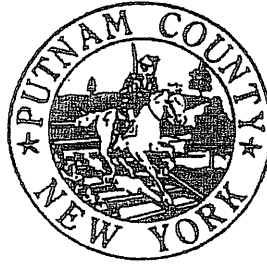


THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*  
Amy E. Sayegh *Deputy Chair*  
Diane Schonfeld *Clerk*  
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**AGENDA**  
**PERSONNEL COMMITTEE MEETING**  
**TO BE HELD IN ROOM 318**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Members: Chairman Jonke Legislators Castellano & Nacerino**

**Tuesday** 6:30p.m. **March 12, 2024**

**(Physical Services & Special Full Mtgs. To Immediately Follow)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – February 22, 2024**
- 4. Approval/ Ratification of PBA Collective Bargaining Agreement/ Personnel Officer Paul Eldride**
- 5. Approval/ Budgetary Transfer – 24T046/ Commissioner of Finance/ PBA Contract Settlement/ Commissioner of Finance Michael Lewis**
- 6. Approval/ Fund Transfer – 24T056/ Correctional Facility Overtime/ Costs Incurred During the Month of January 2024 with Six Correction Officer Vacancies and two Other Employees Out of the Office/ Sheriff Kevin McConville**
- 7. Approval/ Fund Transfer – 24T057/ Correctional Facility Overtime/ Costs Incurred During the Month of February 2024 with Seven Correction Officer Vacancies and two Other Employees Out of the Office/ Sheriff Kevin McConville**
- 8. Approval/ Fund Transfer – 24T058/ Correctional Facility Overtime/ Costs Incurred from March 1, 2024, through March 8, 2024, with Seven Correction Officer Vacancies and two Other Employees Out of the Office/ Sheriff Kevin McConville**

- 9. Approval/ Budgetary Amendment – 24A024/ Proposed Reclassification of Deputy Commissioner of Mental Health, Social Services & Youth Bureau Position, A Salary Adjustment for the Director of Mental Health and Child Protective Services Position and Restructuring of Caseworker Positions/ Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio**
- 10. Discussion/ Amend Resolution #59 of 2012/ Reimbursement – Employee Expenses/ Meals/ Legislator Greg Ellner**
- 11. FYI/ Accident Report**
- 12. FYI/ Incident Report**
- 13. Other Business**
- 14. Adjournment**

Maced  
Pers. 3.12.24

#3

**PERSONNEL COMMITTEE MEETING  
HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Jonke, Legislators Castellano & Nacerino**

**Thursday**

**February 22, 2024**

**(Health and Audit Meetings Immediately Followed)**

The meeting was called to order at 6:30PM by Chairman Jonke who requested Legislator Castellano lead in the Pledge of Allegiance. Upon roll call Legislators Castellano, Nacerino and Chairman Jonke were present.

**Item #3 - Approval/Personnel Committee Meeting Minutes/ January 29, 2024**

Chairman Jonke stated the minutes were accepted as submitted.

**Item #4 - Approval/ Budgetary Amendment 24T024/ Request for Salary Increase - Office For Senior Resources (OSR) Nutrition Services Manager Position/ OSR Director Michael Cunningham**

Chairman Jonke stated OSR Director Michael Cunningham contacted him and explained due to the rescheduling of this meeting from February 13<sup>th</sup> to this evening, due to the snowstorm, he had an unavoidable conflict in his schedule and could not be present. He stated Personnel Officer Paul Eldridge and Deputy Director of OSR Maelene Barrett were present to speak to this agenda item.

Deputy Director of OSR Marlene Barrett stated this is a request to increase the salary for the Nutrition Services Manager Position. She explained in 2023 the OSR Department went through a restructuring of the Kitchen Staff to include a Cook title position. She stated they are looking to continue to strengthen the County's nutrition program. She spoke further to the changes that have been made and the supporting reasoning for said changes. She stated the long-term object is to have the OSR's Transportation Program under the responsibility of this position, Nutrition Services Manager, due to the interconnectedness of nutrition and transportation programs. She stated the recruitment process to fill the Nutrition Services Manager role has been challenging. She stated over approximately two (2) months of advertisement there have only been three (3) applicants. She stated one (1) applicant did decline due to opting for a higher paying position elsewhere. She stated the other applicant is highly qualified and is presently employed in a comparable position at another County Office for Aging. She stated the individual has shown interest but is hesitant due to the significant pay differential. She continued to speak to the qualifications of the individual. She also spoke to the job responsibilities that will exist for the Nutrition Services Manager Position. She stated the underfilling of the Head Cook position funds will be available to cover the proposed salary increase being requested. She stated consequently the requested increase will not have a fiscal impact on OSR's 2024 budget.



Personnel Officer Paul Eldridge stated in doing some research regarding this request, he found that over 10 years ago, there was a Nutrition Services Manager. He stated the current salary is the same as what it was back then, 10 years ago.

Legislator Nacerino questioned are the current duties and responsibilities of the candidate comparable to Putnam County, because many of our surrounding counties are much larger in population.

Deputy Director of OSR Marelene Barrett stated the number of employees the Nutrition Services Manager would oversee in Putnam County are comparable to where the individual is currently. She stated the meal production is more, probably a couple of hundred more than that in Putnam County.

Legislator Sayegh requested clarification that funds are being moved out of the Head Cook budget line to fund this request. She questioned if that is going to present a problem in the future with the Head Cook position.

Deputy Director of OSR Marelene Barrett explained the incumbent is doing both positions currently and understands having the responsibility of Head Cook only will result in a lower salary.

Personnel Officer Paul Eldridge stated the employee who will be the Head Cook is aware and accepting of that fact.

Legislator Montgomery stated her appreciation for the explanation behind this request. She stated the nutrition program in Putnam County has come a very long way, and she expressed her appreciation. She stated she is in full support of this request.

Chairman Jonke made a motion to approve Budgetary Amendment 24T024/ Request for Salary Increase - Office For Senior Resources (OSR) Nutrition Services Manager Position; Seconded by Legislator Castellano. All in favor.

**Item #5 - Approval/ Amendment to the Appointing Resolution of Sara Servadio as the Commissioner of Social Services, Mental Health, and Youth Bureau, (Reso #240 of 2023)/ Personnel Officer Paul Eldridge**

Chairman Jonke requested that Personnel Officer Eldridge provide clarification of what needs to be done per the determination of the State.

Personnel Officer Paul Eldridge stated the Public Officers Law states if you come into a "Term Position", as an example his position, Personnel Officer, if the position is vacated before the individual completes their Term, the subsequent appointment will fill the unexpired term and then begin with their own Term. He stated both he and the Law Department agreed that Commissioner Servadio would begin her term on November 10, 2023, when said position was vacated, and the Term was scheduled to expire April 1, 2024. He stated then the plan was to



then begin, in April 2024, Commissioner Servadio's five (5) year term. He stated the State approved Commissioner Servadio's qualifications and were thrilled with her, and they approved her appointment to the position of Commissioner of Social Services, Mental Health, and Youth Bureau for Putnam County. He explained the approval of the State is required in order to bring the proposal forward. He stated it turns out the Language of the State's appointment of the DSS Commissioner supersedes the Public Officers Law. He stated hence, the Resolution appointing Commissioner Servadio needs to be amended stating her five (5) year term begins on November 10, 2023, per the New York State Social Services Officer. He stated the County Law Department is in agreement that the amended resolution be considered for approval.

Chairman Jonke stated that Commissioner Servadio is doing an incredibly good job, and he is in full support of the proposed amended resolution.

Legislator Nacerino expressed her agreement with Chairman Jonke. She stated this amendment will begin Commissioner Servadio's five (5) year term. She expressed her support for this appointment. She stated Commissioner Servadio is doing a stupendous job, and Putnam County is fortunate to have someone of her caliber to serve in this capacity.

Chairman Jonke made a motion to Approve the Amendment to the Appointing Resolution of Sara Servadio as the Commissioner of Social Services, Mental Health, and Youth Bureau, (Reso #240 of 2023); Seconded by Legislator Nacerino. All in favor.

**Item #6 - FYI/ Accident Report – Duly Noted**

**Item #7 – FYI/ Incident Report– Duly Noted**

**Item #8 - Other Business**

Chairman Jonke made a motion to Waive the Rules and Accept the Other Business; Seconded by Legislator Castellano. All in favor.

**a. Approval/ Budgetary Amendment (24A018) / Emergency Services/ Request for Salary Increase - Director of Emergency Medical Services Position/ Personnel Officer Paul Eldridge**

Chairman Jonke stated a letter of necessity was submitted with this request from Personnel Officer Paul Eldridge dated February 22, 2024. He stated Bureau of Emergency Services Commissioner Lipton and Personnel Officer Eldridge were present to speak to this item. He questioned if there is a candidate to fill the position.

Bureau of Emergency Services Commissioner Robert Lipton stated there is a candidate that is very highly respected in the community, highly qualified and would be bringing a wealth of knowledge to the position. He stated the request is for additional funding, to make the salary for the Director of Emergency Medical Services more competitive.

Chairman Jonke stated for clarification, the position of Director of Emergency Medical Services is a position that the Bureau of Emergency Services Commissioner appoints to.

Legislator Nacerino stated based on the professional opinion of Commissioner Lipton and all of those who were part of this process she will be supporting this request.

Legislator Castellano stated his agreement with Legislator Nacerino's comment and that he too would support this request.

Legislator Sayegh stated this seems to be happening very frequently, requests to fill government positions have been presented to the Legislature to approve additional funding for vacant positions in order to fill them. She questioned if that is happening across the board.

Personnel Officer Eldridge stated he will be speaking at NYSAC next week about that exact topic. He stated he will be addressing how difficult the current environment is in recruiting people. He stated New York State is calling it a hiring crisis and it is. He stated to attract high quality people some of the salaries need to be bumped up.

Legislator Montgomery questioned if this candidate has the qualifications of the Education piece of the position.

Bureau of Emergency Services Commissioner Robert Lipton stated yes, this candidate is fully qualified and meets the requirements of the position of Director of Emergency Medical Services.

Chairman Jonke made a motion to Approval/ Budgetary Amendment - 24A018 / Emergency Services/ Director of Emergency Medical Services Position; Seconded by Legislator Castellano. All in favor.

#### **Item #9 – Adjournment**

There being no further business at 6:48PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

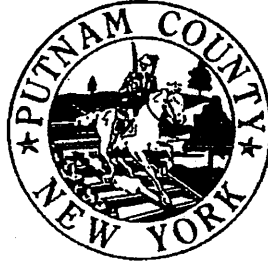
THE PUTNAM COUNTY LEGISLATURE

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Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**(Rescheduled due to Snow Storm 2/13/2024)**

**AGENDA – REVISED**

**PERSONNEL COMMITTEE MEETING**

**TO BE HELD IN ROOM 318**

**PUTNAM COUNTY OFFICE BUILDING**

**CARMEL, NEW YORK 10512**

**Members: Chairman Jonke Legislators Castellano & Nacerino**

**Thursday**

**6:30p.m.**

**February 22, 2024**

**(Health & Audit Committee Mtgs. to Immediately Follow)**

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/Personnel Committee Meeting Minutes – January 29, 2024
4. Approval/ Budgetary Amendment 24T024/ Request for Salary Increase - Office For Senior Resources (OSR) Nutrition Services Manager Position/ OSR Director Michael Cunningham
5. Approval/ Amendment to the Appointing Resolution of Sara Servadio as the Commissioner of Social Services, Mental Health, and Youth Bureau, (Reso #240 of 2023)/ Personnel Officer Paul Eldridge
6. FYI/ Accident Report
7. FYI/ Incident Report
8. Other Business
  - a. Approval/ Budgetary Amendment (24A018) / Emergency Services/ Request for Salary Increase -Director of Emergency Medical Services Position/ Personnel Officer Paul Eldridge
9. Adjournment



PAUL ELDRIDGE  
Personnel Officer



cc: all  
march  
Full mtg

ADRIENE IASONI  
Deputy Personnel  
Officer

Per. 3/12/24

Approval  
#4

February 29, 2024

Ms. Diane Schonfeld, Clerk  
Putnam County Legislature  
40 Gleneida Ave  
Carmel NY 10512

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2024 MAR -1 PM 1:19

Re: Letter of Necessity for Putnam County Legislature Action

Dear Ms. Schonfeld,

Please accept this letter of necessity relative to our request for approval and funding of the Memorandum of Agreement between The County of Putnam, the Putnam County Sheriff, and the Putnam County Sheriff's Department Police Benevolent Association, Inc. (PBA).

Attached please find the fully signed and executed Memorandum of Agreement by all parties covering the years January 1, 2023 through December 31, 2027.

We were advised late yesterday, February 28, 2024, by County Labor Council William Wallens, that PBA Council, John McGowan advised him that the PBA had ratified the Memorandum of Agreement (copy attached for your ready reference).

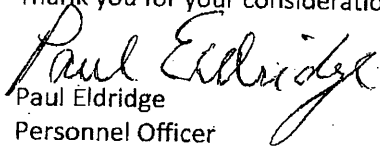
As per Sheriff McConville, "this contract is fair for both the PCSO personnel and the County. It embodies the work performed by both sides in representing their personnel and the creation of a contract that will honor that work. This is a five-year contract that was built on a foundation of careful preparation and vision. Our deputies and investigators, along with our sergeants perform admirably and with integrity and we are happy to recommend this Contract for the Legislative confirmation. This contractual agreement needs to be fast-tracked to receiving the approvals necessary so that we can provide our personnel the funds contained in the contractual language to provide for themselves and their families."

And, as per Commissioner of Finance Lewis, "the sooner the legislature confirms, the sooner Finance (payroll) can start the retroactive calculations and pay these members out. In addition, we'd like to accrue all compensatory time over the maximum of 340 hours back to 2023 using 2023 rates which equates to approximately \$80k that needs to be paid out by 12/31/2024. It would be more prudent to accrue back to 2023 rather than using 2024 operational funds which would then need to be taken out of Contingency."

Attached herewith please also find the budgetary amendment prepared by Commissioner of Finance Lewis reflective of the additional funding that is necessary.

**PUTNAM COUNTY PERSONNEL DEPARTMENT**  
110 Old Route Six, Building Three  
Carmel, NY 10512  
Tel: 845-808-1650 Fax: 845-808-1921  
www.putnamcountyny.com/personneldept

Thank you for your consideration of this request.

  
Paul Eldridge  
Personnel Officer

Cc: Hon. Kevin M. Byrne, County Executive  
Hon. Kevin McConville, County Sheriff  
James Burpoe, Deputy County Executive  
Michael Lewis, Commissioner of Finance

Attachment 1: Memorandum of Agreement

Attachment 2: Wallens Memorandum, dated February 28, 2024

Attachment 2: Budgetary Amendment

cc: all  
Pers  
A+H

**JOHN B. CHERICO**  
*First Deputy County Attorney*

**ANNA M. DIAZ**  
*Senior Deputy County Attorney*

**CONRAD J. PASQUALE**  
*Senior Deputy County Attorney*



**CONOR MCKIERNAN**  
*Senior Deputy County Attorney*

**HEATHER M. ABISSI**  
*Senior Deputy County Attorney*


**MAT C. BRUNO, SR.**  
*Risk Manager*

**C. COMPTON SPAIN**  
*County Attorney*

**DEPARTMENT OF LAW**

MEMORANDUM:

**TO:** Diane Schonfeld, Clerk  
Putnam County Legislature

**FROM:** John B. Cherico   
First Deputy County Attorney

**DATE:** February 29, 2024

**RE:** Ratification of PBA Collective Bargaining Agreement

2024 FEB 29 PM 4:13  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Enclosed please find the resolution prepared regarding the Ratification of PBA Collective Bargaining Agreement. Kindly place this matter on the next Personnel Committee Agenda. Please also note that the date of the Personnel Committee meeting needs to be added to the attached resolution.

Thank you for your attention to this matter. Kindly contact me if you have any questions or concerns.

JBC:jn  
Enc.  
cc: James Burpoe  
Deputy County Executive

**48 GLENEIDA AVENUE, CARMEL, NEW YORK 10512**

Tel. (845) 808-1150 / Fax (845) 808-1903\*  
*\*This office will not accept service via facsimile*



## **RATIFICATION OF PBA COLLECTIVE BARGAINING AGREEMENT**

**WHEREAS**, the negotiating teams for the Putnam County Sheriff's Department Police Benevolent Association, Inc. ("the PBA") and the County of Putnam, Putnam County Sheriff ("the County") met on September 25, 2023, October 24, 2023 and January 18, 2024 to discuss amended contract language and terms and conditions of employment; and

**WHEREAS**, the PBA and the County have come to an Agreement concerning the terms and conditions of the employment of its members for the years January 1, 2023, through December 31, 2027; and

**WHEREAS**, a Memorandum of Agreement ("MOA") was executed by Putnam County Executive Kevin M. Byrne, Putnam County Sheriff Kevin McConville and representatives of the PBA, in which all of the terms and conditions of employment of its members were outlined; and

**WHEREAS**, the membership of the PBA met on February 27, 2024 to vote to ratify the MOA; and

**WHEREAS**, the Personnel Committee also met and discussed the terms of the MOA on February \_\_\_\_, 2024; and

**WHEREAS**, the Legislature is in agreement with the Administration and the negotiating teams that the MOA is in the best interests of both the County and the membership of the PBA; now therefore be it

**RESOLVED**, the Putnam County Legislature hereby approves and ratifies the Memorandum of Agreement, dated February 16, 2024 which was entered into with the PBA for the period of January 1, 2023 through and including December 31, 2027.

2/14/2024

**MEMORANDUM OF AGREEMENT**

***By and Between the***

***County of Putnam, Putnam County Sheriff***

***and the***

***Putnam County Sheriff's Department  
Police Benevolent Association, Inc.***

The January 1, 2017 through December 31, 2022 Collective Bargaining Agreement by and between the parties is hereby modified as follows. All other provisions of the Agreement shall remain unchanged except the modification of dates and other housekeeping modifications where applicable. This Memorandum of Agreement shall be subject to approval/ratification by the Putnam County Legislature and the membership of the PBA. Members of the respective negotiating teams affirm that they shall support the approval/ratification of this Memorandum of Agreement by their respective bodies.

1. **Term of Agreement.** January 1, 2023 – December 31, 2027.
2. **Article 10, Base Wage and Longevity.**  
Effective January 1, 2023, a 3.50% increase to the salary schedule.  
Effective January 1, 2024, a 2.75% increase to the salary schedule.  
Effective January 1, 2025, a 2.75% increase to the salary schedule.  
Effective January 1, 2026, a 3.00% increase to the salary schedule.  
Effective January 1, 2027, a 3.00% increase to the salary schedule.
3. **Article 9.F., Compensatory Time Off in Lieu of Payment of Overtime.**

Modify to provide as follows:

The employee may elect to take time off duty in lieu of payment for overtime worked. Compensatory time off shall be at the rate of one and one-half hours off for each hour of overtime worked. The election to take compensatory time off will be made in writing on forms prescribed by the Sheriff. In the absence of any such election, the overtime work will be paid for at the regular overtime rate.

2/14/2024

Requests for compensatory time off shall be granted in the order that they are received. The granting of compensatory time off shall be at the discretion of the Sheriff. In the event that more than one request is received at the same time, seniority shall govern. The Sheriff shall promulgate rules for the recording, accumulation and use of compensatory time.

Effective January 1, 2024, employees are limited to a maximum of 340 hours of compensatory time in their compensatory time bank. All compensatory time over 340 hours accrued as of December 31, 2023, shall be paid at the 2023 rate no later than December 31, 2024.

4. **Article 11, Section C, Holidays.**

Modify paragraph C to provide as follows:

Employees who rotate shifts and/or days off and/or are regularly scheduled to work on Holidays, shall be entitled to twelve (12) paid Holidays which may be other than those enumerated above as designated by Departmental scheduling and shall be entitled to a lump sum payment of one thousand five hundred dollars (\$1,500.00) (Effective January 1, 2024, three thousand five hundred dollars (\$3,500.00)) in the first (1st) pay period of December of each year.

5. **Article 5, Rights of the Employer.**

Add new paragraph A.6 to provide as follows:

6. At the discretion of the Sheriff, an SPO may be assigned to security detail at the Department of Social Services.

Add a new paragraph 7 to provide as follows:

7. Any Sergeant who was assigned a take-home vehicle before January 1, 2023, shall retain the right to a take-home vehicle so long as the employee remains in the Sergeant position. Any employee promoted to the rank of Sergeant on or after January 1, 2023, may receive a take-home vehicle at the discretion of the Sheriff.

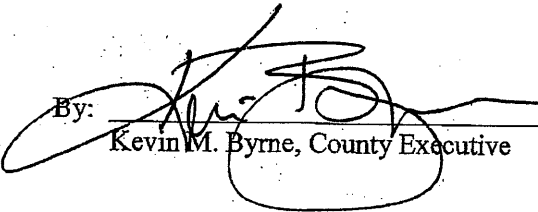
6. The PBA agrees to withdraw, with prejudice, PERB Improper Practice Charge U-38745. Upon request of the PBA, the Sheriff or designee agree to meet and discuss the current Body Worn Camera Policy no later than ninety (90) days following the ratification of this Agreement and will implement such changes upon mutual agreement.

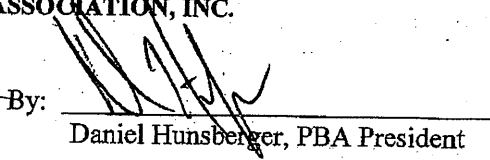


2/14/2024

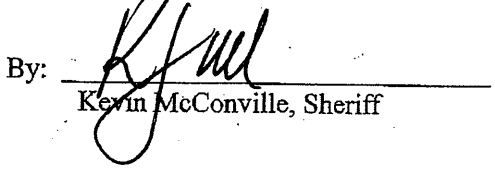
**COUNTY OF PUTNAM**

**PUTNAM COUNTY SHERIFF'S  
DEPARTMENT POLICE BENEVOLENT  
ASSOCIATION, INC.**

By:   
Kevin M. Byrne, County Executive

By:   
Daniel Hunsberger, PBA President

**PUTNAM COUNTY SHERIFF**

By:   
Kevin McConville, Sheriff

By: \_\_\_\_\_

By: \_\_\_\_\_

Dated: February 16, 2024

Dated: February , 2024

**Paul Eldridge**

---

**From:** William M. Wallens <WWallens@rwgmlaw.com>  
**Sent:** Wednesday, February 28, 2024 3:33 PM  
**To:** Kevin Byrne; Kevin McConville; Paul Eldridge; James Burpoe; Thomas Lindert; James Schepperly  
**Cc:** Compton Spain; John Cherico  
**Subject:** PBA RATIFIES

**PUTNAM COUNTY NOTICE**

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Good Afternoon:

This is to advise that I just heard from John McGowan that the PBA ratified the MOA. This can now be presented to the legislature.

Thank you all for your hard work on this and Congratulations.

William M. Wallens, Esq.  
**Roemer Wallens Gold and Mineaux LLP**  
13 Columbia Circle  
Albany, New York 12203  
**Direct Dial: 518.464.8292**  
Facsimile: 518.464.1010  
Email: [wwallens@rwgmlaw.com](mailto:wwallens@rwgmlaw.com)



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## James Burpoe

---

**From:** Kevin McConville  
**Sent:** Friday, March 1, 2024 11:34 AM  
**To:** James Burpoe  
**Subject:** Follow up

This contract is fair for both the PCSO personnel and the County. It embodies the work performed by both sides in representing their personnel and the creation of a contract that will honor that work. This is a five-year contract that was built on a foundation of careful preparation and vision. Our deputies and investigators, along with our sergeants perform admirably and with integrity and we are happy to recommend this Contract for the Legislative confirmation. This contractual agreement needs to be fast-tracked to receiving the approvals necessary so that we can provide our personnel the funds contained in the contractual language to provide for themselves and their families.

**Kevin J. McConville**  
**Sheriff**

Putnam County Sheriff's Office  
3 County Center  
Carmel, New York 10512



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**Lisa Ranghelli**

---

**From:** Michael Lewis  
**Sent:** Friday, March 1, 2024 1:28 PM  
**To:** James Burpoe  
**Cc:** Lisa Ranghelli  
**Subject:** Letter of Necessity - PBA Contract Settlement

**Importance:** High

DCE - If I may add to Sheriff McConville's commentary, the sooner the legislature confirms, the sooner Finance (payroll) can start the retroactive calculations and pay these members out. In addition, we'd like to accrue all compensatory time over the maximum of 340 hours back to 2023 using 2023 rates which equates to approximately \$80k that needs to be paid out by 12/31/2024. It would be more prudent to accrue back to 2023 rather than using 2024 operational funds which would then need to be taken out of Contingency.

Any questions, feel free.



**Michael J. Lewis**

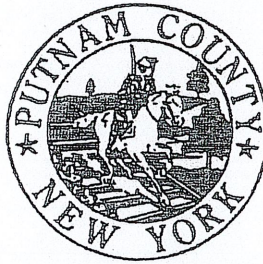
Commissioner of Finance • Putnam County Department of Finance  
**PHONE | 845.808.1075 Ext 49325 • WEBSITE | [PUTNAMCOUNTYNY.COM](http://PUTNAMCOUNTYNY.COM)**  
PUTNAM COUNTY GOVERNMENT NEW YORK  
"Empowering Putnam County through dedicated service."

---

THE PUTNAM COUNTY LEGISLATURE  
40 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1020 Fax (845) 808-1933

cc: 11  
Pers.  
3/12  
#4

Paul E. Jonke *Chairman*  
Amy E. Sayegh *Deputy Chair*  
Diane Schonfeld *Clerk*  
Robert Firriolo *Counsel*



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Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

MEMORANDUM

DATE: March 7, 2024

TO: Kevin Byrne  
County Executive

FROM: Paul Jonke  
Chairman, Personnel Committee  
Chairman, Putnam County Legislature

CC: Paul Eldridge  
Personnel Officer

RE: Personnel Committee Meeting – March 12, 2024

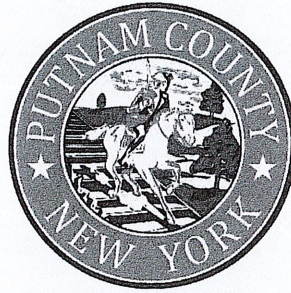
As the Chair of the Personnel Committee and on behalf of my fellow committee members and colleagues, I am writing to request that a representative from your office and/or Personnel Officer Eldridge attend the Tuesday, March 12, 2024, Personnel Committee Meeting at 6:30p.m.

The consideration of the PBA Collective Bargaining Agreement will be on said agenda. With that said having the appropriate personnel in attendance to address any questions will facilitate the process.

Thank you for your attention to this request.



MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

Recd.  
3/12/24  
Approval

#5  
Rec'd  
march 1, 2024  
1:19 PM

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: Budgetary Transfer – 24T046  
DATE: March 1, 2024

At the request of the Commissioner of Finance, the following budgetary transfer is required.

Increase estimated appropriations:

10311000 51000	Personnel Services	8,067
10311000 58002	Social Security	617
13311000 51000	Personnel Services	7,319
13311000 58002	Social Security	560
14311000 51000	Personnel Services	56,558
14311000 58002	Social Security	4,327
15311000 51000	Personnel Services	20,682
15311000 58002	Social Security	1,582
16311000 51000	Personnel Services	80,737
16311000 58002	Social Security	6,176
17311000 51000	Personnel Services	245,320
17311000 58002	Social Security	18,767
19311000 51000	Personnel Services	6,710
19311000 <del>51000</del> 58002	Social Security	514
20311000 51000	Personnel Services	7,355
20311000 58002	Social Security	563
32311000 51000	Personnel Services	96,729
32311000 <del>51000</del> 58002	Social Security	7,400

569,983



**Decrease Estimated Appropriations:**

10199000 54980	Contingency	<u>569,983</u>
		569,983

Fiscal Impact - 2024 - \$ 569,983

Fiscal Impact - 2025 - \$ 262,663

This Resolution is required to provide for the funding for the 2023 and 2024 salary and benefit costs pursuant to the ratified contract settlement between Putnam County and PBA.

Please forward it to the appropriate committee.

Position Number	ORG	Group/BU	Position Number Description	2024 Adopted	2023 Revised w/ COLA 3.5%	2024 Revised w/ COLA 2.75%	51000	58002
311010108	103110000	PBA	DEP SHERIFF 1ST SGT	127,119	131,568	135,186	8,067	617
311013107	133110000	PBA	DEP SHERIFF SGT	115,330	119,367	122,649	7,319	560
311014101	143110000	PBA	SR CRIM INVESTIGATOR	126,059	130,471	134,059	8,000	612
311014102	143110000	PBA	DEP SHERIFF CRIM INV	115,000	119,025	122,298	7,298	558
311014103	143110000	PBA	DEP SHERIFF	64,380	66,633	68,466	4,086	313
311014104	143110000	PBA	DEP SHERIFF	105,035	108,711	111,701	6,666	510
311014105	143110000	PBA	DEP SHERIFF	79,501	82,284	84,546	5,045	386
311014106	143110000	PBA	DEP SHERIFF CRIM INV	116,560	120,640	123,957	7,397	566
311014107	143110000	PBA	DEP SHERIFF	103,535	107,159	110,106	6,571	503
311014109	143110000	PBA	DEP SHERIFF	65,701	68,001	69,871	4,170	319
311014110	143110000	PBA	DEP SHERIFF CRIM INV	115,425	119,465	122,750	7,325	560
<b>311015102</b>	<b>153110000</b>	<b>PBA</b>	<b>DEP SHERIFF SGT</b>	<b>115,000</b>	<b>119,025</b>	<b>122,298</b>	<b>7,298</b>	<b>558</b>
311015103	153110000	PBA	DEP SHERIFF	106,265	109,984	113,009	6,744	516
311015105	153110000	PBA	DEP SHERIFF	104,635	108,297	111,275	6,640	508
311016101	163110000	PBA	DEP SHERIFF SGT	117,660	121,778	125,127	7,467	571
311016103	163110000	PBA	DEP SHERIFF	107,460	111,221	114,280	6,820	522
311016105	163110000	PBA	DEP SHERIFF	105,860	109,565	112,578	6,718	514
311016107	163110000	PBA	DEP SHERIFF	105,295	108,980	111,977	6,682	511
311016108	163110000	PBA	DEP SHERIFF	107,695	111,464	114,530	6,835	523
311016112	163110000	PBA	DEP SHERIFF	104,547	108,206	111,182	6,635	508
311016113	163110000	PBA	DEP SHERIFF	97,190	100,592	103,358	6,168	472
311016114	163110000	PBA	DEP SHERIFF	91,539	94,743	97,348	5,809	444
311016115	163110000	PBA	DEP SHERIFF	107,295	111,050	114,104	6,809	521
311016116	163110000	PBA	DEP SHERIFF	103,878	107,514	110,470	6,592	504
311016117	163110000	PBA	DEP SHERIFF	106,360	110,083	113,110	6,750	516
311016118	163110000	PBA	DEP SHERIFF SGT	117,425	121,535	124,877	7,452	570
311017101	173110000	PBA	DEP SHERIFF SGT	115,165	119,196	122,474	7,309	559
311017102	173110000	PBA	DEP SHERIFF SGT	115,000	119,025	122,298	7,298	558
311017104	173110000	PBA	DEP SHERIFF SGT	-	-	-	-	-
311017105	173110000	PBA	DEP SHERIFF	105,035	108,711	111,701	6,666	510
311017106	173110000	PBA	DEP SHERIFF SGT	115,900	119,957	123,255	7,355	563
311017107	173110000	PBA	DEP SHERIFF	105,701	109,401	112,409	6,708	513

Position Number	ORG	Group/BU	Position Number Description	2024 Adopted	2023 Revised w/ COLA 3.5%	2024 Revised w/ COLA 2.75%	51000	58002
311017110	173110000	PBA	DEP SHERIFF	105,888	109,594	112,608	6,720	514
311017111	173110000	PBA	DEP SHERIFF	105,130	108,810	111,802	6,672	510
311017112	173110000	PBA	DEP SHERIFF	104,965	108,639	111,626	6,661	510
311017115	173110000	PBA	DEP SHERIFF	64,380	66,633	68,466	4,086	313
311017116	173110000	PBA	DEP SHERIFF	72,382	74,915	76,976	4,594	351
311017117	173110000	PBA	DEP SHERIFF	106,360	110,083	113,110	6,750	516
311017118	173110000	PBA	DEP SHERIFF	103,907	107,544	110,501	6,594	504
311017120	173110000	PBA	DEP SHERIFF	72,749	75,295	77,366	4,617	353
311017122	173110000	PBA	DEP SHERIFF	80,750	83,576	85,875	5,125	392
311017123	173110000	PBA	DEP SHERIFF	104,635	108,297	111,275	6,640	508
311017125	173110000	PBA	DEP SHERIFF	90,872	94,053	96,639	5,767	441
311017126	173110000	PBA	DEP SHERIFF	90,872	94,053	96,639	5,767	441
311017127	173110000	PBA	DEP SHERIFF	75,244	77,878	80,019	4,775	365
311017128	173110000	PBA	DEP SHERIFF SGT	115,660	119,708	123,000	7,340	562
311017129	173110000	PBA	DEP SHERIFF	105,295	108,980	111,977	6,682	511
311017130	173110000	PBA	DEP SHERIFF SGT	115,356	119,393	122,677	7,321	560
311017133	173110000	PBA	DEP SHERIFF	73,409	75,978	78,068	4,659	356
311017135	173110000	PBA	DEP SHERIFF	107,035	110,781	113,828	6,793	520
311017137	173110000	PBA	DEP SHERIFF	58,892	60,953	62,629	3,737	286
311017138	173110000	PBA	DEP SHERIFF	103,535	107,159	110,106	6,571	503
311017139	173110000	PBA	DEP SHERIFF	104,360	108,013	110,983	6,623	507
311017140	173110000	PBA	DEP SHERIFF	104,800	108,468	111,451	6,651	509
311017141	173110000	PBA	DEP SHERIFF	104,635	108,297	111,275	6,640	508
311017142	173110000	PBA	DEP SHERIFF	73,336	75,903	77,990	4,654	356
311017143	173110000	PBA	DEP SHERIFF	77,740	80,461	82,674	4,934	377
311017144	173110000	PBA	DEP SHERIFF	58,769	60,826	62,499	3,730	285
311017146	173110000	PBA	DEP SHERIFF	104,123	107,767	110,731	6,608	506
311017147	173110000	PBA	DEP SHERIFF	104,177	107,823	110,788	6,611	506
311017148	173110000	PBA	DEP SHERIFF	105,295	108,980	111,977	6,682	511
311017150	173110000	PBA	DEP SHERIFF	105,530	109,224	112,227	6,697	512
311017151	173110000	PBA	DEP SHERIFF (SP)	103,865	107,500	110,457	6,592	504
311017152	173110000	PBA	DEP SHERIFF (SP)	84,754	87,720	90,133	5,379	411

Position Number	ORG	Group/BU	Position Number Description	2024 Adopted	2023 Revised w/ COLA 3.5%	2024 Revised w/ COLA 2.75%	51000	58002
311017153	173110000	PBA	DEP SHERIFF	99,388	102,867	105,695	6,307	483
311017154	173110000	PBA	DEP SHERIFF	105,446	109,137	112,138	6,692	512
311017155	173110000	PBA	DEP SHERIFF SGT	115,260	119,294	122,575	7,315	560
<b>311017156</b>	<b>173110000</b>	<b>PBA</b>	<b>DEP SHERIFF LIEUT</b>	-	-	-	-	-
311039101	393110000	PBA	DEP SHERIFF	105,721	109,421	112,430	6,709	513
311020101	203110000	PBA	DEP SHERIFF CRIM INV	-	-	-	-	-
311020101	203110000	PBA	DEP SHERIFF CRIM INV	115,900	119,957	123,255	7,355	563
311032101	323110000	PBA	DEP SHERIFF CRIM INV	115,260	119,294	122,575	7,315	560
311032102	323110000	PBA	SR CRIM INVESTIGATOR	126,389	130,813	134,410	8,021	614
311032103	323110000	PBA	DEP SHERIFF CRIM INV	115,615	119,662	122,952	7,337	561
311032106	323110000	PBA	SR CRIM INVESTIGATOR	125,169	129,550	133,113	7,944	608
311032108	323110000	PBA	DEP SHERIFF CRIM INV	115,330	119,367	122,649	7,319	560
311032109	323110000	PBA	DEP SHERIFF CRIM INV	115,900	119,957	123,255	7,355	563
311032110	323110000	PBA	DEP SHERIFF CRIM INV	113,500	117,473	120,703	7,203	551
311032111	323110000	PBA	DEP SHERIFF CRIM INV	114,600	118,611	121,873	7,273	556
311032112	323110000	PBA	DEP SHERIFF	117,260	121,364	124,702	7,442	569
311032113	323110000	PBA	DEP SHERIFF CRIM INV	115,260	119,294	122,575	7,315	560
311032114	323110000	PBA	DEP SHERIFF CRIM INV	115,260	119,294	122,575	7,315	560
311032115	323110000	PBA	DEP SHERIFF CRIM INV	116,706	120,791	124,112	7,406	567
311032117	323110000	PBA	DEP SHERIFF CRIM INV	117,945	122,073	125,430	7,485	573
				8,343,159	8,635,170	8,872,637		
			FISCAL IMPACT W/O FICA		292,011	237,467	529,478	40,505
			FICA %		22,339	18,166		
					314,349	255,633		
						569,983		569,983



**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: ax  
Pers  
A+A  
3-12-24  
Reso  
#6*

**TO: Commissioner of Finance**  
**FROM: Sheriff Kevin J. McConville**  
**DEPT: Sheriff/Corrections**  
**DATE: March 5, 2024**

**I hereby request approval for the following transfer of funds:**

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10124 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$5,387.00	cover projected OT
10315000.51000.10129 (Jail General: Personnel) <i>So. Office Asst</i>	10008000.51093 (Jail Medical: Overtime)	\$5,911.00	cover projected OT
10315000.51000.10140 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$7,783.00	cover projected OT
10315000.51000.10143 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$6,161.00	cover projected OT
10315000.51000.10150 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$6,260.00	cover projected OT
10315000.51000.10153 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$7,266.00	cover projected OT
10315000.51000.10156 (Jail General: Personnel) <i>Correction Officer</i>	10008000.51093 (Jail Medical: Overtime)	\$6,041.00	cover projected OT
10315000.58002 (Jail General: FICA)	10008000.58002 (Jail Medical: FICA)	\$3,427.88	cover projected OT
<b>Total</b>		<b>\$48,236.88</b>	

2024 Fiscal Impact \$ 0  
2025 Fiscal Impact \$ 0

Department Head Signature/Designee

**AUTHORIZATION: (Electronic signatures)**

Date \_\_\_\_\_ Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00  
Date \_\_\_\_\_ County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00  
Date \_\_\_\_\_ Chairperson Audit /Designee: \$0 - \$10,000.00  
Date \_\_\_\_\_ Audit & Administration Committee: \$10,000.01 - \$25,000.00

2024 MAR - 6 PM 3:58  
 LEGISLATURE  
 PUTNAM COUNTY  
 ARNELL, NY

**24T056**

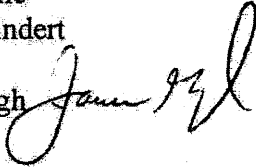
Putnam County Sheriff's Department

Inter - Office Memorandum

Date: March 4, 2024

To: Sheriff Kevin McConville  
Undersheriff Thomas Lindert

From: Captain James Greenough



Subject: FUNDS TRANSFER  
OVERTIME JAIL

Request the below funds transfers be approved to cover overtime costs that were incurred due to running the month of January 2024 with six Correction Officer vacancies. There was also one Officer on FMLA and one Officer on 207C. During the month of January there was an incarcerated individual admitted to the hospital for 25 days requiring 6 shifts per day being covered by overtime. Approving the below listed lines will cover projected overtime costs.

- Reduce 10315000.10124 Open Personnel Line Funds by \$5,387.00.
- Reduce 10315000.10129 Open Personnel Line Funds by \$5,911.00.
- Reduce 10315000.10140 Open Personnel Line Funds by \$7,783.00.
- Reduce 10315000.10143 Open Personnel Line Funds by \$6,161.00.
- Reduce 10315000.10150 Open Personnel Line Funds by \$6,260.00.
- Reduce 10315000.10153 Open Personnel Line Funds by \$7,266.00.
- Reduce 10315000.10156 Open Personnel Line Funds by \$6,041.00.
- and
- Increase 10008000.51093 Jail Medical Services Overtime by \$44,809.00.

- Reduce 10315000.58002 Jail General FICA by \$3,427.88 and
- Increase 10008000.58002 Jail Medical Services FICA by \$3,427.88.

RECEIVED AND FORWARDED FOR ACTION

SGT \_\_\_\_\_  
 LT \_\_\_\_\_  
 LT \_\_\_\_\_  
 CAPT \_\_\_\_\_  
 US \_\_\_\_\_  
 SHERIFF \_\_\_\_\_

*Approved T. Lindert 3/4/24*  
*J. Greenough*  
 3/4/2024



**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Pers 3-12-24  
ATA  
Reso  
#7*

**TO: Commissioner of Finance**  
**FROM: Sheriff Kevin J. McConville**  
**DEPT: Sheriff/Corrections**  
**DATE: March 5, 2024**

**I hereby request approval for the following transfer of funds:**

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10120 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$ 671.00	cover projected OT
10315000.51000.10124 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$4,919.00	cover projected OT
10315000.51000.10129 (Jail General: Personnel) <i>Cor. Office Ass't</i>	10315000.51093 (Jail General: Overtime)	\$5,397.00	cover projected OT
10315000.51000.10140 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,106.00	cover projected OT
10315000.51000.10143 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$5,625.00	cover projected OT
10315000.51000.10150 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$5,715.00	cover projected OT
10315000.51000.10153 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,266.00	cover projected OT
10315000.51000.10156 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$7,048.00	cover projected OT
<b>Total</b>		<b>\$43,747.00</b>	

2024 Fiscal Impact \$ 0  
 2025 Fiscal Impact \$ 0

Department Head Signature/Designee \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION: (Electronic signatures)**

\_\_\_\_\_  
Date Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00

\_\_\_\_\_  
Date County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

\_\_\_\_\_  
Date Chairperson Audit /Designee: \$0 - \$10,000.00

\_\_\_\_\_  
Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

2024 MAR -6 PM 3:58  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

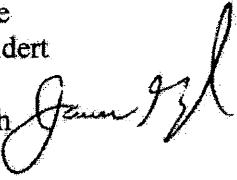
Putnam County Sheriff's Department

Inter - Office Memorandum

Date: March 4, 2024

To: Sheriff Kevin McConville  
Undersheriff Thomas Lindert

From: Captain James Greenough



Subject: FUNDS TRANSFER  
OVERTIME JAIL

Request the below funds transfers be approved to cover overtime costs that were incurred due to running the month of February 2024 with seven Correction Officer vacancies. There was also one Officer on FMLA, one Officer on 207C and one Officer Suspended. Approving the below listed lines will cover projected overtime costs.

- Reduce 10315000.10120 Open Personnel Line Funds by \$ 671.00.
- Reduce 10315000.10124 Open Personnel Line Funds by \$4,919.00.
- Reduce 10315000.10129 Open Personnel Line Funds by \$5,397.00.
- Reduce 10315000.10140 Open Personnel Line Funds by \$7,106.00.
- Reduce 10315000.10143 Open Personnel Line Funds by \$5,625.00.
- Reduce 10315000.10150 Open Personnel Line Funds by \$5,715.00.
- Reduce 10315000.10153 Open Personnel Line Funds by \$7,266.00.
- Reduce 10315000.10156 Open Personnel Line Funds by \$7,048.00.
- and
- Increase 10315000.51093 Jail General Overtime by \$43,747.00.

RECEIVED AND FORWARDED FOR ACTION

SGT \_\_\_\_\_  
 LT \_\_\_\_\_  
 LT \_\_\_\_\_  
 CAPT \_\_\_\_\_  
 US \_\_\_\_\_  
 SHERIFF \_\_\_\_\_

*Approved by [Signature] 3/4/2024*  
*3/4/2024*



**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
3-12-24 Pers  
3-25-24 A+A*

*Res 0*

*#8*

**TO: Commissioner of Finance**  
**FROM: Sheriff Kevin J. McConville**  
**DEPT: Sheriff/Corrections**  
**DATE: March 5, 2024**

**I hereby request approval for the following transfer of funds:**

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10120 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$2,014.00	cover projected OT
10315000.51000.10124 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$1,405.00	cover projected OT
10315000.51000.10129 (Jail General: Personnel) <i>Sc. Office Ass't</i>	10315000.51093 (Jail General: Overtime)	\$1,542.00	cover projected OT
10315000.51000.10140 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$2,030.00	cover projected OT
10315000.51000.10143 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$1,607.00	cover projected OT
10315000.51000.10150 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General Overtime)	\$1,632.00	cover projected OT
10315000.51000.10153 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$2,076.00	cover projected OT
10315000.51000.10156 (Jail General: Personnel) <i>Correction Officer</i>	10315000.51093 (Jail General: Overtime)	\$2,014.00	cover projected OT

**Total \$14,320.00**

2024 Fiscal Impact \$ 0  
2025 Fiscal Impact \$ 0

Department Head Signature/Designee

Date

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, IN

2024 MAR - 6 PM 3:58

**AUTHORIZATION: (Electronic signatures)**

_____ Date	Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00
_____ Date	County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00
_____ Date	Chairperson Audit /Designee: \$0 - \$10,000.00
_____ Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00



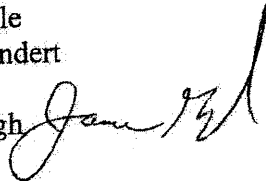
Putnam County Sheriff's Department

Inter - Office Memorandum

Date: March 4, 2024

To: Sheriff Kevin McConville  
Undersheriff Thomas Lindert

From: Captain James Greenough



Subject: FUNDS TRANSFER  
OVERTIME JAIL

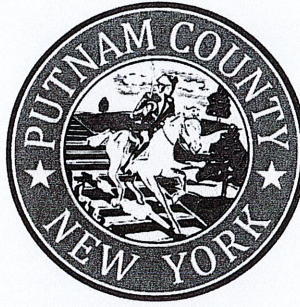
Request the below funds transfers be approved to cover overtime costs that were incurred due to running March 1, 2024, through March 8, 2024, with seven Correction Officer vacancies. There was also one Officer on FMLA, one Officer on 207C and one Officer Suspended. Approving the below listed lines will cover projected overtime costs.

- Reduce 10315000.10120 Open Personnel Line Funds by \$2,014.00.
- Reduce 10315000.10124 Open Personnel Line Funds by \$1,405.00.
- Reduce 10315000.10129 Open Personnel Line Funds by \$1,542.00.
- Reduce 10315000.10140 Open Personnel Line Funds by \$2,030.00.
- Reduce 10315000.10143 Open Personnel Line Funds by \$1,607.00.
- Reduce 10315000.10150 Open Personnel Line Funds by \$1,632.00.
- Reduce 10315000.10153 Open Personnel Line Funds by \$2,076.00.
- Reduce 10315000.10156 Open Personnel Line Funds by \$2,014.00.
- and
- Increase 10315000.51093 Jail General Overtime by \$14,320.00.

RECEIVED AND FORWARDED FOR ACTION

SGT \_\_\_\_\_  
 LT \_\_\_\_\_  
 LT \_\_\_\_\_  
 CAPT \_\_\_\_\_  
 US *Approved [Signature] 3/4/24*  
 SHERIFF \_\_\_\_\_

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

cc: all  
Pers. 3-12-24  
A+AB 3-25-24  
Reso #9

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A024  
DATE: March 6, 2024

2024 MAR - 7 AM 10:53  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Fiscal Manager at DSS and Mental Health, the following budgetary amendment is required.

GENERAL FUND

INCREASE APPROPRIATIONS:

10120000 51000 (2120)	PERSONNEL SERVICES - CPS WORKER	\$	5,266.00
10120000 58002 (2120)	SOCIAL SECURITY - CPS WORKER		403.00
10120000 51000 (2934)	PERSONNEL SERVICES - CPS WORKER (SP) (HELP)		5,266.00
10120000 58002 (2934)	SOCIAL SECURITY - CPS WORKER (SP) (HELP)		403.00
10120000 51000 (0101) 731010101	PERSONNEL SERVICES - DEP COMM DSS/YOUTH		24,735.00
10120000 58002 (0101) 731010101	SOCIAL SECURITY - DEP COMM DSS/YOUTH		1,892.00

DECREASE APPROPRIATIONS:

10120000 51000 (2118)	PERSONNEL SERVICES - CPS WORKER	\$	5,266.00
10120000 58002 (2118)	SOCIAL SECURITY - CPS WORKER		403.00
10120000 51000 (2118)	PERSONNEL SERVICES - CPS WORKER		5,266.00
10120000 58002 (2118)	SOCIAL SECURITY - CPS WORKER		403.00
10431000 51000 (0101) 731010101	PERSONNEL SERVICES - DEP COMM DSS/YOUTH/MH		24,735.00
10431000 58002 (0101) 731010101	SOCIAL SECURITY - DEP COMM DSS/YOUTH/MH		1,892.00

(SP) Spanish speaking  
(HELP) Hiring Emergency Limited Placement Program

**INCREASE ESTIMATED REVENUES:**

10601000 446101	FEDERAL AID - ADMIN DSS	\$ 13,313.50
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**DECREASE ESTIMATED REVENUES:**

<b><u>10431000 434873</u></b>	STATE AID - MENTAL HEALTH	\$ 13,313.50
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2024 Fiscal Impact \$ 0

2025 Fiscal Impact \$ TBD

Please refer to the attached memorandum from Commissioner Servadio and the detailed analysis from Fiscal Manager Wunner regarding personnel scenarios for discussion.



Personnel Committee Meeting - March 12, 2024  
 2024 Fiscal Impact on Positions for Discussion

Title	Position Number	FY24 Budget	Current Salary	Proposed Salary	FY24 Expense	Budgetary Amendment
CPS Caseworker #1	601002120	\$ 59,595.00	\$ 59,595.00	\$ 66,598.00	1/1-3/31 \$ 14,785.02 4/1-12/31 \$ 50,075.60	5,265.61
CPS Caseworker (HELP) #2	601002920	\$ 66,598.00	\$ 59,595.00	\$ 66,598.00	1/1-3/31 \$ 14,785.02 4/1-12/31 \$ 50,075.60	N/A
CPS Caseworker SP (HELP) #3	601002934	\$ 59,595.00	\$ 59,595.00	\$ 66,598.00	1/1-3/31 \$ 14,785.02 4/1-12/31 \$ 50,075.60	5,265.61
TBH CPS Caseworker #4	601002118	\$ 80,294.00	\$ -	\$ 66,598.00	1/1-3/31 \$ - 4/1-12/31 \$ 50,075.60	N/A
		<u>266,082.00</u>		<u>266,392.00</u>	<u>\$ 244,657.44</u>	

Budgetary Amendment required for both CPS Caseworker #1 & #3 of \$5,266

Title	Position Number	FY24 Budget	Current Salary	Proposed Salary	FY24 Expense	Budgetary Amendment
TBH Deputy Commissioner DSS & Youth	731010101	\$ 125,491.00	\$ -	\$ 120,000.00	1/1-3/31 \$ - 4/1-12/31 \$ 90,229.01	81,206.00
		<u>125,491.00</u>		<u>120,000.00</u>	<u>\$ 90,229.01</u>	90% DSS allocation \$ (56,471.00) Adopted Budget <u>\$ 24,735.00</u>

Position is currently allocated 45% DSS; 45% MH & 10% Youth  
 Allocation will become 90% DSS & 10% Youth  
 Budgetary Amendment required to transfer MH allocation to DSS of \$24,735 (\$56,471 already budgeted for DSS)

Title	Position Number	FY24 Budget	Current Salary	Proposed Salary	FY24 Expense	Budgetary Amendment
TBH Director of Mental Health	431010101	\$ 90,000.00	\$ -	\$ 110,000.00	1/1-3/31 \$ - 4/1-12/31 \$ 82,709.92	
		<u>90,000.00</u>		<u>110,000.00</u>	<u>\$ 82,709.92</u>	

40% (\$38,000) of proposed increase is 100% funded through OASAS Abatement. Remainder 60% (\$12,000) is local share.  
 Budgetary Amendment not required

	FY24 Adopted Budget	FY24 Expense	FY25 Expense
CPS Caseworker #1	\$ 59,595.00	\$ 64,860.61	\$ 69,519.00
CPS Caseworker (HELP) #2	\$ 66,598.00	\$ 64,860.61	\$ 69,519.00
CPS Caseworker SP (HELP) #3	\$ 59,595.00	\$ 64,860.61	\$ 69,519.00
TBH CPS Caseworker #4	\$ 80,294.00	\$ 50,075.60	\$ 69,519.00
TBH Deputy Commissioner DSS & Youth	\$ 125,491.00	\$ 90,229.01	\$ 120,000.00
TBH Director of Mental Health	\$ 90,000.00	\$ 82,709.92	\$ 110,000.00
	<u>\$ 481,573.00</u>	<u>\$ 417,596.37</u>	<u>\$ 508,076.00</u>

(A) CSEA: COLA not yet determined due to current negotiations; FY25 Expense represents Step increase  
 (B) MGMT: COLA increase at discretion of County Executive

SP - Spanish speaking  
 HELP - Hiring Emergency Limited Placement Program  
 TBH - To Be Hired

KEVIN BYRNE  
*County Executive*

SARA SERVADIO  
*Commissioner*  
Sara.Servadio@putnamcountyny.gov



**DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU**

DATE: March 6, 2024

TO: Paul E. Jonke, Chair  
Personnel Committee

FROM: Sara Servadio, Commissioner of Mental Health, Social Services & Youth Bureau

CC: Kevin Byrne, County Executive  
Paul Eldridge, Personnel Director  
Michael Lewis, Commissioner of Finance

RE: Vacant Positions

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Together with Personnel Director Paul Eldridge, I request the opportunity to discuss reclassifying the Deputy Commissioner position. I would also like discuss increasing the salary for the Director of Mental Health and Child Protective Services starting salary.

For 2024, there is no fiscal impact and Commissioner Lewis will prepare the budgetary amendment for the scenarios we will be discussing. As we begin this process, there have not been changes made to any job specification yet.

Thank you for your time and consideration.

Per.  
3/12/24

Discussion  
# 10

DRAFT 2

**APPROVAL/AMEND RESOLUTION #59 OF 2012/EMPLOYEE EXPENSES/MEALS**

**WHEREAS, by Resolution #151 of 1996, the County of Putnam authorized a fixed policy for reimbursement for all employees, both management and union, of expenses for meals when such employees are required by their respective department head to attend a conference, seminar or training; and**

**WHEREAS, by Resolution #59 of 2012, the County of Putnam converted the reimbursement plan from a non-accountable plan to an accountable plan, as defined by the Internal Revenue Service; and**

**WHEREAS, under an accountable plan, meal expenses for all employees:**

- (i) Must have a business connection, i.e., the employee must have paid or incurred deductible expenses while performing services as an employee of the County, and**
- (ii) Must be adequately accounted for by the employee to the County within a reasonable period of time, defined as within (60) days after they were paid or incurred by the employee, and**
- (iii) Where an amount paid to the employee is more than the business-related expenses that were adequately accounted for to the County by such employee, any excess reimbursement must be returned to the County within a reasonable period of time; and**

**WHEREAS, the rates for meal reimbursement established in Resolution #59 of 2012 are no longer adequate in light of inflation and cost increases over the last twelve years; and**

**WHEREAS, the Personnel Committee of the Putnam County Legislature has met and recommends adoption of the following policy; now therefore be it**

**RESOLVED, that Resolution #59 of 2012 is hereby amended to read as follows:**

**RESOLVED, that the Putnam County Legislature hereby establishes the following maximum daily rates for meal reimbursement, excluding alcoholic beverages, when a union or management employee is require by their respective department head to attend a multi-day conference, seminar or training, which necessitates overnight accommodations for such employee as follows:**

Breakfast:	\$18
Lunch:	\$25
Dinner:	\$36

**And be it further**

**RESOLVED, that there shall be no reimbursement for meals when an employee attends a single-day conference, seminar or training and no overnight accommodations are necessitated; and be it further**

**RESOLVED, that if a meal is included as part of any conference, seminar or training, then no other or further reimbursement for that meal shall be allowed; and be it further**

**RESOLVED, that where reimbursement is sought for permissible meal expenses incurred, an employee must adequately account (e.g., with receipts) to the County for such expenses within sixty (60) days after they were paid or incurred by such employee, and any amount paid to the employee that is more than the business-related expenses that were adequately accounted for to the County must be returned to the County within a reasonable period of time; and be it further**

**RESOLVED, that nothing contained herein shall be in contravention to terms agreed to in a collective bargaining agreement entered into, with and by the County; and be it further**

**RESOLVED, that the reimbursement policy established herein shall also apply to overnight travel outside of Putnam County as provided for in Resolution #145 of 1988, as amended.**

#10  
(Referenced Resos)

PUTNAM COUNTY LEGISLATURE

Resolution #59  
Introduced by Legislator: Anthony DiCarlo on behalf of the Personnel Committee at a  
Regular Meeting held on March 6, 2012.

page 1

**APPROVAL/AMEND RESOLUTION #151 OF 1996/EMPLOYEE EXPENSES/MEALS**

**WHEREAS, by Resolution #151 of 1996, the County of Putnam authorized a fixed policy for reimbursement for all employees, both management and union, of expenses for meals when such employees are required by their respective department head to attend a conference, seminar or training; and**

**WHEREAS, the County of Putnam has determined that the County's policy arrangement for reimbursement pertaining to such meal expenses should be amended, including, but not limited to, conversion from its current status as a non-accountable plan to an accountable plan, as defined by the Internal Revenue Service; and**

**WHEREAS, in order for the County's reimbursement policy arrangement to be an accountable plan, meal expenses for all employees:**

- (i) Must have a business connection, i.e., the employee must have paid or incurred deductible expenses while performing services as an employee of the County, and**
- (ii) Must be adequately accounted for by the employee to the County within a reasonable period of time, defined as within (60) days after they were paid or incurred by the employee, and**
- (iii) Where an amount paid to the employee is more than the business-related expenses that were adequately accounted for to the County by such employee, any excess reimbursement must be returned to the County within a reasonable period of time; and**

**WHEREAS, the Personnel Committee of the Putnam County Legislature has met and recommends adoption of the following policy; now therefore be it RESOLVED, that Resolution #151 of 1996 is hereby amended to read as follows:**

**RESOLVED, that the Putnam County Legislature hereby established the following rate for meal reimbursement, excluding alcoholic beverages, when a union or management employee is require by their respective department head to attend a multi-day conference, seminar or training, which necessitates overnight accommodations for such employee:**

Vote:  
State Of New York  
ss:

County of Putnam

**I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on March 6, 2012.**

Dated: March 8, 2012

Signed: \_\_\_\_\_

M. Chris Marrone  
Clerk Of The Legislature Of Putnam County



PUTNAM COUNTY LEGISLATURE

Resolution #59

Introduced by Legislator: Anthony DiCarlo on behalf of the Personnel Committee at a Regular Meeting held on March 6, 2012.

page 2

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	\$20.00

And be it further

RESOLVED, that there shall be no reimbursement for meals when an employee attend a single day conference, seminar or training and no overnight accommodations are necessitated; and be it further

RESOLVED, that if a meal is included as part of any conference, seminar or training, then no other or further reimbursement for that meal shall be allowed; and be it further

RESOLVED, that where reimbursement is sought for permissible meal expenses incurred, an employee must adequately account (e.g., with receipts) to the County for such expenses within (60) days after they were paid or incurred by such employee and any amount paid to the employee that is more than the business-related expenses that were adequately accounted for to the County must be returned to the County within a reasonable period of time; and be it further

RESOLVED, that nothing contained herein shall be in contravention to terms agreed to in a collective bargaining agreement entered into, with and by the County; and be it further

RESOLVED, that the reimbursement policy established herein shall also apply to overnight travel outside of Putnam County as provided for in Resolution #145 of 1988, as amended.

BY POLL VOTE: ALL AYES. LEGISLATORS LOBUE & TAMAGNA WERE ABSENT.

APPROVED  
*M. Chris Marrone*  
 COUNTY EXECUTIVE  
 3-9-12

Vote:  
State Of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on March 6, 2012.

Dated: March 8, 2012

Signed: *M. Chris Marrone*

M. Chris Marrone  
Clerk Of The Legislature Of Putnam County

THE PUTNAM COUNTY LEGISLATURE

Resolution # 151  
Introduced by Legislator: Regina Morini on behalf of Personnel Committee  
Seconded by Legislator: Michael Semo and Tony Hay

Meeting  
Regular September 3, 1996  
Special \_\_\_\_\_

MEAL ALLOWANCE POLICY

WHEREAS, Putnam County desires to have a fixed policy for reimbursement of travel expenses for all employees, both management and union, when such employee is required by their respective department head to attend a conference, seminar or training; and

WHEREAS, the Personnel Committee of the Putnam County Legislature has met and recommends adoption of the following policy; now therefore be it

RESOLVED, the Putnam County Legislature hereby established the following rates for meal reimbursement, excluding alcoholic beverages, when an employee whether management or union, is required by their department head to attend a conference, seminar or training:

	<u>With Receipt</u>	<u>Without Receipt</u>
Breakfast	\$ 8.00	\$ 5.00
Lunch	\$10.00	\$ 7.00
Dinner	<u>\$20.00</u>	<u>\$12.00</u>
Total	\$38.00	\$24.00

and be it further

RESOLVED, an employee may use a cumulative total up to \$38.00 with a receipt and \$24.00 without a receipt; and be it further

Vote:  
State Of New York

SS:

County Of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on

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

Signed: \_\_\_\_\_

**Donna C. McMahon**  
Clerk Of The Legislature Of Putnam County

THE PUTNAM COUNTY LEGISLATURE

Resolution # 151 (continued)

Meeting

Introduced by Legislator: \_\_\_\_\_

Regular \_\_\_\_\_

Seconded by Legislator: \_\_\_\_\_

Special \_\_\_\_\_

RESOLVED, if an employee, as part of any conference, seminar or training, is entitled to a meal, then the reimbursement allowance for that meal will be deducted and the employee will then be entitled up to the maximum of the allowance for the remaining meals; and be it further

RESOLVED, that the allowance established herein also applies to overnight travel outside of Putnam County as provided for in Resolution #145 of 1988.

BY ROLL CALL VOTE: SEVEN AYES, LEGISLATORS GORDON, HAY, MORINI, NORDSTROM, POZZI, SEMO AND TAMAGNA. ONE NAY, LEGISLATOR KOBERGER. ONE ABSENT, LEGISLATOR BELL.



Vote:  
State Of New York

SS:

County Of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on

September 3, 1996

Dated: September 4, 1996

Signed: Donna C. McMahon

Donna C. McMahon  
Clerk Of The Legislature Of Putnam County

RESOLUTION R#145

PROPOSED POLICY ON OVERNIGHT ACCOMMODATIONS

WHEREAS, employees of the County of Putnam often have official business in the cities of Albany or New York City and in locations that take approximately two to three hours of travel time by automobile or mass transportation; and

WHEREAS, during the winter months there are occasions when such travel is more likely to be delayed or such early morning travel could be more risky, such as to justify an overnight stay the night before such official meeting; now therefore be it

RESOLVED, that when a conference or meeting is scheduled according to a written or printed agenda to begin at 10:00 a.m. or thereafter on a given day, travel to such meeting shall be required to take place that day, and that no overnight accommodations shall be permitted for county reimbursement; and be it further

RESOLVED, that the only exception to this policy shall be the case of threatening weather such as the forecast of an impending snow storm, or a storm advisory warning in effect during the twenty-four hour period immediately preceding such conference or meeting.

A copy of this resolution shall be distributed to all department heads whose responsibility it shall be to administer its intent to all employees under their supervision.

UPON ROLL CALL VOTE, NINE AYES, CARRIED UNANIMOUSLY



RESOLUTION R#145

PROPOSED POLICY ON OVERNIGHT ACCOMMODATIONS

WHEREAS, employees of the County of Putnam often have official business in the cities of Albany or New York City and in locations that take approximately two to three hours of travel time by automobile or mass transportation; and

WHEREAS, during the winter months there are occasions when such travel is more likely to be delayed or such early morning travel could be more risky, such as to justify an overnight stay the night before such official meeting; now therefore be it

RESOLVED, that when a conference or meeting is scheduled according to a written or printed agenda to begin at 10:00 a.m. or thereafter on a given day, travel to such meeting shall be required to take place that day, and that no overnight accommodations shall be permitted for county reimbursement; and be it further

RESOLVED, that the only exception to this policy shall be the case of threatening weather such as the forecast of an impending snow storm, or a storm advisory warning in effect during the twenty-four hour period immediately preceding such conference or meeting.

A copy of this resolution shall be distributed to all department heads whose responsibility it shall be to administer its intent to all employees under their supervision.

UPON ROLL CALL VOTE, NINE AYES, CARRIED UNANIMOUSLY

**Personnel Committee Mtg.**  
**March 12, 2024**  
**#11**

**FYI/Accident Report**

**Personnel Committee Mtg.**  
**March 12, 2024**  
**#12**

**FYI/ Incident Report**