



TOWN OF PUTNAM VALLEY
Town Board Work Session

September 9th, 2026

Town Hall

5 PM

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**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**

**TOWN OF PUTNAM VALLEY  
TOWN BOARD WORK SESSION  
Wednesday, September 9th, 2026  
5:00 PM**

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

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

Supervisor Jolicoeur opened the meeting at 5:00 pm with the Recitation of the Pledge of Allegiance.

A moment of silence was observed in remembrance of the 25<sup>th</sup> anniversary of September 11th and in recognition of all those who lost their lives and all those affected by the events, by Councilwoman Howard.

**APPROVAL OF MINUTES** 

Presented by Councilman Russo

**RESOLUTION # R26-284**

**RESOLVED**, that the Putnam Valley Town Board authorizes the Supervisor to accept the Town Board meeting minutes from August 12<sup>th</sup> & August 19<sup>th</sup>, 2026.

It was noted that an old legislative report had been submitted at the August 19<sup>th</sup>, 2026, Town Board meeting and that it needs to be disregarded.

Seconded by Councilman Luongo, unanimously carried with the noted correction/clarification.

**APPROVE TERMINATION OF INTERMUNICIPAL BUILDING INSPECTOR AGREEMENT BETWEEN THE TOWN OF PHILIPSTOWN AND THE TOWN OF PUTNAM VALLEY**

Presented by Councilwoman Howard

**RESOLUTION #R26-285**

**RESOLVED**, that the Town Board approves 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.

Seconded by Councilman Brooks, unanimously carried.

**APPOINT LAKE PEEKSKILL IMPROVEMENT DISTRICT TEMPORARY LABORERS**

Presented by Councilman Brooks

**RESOLUTION #R26-286**

**RESOLVED**, that 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 pickup 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.

Seconded by Councilman Russo, unanimously carried.

**APPROVE HEADWATER FORESTRY, INC AGREEMENT**

Presented by Supervisor Jolicoeur

Supervisor Jolicoeur and the Board discussed a proposal from **Headwaters Forestry** concerning forest management on Town-owned property.

The Supervisor clarified that the action before the Board at this stage is **only to allow the applicant to proceed with an application to the Planning Board and does not constitute approval of the forestry project itself.**

The Supervisor noted that the Town had previously approved the concept in April 2025. The purpose of the proposed work is to identify and address overgrown, diseased, and potentially hazardous trees within the Town Park/camp area. The Board discussed concerns regarding trees falling onto neighboring properties, damage to electrical lines, and public safety.

Supervisor Jolicoeur asked for a second.

Councilman Russo seconded for discussion.

He stated that he wanted to clarify some concerns regarding moving forward with this portion of the project. He had received comments raising concerns that forestry work could create a risk of invasive species becoming established or spreading following disturbance of the area. He also stated that these concerns should be considered before proceeding.

It was explained that invasive-species management is included as part of the comprehensive forest management plan and that the Town is continuing to investigate that component. A quote has been received for invasive-species management, and the Town intends to address the management plan on a section-by-section basis rather than undertaking the entire project at once.

The Board discussed the anticipated cost of invasive-species management and whether those costs could offset or exceed any revenue the Town might receive from the forestry work. It was noted that the exact cost was not available at the time of the discussion and that additional information would be obtained.

The Supervisor stated that the immediate purpose of the action was to begin the process and allow the forestry professionals to proceed with the appropriate application and review. The Supervisor emphasized the importance of public safety, particularly because the Town has recreational facilities and children using the property. The Supervisor also noted that properly managed forestry can contribute to forest health and that the Town

has experienced trees falling onto or near electrical lines, resulting in property damage and significant repair costs.

Board members discussed the importance of proceeding cautiously and monitoring the project as it moves forward. It was noted that disturbance of a forest can affect the existing ecological balance and that appropriate precautions should be taken to protect the area.

Councilman Luongo stated that allowing the process to move forward would permit the appropriate professionals and reviewing agencies to evaluate the proposal. He also noted that the Planning Board and other applicable agencies have roles in reviewing the project and that the Town Board would continue to monitor the process and address concerns as additional information becomes available.

Superintendent Keeler also reported that a homeowner on **Lindsey Lane** had previously notified the Town about trees on Town-owned camp property that appeared to be in danger of falling onto the homeowner's property. He stated that he had recently met with the homeowners and observed several large trees leaning toward the residence. It was reported that approximately five or six trees may present a potential hazard.

He further stated that two trees had already fallen and were blocking the brook, creating an additional maintenance issue for the Town. He indicated that they had contacted a tree/forestry contractor to evaluate the trees and would provide the Board with pricing once it was received.

The Board generally agreed that hazardous trees and public safety concerns should be considered as part of the forest management process.

#### **RESOLUTION #R26-287**

**RESOLVED**, that the Town Board approves and signs the proposal from Headway 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.

Seconded by Councilman Brooks,

Councilman Russo voted **NO**

All other members voted **YES**. Motion was carried.



## HEADWATER FORESTRY, INC

Cory Crecan, 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) 491-9136

### 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 area
  - 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> |

## APPROVE HIRING OF NEW EMPLOYEE

Presented by Councilman Luongo

**RESOLUTION #R26-288**

**RESOLVED**, that the Town Board appoints Ryan C. Horan of 174 Church Rd, 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.

Seconded by Councilwoman Howard, unanimously carried.

**REJECT EV CHARGING STATION INSTALLATION BIDS**

Presented by Supervisor Jolicoeur

**RESOLUTION #R26-289**

The Supervisor discussed the bids received for installation of the Town's EV charging stations.

The Town originally anticipated that using outside contractors would result in cost savings. After reviewing the bids, however, the Town determined that utilizing a New York State preferred vendor associated with the charging-station equipment would be more cost-effective and would provide a warranty.

The Board therefore considered rejecting the two bids received from **Light Electric** and **Spirelli Electric, Inc.**

**RESOLVED**, that the Town Board rejects 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.

Seconded by Councilman Brooks, unanimously carried

**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>Bidder</i>                 | <i>Bid Amount</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*

**APPROVE EV CHARGING STATION INSTALLATION AGREEMENT WITH PLUG IN STATIONS ONLINE (PISO)**

Presented by Supervisor Jolicoeur

**RESOLUTION #R26-290**

**RESOLVED**, that the Town Board approves and authorizes 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.

Seconded by Councilman Russo, unanimously carried.



Putnam Valley



Plug In Stations Online  
By: Dean McMahon

8/31/2026  
Proposed Governmental Purchase

### Pricing

|                           |     |             |      |             |
|---------------------------|-----|-------------|------|-------------|
| Total Price:              |     | \$19,200.00 |      |             |
| Item                      | Qty | Unit Price  | Unit | Total       |
| Electrical Infrastructure |     |             |      | \$19,200.00 |
| Electric Meter 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 Meter (a panel and meter case)
  - Installing Wage Labor
  - Concrete piers
  - Bullet protection (4)
  - Signage
  - Mounting/Regulatory/Commissioning

### Clarifications

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

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

Putnam Valley Town Hall  
Project #001 - Project 101 - EV Charging Installation

3



### PIISO EV Infrastructure Project Warranty

|                                     |                                      |
|-------------------------------------|--------------------------------------|
| Date                                | 2025-06-31                           |
| PIISO Project Reference             | 002657                               |
| Customer                            | Putnam Valley Town Hall - Make Ready |
| Project Name                        | Putnam Valley Town Hall - Make Ready |
| Customer Project Reference          | 002657                               |
| Project Address                     | 265 Occawana Lake Rd                 |
| Project City, State ZIP             | Putnam Valley, NY 10579              |
| Project Substantial Completion Date | 2025-04-06                           |

#### Warranty Coverages Included

Make Ready ☒ EV Charging Equipment ☒ DCPP Network Details ☒ Site SLA ☐

#### Make Ready Warranty

PIISO 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, PIISO 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, pole 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 PIISO

#### Site Details

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

#### Make Ready Warranty Contact

- > Help Number (855) 467-3751
- > PIISO Direct Service: [make.ready@piiso.com](mailto:make.ready@piiso.com)



**EV Charging Equipment Warranty**

|                           |                        |
|---------------------------|------------------------|
| EVSE Equipment OEM        | ChargePoint            |
| EVSE Warranty Description | ChargePoint – Assure 5 |
| EVSE Warranty Term        | Five Years             |
| OCPP Package Start Date   | 2025-06-31             |

**EV Charging Equipment Contact**

- Call +1.488.706.1992
- Email [sales@chargepoint.com](mailto:sales@chargepoint.com)

**OCPP Network Details**

|                         |                                |
|-------------------------|--------------------------------|
| OCPP Network Provider   | ChargePoint                    |
| OCPP Network Package    | ChargePoint Cloud Professional |
| OCPP Package Term       | Five Years                     |
| OCPP Package Start Date | 2025-06-31                     |

**OCPP Network Contact**

- Call +1.488.706.1992
- Email [sales@chargepoint.com](mailto:sales@chargepoint.com)



(855) 467-3751



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



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

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**APPROVE CODE ENFORCEMENT OFFICER IN CSEA COLLECTIVE BARGAINING AGREEMENT**

Presented by Councilman Russo

**RESOLUTION #R26-291**

**RESOLVED**, that the Town Board ratifies 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.

Seconded by Councilwoman Howard, unanimously carried.

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**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;

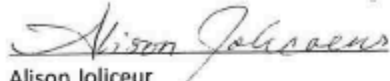
**NOW, THEREFORE** the Town and Union agree as follows:

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 |

**Agreed to:**

**ON BEHALF OF TOWN OF PUTNAM VALLEY TOWN BOARD**

  
Alison Joliceur  
Town Supervisor

Date

July 13, 2026

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

  
Craig Cotone  
Unit President

Date

7/13/2026

  
Neil Heard  
Labor Relations Specialist

Date

7/13/26

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.

**APPROVE CONTRACT WITH ICC COMMUNITY DEVELOPMENT FOR LASERFICHE SYSTEM**

Supervisor Jolicoeur discussed the process of reviewing and verifying files by neighborhood/area before making the records publicly accessible.

Presented by Councilwoman Howard

**RESOLUTION #R26-292**

**RESOLVED**, that the Town Board approves the Town Supervisor to 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 if you have any questions.

Richard Quaglietta

The amount stated in the proposal was corrected during the meeting. The correct contract amount is **\$10,850**, rather than the \$11,300 amount originally listed.

Seconded by Councilman Luongo, unanimously carried

## 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)



Town of Putnam Valley, New York

## 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              | ✓            | SOK                                   | +                  |
| 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.

Town of Putnam Valley, New York

### 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 |
|------------------------------|--------------------------------------------------------------------------------------------|-----|-----------|------------|-------------|
| Laserfiche Cloud Users       | Professional Users                                                                         | 6   | C2ENF0261 | \$870.00   | \$5,220.00  |
| Storage                      | 100 GB per Full User included (Overages will be \$30 per 10 GB annually) Storage is pooled | -   | -         | -          | -           |
| SAP                          | ICC-CD Support                                                                             | 6   |           | \$120.00   | \$720.00    |
| Laserfiche Participant Users | Read-Only Users                                                                            | 10  | C0PAR0261 | \$125.00   | \$1,250.00  |
| Configuration and Training   | Remote                                                                                     | 1   |           | \$1,560.00 | \$1,560.00  |
| Laserfiche Data Migration    | Legacy Data Migration to the Cloud                                                         | 1   |           | \$1,600.00 | \$1,600.00  |
| Project Coordination         | Remote                                                                                     | 1   |           | \$500.00   | \$500.00    |
| Total                        |                                                                                            |     |           |            | \$10,850.00 |

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@lcc-cds.com](mailto:LFSupport@lcc-cds.com)

Town of Putnam Valley, New York

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## AUTHORIZATION & AGREEMENT

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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

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

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

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### 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

**ACCEPT RESIGNATION OF FULL-TIME EMPLOYEE**

Presented by Councilman Brooks

**RESOLUTION #R26-293**

**RESOLVED**, that the Town Board accepts the resignation of Stephanie Conte from the role of Clerk to the Building Department, effective immediately.

Seconded by Councilman Luongo, unanimously carried

**APPOINT PART-TIME CLERK**

Presented by Councilman Brooks

**RESOLUTION #R26-294**

**RESOLVED**, that the Town Board approves 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.

Richard Quaglietta

Seconded by Councilman Luongo, unanimously carried.

**APPROVE ENGAGEMENT OF JAMES MANNO FOR BUILDING PLAN REVIEW**

Presented by Councilman Brooks

**RESOLUTION #R26-295**

**RESOLVED**, that the Town Board approves the engagement 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.

Richard Quaglietta

Seconded by Councilman Russo, unanimously carried.

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

Presented by Councilman Luongo

**RESOLUTION #R26-296**

**Town of Putnam Valley**  
M5 Standard Fee Report Paid Only  
From 08/01/2026 To 08/31/2026

| County Type       | Count     | Sum           |
|-------------------|-----------|---------------|
| ADDITIONALIZATION | 0         | \$0.00        |
| ADDITIONALIZATION | 1         | \$0.00        |
| ADDITIONALIZATION | 4         | \$0.00        |
| CW                | 1         | \$0.00        |
| DEM/R             | 1         | \$0.00        |
| FENCE             | 1         | \$0.00        |
| GENERATOR PERMIT  | 1         | \$0.00        |
| GEOTHERMAL WELL   | 1         | \$0.00        |
| HVAC              | 1         | \$0.00        |
| MG                | 1         | \$0.00        |
| MI                | 1         | \$0.00        |
| OPERATING PERMIT  | 1         | \$0.00        |
| PERM              | 1         | \$0.00        |
| PI                | 1         | \$0.00        |
| RE                | 1         | \$0.00        |
| REINSPECTION FEE  | 1         | \$0.00        |
| RHCS              | 1         | \$0.00        |
| RU                | 1         | \$0.00        |
| SEARCH            | 1         | \$0.00        |
| SOLAR PANELS      | 1         | \$0.00        |
| STR APPLICATION   | 1         | \$0.00        |
| TENT              | 1         | \$0.00        |
| TREE              | 1         | \$0.00        |
| WOOD STOVE PERMIT | 1         | \$0.00        |
| WT/S              | 1         | \$0.00        |
| <b>TOTAL</b>      | <b>18</b> | <b>\$0.00</b> |

List of Building Fee Types

|                   |                                      |
|-------------------|--------------------------------------|
| CW                | Commence Work Permits                |
| DEM/R             | Demolition/Residential               |
| FENCE             | Fence/Wall Permits                   |
| GENERATOR PERMIT  | Generator Installation Permits       |
| GEOTHERMAL 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                |

Seconded by Councilwoman Howard, unanimously carried

### **Town Event Announcement**

Supervisor Jolicoeur announced that the Town event will be held on **Saturday, September 19, 2026**, at the Town Park from **2:00 p.m. until approximately 10:00 p.m.**

She recognized and thanked the event sponsors, including returning sponsors **AAA Carting and Citywide Automotive**, as well as the silver sponsors and other participating businesses and organizations.

It was reported that approximately **37 vendors** had registered for the event. The public was encouraged to attend and participate.

### **DISCUSSION ON SURVIVING SPOUSE TAX EXEMPTION**

**John Wolham, the Assessor**, explained that the law was signed by the Governor in February 2026 and requires **local adoption** by each taxing jurisdiction that wishes to offer the exemption. This includes the County, Town, and applicable school district.

The Assessor stated that the information provided was his current interpretation of the law and that the Town had not yet received formal guidance from the New York State Office of Real Property Tax Services (ORPTS). He anticipated that additional guidance may be provided at the upcoming annual assessors' conference.

He explained that the law appears to provide local jurisdictions with flexibility concerning the level of the exemption, up to **50% of the assessed value**, meaning that the County, Town, and school district could potentially adopt different exemption percentages.

The Board also discussed a local option that would permit the exemption to apply to certain cooperative housing interests, including tenant-shareholders of cooperative apartments, if adopted by the taxing jurisdiction.

The Assessor noted that the language concerning a surviving spouse differs from language used in certain veterans' exemptions, which specifically refers to an **unmarried surviving spouse**. He stated that it remains unclear whether this difference is intentional or whether a technical amendment may be forthcoming.

The Assessor further advised the Board that there are proposed related bills concerning surviving spouses of correction officers and paid firefighters killed in the line of duty. He explained that existing provisions concerning volunteer firefighters and volunteer ambulance workers are separate and that the Town has previously adopted applicable exemptions in that area.

The Assessor advised that, in order for the Town to adopt the § 471 exemption for the **2027 assessment roll**, the exemption would need to be adopted by the applicable taxing jurisdiction no later than **March 1, 2027**. He recommended that jurisdictions considering

adoption do so by the end of 2026 or early 2027 to allow sufficient time for public notice and for potentially eligible individuals to apply.

The Board thanked the Assessor for providing the information and indicated that it would await further guidance before determining whether and how to proceed.

### **PUBLIC COMMENT**

Councilman Luongo, also a representative of the fire department, advised that members would participate in a memorial walk with all their gear on, in remembrance of the firefighters who lost their lives on September 11, 2001. It was stated that **343 firefighters** were killed that day.

Participants in the memorial walk are expected to gather at the bottom of Tinker Hill between approximately **5:15 and 5:30 p.m.** to begin the memorial walk up Tinker Hill. Afterwards, the annual memorial service will be held at the Town Park beginning at approximately **6:30 p.m.**

The Board discussed the importance of remembering those who lost their lives and honoring their service.

It was also clarified that the fire department facility would **not be open to the public for the event**, and that there would not be public parking available at that location.

**Supervisor Jolicoeur** reminded residents about the Town's emergency alert system and encouraged residents who have not yet registered to sign up.

It was explained that residents may elect to receive alerts by **email and/or text message**. The Supervisor noted that email alerts may contain more detailed information than text alerts.

Residents were encouraged to visit the Town website and use the **orange alert/emergency notification platform** to sign up for notifications and select their preferred method of communication.

Supervisor Jolicoeur made a motion to enter into an executive session to discuss personnel matters at 5:28 p.m.

Seconded by Councilman Luongo, unanimously carried

Supervisor Jolicoeur made a motion to reopen the meeting at 6:28 pm

No decisions were made, and no motions were passed

Seconded by Councilman Russo, unanimously carried.

Supervisor Jolicoeur made a motion to adjourn the meeting at 6:29 pm  
Seconded by Councilman Luongo, unanimously carried.

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

**Supporting documents can be found using this link**

[8-19-2026-Town-Board-Meeting-Agenda-with-supporting-documents.pdf](#)

**A video of the meeting can be found using this link**

[Town Board Work Session: September 9, 2026](#)

Respectfully submitted,

**Michelle Stephens**

Michelle Stephens

Town Clerk

9/10/2026