW	3	\$225.00
DECK	1	\$327.00
ELECTRI APP/NY ELEC	6	\$300.00
ELECTRIC APP/SWIS	9	\$450.00
FENCE/WALL	2	\$150.00
GAS/PROPANE	2	\$150.00
HVAC	2	\$150.00
MI	2	\$150.00
OIL TANK	3	\$275.00
PL	5	\$450.00
RENEWAL	7	\$2,337.00
RU	3	\$500.00
SEARCH	12	\$2,400.00
TREE	3	\$225.00
WTS	6	\$800.00
	72	\$12,453.00

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