

**TOWN OF KENT
TOWN BOARD MEETING
Tuesday, June 2, 2020**

Executive Session – 6:00 p.m.

To discuss the proposed, pending or current litigation and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation

Workshop/Meeting – 7:00 p.m.

1. Pledge of Allegiance
2. Discussion and Vote on the following:
 - a. Recreation – vendors for Community Day
 - b. Lake Carmel Fire Department – new members
 - c. Planning Department - return of erosion control bond for TM# 10.-2 & 10.-2 and TM# 10.-2 & 10.-3; return of escrow to TM# 21.-1-16
 - d. Cemetery mowing
 - e. Putnam County HMP – approval of Letter of Intent
 - f. Foreclosure of Mortgages and Vacant Property Registration Fee Schedule
 - g. Approval of Vouchers and Claims
3. Announcements and Public Comment

THIS MEETING WILL BE CONDUCTED VIRTUALLY

The Town of Kent will be holding its regularly scheduled Town Board meeting on Tuesday, May 12, 2020 at 7:00 p.m. via ZOOM. The meeting will be televised live on the Town of Kent cable channel as well as live-streamed on YouTube. The public can participate via ZOOM, YouTube (sign in to a Google gmail account or create an account in order to make a comment during the meeting on YouTube) or send your comments to supervisor@townofkentny.gov from any email address and the Board will address them during the meeting. Please identify yourself when participating just as you would if you came to the microphone during a regular meeting. Thank you for your cooperation.

ZOOM Information:

Join Zoom Meeting

<https://us02web.zoom.us/j/5877083251>

Meeting ID: 587 708 3251

One tap mobile

+19292056099,,5877083251# US (New York)

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 587 708 3251

Find your local number: <https://us02web.zoom.us/j/kH6X5CXoW>

YouTube Link:

[Town of Kent, N.Y. Town Board Meeting June 2, 2020](#)

Tamara Harrison

From: Recreation
Sent: Thursday, May 14, 2020 8:56 AM
To: Tamara Harrison
Subject: (Pt. 1 of 2) Kent Community Day 2020 - Items for Agenda (Pt. 1 of 2)
Attachments: Abbey Tent Rentals - KCD 2020 Quote.pdf; Durants Party Rentals - 2020 KCD Quote.pdf; Durkins Inc - KCD 2020 Quote.pdf; PartyTime Rentals Quote - 2020 KCD Quote.pdf

Tamara,

As per our discussion earlier today, I have been in contact with 10 event companies regarding proposals for tables, tents and chairs for Kent Community Day. Those companies are as follows:

Cartwright & Daughters
 Abbey Tent & Party
 All Season Party Rentals
 Durant's Tents & Events
 Durkin's Inc.
 New England Bounce About
 Party All the Time Rentals
 Party Out Tent Rentals
 PartyTime Rentals
 Putnam Tent Rentals
 Send in the Clowns
 The Party Hopper

Four of these companies submitted proposals for the event and those quotes are attached to this e-mail. After careful review of these proposals it is my recommendation that we accept that of Party-Time Rentals. They came in with the least expensive proposal and have also done great work for us and provided us with quality items over the past few years.

If this item could be addressed at the next town board meeting on Tuesday, May 19th, so we can begin making the necessary plans for our event taking place on September 12th, that would be most appreciated.

Thank you and please let me know if you require anything further.

Jared Kuczenski

Acting Director of Recreation & Parks
Kent Recreation & Parks
 845-531-2100

Just 4 Fun Entertainment Inc PO Box 697 Patterson, NY, 12563
8452280890

Quote ID# 6412681

Note: Quotes are not guaranteed and are subject to staff approval.

\$ Prices

Rentals	\$3,750.00
Staff Costs	\$1,575.00
Distance Charges	\$175.00
Subtotal	\$5,500.00
Tax	+\$0.00
Total	\$5,500.00

Event Information

Event Name		Start	12:00pm Sat, Sep 12, 2020
Organization	Town of Kent Parks & Recreation	End	5:00pm Sat, Sep 12, 2020
Address	43 Park Rd Carmel, NY 10512	Tax Exempt	Yes
Surface	Grass - Allow Stakes	Delivery Type	Fully Staffed
Referral	Past Customer	Volunteers	0
		Number of Guests	

⋮ Rentals



Extreme Rush Obstacle Course 77' ① \$- \$1,190.00



Grand Carnival Booth ① \$- \$255.00



Prize Assortment ⑦25 ~~\$725.00~~ \$560.00



Bank Ball Game ① \$- \$55.00



Tin Can Smash ① \$- \$30.00



Crazy Dots ① \$- \$30.00



Fish Bowl Toss ① \$- \$30.00



Large Bounce 15' x 20' ① \$- \$295.00



Jacob's Ladder ① \$- \$395.00

Attendant for games ② \$- \$160.00



Farmland Fun Center ① \$- \$375.00



Caterpillar Craze ① \$- \$375.00



New England Bounce About

2 Sand Cut Rd - Unit 4, Brookfield, CT 06804

Phone: (203) 364-0078

Website: <http://www.NEBA.party> Email: info@NEBA.party

QUOTATION

QuoteNo Q26
Date 4/4/2020
User Doug Muckell
Contact Jared Kuczinski
Phone (845)531-2100
Other
Start Date 9/12/2020 12:00:00 PM
End Date 9/13/2020 5:00:00 PM
Notes
-Customer will be paying by check
-customer will remit 50% of the balance due.
-same day delivery and pick up
-actual event is 9/12 raindate 9/13

InvNo	Name	Qty	Total
CRASH01	Crash Course Obstacle Course	1	\$999.00
GEN01	Generator	5	\$500.00
ST01	Child Supervision	50	\$1,250.00
TROP01	Polynesian Plunge (The Plunge)	1	\$899.00
FUNEXP01	Fun Express Train	1	\$350.00
FSTATION	Fire Station	1	\$375.00
M5	Modular 5-1	1	\$375.00
AROCS	Adrenaline Rush Obstacle Course	1	\$699.00
PIR01	Pirate Combo 4 -1	1	\$340.00
SPH1	Human Sphere	1	\$699.00
PHOP	Pony Hop (4Pack)	1	\$199.00
MIS	Miscellaneous	3	\$150.00
Additional Generators			

Order Subtotal: \$6,835.00
Discount (20.00%): (\$1,367.00)
Delivery Charge: \$0.00
TOTAL: \$5,468.00



The Event Rental Specialists of the Hudson Valley

www.partytime-rentals.com

2575 Route 55
Poughquag, NY 12570
845-226-2447

Rented To:		Delivery Location:	Ticket#
Town Of Kent Recreation 25 Sybil's Crossing Kent NY 10512		Edward Ryan Memorial Park 43 Park Rd Carmel NY 10512	Bid# 168011 Loc 100
Ordered by:		PO/Job #	Event Date:
Jared Phone: W (845) 531-2100		Community Day Surface 0	09/12/20 Saturday

Charge for 1.00 Day(s)

Qty	Item	Description	Total
-----	------	-------------	-------

20x20 on asphalt w/ ballisting
20x30 grass
30x30 grass
gate code 3464 to open
lock gate when leaving
setup on Friday
Event Sat 9/12
Time 12pm to 5pm
Rain Date 9/13
50% due upon signing of contract balance due upon delivery

1	3429-0000	MQ20 20X20 Cross Cable Tent	350.00	280.00
1	TB20-0000	Tent Ballasting 20X20	100.00	100.00
<i>No refunds given on weights. Once ordered and loaded, weights are non-refundable whether used or not.</i>				
1	3426-0000	MQ2030-T 20X30 Cross Cable Frame Tent	500.00	400.00
1	3594-0000	30X30 Frame Tent	750.00	600.00
1	TABL-0000	Tables & Chairs		0.00
<i>Tables And Chairs Must Be Folded And Stacked For Pick Up To Avoid Additional Charges</i>				
50	3414-0000	Table 60" Rounds - W	9.00	360.00
30	3417-0000	Table 8' X 30" W	9.00	216.00
100	3305-0000	Chair White Folding	2.25	180.00
1	10512	Delivery Carmel	75.00	75.00

General policy reminders:
Cancellation: Once rented items are delivered/installed or accepted by customer, no refunds will be given whether equipment was used or not. Orders canceled prior to delivery or customer pickup are subject to a cancellation fee.
Late Returns: Tents are non-cancelable and are subject to full payment unless otherwise noted specifically on contract.
Cleaning: Any rental return after due date will be charged at the daily rate.
Damage: A charge will be added for items requiring cleaning upon return to PartyTime Rentals.
Inflatables: A charge will be added for items requiring repair due to customer abuse, neglect or other. See damage waiver.
Tents: Inflatables rentals are cancelable for a full refund due to inclement weather the day of your event prior to delivery.
We are not responsible for damage to underground or hidden sprinkler systems or other structures.

I HAVE READ THIS ENTIRE RENTAL CONTRACT FRONT AND BACK AND AGREE BY SIGNATURE BELOW TO ALL CONDITIONS SET FORTH. ANY CHANGES OR ADDITIONS TO THIS RENTAL CONTRACT DURING EXECUTION OF THE EVENT MAY RESULT IN ADDITIONAL CHARGES THAT I AGREE TO HAVE CHARGED TO MY CREDIT CARD ON FILE.

X
CUSTOMER ACCEPTANCE SIGNATURE PRINT DATE

By my signature above I hereby authorize PartyTime Rentals to charge against my MasterCard, Visa, Discover or American Express any costs, expenses or charges for rental cancellations, cleaning, and/or damages to any items rented and/or full replacement value of any items destroyed or not returned to PartyTime Rentals.

04/18/20 18:25:36

Page 1





The Event Rental Specialists of the Hudson Valley

www.partytime-rentals.com

2575 Route 55
Poughquag, NY 12570
845-226-2447

Rented To:		Delivery Location:	Ticket#
Town Of Kent Recreation 25 Sybil's Crossing Kent NY 10512		Edward Ryan Memorial Park 43 Park Rd Carmel NY 10512	Bid# 168011 Loc 100
Ordered by: Jared	PO/Job #	Community Day	Event Date: 09/12/20 Saturday
Phone: W (845) 531-2100	Surface	0	

Charge for 1.00 Day(s)

Qty	Item	Description	Total
-----	------	-------------	-------

----- Payments -----

*** Total Reflects a \$509.00 Discount ***

Rentals	2,136.00
Sales	0.00
Delivery/Other	75.00
Damage Waiver	0.00
Env. Charges	0.00
Sales Tax	0.00
Total	2,211.00

Total Paid 0.00
Est Amount Due 2,211.00

General policy reminders:
 Cancellation: Once rented items are delivered/installed or accepted by customer, no refunds will be given whether equipment was used or not. Orders canceled prior to delivery or customer pickup are subject to a cancellation fee.
 Tents are non-cancelable and are subject to full payment unless otherwise noted specifically on contract.
 Late Returns: Any rental return after due date will be charged at the daily rate.
 Cleaning: A charge will be added for items requiring cleaning upon return to PartyTime Rentals.
 Damage: A charge will be added for items requiring repair due to customer abuse, neglect or other. See damage waiver.
 Inflatables: Inflatables rentals are cancelable for a full refund due to inclement weather the day of your event prior to delivery.
 Tents: We are not responsible for damage to underground or hidden sprinkler systems or other structures.

I HAVE READ THIS ENTIRE RENTAL CONTRACT FRONT AND BACK AND AGREE BY SIGNATURE BELOW TO ALL CONDITIONS SET FORTH. ANY CHANGES OR ADDITIONS TO THIS RENTAL CONTRACT DURING EXECUTION OF THE EVENT MAY RESULT IN ADDITIONAL CHARGES THAT I AGREE TO HAVE CHARGED TO MY CREDIT CARD ON FILE.

X

CUSTOMER ACCEPTANCE SIGNATURE **PRINT** **DATE**

By my signature above I hereby authorize PartyTime Rentals to charge against my MasterCard, Visa, Discover or American Express any costs, expenses or charges for rental cancellations, cleaning, and/or damages to any items rented and/or full replacement value of any items destroyed or not returned to PartyTime Rentals.

04/18/20 18:25:36
Page 2



Durkin's Incorporated

90 Beaver Brook Rd
 Danbury, CT 06810
 Ph: 203-748-2142
 jeffg@durkinsinc.com

**JOB INVOICE**

www.durkinsinc.com

Our Job#: 742127

JOB DESCRIPTION: Town of Kent Recreation and Parks Dept.-9-12-2020		Invoice #
INVOICE TO: Town of Kent recreation and Parks Dept. 25 Sybil's Crossing, Kent Lakes, NY 10512 Attention: Jared Kuczenski Phone: (845) 531-2100 Email: recreation@townofkentny.gov Assistant:	JOB SITE: Edward Ryan Memorial Park 43 Park Road Carmel, NY ,10512 Contact: Jared Kuczenski Phone: Email:	Event Date: 9/12/2020 Load-in: Friday, 9/11/2020 Show Start: Saturday, 9/12/2020 Load Out: Monday, 9/14/2020 Terms: 30% Deposit. Balance Due (7) Days Prior to Installation Order Status: Quote Only Quote by: Holly Slupatchuk Email: hollys@durkinsinc.com
EQUIPMENT & DESIGN	Set 9/11/2020	Show 9/12/2020
	End 9/14/2020	

Quantity	Description	Duration	Price	Subtotal
Tent				
1	20' x 20' Fiesta Frame Tent	1 Days	\$435.00	\$435.00
1	30' x 30' Fiesta Frame Tent	1 Days	\$525.00	\$525.00
1	20' x 30' Fiesta Expandable Frame Tent	1 Days	\$450.00	\$450.00
40	Concrete Block 90# (For 20x20)	1 Days	\$8.50	\$340.00
Total Tent:				\$1,750.00
Furniture				
100	White Plastic Folding Chairs	1 Days	\$1.85	\$185.00
9	60" Round Tables	1 Days	\$9.25	\$83.25
30	8' Banquet Tables	1 Days	\$9.25	\$277.50
Total Furniture:				\$545.75
General				
139	Optional Service Fee <i>Note: Add \$139.00 if tables/chairs are needed to be up (\$1.00 per piece).</i>	1 Days	\$0.00	\$0.00
Total General:				\$0.00
Total :				\$2,295.75

Delivery/Misc

Quantity	Description	Price	Subtotal
1	Desc	\$90.00	\$90.00
Total Delivery/Misc:			\$90.00

(invoice totals on page 2)

Notes:

50% Job Deposit required to reserve equipment (\$1190.00). Balance due upon completion.


Product Total:	\$2,295.75
Service Charge:	\$0.00
Damage Waiver:	\$0.00
Labor:	\$0.00
Delivery/Misc:	\$90.00
Tax:	\$0.00

Job Total:	\$2,385.75
-------------------	-------------------

Durants Party Rentals (Wf)
Wappingers Location
1155 Route 9
Wappingers Falls, NY 12590
(845)298-0011



BID

<i>Rented To:</i>	<i>Delivery Location:</i>	<i>Ticket#</i>
Town Of Kent Recreation Dept 25 Sybil's Crossing Kent Lakes NY 10512 H (845) 531-2100 O (845) 225-5130	Town Of Kent 43 Park Road Edward Ryan Memorial Park Carmel NY 10512	Bid# 103142791 Loc HJ 
<i>Ordered by:</i> Jared Kuczenski	<i>Purchase Order:</i>	<i>Event:</i> 09/12/20 Sat DAR DAR

Qty	Item	Description	Rental Rate	Total
-----	------	-------------	-------------	-------

9/12

20x20 all counterweighted

20x30 frame on grass

30x30 frame on grass


1	0965	Tent Frame 20X20	440.00	440.00
4	1066	Counterweight Giffy Barrels 66	80.00	320.00
<i>These Barrels Must Be Filled At The Tent Site With Water Provided By The Customer!</i>				
1	0966	Tent Frame 20X30	600.00	600.00
1	0974	Tent Frame 30X30	810.00	810.00
9	0288	Table 60" Round	9.00	81.00
30	0598	Table 8' X 30"	9.00	270.00
100	0683	Chair Plastic Grey	1.50	150.00
1	10512	Carmel, Ny 10512	75.00	75.00
1	INSTALL30	Install & Removal 30	350.00	350.00
4	1066	On Site Fill Of Water Barrel	50.00	200.00
100	6449335	Set Up Of Chair	1.00	100.00
100	6449366	Take Down Of Chair	1.00	100.00
39	6439154	Set Up Of Table	1.50	58.50
39	6447544	Take Down Of Table	1.50	58.50

Durants Party Rentals (Wf)
Wappingers Location
1155 Route 9
Wappingers Falls, NY 12590
(845)298-0011



DURANTS PARTY RENTALS

BID

<i>Rented To:</i>	<i>Delivery Location:</i>	<i>Ticket#</i>
Town Of Kent Recreation Dept 25 Sybil's Crossing Kent Lakes NY 10512 H (845) 531-2100 O (845) 225-5130	Town Of Kent 43 Park Road Edward Ryan Memorial Park Carmel NY 10512	Bid# 103142791 Loc HJ 
<i>Ordered by:</i> Jared Kuczenski	<i>Purchase Order:</i>	<i>Event:</i> 09/12/20 Sat DAR DAR

Qty	Item	Description	Rental Rate	Total
-----	------	-------------	-------------	-------

----- Payments -----

PLEASE WELCOME OUR NEWEST
LOCATION AT CHESHIRE, CT
FORMERLY SUPERIOR EVENTS
SAME GREAT STAFF!

Rentals	2,671.00
Sales	867.00
Delivery/Other	75.00
Damage Waiver	267.10
Sales Tax	0.00
Total	3,880.10

Total Paid	0.00
Est Amount Due	3,880.10



158 Commerce Drive
Fairfield, CT 06825
www.abbeytent.com
203-368-6111 Phone
203-368-2183 Fax

Status: Quote

Quote #: q18890

Event Beg: Sat 9/12/2020 8:00AM

Event End: Sun 9/13/2020 6:00PM

Operator: Lou Braun

Customer #: 17215

TOWN OF KENT PARKS DEPT

845-531-2100 Phone

25 SYBILS CROSSING

CARMEL, NY 10512

Salesman: Lou Braun

Delivery Fri 9/11/2020

JARED KUCZENSKI 845-531-2100
EDWARD RYAN PARK
43 PARK RD
CARMEL, NY 10512

Pickup Mon 9/14/2020

JARED KUCZENSKI 845-531-2100
EDWARD RYAN PARK
43 PARK RD
CARMEL, NY 10512

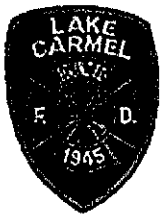
Qty	Items Rented	Retail Each	Disc%	Each	Price
1	20'X20' WHITE FRAME TENT NO STAKES ON ASHPALT	\$445.00		\$445.00	\$445.00
6	WEIGHT(S) TO SECURE TENTING	\$40.00		\$40.00	\$240.00
1	20'X30' WHITE FRAME TENT STAKE ON GRASS	\$550.00		\$550.00	\$550.00
1	30'X30' WHITE FRAME TENT STAKE ON GRASS	\$675.00		\$675.00	\$675.00
100	CHAIR-SAMSONITE BROWN	\$1.50		\$1.50	\$150.00
9	TABLE-ROUND 60"	\$9.50		\$9.50	\$85.50
30	TABLE-8 FT	\$9.75		\$9.75	\$292.50
1	DELIVERY & PICK-UP	\$175.00		\$175.00	\$175.00

THIS IS ONLY A QUOTE. A 50% DEPOSIT IS REQUIRED TO RESERVE EQUIPMENT.

Signature: _____

TOWN OF KENT PARKS DEPT

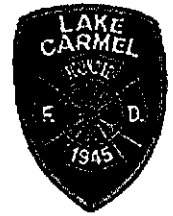
Rental Retail	\$2,438.00
Delivery Charge:	\$175.00
Subtotal:	\$2,613.00
NY - Westchester:	\$192.84
Total:	\$2,805.84
Paid:	\$0.00
Amount Due:	\$2,805.84



Lake Carmel Fire Department

851 Route 52
Carmel, NY 10512

Phone: (845) 225-3730 – Fax: (845)225-0460



2b

Chief

T.J Donohue

1st Asst. Chief

Justyn Lewis

2nd Asst. Chief

Ken Launzinger

President

Ryan Benson

Vice President

Ed Schaeffler Jr.

May 28,, 2020

To Town Board of Kent NY

This letter is a request to add 2 new members to the Lake Carmel Fire Department. We would like to add Kerry Launzinger of 75 Terry Hill Rd, and Samantha Hartshorn of 843 Farmers Mills Rd. All applicable background checks have been completed. As always, please feel free to contact me with any questions.

Be well and stay safe!!

Sincerely,

Chief T.J Donohue
914-488-7928
chief@lcfcd.com

RECEIVED
KENT TOWN C. N.Y.
2020 MAY 29 AM 8:31

Town of Kent Planning Board
25 Sybil's Crossing
Tel: 845-225-7802

email: planningkent@townofkentny.gov
Kent, NY 10512
Fax: 845-306-5283

2c

RESOLUTION #4
Year 2020

Date: May 19, 2020
From: The Kent Planning Board
To: The Kent Town Board:
Maureen Fleming, Supervisor - w/Att. Jaimie McGlasson
Paul Denbaum Chris Ruthven
Bill Huestis
CC: W. Walters, Building Inspector - w/Att. T. Harrison - w/Att.
L. Cappelli, Town Clerk - w/Att. Finance Department - w/Att.
Re: Request to return Escrow Review Fees to:
Sabina Boccia
12 Euston Road
Garden City, NY 11530
TM: 21.-1-16

Resolved: On May 14, 2020 the Kent Planning Board reviewed material pertaining to the property noted above and agreed that it was appropriate to comply with the request to return funds remaining in the escrow/review accounts in the amount of \$3,209.06 to:

Mrs. Sabina Boccia
12 Euston Road
Garden City, NY 11530.

Mr. Tolmach asked for a motion to forward a request to the Kent Town Board to take the above action. The motion was made by Stephen Wilhelm and seconded by Nisim Sachakov. The roll call vote was as follows:

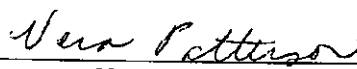
Phil Tolmach, Chairman	<u>Aye</u>
Simon Carey	<u>Absent</u>
Giancarlo Gattucci	<u>Aye</u>
Dennis Lowes	<u>Aye</u>
Nisim Sachakov	<u>Aye</u>
Charles Sisto	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

The motion carried.

The Planning Board respectfully asks that, if the Town Board is in agreement, they pass a resolution decreeing that the above actions be taken.

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on May 14, 2020.

Dated: May 14, 2020


Vera Patterson
Planning Board Secretary

Fw: Boccia Property

Planning Kent <planningkent@townofkentny.gov>

Thu 5/16/2019 2:32 PM

To: Julie Mangarillo (jmangarillo@rsaengrs.com) <jmangarillo@rsaengrs.com>; 'barberbruce' <barberbruce@yahoo.com>; Elizabeth Axelson <EAxelson@CPLteam.com>

Let's discuss this at the review meeting. There is \$3,296.56 in their review fund. I would like to put this on the June agenda, but since there may be invoices pertaining to this I'll hold off until we talk about it.

Vera Patterson
Planning Board Secretary
25 Sybil's Crossing
Kent, NY 10512
845-225-7802 (P)
845-306-5283 (F)
planningkent@townofkentny.gov

From: sabina1260@aol.com <sabina1260@aol.com>

Sent: Wednesday, April 17, 2019 9:23 AM

To: Planning Kent

Subject: Boccia Property

To The Planning Board - Town of Kent, NY:

This is to inform you that we have decided not to proceed with our project. We would like all that we have agreed upon with regard to building a house to remain in tact in the event that our circumstances change in the future. Please advise us as to how we can do that.

Also, please return to us the money you have in escrow, which is approximately \$3,000.00.

Thank you,

Sabina & Joe Boccia

Town of Kent Planning Board
Combined Application Form

APPROVAL REQUESTED FOR: (Check all that apply)

Sketch Plan (subdivision) _____	Preliminary Subdivision _____
Final Subdivision _____	Lot Line Change _____
Site Plan _____	Conditional Use Permit _____
Freshwater Wetland _____	Steep Slope & Erosion Ctrl <u>X</u>

Name of Project: BOCCIA - EROSION CONTROL

Description of Proposed Activity: DEVELOPMENT OF PROPERTY FOR SINGLE FAMILY RESIDENCE WITH DRIVEWAY, WELL & SEPTIC

Name of Applicant(s): JOSEPH E SABINA BOCCIA

Address: 12 EUSTON ROAD GARDEN CITY, NY 11530

Telephone: (516) - 659 - 1474

Name and Address of Record Owner(s): SAME AS APPLICANT

Tax Map Number of all parcels: 21. - 1 - 16

A) For All Applications:

1) Total acreage involved in application: 21.99

2) Total contiguous acreage controlled by applicant/owner (1): 40.42

3) Total number of existing structures: 1

4) Type of existing structures: SHED

5) Total square footage of all new construction: 2200

6) Estimated value of new construction or addition: \$ 250,000.00

7) Type of construction or activity proposed: (Check all that apply)

New Construction: Residential X Commercial _____ Institutional _____

Expansion: Residential _____ Commercial _____ Institutional _____

Home Occupation: _____ Change in use: _____ Other: _____

8) Zoning District: R-80

1) Shall include lands owned by family members of the applicant, and any corporation(s), partnership(s), limited liability company(ies) or other entities in which the applicant has an interest.

Town of Kent Planning Board
25 Sybil's Crossing
Tel: 845-225-7802

email: planningkent@townofkentny.gov
Kent, NY 10512
Fax: 845-306-5283

RESOLUTION # 6
Year 2020

Date: May 19, 2020
From: The Kent Planning Board
To: The Kent Town Board:
Maureen Fleming, Supervisor - w/Att. Jaimie McGlasson
Paul Denbaum Chris Ruthven
Bill Huestis
CC: W. Walters, Building Inspector - w/Att. T. Harrison - w/Att.
L. Cappelli, Town Clerk - w/Att. Finance Department - w/Att.
Re: Request to return Escrow Review Fees to:
Mr. Albert D'Alisa
SSEL Corporation
2241 Route 6
Brewster, NY 10512
TM: 10.2

Resolved: On May 14, 2020 the Kent Planning Board reviewed material pertaining to the property noted above and agreed that it was appropriate to comply with the request to return the remaining 10% of an erosion control bond for this property, in the amount of \$892.56 to:

Mr. Albert D'Alisa
SSEL Corporation
2241 Route 6
Brewster, NY 10509

Mr. Tolmach asked for a motion to forward a request to the Kent Town Board to take the above action. The motion was made by Nisim Sachakov and seconded by Stephen Wilhelm. The roll call vote was as follows:

Phil Tolmach, Chairman	<u>Aye</u>
Simon Carey	<u>Absent</u>
Giancarlo Gattucci	<u>Aye</u>
Dennis Lowes	<u>Aye</u>
Nisim Sachakov	<u>Aye</u>
Charles Sisto	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

The motion carried.

The Planning Board respectfully asks that, if the Town Board is in agreement, they pass a resolution decreeing that the above actions be taken.

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on May 14, 2020.

Dated: May 14, 2020



Vera Patterson
Planning Board Secretary

RESOLUTION #12
Year 2018

Date: July 23, 2018

From: The Kent Planning Board

To: The Kent Town Board:
Maureen Fleming, Supervisor - w/Att. Jaimie McGlasson
Paul Denbaum Christine Woolley
Bill Huestis

CC: W. Walters, Building Inspector - w/Att T. Harrison – w/Att.
L. Cappelli, Town Clerk – w/Att Finance Department – w/Att.

Re: Request to return Erosion Control Bond to:
SSEL Corporation
Attn: Albert D'Alisa
2241 Route 6
Brewster, NY 10509
For Property on Dean Road
Kent, NY 10512
TM: 10.-2 & 10.-2

Resolved: On July 12, 2018 the Kent Planning Board reviewed material pertaining to the property noted above and agreed that it was appropriate to comply with the request to return a portion of the Erosion Control bond in the amount of \$8,033.04 to the Mr. D'Alisa. There was some damage to the property when the tornado occurred and, although the property is stabilized, the Planning Board recommended that 10% of the bond, which was \$8,925.60 (\$892.56), be held until next Spring.

Mr. Tolmach asked for a motion to forward a request to the Kent Town Board to take the above action. The motion was made by Stephen Wilhelm and seconded by Giancarlo Gattucci. The roll call vote was as follows:


Phil Tolmach, Chairman	<u>Aye</u>
Simon Carey	<u>Aye</u>
Giancarlo Gattucci	<u>Aye</u>
Dennis Lowes	<u>Absent</u>
Charles Sisto	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

The motion carried.

The Planning Board respectfully asks that, if the Town Board is in agreement, they pass a resolution decreeing that the above actions be taken.

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on July 12, 2018.

Dated: July 12, 2018



Vera Patterson
Planning Board Secretary

Word



Print



Find



Help



Give Feedback to Microsoft

...

RESO

Date: July 23, 2018
From: The Kent Planning Board
To: The Kent Town Board
 Maureen Fleming, Supervisor - w/Att. Jaimi
 Paul Denbaum Christ
 Bill Huestis
CC: W. Walters, Building Inspector - w/Att. T. Ha
 L. Cappelli, Town Clerk --w/Att Finan
Re: Request to return Erosion Control Bond to:
 SSEL Corporation
 Attn: Albert D'Alisa
 2241 Route 6
 Brewster, NY 10509
 For Property on Dean Road
 Kent, NY 10512
 TM: 10.-2 & 10.-2

Resolved: On July 12, 2018 the Kent Planning Board reviewed material p
 noted above and agreed that it was appropriate to comply with the request t
 Erosion Control bond in the amount of \$8,033.04 to the Mr. D'Alisa. Ther
 property when the tornado occurred and, although the property is stabi
 recommended that 10% of the bond, which was \$8,925.60 (\$892.56), be he

Mr. Tolmach asked for a motion to forward a request to the Kent Town
 action. The motion was made by Stephen Wilhelm and seconded by Gian
 call vote was as follows:

Phil Tolmach, Chairman	<u>Aye</u>
Simon Carey	<u>Aye</u>
Giancarlo Gattucci	<u>Aye</u>
Dennis Lowes	<u>Absent</u>
Charles Sisto	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

The motion carried

The Planning Board respectfully asks that, if the Town Board is in agreeme
 decreeing that the above actions be taken.

Town of Kent Planning Board
25 Sybil's Crossing
Tel: 845-225-7802

email: planningkent@townofkentny.gov
Kent, NY 10512
Fax: 845-306-5283

Memorandum

DATE: December 16, 2016

From: The Kent Planning Board

To: The Kent Town Board:
Maureen Fleming, Supervisor - w/Att.
Scott Chin
Paul Denbaum

Bill Huestis
Jaimie McGlasson

CC: W. Walters, Building Inspector - w/Att.
L. Cappelli, Town Clerk - w/Att

J. Ramos - w/Att.
Finance Department - w/Att.

SSEL Corporation
2241 Route 6
Brewster, NY 10509
Attn: Albert D'Alisa

RE: SSEL - Dean Road - TM: 10.-2-10.-2

RE: Resolution 15
Recommendation to the Kent Town Board to accept an Erosion Control Bond from:
SSEL Corporation
2241 Route 6
Brewster, NY 10509
Attn: Albert D'Alisa
For
Property Located on:
Dean Road
Kent, NY 10512
TM: 10.-2 & 10.-2

Please find attached the following items pertaining to the project noted above:

Mahopac Tompkins Bank Check # 1046	-	\$ 8,925.60 - Erosion Control Bond
Mahopac Tompkins Bank Check # 1047	-	<u>\$ 1,000.00 - Review Fund</u>
Total		\$9,925.60

Steep Slope & Erosion Control Permit Approval Resolution 15, December 8, 2016
Backup material pertaining to Erosion Control Bond
Resolution 15

Town of Kent Planning Board
25 Sybil's Crossing
Tel: 845-225-7802

email: planningkent@townofkentny.gov
Kent, NY 10512
Fax: 845-306-5283

RESOLUTION # 5
Year 2020

Date: May 19, 2020
From: The Kent Planning Board
To: The Kent Town Board:
Maureen Fleming, Supervisor - w/Att. Jaimie McGlasson
Paul Denbaum Chris Ruthven
Bill Huestis
CC: W. Walters, Building Inspector - w/Att. T. Harrison - w/Att.
L. Cappelli, Town Clerk - w/Att. Finance Department - w/Att.
Re: Request to return Remainder of Erosion Control Bond to:
Scott Frey
P. O. Box 664
Cross River, NY 10518
TM: 10.-2 & 10.-3

Resolved: On May 14, 2020 the Kent Planning Board reviewed material pertaining to the property noted above and agreed that it was appropriate to comply with the request to return the remaining 10% of an erosion control bond for this property, in the amount of \$776.45 to:

Mr. Scott Frey
Alou Corporation
P. O. Box 664
Cross River, NY 10518

Mr. Tolmach asked for a motion to forward a request to the Kent Town Board to take the above action. The motion was made by Stephen Wilhelm and seconded by Charles Sisto. The roll call vote was as follows:


Phil Tolmach, Chairman	<u>Aye</u>
Simon Carey	<u>Absent</u>
Giancarlo Gattucci	<u>Aye</u>
Dennis Lowes	<u>Aye</u>
Nisim Sachakov	<u>Aye</u>
Charles Sisto	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

The motion carried.

The Planning Board respectfully asks that, if the Town Board is in agreement, they pass a resolution decreeing that the above actions be taken.

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on May 14, 2020.

Dated: May 14, 2020



Vera Patterson
Planning Board Secretary

RESOLUTION #11
Year 2018

Date: July 23, 2018

From: The Kent Planning Board

To: The Kent Town Board:
Maureen Fleming, Supervisor - w/Att. Jaimie McGlasson
Paul Denbaum Christine Woolley
Bill Huestis

CC: W. Walters, Building Inspector - w/Att. T. Harrison - w/Att.
L. Cappelli, Town Clerk -- w/Att. Finance Department - w/Att.

Re: Request to return Erosion Control Bond to:
Alou Corporation
Attn: Scott Frey
P. O. Box 664
Cross River, NY 10518
For Property on Dean Road
Kent, NY 10512
TM: 10.-2 & 10.-3

Resolved: On July 12, 2018 the Kent Planning Board reviewed material pertaining to the property noted above and agreed that it was appropriate to comply with the request to return a portion of the Erosion Control bond in the amount of \$6,988.05 to the Mr. Frey. There was some damage to the property when the tornado occurred and, although the property is stabilized, the Planning Board recommended that 10% of the bond, which was \$7,764.50 (\$776.45), be held until next Spring.

Mr. Tolmach asked for a motion to forward a request to the Kent Town Board to take the above action. The motion was made by Stephen Wilhelm and seconded by Giancarlo Gattucci. The roll call vote was as follows:

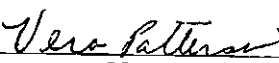
Phil Tolmach, Chairman	<u>Aye</u>
Simon Carey	<u>Aye</u>
Giancarlo Gattucci	<u>Aye</u>
Dennis Lowes	<u>Absent</u>
Charles Sisto	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

The motion carried.

The Planning Board respectfully asks that, if the Town Board is in agreement, they pass a resolution decreeing that the above actions be taken.

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on July 12, 2018.

Dated: July 12, 2018



Vera Patterson
Planning Board Secretary

Town of Kent Planning Board
25 Sybil's Crossing
Tel: 845-225-7802

email: planningkent@townofkentny.gov
Kent, NY 10512
Fax: 845-306-5283

Memorandum

RESOLUTION #13

Year 2016

DATE: September 20, 2016
TO: Finance Department
CC:
FROM: Vera Patterson
RE: Resolution 13
Recommendation to the Kent Town Board to accept an Erosion Control Bond
From Mr. Scott Frey
Alou Corporation
P. O. Box 664
Cross River, NY 10518
For
Property Located on:
Dean Road
Kent, NY 10512
TM: 10-2 & 10-3

Please find attached the following items pertaining to the project noted above:

Tomkins Mahopac Bank Check #1509	-	\$ 7,764.50 -- Erosion Control Bond
Tomkins Mahopac Bank Check #1510	-	<u>\$ 1,000.00 -- Review Fund</u>
Total		\$8,764.50

Steep Slope & Erosion Control Permit Approval Resolution 13, September 8, 2016
Backup material pertaining to Erosion Control Bond

Resolved: On September 8, 2016 the Kent Planning Board reviewed material submitted by Mr. Scott Frey of Alou Construction. Ms. Mangarillo recommended that the Kent Planning Board accept an Erosion Control Bond in the amount of \$7,764.50 pertaining to construction of a single-family residence on Dean Road, Kent, NY 10512.

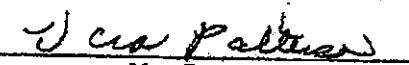
Mr. McDermott asked for a motion to recommend the Town Board approve the Erosion Control Bond in the amount of \$7,764.50 and inspection fees in the amount of \$1,000.00. The motion was made by Mr. Brunner and seconded by Mr. Tolmach. The roll call votes were as follows:

Michael McDermott, Chairman	<u>Aye</u>	George Brunner	<u>Aye</u>
Dennis Lowes, Vice Chairman	<u>Aye</u>	Gary Lam	<u>Absent</u>
Janis Bolbrock	<u>Aye</u>	Charles Sisto	<u>Absent</u>
		Philip Tolmach	<u>Aye</u>

The motion carried.

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on September 8, 2016.

Dated: September 8, 2016


Vera Patterson
Planning Board Secretary

ALL SEASONS PROPERTY MAINTENANCE LLC

PATRICK RONCALLO

106 Tibet Dr Carmel, NY 10512 • 845-216-5100 • pmarkroncallo@aol.com



Proposal for: Town of Kent

Attn: Maureen Flemming

Re: Town Cemeteries

Town cemeteries (7) will be mowed and maintained on a bi-weekly basis from current date through the end of October 2020. The contracted price will be \$5,100.00 split into 5 installments of \$1,020.00. Billing will begin when the contract is awarded. Any requested maintenance outside of the contract will come at an additional proposed cost.

Contact me with any questions. Thank you for this business opportunity.

Patrick Roncallo

Maureen Fleming

From: Kiko and Jenn Jorge <kikoandjenn@gmail.com>
Sent: Wednesday, May 27, 2020 2:54 PM
To: Maureen Fleming
Subject: Cemeteries

TOWN OF KENT NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER!

DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

Hi,

How are you? Thank you for the opportunity to put in a bid for the cemeteries that you are in need of servicing.

Unfortunately after going around to look at them, they are too much out of our normal routes and I would have to run a separate crew for the area where they are located. This would entail me hiring more employees.

At this time it is not something that I can financially handle.

Thank you again.

Regards,

Francisco Jorge

Kiko's Landscaping, Inc.

Tamara Harrison

From: Maureen Fleming
Sent: Wednesday, May 27, 2020 1:46 PM
To: ntag@hoganandrossi.com; Tamara Harrison; William Huestis; Christopher Ruthven; Jamie McGlasson; Paul Denbaum
Subject: FW: Putnam County HMP - Planning Partnership Meeting 5/27 @ 1pm - Kent (T)
Attachments: Putnam County HMP Kick Off Letter.pdf; Letter of Intent_Putnam County.docx; 9.5_Kent(T)_042920.doc; Putnam Annex Instructions 042920r1.docx

We participated last time. Please review these materials. I will put the approval of the letter of intent on the agenda.

Maureen Fleming

Maureen Fleming
 Town Supervisor
 Town of Kent
 25 Sybil's Crossing
 Kent Lakes, New York 10512
 (845) 225-3943



From: Apgar, Heather <Heather.Apgar@tetrattech.com>
Sent: Friday, May 1, 2020 1:53 PM
To: Maureen Fleming <mfleming@townofkentny.gov>; Building Inspector <buildinginspector@townofkentny.gov>; Richard Othmer <rothmer@townofkentny.gov>
Cc: ken.clair@putnamcountyny.gov; Robert Lipton <robert.lipton@putnamcountyny.gov>; Bianco, Cynthia <cynthia.bianco@tetrattech.com>
Subject: Putnam County HMP - Planning Partnership Meeting 5/27 @ 1pm - Kent (T)

TOWN OF KENT NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER!

DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

Dear Planning Partnership:

We hope this email finds you well during these unprecedented times. As you are aware, Putnam County is beginning the process of updating the 2015 Putnam County Hazard Mitigation Plan (HMP). As part of this effort, we are asking each municipality to begin working on their municipal annex (chapter) of this plan. This chapter will serve as your basis for future grant applications and funding.

Attached to the email, you will find your letter of intent to participate as well as your municipal annex or chapter of the plan to initiate and jumpstart the planning process. Since your municipality participated in the previous plan, we are building on your work to streamline the process. Therefore, you will see that the new annex has been populated with carryover information to ease the burden of updating in for this round. We are also providing brief instructions for updating each section of the annex (see attached).

We highly recommend that you review the instructions first before updating the annex as it provides tips on who best can provide information as well as explanations of the data needed.

Here is an overview of the process. It is based on reviewing the annex document you received and confirming, updating, or providing information.

What?

The Putnam County Hazard Mitigation Plan Update is under way and your assistance in updating your annex or chapter of the plan is important.

Why?

This plan is important as it provides a roadmap of projects to make your community more resilient to the impact of disaster events such as severe storms, severe snowstorms, floods, etc. which have the potential to damage buildings, infrastructure and threaten the life safety, health and welfare of residents and businesses.

Your input is important to update the information from the 2015 plan to document the changes and to identify areas to improve your community.

Who?

Information is needed from a number of your municipal staff, so work with your team to get the data. That way this should not be a heavy lift for one person! Typically, these are who can contribute to the effort:

Information Requested	Who has this data?	Where is this information?
Details of your plans, codes, and ordinances including adoption dates and citations.	Town Clerk, Town Administrator, Code Official, Planner, Business Administrator Mayor or Supervisor	Code Book, e-Code, Municipal ordinances, Comprehensive Plan, Clerk, Engineer, Planner, Administrator
Hazard Event History-What storms have damaged your community and how much was the damage?	OEM, Police, Fire, DPW, Engineer	FEMA Project Worksheets (PWs) DPW records, Police response records
National Flood Insurance Program (NFIP) Floodplain Administrator Questionnaire	Floodplain Administrator	NFIP Records
Mitigation Action Progress	Mayor or Supervisor, DPW, Engineer	Job Records, Capital Improvement Record, NYS DHSES Grants, s
New Development and Building Permits	Administrator, Code Official, Planning Board, Engineer, Planner, Building Department	Redevelopment Plans, Permits
Shelters, Evacuation Routes, Temporary Housing, and Long-Term Housing	OEM, Code Official, Planner	Master Plan, Emergency Plans

How?

Much information was collected during the last planning process, so to assist you in the update, the annex includes the carry-over information from the 2015 plan. We simply need you and your team to review the information and fill in the blanks. To do this we have set up a 3-step approach to complete your annex.

- Step 1 – Review and Input. Review sections indicated below and fill in data and information specific to your community.

- Step 2 – Hazard Ranking. This will provide an opportunity for your team to review the County-wide hazard ranking results and customize them to your community.
- Step 3 – Mitigation Strategy. You will be asked to participate in the Mitigation Action Workshop to identify and develop projects that will increase the resiliency of your community.

Next Steps.

✓ *Planning Partnership Kick-Off Meeting*

A mandatory meeting of the Planning Partnership meeting which will be held virtually on Wednesday, May 27th from 1:00 p, to 2:30 pm. During this meeting, we will introduce the participants to the concept of hazard mitigation, review the planning process in more detail, explain the benefits of mitigation planning, and review expectations of the Planning Partnership.

✓ *Submit Letter of Intent to Participate*

Review and return the attached Letter of Intent to Participate to begin the mitigation planning process for your community and residents and continue the benefits that an HMP can provide to our County!

✓ *Start work on your annex update*

In preparation for the meeting you are requested to review the annex instructions and begin edits to your annex, documenting any questions to be addressed in the meeting. Alternately reach out to the Tetra Tech contact below for support.

✓ *Meeting Information:*

Planning Partnership call-in information:

Date: May 27, 2020

Time: 1:00 to 2:30 pm

Dial-in Number*:

Dial-in Number

SKYPE LINK: <https://meet.lync.com/tetratechinc/cynthia.bianco/K65RMZ27>

**If your computer does not have microphone or speaker capabilities please join Skype using audio only and call in using a phone. If you are joining via computer video + audio, please do not also call in via phone.*

✓ *RSVP:*

We ask that you please RSVP to this email or to Heidi Zatkovich at 845-808-4000 x 41109 at your earliest convenience. Thank you in advance for your participation on the Steering Committee for the update of the County's Hazard Mitigation Plan.

Please refer to the attached instructions for step-by-step information and direct any questions to:

Heather Apgar

Tetra Tech

E-mail: heather.apgar@tetrattech.com

Your cooperation is appreciated.

Thank you in advance.

Bob Lipton

Putnam County Bureau of Emergency Services

112 Old Route 6

Carmel, New York 10512

Tel (845) 808-4000 x 41109

Email – RobertLipton@putnamcountyny.gov

Heather Apgar, CFM | Hazard Mitigation Planner

Direct (973) 630-8046 | Business (973) 630-8000 | Fax (973) 630-8025 | heather.apgar@tetrattech.com

Tetra Tech | Complex World, Clear Solutions™ | Northeast Operations

6 Century Drive, Suite 300 | Parsippany, NJ 07054 | tetrattech.com

This message, including any attachments, may include privileged, confidential and/or inside information. Any distribution or use of this communication by anyone other than the intended recipient is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender by replying to this message and then delete it from your system.



Please consider the environment before printing. [Read more](#)



TETRA TECH



PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



MaryEllen Odell, County Executive

Kenneth W. Clair
Commissioner

Robert A. Lipton
Deputy Commissioner

Casey Quake
Director EMS

April 30, 2020

To: Municipal Elected Official and Clerk

Putnam County is preparing to update its county-wide hazard mitigation plan and is inviting your municipality to participate in its 5-year regulatory of the plan. This plan is an important part of increasing the resiliency of the County and your community and your municipality is strongly encouraged to participate in the planning process. Per Federal regulation, all local governments must have a FEMA-approved HMP in order to be eligible to apply for and receive Federal mitigation grant funding for public and private mitigation projects.

On behalf of the County, the Bureau of Emergency Services – Office of Emergency Management, are inviting your municipality to participate in the five-year update of the County's HMP.

Why participate? There are numerous benefits to participating in the HMP update including:

- Increases your awareness of risk and vulnerabilities to severe weather and flooding events.
- Reduces hazard impacts – save lives, property, and money!
- Helps identify implementable strategies and funding sources.
- Eligible to apply for and receive FEMA mitigation funds for public and private mitigation projects.
- Creates more resilient communities – bounce back from disasters faster!

The requirements and expectations for municipal participation in the HMP update are summarized below and outlined in the attached Letter of Intent to Participate (LOI). In order to formally document your intent to participate, the LOI needs to be drafted on municipal letterhead, signed by a governing official, and returned to the County by May 26th. Please return your completed LOI to:

Robert Lipton, Deputy Commissioner
Putnam County Bureau of Emergency Services
112 Old Route 6, Carmel, NY 10512

By participating in the HMP update, each municipality will have requirements and expectations to fulfill throughout the planning process. This includes:

- Provide a completed LOI to the County.
- Assign a planning point-of-contact for your municipality, who will:
 - Provide representation at regular planning group meetings and workshops.
 - Be responsible for providing data and information as requested.
 - Review and comment on data and information compiled by the contract consultant relevant to their jurisdiction.

112 OLD ROUTE 6 – CARMEL, NEW YORK 10512
Tel. (845) 808-4000 / Fax (845) 808-4010
Emergency Operations Center Tel. (845) 808-4050
Email: pcbes@putnamcountyny.gov Web Page: putnamcountyny.gov



PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES



MaryEllen Odell, County Executive

Kenneth W. Clair
Commissioner

Robert A. Lipton
Deputy Commissioner

Casey Quake
Director EMS

- Be responsible for completing plan documents specific to your municipality, using provided templates with guidance and assistance by the contract consultant.
 - Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
 - Facilitate public outreach efforts with citizens and local stakeholders within your community using materials provided by the contract consultant.
 - Assist with the identification of strengths, weaknesses, opportunities and obstacles to implementing natural hazard mitigation within your community.
 - Assist with the identification of past, ongoing and appropriate future mitigation strategies and activities within your municipality.
 - Review and comment on plan documents, specifically the draft and final plans prior to submission to NYS DHSES and FEMA.
- Formally adopting the updated plan once approved by FEMA.

The plan update process is meant to be a collaborative effort among the various departments in your community. The planning point-of-contact is not expected to do all the work. Their role is to ensure the assigned tasks are completed by the appropriate people within the given timeframe.

We encourage your municipality to review and return the attached LOI to begin the mitigation planning process for your community and residents and continue the benefits that an HMP can provide to our County!

Please contact me with any questions you might have regarding our plan update process.

Sincerely,

Robert Lipton
Deputy Commissioner
Putnam County Bureau of Emergency Services

Save the date! The project's municipal kick-off meeting will be held virtually on Wednesday, May 27th at 1:00pm. During this meeting, we will discuss the process, benefits, expectations, and timeline of the plan update process. All municipalities who wish to participate in the plan update **MUST** attend this kick-off meeting, whether or not they have submitted the LOI. Meeting details will be sent out soon.

Attach.

Letter of Intent to Participate Template for your action (to be printed on your municipal letterhead, signed, and returned to Robert Lipton,

Please provide a signed Letter of Intent to Participate as noted below on your municipal letterhead.

[DATE]

Robert Lipton, Deputy Commissioner
Putnam County Bureau of Emergency Services
112 Old Route 6
Carmel, NY 10512

Subject: Putnam County Multi-Jurisdictional All-Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
[Municipality Name]

Dear Mr. Lipton:

This is to confirm that the [Municipality Name] is committed to participating in the Putnam County Multi-Jurisdictional All-Hazard Mitigation Plan (HMP) update project. By way of this letter, the [Municipality Name]:

1. Authorizes the Putnam County Bureau of Emergency Services – Office of Emergency Management and the Putnam County Hazard Mitigation Steering Committee (“Steering Committee”), to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of municipal participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this “Authorization and Acknowledgement” letter to the Putnam County Bureau of Emergency Services – Office of Emergency Management, attention: Robert Lipton.
 - Identify municipal representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
 - Support the Steering Committee selected to oversee the development of this plan.
 - Provide representation at municipal Planning Committee meetings (~ 3 meetings over 6-8 months, including a Kick-Off Meeting and a Mitigation Strategy Workshop).
 - Provide data and information about your community as requested by the Steering Committee or the contract consultant, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions.
 - Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on your municipal website with links to a County project website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area

- Supporting outreach to National Flood Insurance Program (NFIP) Repetitive Loss and Severe Repetitive Loss property owners in your community.
 - Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
 - Completing data and information collection survey forms in a timely manner.
 - Identify specific mitigation actions to address each of the natural hazards posing significant [or high or medium] risk to your community.
 - Involve your local NFIP Floodplain Administrator in the planning process.
 - Review draft Plan sections when requested and provide comment and input as appropriate.
 - Adopt the Plan by resolution of their governing body after FEMA conditional approval.
 - Periodically provide the Steering Committee with reports of municipal staff and volunteer labor spent on the planning process.
3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring municipal representation at municipal Planning Committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary POC:	Position/Department:
Address:	Email Address:
Phone Number:	

Alternate/Secondary POC:	Position/Department:
Address:	Email Address:
Phone Number:	

4. Our designated local Floodplain Administrator (FPA) under the NFIP is:

Name of NFIP FPA:	Position/Department:
Address:	Email Address:
Phone Number:	

5. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our municipality being excluded from the planning process.

Sincerely,

[Chief Elected Official]
[Municipality]

From: Kevin Sidella <ksidella@prochamps.com>
Sent: Friday, May 22, 2020 2:52 PM
To: William Huestis <bhuestis@townofkentny.gov>
Subject: Re: Question as we proceed

Hello William,

Thank you for sending this email. We are excited about the possibility of working for your Town. Below is a breakdown of all the communities we are working with in New York State and what they charge for a fee - and the renewal schedule which also varies.

- 1) Buffalo - \$500/6 mo renewal
- 2) Gates - \$500/12 mo renewal
- 3) Greece - \$500/12 mo renewal
- 4) Ogden - \$500/12 mo renewal
- 5) Penfield - \$300/6 mo renewal
- 6) Hempstead - \$500/6 mo renewal
- 7) Long Beach - \$500/12 mo renewal
- 8) Oyster Bay - \$500/6 mo renewal
- 9) Middletown - \$500/6 mo renewal
- 10) Babylon Village - \$500/6 mo renewal
- 11) Babylon Town - \$200/6 mo renewal
- 12) Riverhead - \$200/6 mo renewal

As you see, it does vary, but \$500 on a 6 month renewal basis has become the norm. To us, our price of business doesn't change so it doesn't matter what you set your fee at. What we do say is, stay under \$500 as that seems to be the point at which most banks will pay the fee without question. I think, if the fee being too high is a concern of your community, try doing it at \$300 on a 6 month renewal basis - and see if that serves you well. We can always go back and revisit the fee down the road if you think that's too low after a few months of registrations.

As far as the late fees go, this is the language we recommended to Kent:

1. If the Foreclosing or Foreclosed Property is not registered, or the registration fee is not paid within thirty (30) days of when the registration or renewal is required pursuant to this section, a late fee equivalent to ten percent (10%) of the Semi-Annual Registration fee shall be charged for every thirty-day period (30), or portion thereof, the property is not registered and shall be due and payable with the registration.

This is also the language that the other 12 communities in New York have in-place through their own individual ordinances, with slight variations that are insignificant. On the late fee, does this answer your question?

Thank you,
 Kevin Sidella
 PROCHAMPS
 717-979-9864
www.prochamps.com