



TOWN OF PUTNAM VALLEY
Town Board Work Session

June 3rd, 2026
Town Hall 5 PM

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**Meeting called to Order**

**Pledge of Allegiance**

1. Approval of Minutes
2. Discuss Emergency Information Forms
3. Review Request to Change Dog Licensing Fees Schedule
4. Review Request for Putnam Humane Society be Designated Recipient of Donations
5. Approve July 4 Ever Fireworks Inc. Contract for Town Day Fireworks
6. Districts:
  - a. Approve 2026 Applied Watershed Sciences, LLC Contract for Lake Oscawana
  - b. Approve District 2027 Budget Meetings Schedule
  - c. Approve 2026 Lake Peekskill Flotilla
7. Highway: Approve Driveway Opening Permit Report
8. Building Department: Daily Fee Report Summary May 1-31, 2026
9. Public Comment [Three-Minute Time Limit Per Person]

**Adjournment**

**Next Town Board Meeting: Wednesday, June 17<sup>th</sup>, 2026, 6 PM**

**TOWN OF PUTNAM VALLEY**  
**TOWN BOARD WORK SESSION**  
**Wednesday, June 3rd, 2026**  
**5:00 PM**

**PRESENT:** Supervisor Jolicoeur  
Councilman Luongo  
Councilman Brooks  
Councilman Russo  
Councilwoman Howard

**ALSO PRESENT:** Town Clerk Michelle Stephens  
Town Counsel Lillian Meade  
Town Counsel David Daniels

Supervisor Jolicoeur opened the meeting at 5:05 pm with the Recitation of the Pledge of Allegiance, followed by a moment of silence by Councilman Russo for the Toone family.

**APPROVAL OF MINUTES** 

Presented by Supervisor Jolicoeur

**RESOLUTION #R26-225**

**RESOLVED**, that the Putnam Valley Town Board authorize the Supervisor to accept the Town Board meeting minutes from May 13th and May 27th, 2026

Seconded by Councilwoman Howard, unanimously carried

**DISCUSS EMERGENCY INFORMATION FORMS**

The Town Board discussed promoting a "File of Life" program that was brought to Councilman Russo's attention by the Putnam Valley Volunteer Ambulance Corps during an open house.

The **File of Life** is a form that residents can complete and keep in a visible location in their home, typically on or near the refrigerator. The form contains:

- Emergency contact information
- Medical conditions
- Current medications and dosages
- Other important health information

Ambulance personnel explained that when responding to emergencies, they often arrive with little or no information about the patient. Having immediate access to critical medical information can:

- Save valuable time
- Help first responders identify possible causes of a medical emergency
- Improve treatment decisions
- Potentially save lives

An example mentioned was finding an unconscious person and immediately learning from the form that they have diabetes.

The board discussed helping distribute information about the program by:

- Making the forms available through town resources
- Posting downloadable forms online
- Placing copies in Town Hall
- Publicizing educational events

A workshop was announced for:

- **Second Counts: File of Life Workshop**
- **Date:** July 11
- **Time:** 2:00 PM
- **Location:** Putnam Valley Library Community Room

At the workshop, ambulance corps members will explain how the File of Life works and help residents complete the forms. Participants are encouraged to bring a list (or bag) of their current medications and dosages.

- The information must be kept current to be useful.
- Outdated medication lists can create confusion for first responders.
- Similar systems used in the past (such as "tot finders") became less reliable when household circumstances changed.
- The program may be especially beneficial for older adults and people with multiple medical conditions or prescriptions.

Overall, the board members expressed support for helping spread awareness of the program as a practical public-safety initiative.

# Seconds Count:

## FILE OF LIFE WORKSHOP WITH PUTNAM VALLEY AMBULANCE CORPS.

When there's an emergency, every second counts.

The **FILE OF LIFE** gives first responders an answer when those in danger can't.



COULD EMTs FIND YOUR  
MEDICAL INFO IN AN  
EMERGENCY?

In a medical crisis, communication is key. Join us and the Putnam Valley Volunteer Ambulance Corps at the Library to learn how the "File of Life" saves lives and get help filling out your own.

FREE FOR THE FIRST 50 ATTENDEES  
A Large Magnetic File of Life Pouch  
for your fridge!

- WHEN: JULY 11TH @ 2PM
- WHERE: COMMUNITY ROOM
- WHO: OPEN TO ALL RESIDENTS AND CAREGIVERS
- PLEASE BRING A LIST OF YOUR CURRENT MEDICATIONS AND DOSAGES.

Presented by  
volunteers from:

*Register  
Now*



(845) 528-3242  
PUTNAMVALLEYLIBRARY.ORG  
30 OSCAWANA LAKE ROAD  
PUTNAM VALLEY, NY 10579

**Register:**  
<https://bit.ly/PVLHEALTHY>

**REVIEW REQUEST TO CHANGE DOG LICENSING FEE SCHEDULE**

Presented by Councilman Brooks

**RESOLUTION #R26-226**

**RESOLVED**, that the Town Board approve the proposed new dog licensing fees associated with the new contract with the Putnam Humane Society.

Dog licensing fees have not been adjusted since 2001. The current fees are \$11.00 for altered dogs and \$18.00 for unaltered dogs. The proposed new fees would be \$8.00 for altered dogs and \$16.00 for unaltered dogs.

These revised fees would help support the services provided under the new agreement while continuing to encourage responsible pet ownership within the community.

Seconded by Councilwoman Howard, unanimously carried

**REVIEW REQUEST FOR PUTNAM HUMANE SOCIETY TO BE DESIGNATED  
RECIPIENT OF DONATIONS**

Presented by Councilman Luongo

**RESOLUTION #R26-227**

**RESOLVED**, that the Town Board approve Putnam Humane Society as the designated recipient of donations collected through dog licensing applications and renewal forms.

New York State Agriculture & Markets Law Section 109 now requires a contribution box to be included on all dog license and renewal forms. The law also requires that an organization be identified to receive the donated funds.

Designating Putnam Humane Society as the recipient would ensure that these contributions support animal welfare services within our community.

Thank you for your consideration.

Seconded by Councilwoman Howard, unanimously carried.

**APPROVE JULY 4 EVER FIREWORKS INC. CONTRACT FOR TOWN DAY  
FIREWORKS**

Presented by Councilwoman Howard

**RESOLUTION #R26-228**

**RESOLVED**, that the Town Board authorize the Town Supervisor to sign a contract JULY 4 EVER FIREWORKS INC-for fireworks for Town Day on Saturday,

September 19<sup>th</sup>, 2026 for the sum of \$10,000.00 which is budgeted for this calendar year.

Seconded by Councilman Brooks, unanimously carried

**APPROVE 2026 APPLIED WATERSHED SCIENCES, LLC CONTRACT FOR LAKE OSCAWANA**

Presented by Councilman Russo

**RESOLUTION #R26-229**

**RESOLVED**, that the Supervisor to accept and sign the 2026 contract from Applied Watershed Sciences, LLC for the professional limnological and lake management consulting services for Lake Oscawana.

The scope of work outlined in Estimate 1075, was previously approved under #R26-209. Any consulting services outside of the estimate, will be charged at \$170 per hour. This contract will be in effect from May 2026, through May 2027.

The total cost of the contract is \$46,536, with additional out-of-contract services not to exceed \$4,000. The contract has been reviewed and approved by LOMAC and is fully incorporated into the district's 2026 budget.

The contract is attached for your consideration.

Seconded by Councilman Brooks, unanimously carried. Subject to attorney review.

**APPROVE DISTRICT 2027 BUDGET MEETINGS SCHEDULE**

Presented by Councilman Brooks

**RESOLUTION #R26-230**

**RESOLVED**, that the Town Board approve the following schedule for the 2027 Districts' Budget Meetings:

- **Saturday, August 8, 2026, starting at 9 o'clock, Town Hall** - Preliminary 2027 District Budget Meetings
- **Saturday, September 12<sup>th</sup>, 2026 starting at 9 o'clock, Town Hall** - Final 2027 District Budget Meetings

The meeting schedule is attached.

**TOWN OF PUTNAM VALLEY  
265 OSCAWANA LAKE ROAD  
PUTNAM VALLEY, NEW YORK 10579**

**2027 District Budget Meeting Schedule**

The Putnam Valley Town Board will hold Preliminary and Annual Budget meetings to discuss the 2027 budgets for all Districts. Each District will be reviewed per the following schedule:

**PRELIMINARY BUDGET MEETINGS**

**Saturday, August 8, 2026 – Town Hall**

|                        |                    |                    |
|------------------------|--------------------|--------------------|
| 9:00 am                | Roaring Brook Lake |                    |
| 9:30 am                | Lake Peekskill     |                    |
| 10:00 am               | Hilltop Estates    |                    |
| 10:15 am               | Lookout Manor      |                    |
| 10:30 am               | Lake Oscawana      |                    |
| 10:45 am               | Northview Estates  |                    |
| 11:00 am               | Wildwood Knolls    |                    |
| 11:15 am               | Abele Park         |                    |
| 11:30 am               | Brookdale Gardens  |                    |
| 11:45 am               | Glenmar Gardens    |                    |
| 12:00 pm               | Mill Pond          |                    |
| Immediately following: | Barger Pond        | Putnam Acres       |
|                        | Sewer District #2  | Drainage Districts |

**ANNUAL FINAL BUDGET MEETINGS**

**Saturday, September 12, 2026 – Town Hall**

|                        |                    |                    |
|------------------------|--------------------|--------------------|
| 9:00 am                | Roaring Brook Lake |                    |
| 9:30 am                | Lake Peekskill     |                    |
| 10:00 am               | Hilltop Estates    |                    |
| 10:15 am               | Lookout Manor      |                    |
| 10:30 am               | Lake Oscawana      |                    |
| 10:45 am               | Northview Estates  |                    |
| 11:00 am               | Wildwood Knolls    |                    |
| 11:15 am               | Abele Park         |                    |
| 11:30 am               | Brookdale Gardens  |                    |
| 11:45 am               | Glenmar Gardens    |                    |
| 12:00 pm               | Mill Pond          |                    |
| Immediately following: | Barger Pond        | Putnam Acres       |
|                        | Sewer District #2  | Drainage Districts |

Seconded by Councilman Luongo, unanimously carried

**APPROVE 2026 LAKE PEEKSKILL FLOTILLA**

Presented by Councilman Luongo

**RESOLUTION #R26-231**

**RESOLVED**, that the Town Board approve the Lake Peekskill Improvement District request for public use of North Beach for their 2026 Flotilla to be held on July 4<sup>th</sup>, 2026, with a rain date of July 5<sup>th</sup>, 2026.

The residents are requesting:

- Access to the Carrara's Beach boat ramp starting at 10 a.m.
- Access through the North Beach basketball court gate starting at 10 a.m.
- Access to electricity from the sheds, starting at 11 a.m.
- Temporary "No Parking" signs to be installed by volunteers along the community center side of Northway from the community center to Lake Drive. Preventing parking on one side of the street to allow emergency vehicles easy access to and from North Beach. The signs will be in place between 10 a.m. and 1 p.m. on July 4th.
- A lifeguard on duty at 11 a.m. as opposed to noon and beach monitors available at 10 a.m.
- Beach tag requirements are to be waived for the day for the attendees.
- The district also requests that any fees related to any permits that vendors may need will be waived for this event.

In addition,

- All participants in the flotilla will be instructed to wear life jackets.
- Attendees and participants will be instructed to swim in the designated swim area only when a lifeguard is on duty.
- A DJ is planning to use a microphone and an amplifier to make announcements. No other amplified noise is expected.
- The Putnam Valley Volunteer Fire Department and the Putnam Valley Volunteer Ambulance Corps have both been invited to attend the flotilla.
- Beach tags and parking passes will be available for residents to pick up from the beach monitors. Proof of LPID residency is required.
- All Town Codes for safety and noise will be adhered to.

Seconded by Councilman Brooks, unanimously carried.

**APPROVE DRIVEWAY OPENING PERMIT REPORT**

Presented by Councilwoman Howard

**RESOLUTION #R26-232**

**RESOLVED**, that the Town Board approve the driveway opening permit report from the Highway Department.

MEMORANDUM

TO: Alison Jolicoeur  
Members of the Town Board

FROM: Shawn M. Keeler

RE: Driveway Opening Permit Report

For the month of May, the following application(s) were filed for driveway opening permits.

| <u>PERMIT #</u> | <u>NAME &amp; LOCATION</u>    | <u>DATE</u> | <u>FEE</u> |
|-----------------|-------------------------------|-------------|------------|
| 2026-02         | Brendan Foran<br>Wenonah Road | 05/12/2026  | \$200.00   |

Sincerely,  
Shawn M. Keeler

Seconded by Councilman Russo, unanimously carried

**DAILY FEE REPORT SUMMARY MAY 1-31, 2026**

Presented by Councilman Russo

**RESOLUTION #R26-233**

| Count by Type                   |       |             |
|---------------------------------|-------|-------------|
| Item                            | Count | Item        |
| Above Ground Pool               | 1     | \$75.00     |
| ADDITION/ALTERATION             | 1     | \$75.00     |
| CW                              | 2     | \$150.00    |
| DECK                            | 4     | \$1,140.00  |
| DECK - Railing / Stairs Replace | 1     | \$200.00    |
| DEM/R                           | 4     | \$400.00    |
| ELECTRI APP/RY ELEC             | 5     | \$250.00    |
| ELECTRIC APP/SWIS               | 5     | \$250.00    |
| FENCE/WALL                      | 2     | \$150.00    |
| FLDPL                           | 1     | \$75.00     |
| GAS/PROPANE                     | 9     | \$725.00    |
| GENERATOR PERMIT                | 1     | \$75.00     |
| HVAC                            | 11    | \$1,200.00  |
| MG                              | 1     | \$75.00     |
| MI                              | 2     | \$150.00    |
| OIL TANK                        | 4     | \$480.00    |
| PELLET STOVE                    | 1     | \$75.00     |
| PERMIT FEE                      | 9     | \$1,222.00  |
| PL                              | 1     | \$75.00     |
| RENEWAL                         | 14    | \$4,924.00  |
| RU                              | 1     | \$125.00    |
| SEARCH                          | 9     | \$1,800.00  |
| SI                              | 1     | \$200.00    |
| TENT                            | 1     | \$75.00     |
| WOOD STOVE PERMIT               | 1     | \$75.00     |
| WT/S                            | 3     | \$300.00    |
|                                 | 95    | \$14,340.00 |

#### 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. |
| SEARCH            | 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                |

## **PUBLIC COMMENT**

There was no public comment

Supervisor Jolicoeur made a motion to go into Executive session for legal advice and to discuss a personnel issue. All Town Board members and Town Counsel were present.

Seconded by Councilman Russo, unanimously carried

Supervisor Jolicoeur made a motion to reopen the meeting. No motions were made, no resolutions were passed.

Seconded by Councilman Luongo, unanimously carried.

Supervisor Jolicoeur made a motion to adjourn the meeting at 6:14 p.m.  
Seconded by Councilman Luongo, unanimously carried.

**Next Town Board Meeting: Wednesday, June 17<sup>th</sup>, 2026, 6 PM**

Supporting documents can be found using this link

[06-03-2026-Town-Board-WORK-SESSION-with-suppoirting-documents.pdf](#)

A video of the meeting can be found using this link

[Town Board Work Session: June 3, 2026](#)

Respectfully submitted,

***Michelle Stephens***

Michelle Stephens

Town Clerk

4/8//2026