

THE PUTNAM COUNTY LEGISLATURE

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Carmel, New York 10512  
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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**  
**AUDIT & ADMINISTRATION COMMITTEE MEETING**  
**TO BE HELD IN ROOM #318**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Members: Chairman Castellano and Legislators Ellner & Gouldman**

**Monday** **6:30pm** **July 29, 2024**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance of Minutes – May 23, 2024 & June 24, 2024**
- 4. Correspondence/County Auditor**
  - a. Sales Tax Report**
  - b. Board In Revenue Report**
  - c. Transfer/Revenue Report**
  - d. 2024 Contingency/Sub-Contingency Report**
- 5. Correspondence/ Commissioner of Finance**
  - a. Overtime/Temporary Report**
  - b. Approval/ Budgetary Amendment 24A051/ Dept. of Social Services/ Reclassify Revenue and Expenses Related to Domestic Terrorism Prevention Grant (Also reviewed in Health)**
  - c. Approval/ Budgetary Amendment 24A059/ Sheriff's Dept./ Reallocate ARPA Funds to Boiler Replacement and Life Safety (Also reviewed in Rules)**
  - d. Approval/ Budgetary Amendment 24A060/ Finance/ ARPA Reallocation – Town of Philipstown (Also reviewed in Rules)**
  - e. Approval/ Budgetary Amendment 24A061/ District Attorney/ Reclassification & Salary Increase for 2 Positions (Also reviewed in Personnel)**

- f. Approval/ Budgetary Amendment 24A063/ Dept. of Social Services/ Projected Expenses for 730 Examinations, Court Ordered Guardianships, & Court Ordered Placement in Office of Mental Health & Office of People with Developmental Disabilities (Also reviewed in Health)**
  - g. Approval/ Budgetary Amendment 24A065/ DPW/ Insurance Recoveries/ Guardrail Damages (Also reviewed in Physical)**
  - h. Approval/ Budgetary Amendment 24A066/ Sheriff's Dept./ K-9 Program/ Donation from Green Chimneys Children Services, Inc. (Also reviewed in Protective)**
  - i. Approval/ Budgetary Amendment 24A067/ Sheriff's Dept./ Overtime Reimbursement from NYS Stop-DWI Foundation, Inc. (Also reviewed in Protective)**
  - j. Approval/ Budgetary Amendment 24A068/ Finance/ Vacancy Control Factor**
  - k. Approval/ Budgetary Amendment 24A069/ DPW/ Croton Falls Rd./ Mud Pond Outlet Culvert Rehab Project using NYS DOT/ Bridge NY Funds (Also reviewed in Physical)**
  - l. Approval/ Budgetary Amendment 24A070/ DPW/ Adjust Capital Budget/ Fair St. Project (also reviewed in Physical)**
  - m. Approval/ Budgetary Amendment 24A071/ Sheriff's Dept./ Grant Award/ NYS Division of Criminal Justice Services/ Support Technology Purchases (Also reviewed in Protective)**
  - n. Approval/ Budgetary Amendment 24A072/ DPW/ Peekskill Hollow Road/ Peekskill Hollow Creek Culvert Rehab Project using NYS DOT/ Bridge NY Funds (Also reviewed in Physical)**
  - o. Approval/ Budgetary Amendment 24A074/ Planning/ Maybrook Bikeway II Phase A Project/ Cover Bids Exceeding Anticipated Cost (Also reviewed in Physical)**
- 6. Approval/ Fund Transfer 24T177/ Health Dept./ Purchase Rabies Medical Supplies (Also reviewed in Personnel)**
  - 7. Approval/ Fund Transfer 24T178/ Health Dept./ Tuberculosis Lab Analysis Line (Also reviewed in Personnel)**
  - 8. Approval/ Fund Transfer 24T179/ Health Dept./ Cover 2 Part-Time Temporary Positions (Also reviewed in Personnel)**
  - 9. Approval/ Fund Transfer 24T180/ Health Dept./ Cover Nursing Overtime (Also reviewed in Personnel)**
  - 10. Approval/ Fund Transfer 24T181/ Sheriff's Dept./ Cover Full-Time Correction Cooks Overtime (Also reviewed in Personnel)**
  - 11. Approval/ Fund Transfer 24T182/ Sheriff's Dept./ Cover Part-Time Correction Cooks Overtime (Also reviewed in Personnel)**

**12. Approval/ Fund Transfer 24T183/ Dept. of Social Services/ Upgrade to Principal Office Assistant (Also reviewed in Personnel)**

**13. Approval/ Fund Transfer 24T207/ District Attorney/ CLE Training Opportunities for ADAs**

**14. FYI/ 2024 Guardrail & Property Damage Table**

**15. FYI/ Hudson Valley Regional Council Dues (Also reviewed in Economic Development)**

**16. Other Business**

**17. Adjournment**



**c. Approval/ Budgetary Amendment 24A036/ BES/ Fire Training Center  
(Also reviewed in Protective)**

Chairman Castellano stated it was explained that there were additional costs discovered that were not accounted for. He stated fortunately additional Federal and State aid funding has been located to assist in funding this project. He stated it will be great for Putnam County and the Bureau of Emergency Services.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**d. Approval/ Budgetary Amendment 24A038/ Dept. of Public Works /  
Amend the 2024 CHIPS County Capital Project Budget to Equal the  
Adopted NYS Budget (Also reviewed in Physical)**

Commissioner of Finance Michael Lewis stated Deputy Commissioner of Department of Public Works stated he accompanied the County Executive to Albany to advocate for the restoring of Putnam County's CHIPS (Consolidated Local Street and Highway Improvement Program) funding to the same amount as past years. He stated fortunately for Putnam County, they were successful.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**e. Approval/ Budgetary Amendment 24A039/ Sheriff's Youth and  
Community Svcs Div./ Purchase of one Project Lifesaver Bracelet for  
"Project Lifesaver" (Also reviewed in Protective)**

Chairman Castellano stated a generous donation has been made by an attorney in Westchester, Howard Stern, who believes and supports the "Project Lifesaver" program. He stated he has donated enough funding to purchase one (1) Lifesaver Bracelet. He expressed his appreciation for this thoughtful and generous donation.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**f. Approval/ Budgetary Amendment 24A040/ Dept. of Public Works/  
Guardrail Damage Compensation/ Three (3) Separate Accidents  
which Resulted in Guardrail Damage on County Roads (Also  
reviewed in Physical)**

Chairman Castellano stated Risk Manager Mat Bruno is doing a great job securing funds to assist in the costs to do the repairs caused by drivers along County Roads.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**g. Approval/ Budgetary Amendment 24A041/ Historian Office/ Outside Donation – G. Whipple via the Society for the Preservation of P.C. Antiquities & Greenways Inc. (Also reviewed in Health)**

Chairman Castellano stated this is a donation for a Civil War Memorial Plaque to be placed at the Putnam County's Veteran's Memorial Park. He expressed his appreciation for this donation.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**h. Approval/ Budgetary Amendment 24A042/ Sheriff's Dept./ NYS Stop-DWI Foundation Inc. Reimbursement (Also reviewed in Protective)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**i. Approval/ Budgetary Amendment 24A044/ Finance Dept./ ARPA Administrative Costs**

Commissioner of Finance Lewis stated the County's ARPA consultant has informed the County that the U.S. Treasury guidelines allow up to 10% of total ARPA allocations to go towards administrative costs. He stated from now until the end of this year the focus is to make sure that everyone is in compliance with the ARPA guidelines to meet the deadline of December 31, 2024. He stated he and the Administration believe this to be appropriate to keep the process moving forward.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**j. Approval/ Budgetary Amendment 24A045/ Sheriff's Dept./ Use of T-Commission Funds for Laptops for Correctional Facility (Also reviewed in Protective)**

Legislator Crowley questioned why these computers were not budgeted for and how often are new computers purchased for use by the inmates.

Commissioner of Finance Lewis stated the use of the T Commission funds results in no impact to the taxpayers, this is an approved use of these funds.

Sheriff McConville stated computers are purchased for the inmates as a computer no longer works, one is purchased to replace one that no longer works.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**k. Approval/ Budgetary Amendment 24A046/ Sheriff's Dept./ Use of T-Commission Funds for Two (2) Network Video Recorders (NVRs) (Also reviewed in Protective)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**Item #6 – Approval/ Budgetary Transfer 24T090/ District Attorney/ Compensation for the District Attorneys in New York State (Also Reviewed in Personnel)**

Commissioner of Finance Mike Lewis addressed the inquiries submitted to him regarding what is the calculation that is used to arrive at the increase amount of the District Attorney's salary. He stated the salary and increases for the County District Attorneys throughout New York State are set by the State and are based on the salary of the County Court Judge.

Chairman Castellano stated the County Court Judge and the District Attorney have to have the same salary.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**Item #7 – Approval/ Budgetary Transfer – 24T092/ Dept. of Public Works/ Close Out Various Capital Projects and Transfer to the Capital Projects Reserve for Future Projects (Also reviewed in Physical)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**Item #8 – Approval/ Fund Transfer 24T120/ IT/GIS/ Permanent Status of an IT Systems Specialist (Also Reviewed in Personnel)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**Item #9 – Approval/ Fund Transfer 24T127/ IT/GIS/ Establish a GIS Tech part-time position and assist in funding GIS Aid full-time position (Also Reviewed in Personnel)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**Item #10 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted**

## **Item #11 – Other Business**

### **a. Approval/ Discussion/ Bureau of Emergency Svcs./ Creation of Rescue Task Force (Moved from Protective)**

Chairman Castellano made a motion to waive the rules and accept the other business; Seconded by Legislator Ellner. All in favor.

Legislator Nacerino explained that this was discussed in Protective Services, and there was a resolution that was submitted by Commissioner Lipton, which needs some revisions and updating before the Legislature is ready to consider it. She stated this is a process for consideration, which distinguishes it very differently from the Emergency Response Team, which was never approved by the Legislature. She spoke to the function and mission of this proposed Rescue Task Force. She stated she is very much in support of this endeavor. She stated there were comments made that there was money already encumbered for this task force and that is not correct.

Commissioner of Finance Mike Lewis stated if this task force will involve volunteers, then it will be deferred to Risk Manager Mat Bruno. He listed some questions that he has that would need to be answered by Commissioner of Bureau of Emergency Services Lipton.

Legislator Nacerino stated that Commissioner Lipton is out of Town. She stated she acknowledges this is very vague at this point. She stated she is not even clear on who wrote the resolution.

First Deputy County Attorney John Cherico stated there were questions sent to the County Attorney's office from Chair of Audit Castellano: 1. Was the resolution reviewed and approved by the County Law Department? 2. Is a Municipal Agreement needed to form the Rescue Task Force proposed by Commissioner Lipton? 3. Legislator Ellner asked if events have to take place in a certain sequential fashion in the facilitation and creation of this proposed Task Force. He stated the Law Department did review the resolution. He stated Deputy County Attorney Ravo will address the questions.

Deputy County Attorney Dan Ravo stated regarding the procedures required to form this type of a team they are found in the General Municipal Law (GML) Section 209-bb. He stated the GML does permit the Legislature to form this specialized team. He stated outside of creating a resolution, subsequent to a public hearing, there are no other parameters for the Legislature to create this team. He stated per his review of the State Law and Putnam County Code there is no requirement for a Intermunicipal Agreement. He stated there is no procedure in the creation of this Task Force. He stated once the Task Force is created the GML permits the municipalities that are providing the volunteers to extend their insurance to include those members who are part of the specialized team. He stated that does not require the Legislature in the resolution to include that, that is the responsibility of the municipality providing the volunteers.

Legislator Ellner questioned if the municipalities involved, would they have to list the County as an additional insurer on their policy.

Risk Manager Mat Bruno stated the County would request that on the Certificate of Insurance of the volunteer's municipality that it would include the County as an additional insurer for protective measures. He stated most volunteers will be covered under GML 207A the Firefighter equivalent to Workers Compensation. He stated police officers or Sheriff's officers would be covered under 207C. He continued to speak to the potential challenges of that request of the municipalities, which would be addressed appropriately.

Legislative Counsel Rob Firriolo stated this particular team would be created under a pretty unique provision of a section of the municipal law that includes a provision that requires the members of the team have to indemnify and hold harmless the County (municipality) that uses them, as long as they are under contract. He stated if Town and County were to contract with this team for services then the members of that team would be required to indemnify and hold harmless. He stated while insurance is great, and the members of the team are going to want insurance, he would defer to the Risk Manager for confirmation, but he believes from the County's Risk Management perspective, as long as the contract is in place it leaves the County off the hook.

Risk Manager Mat Bruno stated a Hold Harmless would be appropriate and presented. He stated it would be like a double protection.

Legislative Counsel Rob Firriolo stated it would not just be the need for a written Hold Harmless would be required, it is statutory as long as the contract is in place. He stated in terms of sequence after the team is in place and formed, he believes it would behoove the County and municipalities using this to enter into these written contracts with the team so they can revoke that liability protection.

Risk Manager Mat Bruno stated that does make sense.

Legislator Nacerino requested this matter be tabled back to the Protective Services Committee. She stated that will allow Commissioner Lipton to provide his input and work with the Law Department to amend the proposed resolution. She stated she is not sure that the resolution was reviewed by the Law Department.

First Deputy County Attorney John Cherico stated the resolution was reviewed by the Law Department, but based on the concerns expressed this evening he concurred that Commissioner Lipton should work with the Law Department further on this matter.

Legislator Crowley thanked Legislator Nacerino for the recommendation to table this item for further review. She stated she spoke to the grant and available funding that would be used. She stated the County still owes two (2) other entities money from this grant. She stated before money is taken from this grant to support the creation of this new team, she would like Carmel and Kent to be paid.

Commissioner of Finance Mike Lewis stated Carmel and Kent were paid through December 31, 2023.

Legislator Crowley stated they were not paid for the first quarter of 2024.

Commissioner of Finance Mike Lewis stated the team was dissolved in December 2023, therefore the County does not owe them money for the first quarter of 2024.

Legislator Crowley stated she can provide a copy of a document that shows money is owed for the first quarter 2024.

Sheriff McConville stated there are two (2) different grants being discussed. He stated the grant for the Rescue Task Forces comes from a grant in the Bureau of Emergency Services. He stated the money utilized for the previously constructed Emergency Response Team is a different grant. He stated there are two different funding sources. He stated Commissioner Lewis stated Carmel was paid for the month of December 2023. He stated per the County Executive's memorandum of December 4, 2023, the ERT was disbanded. He stated there are no funds to reimburse any of the other agencies.

Legislator Ellner requested the members of the County Law Department speak to the sequence of events that need to take place and in what order, to form the Rescue Task Force.

Deputy County Attorney Dan Ravo stated he would recommend the Rescue Task Force be created, and then reach out to the municipalities. He stated they could then use the fully approved County Resolution as the basis of their resolutions. He stated those municipalities who are willing to extend their insurance, so long as the Risk Department approves, then the County could enter into agreements with the municipalities as the County sees appropriate.

Legislator Ellner questioned if the resolution prepared by the Law Department for the Legislature to consider for approval could include verbiage that would state, "deployment of the Rescue Task Force would not take place until such time all of the other items have been satisfied".

Deputy County Attorney Dan Ravo stated yes that could be done.

Legislator Nacerino stated this is the first step in the process, and until the Legislature approves of it, we cannot move forward with engaging with the other towns to get this up and running. She stated that if there are any moneys to be expended, she believed that would come before the Legislature as well. She stated that this just enables us by creation to move forward.

Chairman Castellano stated there were comments made at Protective referencing "zones", do we have any information on those details.

Legislator Nacerino stated she is not knowledgeable enough to speak to that. She stated that Commissioner of Bureau of Emergency Services Robert Lipton will provide that information at the next Protective Services meeting.

Legislative Counsel Firriolo questioned the Law Department Members regarding the need for a "Public Hearing". He stated the wording in 209-BB is unusual in how it speaks to the "Public Hearing". He stated that it was mentioned that there needs to be a "Public Hearing" before the resolution. He stated typically the Legislature does not hold the "Public Hearing" before passing a resolution unless it is specifically worded that way, such as with Agricultural District inclusion approvals and budget hearings. He stated typically in the case of a local law, the resolution is first passed by the Legislature and then the County Executive holds a "Public Hearing" before he signs it. He stated he is mentioning this because he believes it would be useful for the Law Department to notify the Legislature their view whether a "Public Hearing" needs to be held before the consideration/approval of the resolution or after the Legislature assumably passes it, when in that case it will be the County Executive who would hold the "Public Hearing".

Deputy County Attorney Dan Ravo stated he will look into that and provide clarification to the Legislature and Legislative Counsel Firriolo.

Chairman Castellano made a motion to Table the Creation of Rescue Task Force back to the Protective Services Committee; Seconded by Legislator Ellner. All in favor.

**b. Approval/ Budgetary Amendment 24A047/ Dept. of Public Works/  
Amend Capital Projects: Putnam County Sheriff's Office (PCSO)  
Correction Facility Boiler Replacement and PCSO Correctional  
Facility Gate Improvements (County ARPA)**

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

Commissioner of Finance Michael Lewis stated he met with DPW Commissioner Feighery and Deputy Commission Bellucci who reported that additional funds are required to replace the PCSO Correction Facilities Boiler and Improve the PCSO Correctional Facility Gate. He stated the original budget amounts were not enough. He spoke about the transfer of funds.

Chairman Castellano questioned why the transfer of \$125,000 is coming from the Sheriff's Office School Safety ARPA budget line. He questioned is that an indication that it is no longer needed.

Commissioner of Finance Lewis stated he will defer to the Sheriff to address that but would like to state the Sheriff's Office has been reaching out to the schools and unfortunately there have been no responses. He stated it is a small amount of the \$2

million. He has stated the County needs to demonstrate the use of the ARPA funds, and this is an appropriate use of the funding.

Sheriff McConville stated he is working with Commissioner of Finance Lewis and Purchasing Director Tully to identify technology-based programs that will be utilized for school safety. He continued to speak to some of the plans they have to spend the ARPA – School Safety funds on. He concluded that he would continue to work closely with the Commissioner of Finance during this process.

Legislator Crowley stated she sent a memo to Chair of Protective Legislator Nacerino requesting an update on the Sheriff's ARPA School Safety funds be an agenda item in June.

Legislator Nacerino responded by stating the Sheriff was speaking to that topic right now and it is being discussed.

Legislator Crowley stated she would like to hear a little bit more about what the rest of the \$2 million dollars are allocated for.

Chairman Castellano stated he wanted to return to the discussion of this agenda item. He confirmed there was no further discussion.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

### **Item #12 – Adjournment**

There being no further business at 7:25pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Ellner. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

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**AGENDA**

**AUDIT & ADMINISTRATION COMMITTEE MEETING  
TO BE HELD IN ROOM #318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Castellano and Legislators Ellner & Gouldman**

**Thursday 6:30pm May 23, 2024**

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1. Pledge of Allegiance
2. Roll Call
3. Acceptance of Minutes – April 29, 2024
4. Correspondence/County Auditor
  - a. Sales Tax Report
  - b. Transfer/Revenue Report
  - c. 2024 Contingency/Sub-Contingency Report
5. Correspondence/ Commissioner of Finance
  - a. Overtime/Temporary Report
  - b. Approval/ Budgetary Amendment 24A035/ Planning, Development & Public Transportation/ Community Resiliency, Economic Sustainability and Technology (CREST) Grant Funds for the Design and Installation of a Small Solar Carport to be located at the Donald B. Smith Campus (Also reviewed in Physical)
  - c. Approval/ Budgetary Amendment 24A036/ BES/ Fire Training Center (Also reviewed in Protective)
  - d. Approval/ Budgetary Amendment 24A038/ Dept. of Public Works / Amend the 2024 CHIPS County Capital Project Budget to Equal the Adopted NYS Budget (Also reviewed in Physical)

- e. **Approval/ Budgetary Amendment 24A039/ Sheriff's Youth and Community Svcs Div./ Purchase of one Project Lifesaver Bracelet for "Project Lifesaver" (Also reviewed in Protective)**
  - f. **Approval/ Budgetary Amendment –24A040/ Dept. of Public Works/ Guardrail Damage Compensation/ Three (3) Separate Accidents which Resulted in Guardrail Damage on County Roads (Also reviewed in Physical)**
  - g. **Approval/ Budgetary Amendment 24A041/ Historian Office/ Outside Donation – G. Whipple via the Society for the Preservation of P.C. Antiquities & Greenways Inc. (Also reviewed in Health)**
  - h. **Approval/ Budgetary Amendment 24A042/ Sheriff's Dept./ NYS Stop-DWI Foundation Inc. Reimbursement (Also reviewed in Protective)**
  - i. **Approval/ Budgetary Amendment 24A044/ Finance Dept./ ARPA Administrative Costs**
  - j. **Approval/ Budgetary Amendment 24A045/ Sheriff's Dept./ Use of T-Commissioner Funds for Laptops for Correctional Facility (Also reviewed in Protective)**
  - k. **Approval/ Budgetary Amendment 24A046/ Sheriff's Dept./ Use of T- Commission Funds for Two (2) Network Video Recorders (NVRs) (Also reviewed in Protective)**
- 6. **Approval/ Budgetary Transfer 24T090/ District Attorney/ Compensation for the District Attorneys in New York State (Also Reviewed in Personnel)**
  - 7. **Approval/ Budgetary Transfer – 24T092/ Dept. of Public Works/ Close Out Various Capital Projects and Transfer to the Capital Projects Reserve for Future Projects (Also reviewed in Physical)**
  - 8. **Approval/ Fund Transfer 24T120/ IT/GIS/ Permanent Status of an IT Systems Specialist (Also Reviewed in Personnel)**
  - 9. **Approval/ Fund Transfer 24T127/ IT/GIS/ Establish a GIS Tech part-time position and assist in funding GIS Aid full-time position (Also Reviewed in Personnel)**
- 10. **FYI/ 2024 Guardrail & Property Damage Table**
  - 11. **Other Business**
  - 12. **Adjournment**

#3(2)

**AUDIT & ADMINISTRATION COMMITTEE MEETING  
HELD IN ROOM #318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Castellano and Legislators Ellner & Gouldman**

**Monday 6:30pm June 24, 2024**

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

**Item #3 – Correspondence/County Auditor**

- a. **Sales Tax Report – Duly Noted**
- b. **OTB Report – Duly Noted**
- c. **Board In Revenue Report – Duly Noted**
- d. **Transfer/Revenue Report – Duly Noted**
- e. **2024 Contingency/Sub-Contingency Report – Duly Noted**

**Item #4 – Correspondence/ Commissioner of Finance**

- a. **Overtime/Temporary Report – Duly Noted**
- b. **Approval/ Budgetary Amendment 24A048/ Health Dept./ ATUPA Grant Award/ Purchase Computer Equipment**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

- c. **Approval/ Budgetary Amendment 24A049/ DSS/ Suicide Prevention and Crisis Services**

Commissioner of Finance Michael Lewis stated \$300,000 was included in the State allocation to go toward suicide prevention and crisis services.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

- d. **Approval/ Budgetary Amendment 24A050/ Risk Manager/ Sheriff's Dept./ Insurance Reimbursement (Also reviewed in Protective)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**e. Approval/ Budgetary Amendment 24A053/ Probation/ Stop-DWI HVEC/  
Adjust Federal Aid Allocated (Also reviewed in Protective)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

**f. Approval/ Budgetary Amendment 24A054/ Sheriff's Dept./ BCI/ Use  
Federally Seized Asset Forfeiture Funds (Also reviewed in Protective)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

**g. Approval/ Budgetary Amendment 24A055/ Sheriff's Dept./ BCI/ Use  
Federally Seized Asset Forfeiture Funds (Also reviewed in Protective)**

Chairman Castellano made a motion to waive the rules and accept the additional; Seconded by Legislator Gouldman. All in favor.

Legislator Gouldman questioned if the response received was adequate.

Legislator Nacerino stated yes, it is.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**h. Approval/ Budgetary Amendment 24A056/ Sheriff's Dept. – Narcotics/  
Use Federally Seized Asset Forfeiture Funds (Also reviewed in  
Protective)**

Chairman Castellano made a motion to waive the rules and accept the additional; Seconded by Legislator Ellner. All in favor.

Legislator Gouldman questioned if the response received was adequate.

Legislator Nacerino stated yes, it is.

Legislator Crowley stated the retention procedures are available in the office.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

**i. Approval/ Budgetary Amendment 24A057/ Sheriff's Dept./ Sheriff Response Team (SRT)/ Callouts**

Legislator Crowley stated other agencies are still owed money, which is concerning.

Legislator Jonke questioned which agencies the County owed money to.

Legislator Crowley stated the agencies are Kent and Carmel.

Legislator Jonke questioned if there is a bill from Kent and Carmel that has yet to be paid.

Commissioner Lewis stated it is the County's understanding that the ERT (Emergency Response Team) was disbanded via the County Attorney's letter. He stated the County paid everything through December 31, 2023.

Legislator Jonke stated if there are any payments outstanding, he would like to see a bill.

Legislator Ellner stated he believes from the County's perspective, the ERT was disbanded and from the perspective of Kent and Carmel, the Sheriff's Department removed themselves from the ERT, but it continues to exist.

Legislator Jonke stated he does not believe the ERT can continue to exist without the County being part of it because the Sheriff's Department is the only law enforcement agency with jurisdiction in each town in the County. He stated the ERT was never properly created.

Legislator Crowley stated she would provide the bill to the Legislature. She agreed with Legislator Ellner's statement regarding the Sheriff's Department removing themselves from the ERT. She stated in the past several years the County has applied for the SHSP (State Homeland Security Program) grant. She stated in looking at the grant, it is for the three (3) agencies together. She questioned Risk Management and the Law Department if anything needs to be amended with the State because the grant has changed. She questioned if the County owes money or equipment to the State because the three (3) municipalities are no longer operating under the ERT together.

Legislator Jonke stated he would expect notification from the State if that were the case.

Legislator Nacerino stated at the Protective Services Committee Meeting Sheriff McConville made it perfectly clear that there is no money owed. She stated also, the grant is in the name of the County of Putnam Sheriff's Department; it is not commingled with Carmel and Kent.

Legislator Ellner stated according to Captain James Schepperly, the disbandment of the ERT took place around December 10, 2023 and all bills through December 31, 2023 should be paid. He stated he would like to note that the grant for 2024 appears to also cover 2023.

Legislator Crowley stated the grant was written under the scope of the County as it is the only way it could be written; the local municipalities cannot apply themselves. She stated the police departments in the town receive 35% of the grant award, with budgetary lines attributed to the different purposes such as overtime. She stated changes made to the ERT impact the grant as there are specific uses for the funding. She stated the State has not been made aware of any changes made to the ERT. She stated she believes the grant should be amended.

Legislator Nacerino stated she believes Commissioner of Finance Lewis, Sheriff McConville, and Captain Schepperly would be well aware of the importance of notifying the State; she would be surprised if that was not the case.

Chairman Castellano questioned how much grant money is left in the account.

Commissioner Lewis stated he does not have that information in front of him.

Chairman Castellano stated right now, the Committee is considering a bill for the Sheriff's Department in the amount of \$15,709 that needs to be paid. He stated there is more to look into in regard to the grant. He stated Legislator Crowley raised some good questions that will need to be answered, however they are separate from what is in front of the Committee this evening.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**j. Approval/ Budgetary Amendment 24A058/ DPW/ 2023 County-wide Pavement Maintenance & Rehabilitation Program**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor

**Item #5 – Approval/ Fund Transfer 24T152/ District Attorney/ Hire Temporary Employee (Also reviewed in Personnel)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor

**Item #6 – Discussion/ Approval/ Sheriff/ Part-Time Threat Assessment Analyst Position** (moved to Audit from Personnel Mtg. – Waiting for Budgetary Amendment pending Grant Amendment Approval from NYS Homeland Security & Emergency Serv. (DHSES) for Domestic Terrorism Prevention (DTP)/ Threat Assessment & Mgmt Teams (TAM)

Chairman Castellano made a motion to table this item back to the Personnel Committee; Seconded by Legislator Ellner. All in favor

**Item #7 – FYI/ 2024 Guardrail & Property Damage Table – Duly Noted**

**Item #8 – Other Business**

**a. Approval/ Budgetary Amendment 24A052/ DSS/ Child Advocacy Center (CAC) Grant for the Multi-Disciplinary Team (MDT) Program**

Chairman Castellano made a motion to waive the rules and accept the Other Business; Seconded by Legislator Ellner. All in favor.

Department of Social Services Fiscal Manager Kristen Wunner stated this is a supplemental grant.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor

**Item #9 – Adjournment**

There being no further business at 6:54pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.

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**

**AUDIT & ADMINISTRATION COMMITTEE MEETING  
TO BE HELD IN ROOM #318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Castellano and Legislators Ellner & Gouldman**

**Monday 6:30pm June 24, 2024**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Correspondence/County Auditor**
  - a. Sales Tax Report**
  - b. OTB Report**
  - c. Board In Revenue Report**
  - d. Transfer/Revenue Report**
  - e. 2024 Contingency/Sub-Contingency Report**
- 4. Correspondence/ Commissioner of Finance**
  - a. Overtime/Temporary Report**
  - b. Approval/ Budgetary Amendment 24A048/ Health Dept./ ATUPA (Adolescent Tobacco Use Prevention Act) Grant Award/ Purchase Computer Equipment**
  - c. Approval/ Budgetary Amendment 24A049/ DSS/ Suicide Prevention and Crisis Services**
  - d. Approval/ Budgetary Amendment 24A050/ Risk Manager/ Sheriff's Dept./ Reimbursement From Farmers Casualty and Allstate Insurance Companies (Also reviewed in Protective)**
  - e. Approval/ Budgetary Amendment 24A053/ Probation Stop-DWI HVEC (High Visibility Engagement Campaign)/ Adjust Federal Aid Allocated (Also reviewed in Protective)**
  - f. Approval/ Budgetary Amendment 24A054/ Sheriff's Dept. - Bureau of Criminal Investigation/ Use of Federally Seized Asset Forfeiture Funds/ (Also reviewed in Protective)**

- g. Approval/ Budgetary Amendment 24A055/ Sheriff's Dept. - Bureau of Criminal Investigation/ Use of Federally Seized Asset Forfeiture Funds/ (Also reviewed in Protective)**
  - h. Approval/ Budgetary Amendment 24A056/ Sheriff's Dept. – Narcotics Div./ Use of Federally Seized Asset Forfeiture Funds/ (Also reviewed in Protective)**
  - i. Approval/ Budgetary Amendment 24A057/ Sheriff's Dept./ Sheriff Response Team (SRT)/ Callouts**
  - j. Approval/ Budgetary Amendment 24A058/ DPW/ 2023 County-wide Pavement Maintenance & Rehabilitation Program**
- 5. Approval/ Fund Transfer 24T152/ District Attorney Office/ Funds to Hire Temporary Employee/ (Also reviewed in Personnel)**
  - 6. Discussion/ Approval/ Sheriff's Dept. / Part-Time Threat Assessment Analyst Position**  
(moved to Audit from Personnel Mtg. – Waiting for Budgetary Amendment pending Grant Amendment Approval from NYS Homeland Security & Emergency Serv. (DHSES) for Domestic Terrorism Prevention (DTP)/ Threat Assessment & Mgmt Teams (TAM))
  - 7. FYI/ 2024 Guardrail & Property Damage Table**
  - 8. Other Business**
  - 9. Adjournment**



BOARD IN REVENUE											
	2015*	2016*	2017*	2018*	2019*	2020*	2021*	2022*	2023*	2024	+or(-) Same Period
January	22,190.00	43,680.00	47,160.00	54,980.00	52,490.00	74,950.00	104,400.00	126,600.00	94,350.00	66,250.00	(28,100.00)
February	17,970.00	41,610.00	41,280.00	52,760.00	45,070.00	72,300.00	95,250.00	113,100.00	86,250.00	57,750.00	(28,500.00)
March	26,490.00	41,400.00	50,480.00	59,820.00	50,795.00	70,650.00	119,700.00	130,800.00	91,100.00	69,750.00	(21,350.00)
April	30,930.00	37,670.00	55,060.00	53,730.00	50,490.00	68,400.00	149,650.00	124,350.00	84,000.00	63,000.00	(21,000.00)
May	35,580.00	39,120.00	61,070.00	49,860.00	52,975.00	63,150.00	149,850.00	131,550.00	84,550.00	72,700.00	(11,850.00)
June	37,160.00	45,700.00	59,190.00	39,060.00	48,300.00	61,050.00	153,300.00	120,450.00	74,850.00	70,500.00	(4,350.00)
July	43,010.00	52,480.00	64,540.00	37,260.00	47,840.00	86,550.00	161,100.00	125,550.00	79,300.00		
August	43,340.00	49,600.00	62,650.00	37,530.00	50,180.00	92,250.00	154,500.00	121,500.00	78,250.00		
September	48,370.00	46,290.00	61,050.00	36,180.00	43,600.00	91,200.00	145,800.00	118,800.00	80,850.00		
October	54,340.00	40,340.00	57,380.00	41,850.00	71,750.00	99,750.00	150,300.00	100,650.00	74,200.00		
November	45,700.00	34,120.00	56,580.00	43,080.00	71,400.00	95,550.00	135,000.00	90,000.00	70,500.00		
December	42,260.00	39,600.00	56,600.00	46,780.00	76,700.00	98,250.00	133,500.00	98,400.00	70,750.00		
Actual	447,340.00	511,610.00	673,040.00	552,890.00	661,590.00	974,050.00	1,652,350.00	1,401,750.00	968,950.00	399,950.00	
Budget	155,000.00	525,000.00	484,760.00	535,000.00	550,600.00	908,000.00	908,000.00	1,371,750.00	1,478,250.00	821,250.00	
Revised Budget											
Surplus/(Deficit)	292,340.00	(13,390.00)	188,280.00	17,890.00	110,990.00	66,050.00	744,350.00	30,000.00	(509,300.00)	(421,300.00)	(115,150.00)
*Revenue includes US Marshalls											

#112

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024	6	24T138	Mental Health Legal	10431000	54310		OFFICE SUPPLIES	200.00	C	REFRSHMTS - SYSTEM MAP EVENT
2024	6	24T138	Mental Health Legal	10431000	54989		MISCELLANEOUS	200.00	D	REFRSHMTS - SYSTEM MAP EVENT
2024	6	24T139	DSS Admin	10102000	54385		UNIFORMS	3,671.00	D	LOGO SHIRTS & JACKETS CASEWORK
2024	6	24T139	DSS Overhead	10120000	54385		UNIFORMS	368.00	D	LOGO SHIRTS & JACKETS CASEWORK
2024	6	24T139	DSS Training	10106000	51094		TEMPORARY	368.00	C	LOGO SHIRTS & JACKETS CASEWORK
2024	6	24T139	DSS Training	10106000	51094		TEMPORARY	3,671.00	C	LOGO SHIRTS & JACKETS CASEWORK
2024	6	24T140	Health - EHS	12401000	54510		MACHINE MAINTENANCE	100.00	C	PRINT JOB BLUE GREEN ALGAE INF
2024	6	24T140	Health - EHS	12401000	54311		PRINTING AND FORMS	100.00	D	PRINT JOB BLUE GREEN ALGAE INF
2024	6	24T141	Health - Community Health Assessment Fed	26401001	54640	10066	EDUCATION AND TRAINING	750.00	C	COST FOR ALCHEMER USER
2024	6	24T141	Health - Community Health Assessment Fed	26401001	54782	10066	SOFTWARE ACCESSORIES	750.00	D	COST FOR ALCHEMER USER
2024	6	24T142	DSS Training	10106000	51094		TEMPORARY	645.00	C	PARTITIONS
2024	6	24T142	DSS WMS	10116000	52110		FURNITURE AND FURNISHINGS	645.00	D	PARTITIONS
2024	6	24T143	Finance	10131000	52120		OFFICE EQUIPMENT	540.00	C	NEW FILING CABINET

#41C

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024	6	24T143	Finance	10131000	52110		FURNITURE AND FURNISHINGS	540.00	D	NEW FILING CABINET
2024	6	24T144	Health - EHS	12401000	54783		LICENSING SOFTWARE	21.00	D	PURCHASE 2 ADOBE LICENSES
2024	6	24T144	Health - EHS	12401000	52110		FURNITURE AND FURNISHINGS	21.00	C	PURCHASE 2 ADOBE LICENSES
2024	6	24T145	Health - EHS	12401000	54311		PRINTING AND FORMS	200.00	D	PURCHASE FIELD REPORT FORMS.
2024	6	24T145	Health - EHS	12401000	54510		MACHINE MAINTENANCE	200.00	C	PURCHASE FIELD REPORT FORMS
2024	6	24T146	Health - Community Health Assessment Fed	26401001	54782	10066	SOFTWARE ACCESSORIES	65.00	D	PURCHASE HDMI CABLES
2024	6	24T146	Health - Community Health Assessment Fed	26401001	54330	10066	MEDICAL SUPPLIES	65.00	C	PURCHASE HDMI CABLES
2024	6	24T147	Real Property	10135500	54640		EDUCATION AND TRAINING	485.00	D	NYSACDRPTS FALL CONF
2024	6	24T147	Real Property	10135500	54680		DATA PROCESSING	485.00	C	NYSACDRPTS FALL CONF
2024	6	24T148	Youth Bureau	10731000	52110		FURNITURE AND FURNISHINGS	548.00	D	DISPLAY HOLDERS FOR FLYERS
2024	6	24T148	Youth Bureau	10731000	54310		OFFICE SUPPLIES	548.00	C	DISPLAY HOLDERS FOR FLYERS
2024	6	24T149	Health - Tobacco	11018000	51093		OVERTIME	3,000.00	C	TB MEDICAL EXPENSES
2024	6	24T149	Health - Tobacco	11018000	54488		RABIES	3,000.00	D	TB MEDICAL EXPENSES
2024	6	24T150	DSS Admin	10102000	54410		SUPPLIES AND MAT	165.00	C	TO PURCHASE POP UP CANOPY

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024	6	24T150	DSS Admin	10102000	52180		OTHER EQUIPMENT	165.00	D	TO PURCHASE POP UP CANOPY
2024	6	24T151	Probation	10314000	52110		FURNITURE AND FURNISHINGS	3,000.00	D	SHELF/MAILBOX-DESKTOP ORGANIZE
2024	6	24T151	Probation	10314000	52610		FURNITURE AND FURNISHINGS	3,000.00	C	SHELF/MAILBOX-DESKTOP ORGANIZE
2024	6	24T153	Tourism	10641000	54310		OFFICE SUPPLIES	85.05	C	TO PURCHASE ADOBE
2024	6	24T153	Tourism	10641000	54782		SOFTWARE ACCESSORIES	85.05	D	TO PURCHASE ADOBE
2024	6	24T154	Mental Health Legal	10431000	54640	10211	EDUCATION AND TRAINING	53.00	C	FOR PURCHASING BUS CARDS
2024	6	24T154	Mental Health Legal	10431000	54311	10211	PRINTING AND FORMS	53.00	D	FOR PURCHASING BUS CARDS
2024	6	24T155	Health - Education State	21401000	54320		FOOD	230.00	C	PHS ADDITIONAL EXPENSES
2024	6	24T155	Health - Education State	21401000	54989		MISCELLANEOUS	230.00	D	PHS ADDITIONAL EXPENSES
2024	6	24T156	Youth Bureau	10731000	54162		SIGNS	300.00	D	SIGN FOR ADVENTURE CAMP
2024	6	24T156	Youth Bureau	10731000	54311		PRINTING AND FORMS	300.00	C	FUNDS NEEDED FOR SIGNS
2024	6	24T157	Veterans Services	10651000	54311		PRINTING AND FORMS	404.00	D	PRINTING/TAGS
2024	6	24T157	Veterans Services	10651000	54310		OFFICE SUPPLIES	404.00	C	PRINTING/TAGS
2024	6	24T158	DSS Overhead	10120000	54989		MISCELLANEOUS	250.00	D	ADDT'L EXP. THROUGH YEAR END

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024	6	24T158	DSS WMS	10116000	51094		TEMPORARY	250.00	C	ADDT'L EXP. THROUGH YEAR END
2024	6	24T160	Board of Elections	10145000	52140		AUDIO VISUAL EQUIPMENT	145.00	D	TV TRAINING ROOM
2024	6	24T160	Board of Elections	10145000	54664		ADVERTISING	145.00	C	TV TRAINING ROOM
2024	6	24T161	Personnel	10143000	54182		CONSULTANTS	300.00	D	ARBITRATION
2024	6	24T161	Personnel	10143000	54640		EDUCATION AND TRAINING	300.00	C	ARBITRATION
2024	6	24T162	Tilly Foster	10084000	54510	10137	MACHINE MAINTENANCE	600.00	D	TO COVER EXHAUST CLEANING
2024	6	24T162	Tilly Foster	10084000	54410	10137	SUPPLIES AND MAT	600.00	C	TO COVER EXHAUST CLEANING
2024	6	24T163	Consumer Affairs	10661000	54682		SPECIAL SERVICES	175.00	C	FIRST AID KITS FOR VEHICLES
2024	6	24T163	Consumer Affairs	10661000	54330		MEDICAL SUPPLIES	175.00	D	FIRST AID KITS FOR VEHICLES
2024	6	24T164	DSS Overhead	10120000	54636		INTERNET COSTS	700.00	D	MIFI EXP. THROUGH YR END
2024	6	24T164	DSS Overhead	10120000	54310		OFFICE SUPPLIES	700.00	C	MIFI EXP. THROUGH YR END
2024	6	24T165	OEOP Crime Victims	22071000	52140		AUDIO VISUAL EQUIPMENT	1,645.00	D	FORENSIC INTERVIEW KIT
2024	6	24T165	OEOP Crime Victims	22071000	52130		COMPUTER EQUIPMENT	1,645.00	C	FORENSIC INTERVIEW KIT
2024	6	24T166	DSS Food Stamps	10107000	52130		COMPUTER EQUIPMENT	575.00	D	COMP. ACCESS. FOR SNAP WORKER

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024	6	24T166	DSS Food Stamps	10107000	54782		SOFTWARE ACCESSORIES	58.98	D	COMP. ACCESS. FOR SNAP WORKER
2024	6	24T166	DSS	10101000	54646		CONTRACTS	58.98	C	COMP. ACCESS. FOR SNAP WORKER
2024	6	24T166	DSS	10101000	54646		CONTRACTS	38.05	C	COMP. ACCESS. FOR SNAP WORKER
2024	6	24T166	DSS	10101000	52120		OFFICE EQUIPMENT	575.00	C	COMP. ACCESS. FOR SNAP WORKER
2024	6	24T166	DSS Food Stamps	10107000	52130		COMPUTER EQUIPMENT	38.05	D	COMP. ACCESS. FOR SNAP WORKER
2024	6	24T169	Youth Bureau	10731000	54410		SUPPLIES AND MAT	1,410.40	D	TO PURCHASE AN AED/PADS FOR YB
2024	6	24T169	Youth Bureau	10731000	54311		PRINTING AND FORMS	1,410.40	C	TO PURCHASE AN AED/PADS FOR YB
2024	6	24T170	Mental Health Legal	10033000	54670		TRAVEL NON EMPLOYEES	150.00	D	TO PURCHASE CLIENT BUS TICKETS
2024	6	24T170	Mental Health Legal	10033000	54675		TRAVEL	150.00	C	TO PURCHASE CLIENT BUS TICKETS
2024	6	24T171	District Attorney	10116500	54329		PROMOTIONAL MATERIALS	220.00	C	AUTOMOTIVE
2024	6	24T171	District Attorney	10116500	54370		AUTOMOTIVE	220.00	D	AUTOMOTIVE
2024	6	24T172	Highway - Parks	10711000	54300		MISC SUPPLIES	350.00	D	FREIGHT & CORRECT LINE TO 4300
2024	6	24T172	Highway - Parks	10711000	54410		SUPPLIES AND MAT	350.00	C	FREIGHT & CORRECT LINE TO 4300
2024	6	24T173	IT	10168000	52630		COMPUTER EQUIPMENT	9,233.00	D	PURCHASE FOR SO POLYGRAPH SYS

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024	6	24T173	IT	10168000	52130		COMPUTER EQUIPMENT	9,233.00	C	PURCHASE FOR SO POLYGRAPH SYS
2024	6	24T175	Health - Education State	21401000	54640		EDUCATION AND TRAINING	2,800.00	D	N-O-T TRAINING
2024	6	24T175	Health - Education State	21401000	54989		MISCELLANEOUS	2,800.00	C	N-O-T TRAINING
2024	6	24T176	Health - Community Health Assessment Fed	26401001	51094	10173	TEMPORARY	168.00	C	PURCHASE BANNER
2024	6	24T176	Health - Community Health Assessment Fed	26401001	54162	10173	SIGNS	168.00	D	PURCHASE BANNER
2024	6	R#145-2024	Probation DWI	10331500	443890		PUBLIC SAFETY OTHER	7,500.00	C	ADDITL FNDS FOR STOP DWI HVEC
2024	6	R#145-2024	Probation DWI	10331500	54936		PARTNERSHIP INITIATIVE	7,500.00	D	ADDITL FNDS FOR STOP DWI HVEC
2024	6	R#146-2024	BCI	32311000	54782		SOFTWARE ACCESSORIES	439.41	D	FED FORF ASSET-FORENSIC COMPTR
2024	6	R#146-2024	BCI	32311000	427151		PROCEEDS OF SEIZED PROPERTY	74,712.33	C	FED FORF ASSET-FORENSIC COMPTR
2024	6	R#146-2024	BCI	32311000	52630		COMPUTER EQUIPMENT	73,003.00	D	FED FORF ASSET-FORENSIC COMPTR
2024	6	R#146-2024	BCI	32311000	52130		COMPUTER EQUIPMENT	1,269.92	D	FED FORF ASSET-FORENSIC COMPTR
2024	6	R#147-2024	BCI	32311000	52180		OTHER EQUIPMENT	1,200.00	D	FED F-ASSET-CRIME SCENE EQUIP
2024	6	R#147-2024	BCI	32311000	54510		MACHINE MAINTENANCE	10,710.00	D	FED F-ASSET-FOCUS PREM CARE5YR
2024	6	R#147-2024	BCI	32311000	54782		SOFTWARE ACCESSORIES	610.00	D	FED F-ASSET-CRIME SCENE EQUIP

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024	6	R#147-2024	BCI	32311000	52630		COMPUTER EQUIPMENT	5,590.00	D	FED F-ASSET-CRIME SCENE EQUIP
2024	6	R#147-2024	BCI	32311000	54640		EDUCATION AND TRAINING	11,428.13	D	FEDF-ASSET-CRIMESCENE EQUIP TR
2024	6	R#147-2024	BCI	32311000	54783		LICENSING SOFTWARE	5,500.00	D	FED F-ASSET-CRIME SCENE EQUIP
2024	6	R#147-2024	BCI	32311000	54510		MACHINE MAINTENANCE	4,900.00	D	FFASSET-FARO 3DEXPERT9.23-9.26
2024	6	R#147-2024	BCI	32311000	52680		OTHER EQUIPMENT	58,610.00	D	FED F-ASSET-CRIME SCENE EQUIP
2024	6	R#147-2024	BCI	32311000	54410		SUPPLIES AND MAT	1,610.00	D	FED F-ASSET-CRIME SCENE EQUIP
2024	6	R#147-2024	BCI	32311000	54314		POSTAGE	220.94	D	FED F-ASSET-CRIME SCENE EQUIP
2024	6	R#147-2024	BCI	32311000	427151		PROCEEDS OF SEIZED PROPERTY	100,379.07	C	FED F-ASSET-CRIME SCENE EQUIP
2024	6	R#148-2024	Sheriff - Narcotics	14311000	54783		LICENSING SOFTWARE	5,880.00	D	FEDFORF ASSET-CAMERAS FOR NARC
2024	6	R#148-2024	Sheriff - Narcotics	14311000	427151		PROCEEDS OF SEIZED PROPERTY	16,291.00	C	FEDFORF ASSET-CAMERAS FOR NARC
2024	6	R#148-2024	Sheriff - Narcotics	14311000	52640		AUDIO VISUAL EQUIPMENT	10,411.00	D	FEDFORF ASSET-CAMERAS FOR NARC
2024	6	R#149-2024	Sheriff - Patrol	17311000	422601	10102	DEPUTY OUTSIDE SERVICES	15,709.00	C	SHP GRANT FOR SRT
2024	6	R#149-2024	Sheriff - Patrol	17311000	58002	10102	SOCIAL SECURITY	1,116.00	D	SHP GRANT FOR SRT
2024	6	R#149-2024	Sheriff - Patrol	17311000	51093	10102	OVERTIME	14,593.00	D	SHP GRANT FOR SRT

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024	6	R#151-2024	District Attorney	10116500	51000		PERSONNEL SERVICES	10,000.00	C	TEMPORARY HELP
2024	6	R#151-2024	District Attorney	10116500	51094		TEMPORARY	10,000.00	D	TEMPORARY HELP
2024	6	R#155-2024	OEOP CAC	22070000	54710	10221	MAINT AND REPAIRS	15,469.00	D	MDT-CAC PROGRAM
2024	6	R#155-2024	OEOP CAC	22070000	54640	10221	EDUCATION AND TRAINING	16,200.00	D	MDT-CAC PROGRAM
2024	6	R#155-2024	OEOP CAC	22070000	54410	10221	SUPPLIES AND MAT	1,104.00	D	MDT-CAC PROGRAM
2024	6	R#155-2024	OEOP CAC	22070000	52140	10221	AUDIO VISUAL EQUIPMENT	14,526.00	D	MDT-CAC PROGRAM
2024	6	R#155-2024	OEOP CAC	22070000	445980	10221	MDT-CAC PROGRAM	49,999.00	C	MDT-CAC PROGRAM
2024	6	R#155-2024	OEOP CAC	22070000	54783	10221	LICENSING SOFTWARE	2,700.00	D	MDT-CAC PROGRAM
2024	6	R#156-2024	To Road	10990100	59020	52302	TRANSFER TO CAPITAL	325,000.00	D	PEACEABLE HILL RD
2024	6	R#156-2024	Finance	10131000	424011		INTEREST AND EARNINGS	325,000.00	C	PEACEABLE HILL RD
2024	6	R#156-2024	Capital Projects	55197000	428601	52302	TRANSFER FROM OTHER FUND	325,000.00	C	PEACEABLE HILL RD
2024	6	R#156-2024	Capital Projects	05000	45710N	52302	PEEKSKILL HOLLOW RD	325,000.00	D	PEACEABLE HILL RD
										958,238.88
									Debits	
										958,238.88
									Credits	

#40

## 2024 Contingency Report

<b><u>Beginning Balance 1/1/24</u></b>		<b>2,547,527.00</b>
Res26	Sheriff Scaap funds	56,489.00
Res87	Pretrial Grant	86,366.00
<b>Subtotal General Contingency</b>		<b><u>\$ 2,690,382.00</u></b>

### **Deductions:**

Res24	Reclass Senior Caseworker	(18,055.00)
Res28	Contract Puma	(63,050.45)
Res39	Runaway & Homeless Youth Allocation	(19,462.00)
Res41	Planning Section 5307/5339 Allocation	(32,631.00)
Res46	Insurance	(13,218.00)
Res52	Courthouse- HVAC	(435,000.00)
Res68	PBA contract settlement	(569,983.00)
Res74	DPW -prorated cost pump & installation fees	(20,720.00)
Res89	TD Auto settlement	(102,500.00)
Res101	Litigation	(250,000.00)
Res115	District Attorney Salary	(22,499.00)
Res122	Solar Carport- Sam grant	(15,284.00)
<b>Total</b>		<b><u>(1,562,402.45)</u></b>
		<b><u>\$ 1,127,979.55</u></b>

### **Proposed Deductions:**

**Pending Balance 7/29/24**

**\$1,127,979.55**

Note:

R= resolution

A= proposed budgetary amendment

# 2024 Subcontingency Report

4981- Subcontingency ( Peer Influence Peers)

**Beginning Balance 1/1/24** **\$ 36,000.00**

**Subtotal Subcontingency** **\$ 36,000.00**

**Deductions:**

**Total** **0.00**  
**\$ 36,000.00**

**Proposed Deductions:**

**Pending Balance 7/29/24** **\$36,000.00**

Note:

R= resolution

A= proposed budgetary amendment

# 2024 Subcontingency Report

4982- (Salaries)

**Beginning Balance 1/1/24** **\$ 12,725.00**

**Subtotal Subcontingency** **\$ 12,725.00**

**Deductions:**

**Total** 0.00  
**\$ 12,725.00**

**Proposed Deductions:**

**Pending Balance 7/29/24** **\$12,725.00**

Note:

R= resolution

A= proposed budgetary amendment

# 2023 Subcontingency Report

4985- Maintenance & Repairs

**Beginning Balance 1/1/24** \$ 45,000.00

**Subtotal Subcontingency** \$ 45,000.00

**Deductions:**

24LT01	cover nails,paint, plumbing & cleaning supplies for Park	(10,000.00)
24LT02	Tilly-nails, paint, cleaning and plumbing supplies	(10,000.00)
24LT03	cover nails,paint, plumbing & cleaning supplies for Park	(5,000.00)
24LT04	Tilly-nails, paint, cleaning and plumbing supplies	(10,000.00)

**Total** (35,000.00)  
\$ 10,000.00

**Proposed Deductions:**

**Pending Balance 7/29/24** \$10,000.00

Note:

R= resolution

A= proposed budgetary amendment

# 2024 Subcontingency Report

4998- Subcontingency (IT & GIS)

**Beginning Balance 1/1/24** **\$ 54,000.00**

**Subtotal Subcontingency** **\$ 54,000.00**

**Deductions:**

**Total** 0.00  
**\$ 54,000.00**

**Proposed Deductions:**

**Pending Balance 7/29/24** \$54,000.00

Note:

R= resolution

A= proposed budgetary amendment

#5a

MICHAEL LEWIS  
COMMISSIONER OF FINANCE



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

DATE: July 24, 2024

FROM: Michael J. Lewis, Commissioner of Finance 

SUBJECT: **Overtime/Temporary Help Recap for Audit and Administrative Committee Meeting**

2024 JUL 24 AM 11:31  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

Please include the attached report in the Audit and Administrative Committee Agenda for its next meeting.

Enclosure

Overtime Temporary - RECAP - 2024

As of Date: July 24, 2024

Org Description	Org	Object	Project	Acct. Description	2023 Actual	2024 Original Budget	2024 Revised Budget	2024 Actual	2024 Distributed Budget	2024 Available	2024 Percent
<b>Corrections - Food</b>	<b>10010000</b>	<b>51094</b>		<b>TEMPORARY</b>	<b>0.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,580.00</b>	<b>1,346.15</b>	<b>(80.00)</b>	<b>103.20%</b>
<b>Corrections - Medical Services</b>	<b>10008000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>197,777.86</b>	<b>300,890.00</b>	<b>345,699.00</b>	<b>217,717.97</b>	<b>186,145.62</b>	<b>127,981.03</b>	<b>62.98%</b>
DPW - Engineering	10144000	51094		TEMPORARY	19,048.57	35,000.00	35,000.00	27,629.48	18,846.15	7,370.52	78.94%
DPW - Roads & Bridges	10511000	51093		OVERTIME	71,522.28	50,000.00	50,000.00	40,546.19	26,923.08	9,453.81	81.09%
DPW - State Snow	10514200	51093		OVERTIME	122,934.92	276,000.00	276,000.00	168,280.71	148,615.38	107,719.29	60.97%
DSS - HEAP	10614100	51093		OVERTIME	0.00	0.00	3,999.00	3,998.74	2,153.31	0.26	99.99%
<b>Emergency Services - Dispatch</b>	<b>13398900</b>	<b>51093</b>		<b>OVERTIME</b>	<b>387,967.09</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>124,945.23</b>	<b>107,692.31</b>	<b>75,054.77</b>	<b>62.47%</b>
Emergency Services - Bureau	10398900	51094		TEMPORARY	30,817.00	25,000.00	25,000.00	20,847.50	13,461.54	4,152.50	83.39%
Finance	10131000	51093		OVERTIME	12,242.35	17,500.00	17,500.00	12,230.33	9,423.08	5,269.67	69.89%
Finance	10131000	51094		TEMPORARY	19,654.72	35,000.00	35,000.00	23,206.70	18,846.15	11,793.30	66.30%
Health - Administration	10401000	51094		TEMPORARY	30,268.50	16,558.00	16,558.00	17,861.65	8,915.85	(1,303.65)	107.87%
Health - EHS - Drinking Water	12022000	51094		TEMPORARY	19,819.80	19,900.00	19,900.00	12,077.52	10,715.38	7,822.48	60.69%
Health - Nursing	11401000	51093		OVERTIME	20,294.28	23,000.00	23,000.00	20,608.92	12,384.62	2,391.08	89.60%
Health - NYS Pub. Hlth. Corps.	26401001	51094	10173	TEMPORARY	17,878.33	22,200.00	17,632.00	10,697.84	9,494.15	6,934.16	60.67%
Information Technology	10168000	51094		TEMPORARY	23,881.04	25,000.00	37,500.00	24,360.29	20,192.31	13,139.71	64.96%
Personnel	10143000	51094		TEMPORARY	3,675.78	45,000.00	45,000.00	32,202.95	24,230.77	12,797.05	71.56%
<b>Purchasing</b>	<b>10134500</b>	<b>51093</b>		<b>OVERTIME</b>	<b>2,896.09</b>	<b>5,200.00</b>	<b>5,200.00</b>	<b>3,046.51</b>	<b>2,800.00</b>	<b>2,153.49</b>	<b>58.59%</b>
Sheriff - BCI - Homeland Security	32311000	51093	10177	OVERTIME	3,135.83	6,965.00	6,965.00	4,398.04	3,750.38	2,566.96	63.14%
<b>Sheriff - Bicycle Patrol</b>	<b>17004000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>12,022.55</b>	<b>17,500.00</b>	<b>17,500.00</b>	<b>11,596.94</b>	<b>9,423.08</b>	<b>5,903.06</b>	<b>66.27%</b>
Sheriff - Civil Division	15311000	51094		TEMPORARY	21,125.00	21,600.00	21,600.00	13,102.50	11,630.77	8,497.50	60.66%
<b>Sheriff - Communications</b>	<b>13311000</b>	<b>51093</b>	<b>52224</b>	<b>OVERTIME</b>	<b>48,791.80</b>	<b>0.00</b>	<b>0.00</b>	<b>7,431.79</b>	<b>0.00</b>	<b>(7,431.79)</b>	<b>100.00%</b>
<b>Sheriff - Domestic Violence</b>	<b>20311000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>121.15</b>	<b>0.00</b>	<b>(121.15)</b>	<b>100.00%</b>
Sheriff - Road Patrol - Traffic Saf.	17311002	51093	10021	OVERTIME	9,649.29	12,144.00	12,144.00	8,373.52	6,539.08	3,770.48	68.95%
Sheriff - Roads - ERT Callouts	17311000	51093	10102	OVERTIME	67,306.96	86,400.00	100,993.00	60,961.32	54,380.85	40,031.68	60.36%
<b>Sheriff - Security Services</b>	<b>19311000</b>	<b>51094</b>		<b>TEMPORARY</b>	<b>174,772.50</b>	<b>145,000.00</b>	<b>145,000.00</b>	<b>87,690.00</b>	<b>78,076.92</b>	<b>57,310.00</b>	<b>60.48%</b>
Sheriff - Youth	16311000	51093		OVERTIME	206,297.13	190,000.00	190,000.00	141,785.04	102,307.69	48,214.96	74.62%
<b>Veterans Services</b>	<b>10651000</b>	<b>51094</b>		<b>TEMPORARY</b>	<b>7,972.50</b>	<b>13,260.00</b>	<b>15,113.00</b>	<b>9,346.21</b>	<b>8,137.77</b>	<b>5,766.79</b>	<b>61.84%</b>

\* New departments in bold.

MICHAEL LEWIS  
COMMISSIONER OF FINANCE



cc - all  
Protective  
A+A  
July

KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

Reso

#5b

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: Sheila M. Barrett, First Deputy Commissioner of Finance *SMB*  
Re: Budgetary Amendment - **24A051**  
Date: June 6, 2024

2024 JUN 14 PM 2:09  
LEGISLATIVE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Department of Social Services, the following budgetary transfer is required.

**Increase estimated revenue:**  
10431000.440891.10218 MH LGU - HOMELAND SECURITY SHSP \$50,000  
NYS DHSES - THREAT ASSESSMENT MGT

**Decrease estimated revenue:**  
10033000.440891.10218 MH LGU SPOA - HOMELAND SECURITY SHSP \$50,000  
NYS DHSES - THREAT ASSESSMENT MGT

**Increase estimated appropriations:**  
10431000.54783.10218 MH LGU - LICENSING SOFTWARE \$50,000  
NYS DHSES - THREAT ASSESSMENT MGT

**Decrease estimated appropriations:**  
10033000.54783.10218 MH LGU SPOA - LICENSING SOFTWARE \$50,000  
NYS DHSES - THREAT ASSESSMENT MGT

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

This Resolution is required to reclassify revenue and expenses related to the Domestic Terrorism Prevention Grant.

Approved:

Kevin M. Byrne  
County Executive

24A051

PUTNAM COUNTY LEGISLATURE

Resolution #60

Introduced by Legislator: Ginny Nacerino on behalf of the Protective Services Committee at a Regular Meeting held on March 5, 2024.

page 1

**APPROVAL/ BUDGETARY AMENDMENT (24A010)/ SHERIFF'S DEPARTMENT, EMERGENCY SERVICES AND SOCIAL SERVICES, MENTAL HEALTH/ DOMESTIC TERRORISM PREVENTION (DTP) GRANT PROGRAM/ THREAT ASSESSMENT AND MANAGEMENT TEAMS (TAM)**

WHEREAS, at the September 21, 2022 Protective Services Committee meeting, Putnam County Sheriff McConville and Bureau of Emergency Services Deputy Commissioner Lipton informed the Committee of the New York State Department of Homeland Security and Emergency Services (DHSES) award of \$172,413 to Putnam County under the Domestic Terrorism Prevention (DTP) Grant Program; and

WHEREAS, the Putnam County Sheriff and Commissioner of Social Services has requested a budgetary amendment (24A010) to account for said grant award; and

WHEREAS, the funding is earmarked to be used to support the County's capability to prevent targeted violence and domestic terrorism through the utilization of Threat Assessment and Management (TAM) teams; and

WHEREAS, the County submitted their application by the September 16, 2022 deadline, and submitted their comprehensive development plan to the DHSES by December 31, 2022 as indicated by Executive Order 18 of the Governor's office; and

WHEREAS, this is a reimbursable grant which covers a period from September 1, 2022 through August 31, 2024; and

WHEREAS, the Protective Services Committee and the Audit & Administration Committee reviewed and approved said budgetary amendment; now therefore be it

RESOLVED, that the following budgetary amendment be made:

**GENERAL FUND:**

**Increase Estimated Revenues:**

10033000 440891 10218	Federal Aid – NYSDHSES TAM Grant	50,000
10398901 440891 10218	Federal Aid – NYSDHSES TAM Grant	5,000
13311000 440891 10218	Federal Aid – NYSDHSES TAM Grant	<u>117,413</u>
		172,413

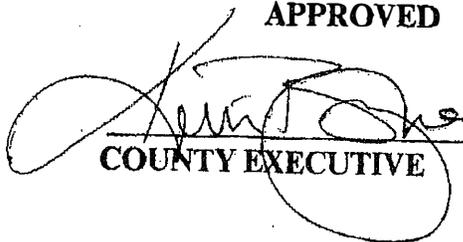
**Increase Appropriations:**

10033000 54783 10218	MH LGU – Licensing Software	50,000
10398901 54646 10218	BES – Contracts	5,000
13311000 54646 10218	Sheriff Communications – Contracts	25,000
13311000 51093 10218	Sheriff Communications – Overtime	85,845
13311000 58002 10218	Sheriff Communications – Social Sec.	<u>6,568</u>
		172,413

2024 Fiscal Impact – 0 –  
2025 Fiscal Impact – 0 –

BY ROLL CALL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

**APPROVED**

  
 COUNTY EXECUTIVE      3/13/24  
 DATE

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 5, 2024.

Dated: March 7, 2024

Signed: 

Diane Schonfeld  
Clerk of the Legislature of Putnam County

cc: all  
Rules  
A+A

#5C

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 24A059**  
DATE: July 3, 2024

2024 JUL -3 AM 10:38  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Finance, the following budgetary amendment is requested.

**Capital Fund:**

**Decrease Appropriations:**

53097000 53000 52223 Capital - PCSO School Safety - ARPA \$ 875,000

**Decrease Estimated Revenues:**

53097000 428601 52223 Transfer in - General \$ 875,000

**General Fund:**

**Increase Appropriations:**

10990100 59020 52403 Transfer Out - Capital (ARPA PCSO Boiler Replacement) \$ 155,000

10990100 59020 52405 Transfer Out - Capital (ARPA PCSO Life Safety) \$ 720,000

**Increase Estimated Revenues:**

10131000 449898 52403 Federal Aid - ARPA CFDA 21.027 \$ 155,000

10131000 449898 52405 Federal Aid - ARPA CFDA 21.027 \$ 720,000

24 A059

**Decrease Appropriations:**

10990100 59020 52223	Transfer Out - Capital (ARPA PCSO School Safety -ARPA)	\$ 875,000
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**Decrease Estimated Revenues:**

10131000 449898 52223	Federal Aid - ARPA CFDA 21.027	\$ 875,000
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Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

The Administration has worked closely with the Sheriff's Department that was granted ARPA funds pursuant to Resolution #135 of 2022 by the Legislature to ensure compliance with applicable rules and regulations set forth by the US Treasury. This has included efforts from our own internal ARPA Committee, as well as review and assistance by the County's outside ARPA consultant. As a result of these reviews, it has come to our attention that all the Sheriff's capital projects that were approved as part of the 2024 Capital Plan are also eligible under Expenditure Category 6.1 – Provision of Government Services (see attached). As the County approaches the 12/31/2024 deadline set forth by the US Treasury to commit funds, it is the Administration's and the Sheriff's belief that reallocating \$875,000 towards these projects is the best way to use the ARPA funds.

**A. FACILITIES:**

No	Project Name	Description	Recommended Expenditure Category
1	Capital Reserve- Minor Reservations	Includes minor facility renovation capital projects (i.e. 6N, Koehler Center, Board of Elections). Also includes previously adopted CP's which are replenished when funding is drawn down (i.e.- Flooring @ various County facilities, Sidewalks & Stair Safety, & Doors/Frames/Hardware).	6.1 - Provision of Government Services
2	Generator Replacement Program	Replace in kind the two generators at the Koehler Senior Center. They are both aging out of service.	6.1 - Provision of Government Services
3	DPW Stockpile Modernization (A. Operations Building/Pole Barn, B. Salt Storage Shed)	DPW Fair Street Operations Hub. The pre-engineered structure will be the main hub for DPW Operations. It will house the plow truck fleet, Brine Operations, other equipment storage, an office (for admin, scheduling, dispatch and salt tracking) and a bunk room for overnight road maintenance. The Pre-engineering plans will meet the requirements of New York State Building Code. The new building will be located adjacent to the previous structure. There is minimal sitework required to prep the site. The long sides of the building will be the north/south faces. The south face will have 6 bay doors for truck and 1 bay door for brine operations. There will also be man door access to the office and bunk area	6.1 - Provision of Government Services
4	Sheriff's Department Boiler Replacements	Putnam County is requesting funding for the replacement of the existing hot water boilers serving the Putnam County Sheriff's Department and Correctional Facility located in Carmel, NY. The County has conducted an existing conditions assessment to develop a scope of work. A consulting engineering firm has been contracted to develop plans and specifications for a public bid. <ul style="list-style-type: none"> <li>• Metal Building</li> <li>• Approximately 200 x 45 (roughly 9,000 square feet)</li> <li>• Footing and foundation Design and install</li> <li>• Automated garage door openers</li> <li>• LED overhead lighting</li> <li>• Electrical outlets</li> <li>• Concrete floors that are resistant to High Salt environment</li> <li>• Provisions for future wash bay</li> <li>• Provisions for water/sewer connections</li> <li>• Provisions for electrical connection</li> <li>• Office and bunking quarters</li> <li>• Designed and insulated for heat and air (climate controlled)</li> <li>• The South side of the building will have (6) garage doors for truck storage and (1) bay for Road Brine Operations</li> <li>• Bay doors shall be 10' wide x 16' high with windows</li> </ul>	6.1 - Provision of Government Services
5	Sheriff's Department Gate Improvements	To replace the existing Correctional Facility gate with a new, functional automatic gate to allow for access through the lower lot area. This gate has not been operational for quite some time and is in dire need of replacement.	6.1 - Provision of Government Services
6	Sheriff's Department Life Safety Systems Modernization	Upgrades to the two existing fire alarm systems (Fire Alarm and Lighting Control) and intercom system which are severely outdated and no longer compatible with modern replacement parts rendering certain elements obsolete.	6.1 - Provision of Government Services
7	ADA Improvements @ Various County Facilities	This funding will cover upgrades at the County Office Building including the installation of a main entrance access ramp and automatic door along with bathroom renovations on the 1st and 3rd floors.	6.1 - Provision of Government Services
8	Countywide Elevator Modernization Program	This 4 to 5 year program will aim to fully replace outdated elevators including their controls, hardware, electrical and mechanical components at the following sites: County Office Building 121 Main St. Sheriff's Department Historic Courthouse	6.1 - Provision of Government Services
9	New Courthouse HVAC Rooftop Unit Assessment & Replacements	This project will aim to replace 4 rooftop units which are approaching the end of their useful life (20 years). As a result of this, The County is experiencing ongoing maintenance issues and the costs associated as such.	6.1 - Provision of Government Services
10	DBS Building 3 Needs Assessment	Generator backup power should be prioritized if a newer IT server room is to be constructed. County is considering transitioning to cloud-based backup and storage. Additionally, Department movement/expansion should be finalized prior to any improvement commitments.	6.1 - Provision of Government Services

**B. ENVIRONMENTAL**

No	Project Name	Description	Recommended Expenditure Category
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1	Repairs and Improvements to Various Dams	This program will aim to inventory and perform periodic inspections on County-owned dams while prioritizing and performing the required repairs based on inspection reports. Lake MacGregor Dam Town of Kent Middle and Upper Dams	5.18 - Water and Sewer: Other
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**C. TRANSPORTATION**

No	Project Name	Description	Recommended Expenditure Category
1	Repair and Replacement of Various Bridges & Culverts/BRIDGENY Local Match	NYS DOT triennial solicitations for various bridge and culvert work.	Surface transportation project
2	Pavement Maintenance & Rehabilitation	County road and parking lot pavement rehabilitation funding. The County DPW Engineering Dept. has identified certain roads and parking lots in need of repair through our asset management software.	Surface transportation project
3	NYS Capital Highway Improvement Program Funding (CHIPS)	CHIPS provides State funds to municipalities to support the construction and repair of highways, bridges, highway-railroad crossings, and other facilities that are not on the State highway system.	Surface transportation project
4	PIN 8757.67 Farmers Mills Rd.	Farmers Mills Road (CR 42) over Seven Hills Lake Outlet is a bridge replacement project that will replace the existing structure with a wider bridge that will be supported on piles. (BIN 3345630). Town of Kent	Surface transportation project
5	PIN 8756.09 Fair Street Reconstruction	Fair St. from Route 52 to Hill & Dale Rd. improvements. The project includes pavement rehabilitation, drainage, road realignment, sidewalks, culvert replacements and intersection improvements at the Hill & Dale intersection. Town of Carmel.	Surface transportation project
6	PIN 8761.97 Stoneleigh Drewville Intersection	Stoneleigh Avenue @ Drewville Road intersection improvements will include the construction of a roundabout at the intersection of Stoneleigh Avenue and Drewville road to improve traffic flow and safety. This project will also provide safe access through the intersection to the hospital. Project will also treat road runoff. Town of Carmel.	Surface transportation project
7	PIN Bikeway II, Stage 4-	Completion of the construction of a 3 meter (10 ft) wide asphalt shared use path, beginning at Putnam Avenue in the Town of Southeast running approximately 0.58 km (0.36 miles) easterly to the Village of Brewster, ending at North Main Street. The project begins at the terminus of the recently completed section of Putnam Bikeway II Stage 4 at Putnam Avenue and ends at the proposed Maybrook Bikeway II at North Main Street. The Putnam Bikeway Pedestrian Bridge over MNRR project includes the construction of a multi-span bridge over the Metro-North Railroad Brewster Yard and the Metro-North Railroad Harlem Line, retaining wall systems, new closed drainage, storm water management facilities, railing, drainage and pavement marking and signs.	Surface transportation project
8	PIN 8762.97 Ludingtonville Rd. @52	This project at the intersection of Ludingtonville Rd. and Rt. 52 will provide safer access through the intersection. The road will be improved from the Rt. 52 intersection to the eastbound exit ramp of I-84. This project will also include stormwater runoff mitigation and bridge rehabilitation (BIN 3345620). Town of Kent.	Surface transportation project
9	PIN 8762.97 Culvert Replacement Program	The Putnam County Culvert Replacement Program has identified through asset management and condition assessment programs, several culverts including but not limited to: Croton Falls 34-3 & 34-4, and Peekskill Hollow Rd 21-9, that are in need of replacement. Based on the assessment, additional culverts with the lowest rating will be added.	Surface transportation project
10	Transit Section 5307 Funds-	Program administration to maintain operations and meet requirements for continued operations of Putnam area rapid transit (part) bus service.	Surface transportation project

**D. EQUIPMENT**

No	Project Name	Description	Recommended Expenditure Category
1	Highway Equipment-	General equipment purchases for DPW operations including but not limited to the following: Dump trucks Pickups Mowers Paving equipment Tractors	6.1 - Provision of Government Services

PUTNAM COUNTY LEGISLATURE

Resolution #139

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on June 4, 2024.

page 1

**APPROVAL/ BUDGETARY AMENDMENT (24A047)/ DPW/ SHERIFF'S CORRECTIONAL FACILITY BOILER REPLACEMENTS & GATE IMPROVEMENTS/ AMEND CAPITAL PROJECTS (County ARPA Funding School Safety)**

**WHEREAS, the Department of Public Works Commissioner has requested a budgetary amendment (24A047) to amend Capital Projects 52403 – Correctional Facility Boiler Replacements, 52404 – Correctional Facility Gate Improvements and 52405 – Correctional Facility Life Safety Systems; and**

**WHEREAS, this funding will allow for DPW to proceed with these projects and the accelerated completion goal before the next heating season specific to the Boiler Replacement Project; and**

**WHEREAS, DPW in conjunction with the Capital Committee has identified a budgetary savings in Capital Project 53405 – Correctional Facility Life Safety Systems which will cover the shortfall for the Boiler Project; and**

**WHEREAS, \$125,000 from the PCSO School Safety – ARPA funding will cover the Gate Improvements Project; and**

**WHEREAS, the Audit & Administration Committee has reviewed and approved said budgetary amendment; now therefore be it**

**RESOLVED, that the following budgetary amendment be made:**

**CAPITAL FUND:**

**Increase Appropriations:**

<b>53097000 53000 52403</b>	<b>Capital – PCSO Boiler Project</b>	<b>130,000</b>
<b>53097000 53000 52404</b>	<b>Capital – PCSO Gate Improvements</b>	<b>125,000</b>

**Increase Estimated Revenues:**

<b>53097000 428601 52403</b>	<b>Transfer In – General</b>	<b>130,000</b>
<b>53097000 428601 52404</b>	<b>Transfer In – General</b>	<b>125,000</b>

**Decrease Appropriations:**

<b>53097000 53000 52405</b>	<b>Capital – PCSO Life Safety</b>	<b>130,000</b>
<b>53097000 53000 52223</b>	<b>Capital – PCSO School Safety – ARPA</b>	<b>125,000</b>

**Decrease Estimated Revenues:**

<b>53097000 428601 52405</b>	<b>Transfer In – General</b>	<b>130,000</b>
<b>53097000 428601 52223</b>	<b>Transfer In – General</b>	<b>125,000</b>

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 June 4, 2024.

Dated: June 7, 2024

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

**Diane Schonfeld**  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #139

Introduced by Legislator: Joseph Castellano on behalf of the Audit & Administration Committee at a Regular Meeting held on June 4, 2024.

page 2

**GENERAL FUND:**

**Increase Appropriations:**

10990100 59020 52204	Transfer Out – Capital – ARPA – PCSO Gate Improvements	125,000
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**Increase Estimated Revenues:**

10131000 449898 52204	Federal Aid – ARPA CFDA 21.027	125,000
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**Decrease Appropriations:**

10990100 59020 52223	Transfer Out – Capital – ARPA – PCSO School Safety	125,000
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**Decrease Estimated Revenues:**

10131000 449898 52223	Federal Aid – ARPA CFDA 21.027	125,000
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2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

**BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & NACERINO WERE ABSENT. MOTION CARRIES.**

**APPROVED**

*Joseph Castellano* 6/11/24  
 COUNTY EXECUTIVE      DATE

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 June 4, 2024.

Dated: June 7, 2024

Signed: *Diane Schonfeld*

Diane Schonfeld  
Clerk of the Legislature of Putnam County



**KEVIN J. MCCONVILLE**  
SHERIFF

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300**



**THOMAS H. LINDERT**  
UNDERSHERIFF

Rules  
Add'l #4

The Honorable Kevin Byrne  
Putnam County Executive  
40 Gleneida Avenue  
Carmel, New York 10512

2024 JUL 11 PM 2:23  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

April 29, 2024

Dear County Executive Byrne,

The purpose of this letter is to provide you with an update regarding the \$2 Million appropriation and allocation of ARPA funding to the Sheriff's Office. I am requesting a funding source change that I believe most efficiently uses the funding, meets my Office's goals, and will be beneficial for the County.

The Sheriff's Office was given oversight of \$2 Million of the County's ARPA funding for School Safety – Infrastructure Upgrades pursuant to Resolution #135 of 2022. The initial intent of the ARPA funding was to provide an opportunity for my Office to work collaboratively with the County's schools to identify and fund various school safety and infrastructure improvements. However, the full development and completion of the school projects currently contemplated will not likely meet the ARPA compliance deadlines because of delayed responses from vendors and manufacturers.

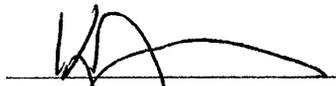
We have a revised plan for how we would like to allocate the entire \$2 Million and will need your cooperation to do so. In the 2024 Capital Budget, the Legislature authorized three projects that are critically important to the Putnam County Sheriff's Office and Correctional Facility: Boiler replacements -\$700,000; Perimeter Security Improvements- \$125,000; and Life Safety Systems Modernization -\$850,000. Attached is a brief explanation of each project as originally presented for consideration. I have discussed the timing of these Capital Projects with DPW, Purchasing, and Finance and they are on schedule to be completed within the timeline required for ARPA compliance.

Therefore, I am asking that \$1 Million of ARPA funding earmarked for School Safety and Infrastructure projects be equally exchanged with the Sheriff's Office facility Capital Projects general fund sources. We will be able to continue to explore the originally planned school safety projects, but without the ARPA timing constraints. Finally, the remaining \$1 Million in ARPA funds can then be used to pursue additional projects that support our County's school children.

Thank you for your anticipated support in this matter.

## Sheriff's Department/ Correctional Facility – Various Capital Projects (2024)

- 1) Sheriff's Department Boiler Replacements (current est. \$700,000) Putnam County is requesting funding for the replacement of the existing hot water boilers serving the Putnam County Sheriff's Department and Correctional Facility located in Carmel, NY. The County has conducted an existing conditions assessment to develop a scope of work. A consulting engineering firm has been contracted to develop plans and specifications for a public bid.
- 2) Sheriff's Department Perimeter Security Improvements (\$125,000) To replace the existing Correctional Facility gate with a new, functional automatic gate to allow for access through the lower lot area. This gate has not been operational for quite some time and is in dire need of replacement.
- 3) Sheriff's Department Life Safety Systems Modernization (\$850,000) Upgrades to the two existing fire alarm systems (Fire Alarm and Lighting Control) and intercom system which are severely outdated and no longer compatible with modern replacement parts rendering certain elements obsolete.



Kevin J. McConville  
Sheriff

MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
Rules  
A+HA  
#50  
Rico

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A060  
DATE: July 1, 2024

2024 JUL - 2 AM 11: 01  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Finance, the following budgetary amendment is requested.

**Capital Fund:**

**Increase Appropriations:**

56989000 53000 52218	Capital - Town of Philipstown	\$	184,835
55197000 53000 52202	Capital - ARPA (Highway Infrastructure)	\$	369,670

**Increase Estimated Revenues:**

56989000 428601 52218	Transfer in - General	\$	184,835
55197000 428601 52202	Transfer in - General	\$	369,670

**Decrease Appropriations:**

56989000 53000 52218	Capital - ARPA (Town of Philipstown )	\$	369,670
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**Decrease Estimated Revenues:**

56989000 428601 52218	Transfer in - General	\$	369,670
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24 A 060

**General Fund:**

**Increase Appropriations:**

10990100 59020 52218	Transfer Out - Capital	\$	184,835
10990100 59020 52202	Transfer Out - Capital	\$	369,670

**Increase Estimated Revenues:**

10131000 424011	Interest Earnings	\$	184,835
10131000 449898 52202	Federal Aid - ARPA CFDA 21.027	\$	369,670

**Decrease Appropriations:**

10990100 59020 52218	Transfer Out - Capital (ARPA Town of Philipstown)	\$	369,670
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**Decrease Estimated Revenues:**

10131000 449898 52218	Federal Aid - ARPA CFDA 21.027	\$	369,670
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Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

Please refer to attached memorandum regarding the Request for Reallocation of ARPA funds for the Town of Philipstown.

APPROVAL/TOWN OF PHILIPSTOWN ARPA FUNDING REALLOCATION

WHEREAS, the Town of Philipstown was allocated a total of \$739,341 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and

WHEREAS, the Town of Philipstown these funds were originally approved for the Garrison Landing Water District Project pursuant to Resolutions #133 & #134 of 2022; and

WHEREAS, the Legislature approved the Sales Tax portion of the funds (\$369,670) to be expended on the Garrison Landing Water District – Well 8 Project pursuant to Resolution #121 of 2024; and

WHEREAS, the Town of Philipstown wishes to expend the ARPA portion of the funds on further costs associated with the Garrison Landing Water District; and

WHEREAS, it has been determined by the County's consultant that these costs are not eligible ARPA expenses and/or will not likely comply with ARPA rules; and

WHEREAS, the County, in order to support the Town of Philipstown as originally contemplated and according to the intent contained in Resolutions #133 & #134, while also seeking to preserve the ARPA funds granted to it by the U.S. Treasury, wishes to assist the Town of Philipstown with the amount of \$184,835 from the General Fund; and

WHEREAS, the Commissioner of Finance, and the County Auditor have reviewed and recommended said reallocation; and

WHEREAS, the County Executive has reviewed and recommended said reallocation; and

WHEREAS, the *Rules, Enactments and Intergovernmental Relations Committee* has reviewed and approved of this request; now therefore be it

RESOLVED, that the Town of Philipstown ARPA funding of \$369,670 originally allocated pursuant to Resolution # 133 of 2022 is hereby authorized to be expended on ARPA-eligible County capital project(s), with efforts to focus on a Department of Public Works project located in the Town of Philipstown; and be it further

RESOLVED, that the Town of Philipstown shall receive \$184,835 from the County's General Fund which shall be expended on expenses associated with and costs incurred related to the Garrison Water District repairs.

RESOLVED, that the distribution of said funds shall be contingent upon the receiving municipality executing an intermunicipal agreement with Putnam County, as prepared by the Putnam County Attorney, and executed by the Putnam County Executive including such terms as contained herein.



DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk

FROM: Michael J. Lewis, Commissioner of Finance – *MJL*

RE: **Town of Philipstown – ARPA Funds Reallocation**

DATE: July 1, 2024

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The Administration has worked closely with all the Towns and Villages granted ARPA funds pursuant to Resolutions #133 of 2022 by the Legislature to ensure compliance with applicable rules and regulations for use of ARPA funding by the County's subrecipients. This has included efforts from our own internal ARPA Committee, as well as review and assistance by the County's outside ARPA consultant. As a result of these reviews, it has come to our attention that the Town of Philipstown's costs associated with the Garrison Landing Water District may not be in compliance with standards set forth by the US Treasury. It is our understanding that this project for drinking water was essential for Philipstown residents. However, despite valiant efforts from both the County and the Town, the expenses would likely not be eligible for ARPA and/or not be in compliance with rules for procurement using ARPA funds.

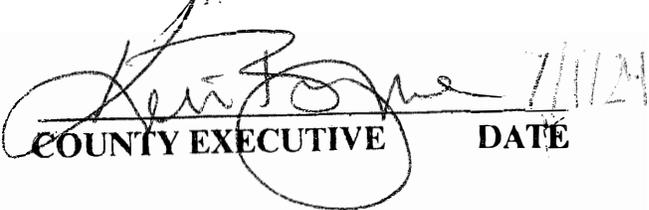
As such, the Administration is seeking to reallocate the \$369,670 of APRA funds originally allocated to the Town of Philipstown pursuant to Resolution #133 of 2022 to a County ARPA-eligible project to ensure ARPA compliance and retention of ARPA dollars. More specifically, the County intends to expend the funds on an ARPA-eligible DPW project located in the Town of Philipstown.

Further, on behalf of the Town of Philipstown, the Administration is requesting approval to provide \$184,835 in funds from the General Fund, which was originally allocated to County capital projects, to the Town of Philipstown to support the Town in this much-needed project and its related costs.

It is the Administration's belief that this amount assists the Town in accordance with the intent contemplated by Resolution #133 of 2022, helping the Town with an essential need, while also recognizing other, County towns and villages' efforts to comply with the ARPA requirements.

Attached is a proposed resolution for consideration by the Legislature.

Approved:

**APPROVED**  
  
**COUNTY EXECUTIVE**      **DATE** 7/1/24

Kevin M. Byrne  
County Executive

MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
Pers  
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R000

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A061  
DATE: July 2, 2024

2024 JUL -2 AM 11:56  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the District Attorney's Office, the following budgetary amendment is requested.

General Fund:

Increase Appropriations:

10116500 54936 10171	Partnership Initiative	\$	92,990
32311000 51093 10171	PCSO - Overtime (BCI)		48,437
32311000 58002 10171	PCSO - Social Security (BCI)		3,705
10116500 51000 (105)	Personnel Services (Effective 1/1/2024) ADA Bureau Chief		22,112
10116500 51000 (133)	Personnel Services (Effective 8/1/2024) Appellate Attorney		18,721

Decrease Appropriations:

10116500 51000 (999)	Personnel Services - Reserve for ReClass	\$	19,706
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Increase Estimated Revenues:

10116500 430890 10171	State Aid - Criminal Justice Discovery Reform Grant FY 23-24	\$	145,132
10131000 424011	Interest Earnings		21,127

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

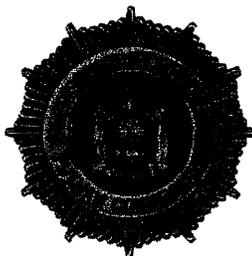
24A061

The New York State Division of Criminal Justice Services (DCJS) is providing funding to support local law enforcement agencies with expenses related to the discovery and pretrial reforms that took effect January 1, 2020. All funding provided is intended to support estimated costs during the SFY 2023-24.

In addition, please refer to DA Tendy's memorandums referencing the 2023-24 Discovery Reform Funding Plan and proposed personnel reclassifications respectively.

**CHIEF ASSISTANT DISTRICT ATTORNEY**  
Chana Krauss

**FIRST ASSISTANT DISTRICT ATTORNEY**  
Breanne Smith



**ASSISTANT DISTRICT ATTORNEYS**  
Nicole Camillone  
Todd Carpenter  
Joseph Charbonneau  
Mackenzie Ferguson  
Melissa Lynch  
Jason Marquard  
Luciana Savone

**ROBERT V. TENDY**  
**District Attorney**

**MEMORANDUM**

July 1, 2024

**TO:** Diane Schonfeld, Clerk to the Legislature  
**FROM:** Christina Rizzo, Chief of Staff to the District Attorney  
**SUBJECT:** Reclassification

The Putnam County District Attorney's Office is requesting salary increases for two budget lines as follows:

First, salary line 116510115 is currently a part-time Assistant District Attorney position with a salary of \$65,294. In the 2024 budget, \$19,706. was earmarked to be used if and when this position became vacant (see line 116510999) to transition this to a full-time position at an entry level Assistant District Attorney salary of \$85,000. Based upon the needs of the office that have been previously discussed and will further be outlined at the legislative meeting, the District Attorney is requesting an additional \$45,000 for salary line 116510115, bringing the salary to \$130,000, with the intent to hire an experienced full-time Appellate Attorney to fill the vacant position.

Second, the Personnel Department recently conducted a job analysis review of line 116510105 which is currently a full-time Assistant District Attorney position within our department. The review was initiated on May 28, 2024, and after all information was considered, the Personnel Department concluded that the position should be properly titled "Assistant District Attorney – Bureau Chief." This change in classification is accompanied by a request for a salary increase of \$22,112, increasing the current salary of \$107,888 to \$130,000.

The salary increases and the change in classification will be covered by the Discovery Grant funds in 10115400 430890. The District Attorney is requesting that the re-classification for position 116510105 take place immediately and the salary increase be retroactive to January 1, 2024. The salary increase for the newly-created full-time Appellate Attorney position will take effect upon the hiring of a qualified candidate.

Please refer this request to the Personnel committee for their review. A budgetary transfer will be provided by the Finance Department under separate cover.

Thank you for your consideration of this request. The District Attorney intends to address these requests at the personnel committee meeting scheduled for July 9, 2024, and is open to any questions at any time.

cc: Robert V. Tendy, District Attorney  
Kevin Byrne, County Executive  
James Burpoe, Deputy County Executive  
Michael Lewis, Commissioner of Finance  
Paul Eldridge, Personnel Officer  
Patricia Rau, Senior Personnel Specialist

attachments:  
Reclassification Letters from the Personnel Department

PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel Officer

May 30, 2024

Classification/Reclassification Notice

Robert Tendy  
Putnam County District Attorney

Via email

Dear Mr. Tendy

Our office has completed a review of the below referenced form and documentation that you submitted for a job classification evaluation or re-evaluation:

- Job Classification Questionnaire (Form 220) Dated 5/28/2024
- New Position Duties Statement (Form 222) Dated \_\_\_\_\_
- Request for Additional Position(s) in an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Assistant District Attorney- Bureau Chief in the Exempt jurisdictional classification. I have attached a draft job specification, which is subject to final approval by the Personnel Officer. Please see requirements below.

Please Note:

- Competitive Jurisdictional Classification requires:  
Permanent appointment from an appropriate eligible list, now or subsequent to an approved provisional appointment, should this position be adopted as a position in your department or agency.
- Non-Competitive Jurisdictional Classification requires:  
Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Labor Jurisdictional Classification requires:  
Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Exempt Jurisdictional Classification requires:  
Appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

In order to best assess next steps, we will need some information from your department/agency. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

If you have any questions regarding this notice, please contact our office.

Sincerely,

  
Patricia Rau  
Senior Personnel Specialist

PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel Officer

**Classification/Reclassification Checklist**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality: \_\_\_\_\_ Department: \_\_\_\_\_

Preferred contact information: \_\_\_\_\_

**For employee title re-classification:**

- We plan on requesting and funding approval for this classification
- We have financial approval for this classification, please send the current eligible list/order exam
- We do not plan on moving forward with this classification, please advise as to how/if this will affect the subject employee
- We do not agree with this re-classification decision. Please advise as to next steps

**For new titles:**

- We plan on moving forward with this classification
- We have financial approval for this classification, please send the current eligible list/order exam
- We have a provisional/internal applicant we would like to place in this position.  
The name of the employee is \_\_\_\_\_
- We do not have an internal applicant and/or we would like to hold an Open Competitive Exam if there is no list.

The approved salary for this title is : \_\_\_\_\_

**Important Notes:**

- Position(s) titles listed as PJC (pending jurisdictional classification) will require a request by our office to the New York State Civil Service Commission for approval to add such titles to the Putnam County Civil Service Rules and Appendices. Please contact our office for further guidance.
- Before appointing a provisional- **please be sure that they meet the minimum qualifications.** They will not be allowed to take the test if they do not meet the minimum qualifications.
- Provisional appointments will affect your employee probationary period. As per recent NYS legislation, *all* concurrent time spent as a provisional in the title an employee becomes permanent in, directly before their permanent appointment, must count as part of the probationary period. Therefore, if an employee is provisional longer than the probationary period, once they receive their permanent appointment, they will be permanent and will have completed their probationary period.

**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

PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel Officer

June 28, 2024

Classification/Reclassification Notice

Robert Tendy  
Putnam County District Attorney

Via email

Dear Mr. Tendy

Our office has completed a review of the below referenced form and documentation that you submitted for a job classification evaluation or re-evaluation:

- Job Classification Questionnaire (Form 220) Dated \_\_\_\_\_  
 New Position Duties Statement (Form 222) Dated 5/29/2024  
 Request for Additional Position(s) in an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Assistant District Attorney- Appeals in the Exempt jurisdictional classification. I have attached a draft job specification, which is subject to final approval by the Personnel Officer. Please see requirements below.

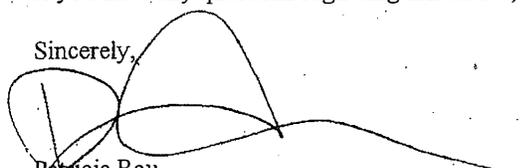
Please Note:

- Competitive Jurisdictional Classification requires:  
Permanent appointment from an appropriate eligible list, now or subsequent to an approved provisional appointment, should this position be adopted as a position in your department or agency.
- Non-Competitive Jurisdictional Classification requires:  
Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Labor Jurisdictional Classification requires:  
Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Exempt Jurisdictional Classification requires:  
Appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

In order to best assess next steps, we will need some information from your department/agency. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

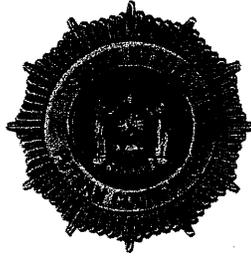
If you have any questions regarding this notice, please contact our office.

Sincerely,

  
Patricia Rau  
Senior Personnel Specialist

CHIEF ASSISTANT DISTRICT ATTORNEY  
Chana Krauss

FIRST ASSISTANT DISTRICT ATTORNEY  
Breanne Smith



ASSISTANT DISTRICT ATTORNEYS  
Nicole Camillone  
Todd Carpenter  
Joseph Charbonneau  
Mackenzie Ferguson  
Melissa Lynch  
Jason Marquard  
Luciana Savone

**ROBERT V. TENDY**  
District Attorney

**MEMORANDUM**

July 1, 2024

**TO:** Michael Lewis, Commissioner of Finance  
**FROM:** Christina Rizzo, Chief of Staff to the District Attorney  
**SUBJECT:** Criminal Justice Discovery Reform Grant Agency Disbursement  
(April 1, 2023, to March 31, 2024 submission)

Enclosed is the documentation for this year's Discovery Reform Grant. We were awarded \$264,132

This grant is intended to compensate:

- District Attorney's Offices
- Probation Departments
- Sheriff's Offices
- local police departments

for expenses these departments and agencies incurred as a result of the bail and discovery reform laws.

While the grant funds are disbursed to the County, they are required to be shared by and distributed to the agencies and departments named above. Based on requests and documentation received by those agencies, upon receipt of the grant funds, it should be distributed as follows:

To non-county agencies:

Town of Kent Police Department - \$51,912  
Town of Carmel Police Department - \$41,079

To county agencies:

District Attorney's Office - \$119,000  
Sheriff's Department - \$52,141

It is the intent of the grant that the funding be provided to these departments/agencies to compensate and reimburse them for the unforeseen and additional expenses imposed on them by the new laws.

If you have any questions in these regards, please do not hesitate to contact me.

Cc: Robert V. Tendy, District Attorney  
Kevin Byrne, County Executive  
James Burpoe, Deputy County Executive  
Diane Schoenfeld, Clerk to the Legislature

## ATTACHMENT: 2023-24 Discovery Reform Funding Plan

*Instructions: Indicate each Sub-Grantee using this attachment. If additional lines are needed, please submit additional attachments. Completed form(s) must be attached in GMS as part of the submitted Application. The total amount requested by the county cannot exceed the total county allocation provided on the award notice.*

**County:** Putnam

Sub-Grantee	Sub-Grantee Name (if applicable) :	Expense	Activities	Describe how this expenditure supports implementation of the discovery and/or bail reform efforts.
Police Dept	KENT PD	\$ 1,852	Computers (Hard/Software)	360 OSCR SOFTWARE
Police Dept	KENT PD	\$ 4,300	Computers (Hard/Software)	Evidence tracker software
Police Dept	KENT PD	\$ 6,728	Computers (Hard/Software)	Body camera
Police Dept	KENT PD	\$ 3,719	Data Connectivity	Wireless devices (10 mobile devices)
Police Dept	KENT PD	\$ 1,517	Data Connectivity	Wireless device (radio for new hire)
Police Dept	KENT PD	\$ 33,796	Overtime Costs	Arresting officer overtime
Police Dept	CARMEL PD	\$ 31,380	Overtime Costs	Arresting officer overtime
Police Dept	CARMEL PD	\$ 9,699	Computers (Hard/Software)	Cloud storage for digital media
District Attny		\$ 107,000	Litigation Readiness	ADA time spent complying with discovery reform statute
District Attny		\$ 12,000	Overtime Costs	ADA on call stipends to comply with bail reform statute
Police Dept	PCSO	\$ 52,141	Overtime Costs	Costs relating to arrest/bail and discovery reform
	<b>TOTAL:</b>	<b>\$ 264,132</b>		

**NOTE: The total amount requested by the county cannot exceed the total county allocation provided on the award notice.**

## ASSISTANT DISTRICT ATTORNEY- BUREAU CHIEF

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the District Attorney, the incumbent is responsible for the direction, coordination and administration of a bureau within the District Attorney's Office. This is an internal promotional position in which supervision is exercised over a number of professional, paraprofessional, and clerical personnel. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs, coordinates and administers the processing of cases in area of assignment, the preparing of statistical reports on the status of litigation, and performs record keeping duties in connection with various cases;
- Interviews, trains and supervises personnel in assigned bureau, evaluates performances and monitors the overall progress of subordinates on a frequent basis;
- Supervises and directs the prosecution of criminal cases in Putnam County and various municipalities to ensure the fair and expeditious administration of the law;
- Exercises discretion with regards to the method in which cases are prosecuted and to alternative pre-trial disposition (e.g., plea before trial);
- Authors, reviews, edits or critiques material on complex and sensitive issues and cases (e.g., appellate briefs);
- Evaluates and screens cases (e.g., felony cases) in assigned area to determine appropriate action;
- Coordinates and supervises events of the office, plea negotiation and criminal disposition of criminal cases;
- Represents people of the State of New York as a trial counsel in the prosecution of defendants charged with felony cases, utilizing legal training and courtroom techniques to effectively prosecute and secure convictions;
- Manages the daily operation of assigned bureau including the monitoring of transactions for each case to effectively use the resources of the office;
- Reviews correspondence in the bureau, in addition to all pre-trial motions/violations of sentences, and responds to inquires from general public;
- Directs and coordinates investigations into organized or syndicated crime and cooperates with other law enforcement agencies;
- Provides professional expertise in assisting local police departments and local public officials in a community relations capacity by delivering speeches, facilitating meetings with local interest groups, the academia, and civil or merchant associations;
- Coordinates the steady flow of trial cases or activities on the trial and hearing calendars of County Court, the scheduling of all adversarial proceedings, and the assignment of cases to the appropriate Assistant District Attorney;
- Directs and coordinates all Grand Jury investigations and the presentation of cases to the Grand Jury, the prosecution of all criminal cases in the County and Local Courts, the processing of all appeals in the State and Federal Courts, and investigations into commercial or consumer fraud;
- Assists in the formulation of policy in relation to assigned bureau;

BUREAU CHIEF – ASSISTANT DISTRICT ATTORNEY (CONT'D)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; May perform other incidental tasks, as needed.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

SUGGESTED KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of criminal law and procedure; thorough knowledge of modern investigative techniques and scientific methods of crime detection; thorough knowledge of the methodology used in case preparation and presentation; ability to organize, plan, direct and coordinate the work of others; ability to speak and write effectively and present clear and logical arguments; ability to understand, issue and execute complex written and/or oral instructions; ability to communicate effectively with others even in the face of adversity; ability to work overtime if required to complete a case; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tactfulness; good judgment; personal and professional integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a license and current registration to practice law in the State of New York and other qualifications as the District Attorney may prescribe.

RESIDENCY NOTE: Pursuant to Public Officers Law §3.55, the Assistant District Attorney may be a resident of Putnam County or an adjoining county within the state of New York. However, pursuant to County Law §702.4 and §702.5, if the holder of the Assistant District Attorney office is designated by the District Attorney to assume the duties of the District Attorney upon the District Attorney's absence from the County, or upon the District Attorney's inability to perform his or her duties, Putnam County residency is required.

MICHAEL J. LEWIS  
Commissioner of Finance



cc All Health Audit #5F Reso

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 24A063**  
DATE: July 3, 2024

2024 JUL -3 AM 11:35  
LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

At the request of the Fiscal Manager at the Department of Social Services and Mental Health, the following budgetary amendment is requested.

<b>General Fund:</b>		
<b>Increase Appropriations:</b>		
10431000 54950	MH LGU - County Contribution	\$ 309,609
<b>Increase Estimated Revenues:</b>		
10131000 424011	Interest Earnings	\$ 309,609
	Fiscal Impact - 2024 - \$ 0	
	Fiscal Impact - 2025 - \$ 0	

Please refer to the attached memorandum from Fiscal Manager Kristen Wunner requesting additional monies to support projected expenses for 730 examinations, court ordered Guardianships, and court order placements in OMH/OPWDD facilities.

Office of Mental Health - OMH  
Office of People with Developmental Disabilities - OPWDD

24A003

KEVIN BYRNE  
County Executive

SARA SERVADIO  
Commissioner

NICOLLE MCGUIRE  
Deputy Commissioner



DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

July 1, 2024

TO: Michael Lewis, Commissioner of Finance

FROM:  Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: Mental Health 2024 Budgetary Amendment

Your approval is requested to amend the 2024 Mental Health budget to reflect 50% of the variance in adopted vs. projected expenses for 730s, court ordered Guardianships, and court ordered placements in OMH / OPWDD facilities for 2024. Supporting documentation attached.

**Increase Appropriations:**

10431000		MH LGU	
	54950	COUNTY CONTRIBUTION	\$309,609
		Total Appropriations	\$309,609
		Fiscal Impact (24)	- \$309,609 -
		Fiscal Impact (25)	- 0 -

Thank you for your time and consideration of this request.

Attachments:

730s, GUARDIANSHIPS, OMH / OPWDD FACILITIES – 2024 ANALYSIS

cc: Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau

730s, GUARDIANSHIPS, OMH / OPWDD FACILITIES - 2024 ANALYSIS

10431000-54950

	<u>2024</u>	<u>2024</u>	<u>2024</u>	<u>VARIANCE</u>
	<u>REQUESTED</u>	<u>ADOPTED</u>	<u>PROJECTED</u>	
730s	\$ 5,820.00	\$ 5,820.00	\$ 5,820.00	\$
GUARDIANSHIPS (1)	\$ 26,797.00	\$ 26,797.00	\$ 26,797.00	\$
OMH / OPWDD FACILITIES (2)	\$ 267,383.00	\$ 252,383.00	\$ 871,601.00	\$ 619,218.00
	<u>\$ 300,000.00</u>	<u>\$ 285,000.00</u>	<u>\$ 904,218.00</u>	<u>\$ 619,218.00</u>

Variance

619218

619218

NOTE: As of 7/1/2024, 1 court ordered Guardianship at \$562.75 per month; 1 court ordered placement in OMH / OPWDD facility at \$1,352.13 per day + 1 court ordered placement in OMH / OPWDD facility at \$1,588.54 per day



actual  
phys  
#59 Recd

MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

July 5, 2024

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

2024 JUL 10 AM 10:35  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Department of Public Works budget:

**Increase Revenues:**

**10511000 426801 DPW Rd/Bridges – Insurance Recoveries \$28,385.43**

**Increase Expenses:**

**10511000 54410 DPW Rd/Bridges – Supplies & Materials \$ 9,157.55**  
**10511000 54647 DPW Rd/Bridges – Sub-Contractors 19,227.88**  
**\$28,385.43**

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

The PC DPW has been compensated for guardrail damages resulting from four accidents. This amendment is required for the County to proceed with the repairs.

AUTHORIZATION:

\_\_\_\_\_  
Date Commissioner of Finance/Designee: Initiation 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 **24A065**

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

Progressive – Ck# 6009762409 - \$4,593.55; Geico Indemnity Co. – Ck #251274147 - \$7,863.36;  
Geico General Insurance Co – Ck# N251272194 - \$7,835.96 and USSA – Ck #0039774695 – 8,092.56

**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**

**TO:** Michael Lewis, Finance  
**FROM:** Mat C Bruno, Risk Manager  
**DATE:** June 11, 2024  
**RE:** Property Damage Reimbursement

A handwritten signature in black ink, appearing to be "M. Bruno", is written over the "FROM:" line of the memo.

Enclosed please find Geico check # 251272194, dated 06/07/2024, in the amount of \$7835.96 made payable to Putnam County representing payment for the property damage claim below:

AR

Claim Number	Date of Accident	Reimbursement	Ins. Co
0452727810101034	4/10/2024	\$7835.96	Geico

Please credit the Department of Public Works for this payment.

Thank you.

MCB/da

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

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

**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**

**TO:** Michael Lewis, Finance  
**FROM:** Mat C Bruno, Risk Manager  
**DATE:** June 11, 2024  
**RE:** Property Damage Reimbursement

A handwritten signature in black ink, appearing to be "M. Bruno", is written over the "FROM:" line of the memo.

Enclosed please find Geico check # 251274147, dated 06/07/2024, in the amount of \$7863.36 made payable to Putnam County representing payment for the property damage claim below:

410

Claim Number	Date of Accident	Reimbursement	Ins. Co
0426132320101056	4/20/2024	\$7863.36	Geico

Please credit the Department of Public Works for this payment.

Thank you.

MCB/da

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

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





**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**

**TO:** Michael Lewis, Finance  
**FROM:** Mat C Bruno, Risk Manager  
**DATE:** June 5, 2024  
**RE:** Property Damage Reimbursement

A handwritten signature in black ink, appearing to be "Mat C Bruno", is written over the "FROM:" line of the memo.

Enclosed please find USAA check # 0039774695, dated 5/30/2024, in the amount of \$8092.56 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co	Driver
041367652-801	03/26/2024	\$8092.56	USAA	

Please credit the Department of Public Works for this payment.

Thank you.

10511000 - 426801

MCB/da

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

Tel. (845) 808-1150 / Fax (845) 808-1903\*

*\*This office will not accept service via facsimile*



**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**

**TO:** Michael Lewis, Finance  
**FROM:** Mat C Bruno, Risk Manager  
**DATE:** June 10, 2024  
**RE:** Property Damage Reimbursement

Enclosed please find Progressive check # 6009762409, dated 5/30/2024, in the amount of \$4593.55 made payable to Putnam County representing payment for the property damage claim below:

#11

Claim Number	Date of Accident	Reimbursement	Ins. Co	Driver
24-5522722	08/01/2023	\$4593.55	Progressive	

Please credit the Department of Public Works for this payment.

Thank you.

MCB/da.

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

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



MICHAEL LEWIS  
Commissioner Of Finance



cc: [unclear]  
[unclear]  
#5h  
[unclear]

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

July 5, 2024

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

2024 JUL -8 AM 11:43  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Sheriff Department's budget.

Increase Revenues:

17311000 427051 Sheriff Patrol – Outside Donations \$ 200

Increase Expenses:

17311000 54150 Sheriff Patrol - Canine \$ 200

2024 Fiscal Impact - 0  
2025 Fiscal Impact – 0

This amendment will recognize a donation made to the PC Sheriff's Department from Green Chimneys Children's Services Inc.

AUTHORIZATION:

\_\_\_\_\_  
Date Commissioner of Finance/Designee: Initiation 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 **24A066**

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

Green Chimney Children's Services, Inc – ck #101294 - \$200



KEVIN J. MCCONVILLE  
SHERIFF

PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300



THOMAS H. LINDERT  
UNDERSHERIFF

June 26, 2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

I am advising you of the following request to amend the 2024 Putnam County Sheriff's Department budget:

**Increase Revenues:**

**17311000 427051 Sheriff Patrol-Outside Donations \$200.00**

**Increase Appropriations:**

**17311000 54150 Sheriff Patrol-Canine \$200.00**

2024 Fiscal Impact -0-

2025 Fiscal Impact -0-

This amendment recognizes funds presented to the Putnam County Sheriff's Department, from Green Chimneys Children's Services, Inc to use at our discretion towards the K9 program.

Sincerely,

Thomas H. Lindert  
Undersheriff

**GREEN CHIMNEYS CHILDREN'S SERVICES, INC.**  
**PLEASE NOTE: NO ORDERS ARE VALID WITHOUT PO.**

101294

Payee Putnam County Sheriff's Office

Vendor ID pucosh512

Account #: BOP honorarium

101294  
05/23/2024

Invoice	Invoice Date	Description	Amount
PO 112088	5/14/2024	PO 112088 - 2024 BOP HONORARIUM K9 PRESE...	\$200.00

\$200.00

MICHAEL LEWIS  
Commissioner Of Finance



cc: [unclear]  
[unclear]

#5: [unclear]

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

July 5, 2024

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

2024 JUL -8 AM 11:44  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Sheriff Department's budget.

Increase Revenues:

14311000 443890 Sheriff Narcotics – Public Safety Other \$ 282.11

Increase Expenses:

14311000 51093 Sheriff Narcotics - Overtime \$ 282.11

2024 Fiscal Impact - 0  
2025 Fiscal Impact – 0

This amendment will recognize reimbursement of overtime from the NYS Stop-DWI Foundation Inc. for DRE callouts on April 14,2024.

AUTHORIZATION:

\_\_\_\_\_  
Date Commissioner of Finance/Designee: Initiation 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 **24A067**

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

NYS Stop DWI Foundation, Inc – Ck # 9187 - \$282.11



KEVIN J. MCCONVILLE  
SHERIFF

PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300



THOMAS H. LINDERT  
UNDERSHERIFF

**Deputy Outside Services**

DATE: 6/26/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #9187 in the amount of \$282.11

From: NYS STOP-DWI FOUNDATION INC.

Is reimbursement for hours of service of a DRE call on April 14, 2024. This was a grant through NYS Governor's Traffic Safety Committee.

Please apply to corresponding revenue account # 14311000.443890 \$ 282.11

Additionally, please increase expenditure lines:

14311000.51093 \$ 282.11

Very truly yours,

Kristin Van Tassel  
Fiscal Manager

06/13/2024

Putnam County Sheriff's Office

9107

Date	Type	Reference	Original Amount	Balance Due	Payment
06/13/2024	Bill	DRE 4/14	282.11	282.11	282.11
			Check Amount		282.11

Checking

282.11



Community Focused. Saving Lives.

add to Robert 4/22/24

New York State STOP-DWI Foundation, Inc.

### DRE CALLOUT

For each DRE callout (not during the DRE's regular shift) you must submit the following information to your County STOP-DWI Coordinator with a properly completed, signed and dated PS-1 form. Reimbursement for up to 4 hours for each callout will be made *directly to the Police Agency*. (Incomplete forms will not be processed).

DRE Name & DRE Number: Robert J. [redacted] DRE#039041

Police Agency (as you'd like the check written): Putnam County Sheriff's Office

Agency Address (complete & readable): 3 County Center Carmel NY 10512

County of Callout:	Putnam	Pre-Screen/BAC result:	0.00
Date of Callout:	04/14/2024	Defendant Age:	49
Time of Callout:	11:00am	Male/Female:	Female
Arrest Charges: (check all that apply)	<input checked="" type="checkbox"/> VTL 1192.4 <input type="checkbox"/> VTL 1192 (alcohol only) <input type="checkbox"/> VTL 1192 (alc & drugs) <input type="checkbox"/> VTL 511 <input type="checkbox"/> PL 220 <input type="checkbox"/> Rule Out or Medical		

#### DRE Call-Out Requirements:

- To be reimbursed for this portion of the funding the callout must be a certified DRE (and NOT a member of the New York State Police). DRE call outs are **eligible for anytime during the entire grant period October 1, 2023 – September 30, 2024.**
- GTSC will reimburse the actual hourly rate and hours that the officer was called out up to a maximum of 4 hours per call out. Use the PS-1 sheet signed by a supervisor.
- Before a DRE can be called out, the following must occur.
  - The arresting officer must have completed his entire SFST field test and see signs of impairment.
  - The officer must administer a breathalyzer or pre-screen test to determine the subject's BAC.
  - If the subject has a BAC of .16 or higher there is no reason to call a DRE. If the subject refuses the test and you think drugs may be involved you should consult with a DRE.
  - The only exception to the above is a crash with serious injuries or a fatality.

*Reimbursement for DRE Callout is at a first come first served basis and reimbursement is directly to the police agency.*



MICHAEL LEWIS  
COMMISSIONER OF FINANCE



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

CO-2024  
24A  
#5j  
Brod

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk  
From: Sheila M. Barrett, First Deputy Commissioner of Finance *SMB*  
Re: Budgetary Amendment - **24A068**  
Date: July 5, 2024

2024 JUL - 8 PM 1:23  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Decrease estimated appropriations:**

10131000.51000	Personnel Services	49,620
10131000.58002	FICA	3,796
10134500.51000	Personnel Services	30,813
10134500.58002	FICA	2,357
10141000.51000	Personnel Services	19,110
10141000.58002	FICA	1,462
10141100.51000	Personnel Services	23,382
10141100.58002	FICA	1,789
10142000.51000	Personnel Services	29,771
10142000.58002	FICA	2,277
10143000.51000	Personnel Services	26,070
10143000.58002	FICA	1,994
10314000.51000	Personnel Services	30,552
10314000.58002	FICA	2,337
10431000.51000	Personnel Services	1,737
10431000.58002	FICA	133
10641000.51000	Personnel Services	32,901
10641000.58002	FICA	2,517
10677200.51000	Personnel Services	46,219
10677200.58002	FICA	3,536

**Decrease estimated revenue**

10131000.427705 Vacancy Control Factor \$ 312,373

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

This Resolution is required to provide the Vacancy Control Factor for 2024.  
Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
County Executive

24 A068

VACANCY CONTROL FACTOR

January - June 2024

Org Code	Object Code	Project Code	Title	51000	58002	Total
10131000	51000		Deputy Commissioner of Finance	49,620.00	3,796.00	53,416.00
10134500	51000		Asset Manager	30,813.00	2,357.00	33,170.00
10141000	51000		Records Clerk/Typist	19,110.00	1,462.00	20,572.00
10141100	51000		MV CASHIER - EXAMINER	11,691.00	895.00	12,586.00
10141100	51000		MV CASHIER - EXAMINER (SP)	11,691.00	894.00	12,585.00
10142000	51000		Senior Deputy County Attorney	29,771.00	2,277.00	32,048.00
10143000	51000		Personnel Specialist	26,070.00	1,994.00	28,064.00
10314000	51000		Probation Assistant	30,552.00	2,337.00	32,889.00
10431000	51000		Principal Office Assistant	1,737.00	133.00	1,870.00
10641000	51000		Director of Tourism	32,901.00	2,517.00	35,418.00
10677200	51000		Fiscal Manager	46,219.00	3,536.00	49,755.00
				<u>290,175.00</u>	<u>22,198.00</u>	<u>312,373.00</u>

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

cc:old  
Phys  
AWA  
#5K  
K000

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: Budgetary Amendment – 24A069  
DATE: July 9, 2024

2024 JUL 10 PM 3:49  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Public Works, the following budgetary amendment is requested.

Capital Fund:

Increase Appropriations:

55997000 53000 52417 Capital Expenditures - Croton Falls Rd-Mud Pond Culvert PIN 8763.29 \$ 2,632,924

Increase Estimated Revenues:

55997000 430971 52417 State Aid - Croton Falls Rd-Mud Pond Culvert PIN 8763.29 \$ 2,632,924

Fiscal Impact - 2024 - \$0

Fiscal Impact - 2025 - \$0

This budgetary amendment is authorizing the implementation and funding of 100% of the costs of the Croton Falls Road/Mud Pond Outlet Culvert Rehab transportation project, in the Town of Carmel using NYS DOT/Bridge NY funds.

24 A069

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

cc: [unclear]  
Phys  
ASAP #56

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: Budgetary Amendment – 24A070  
DATE: July 10, 2024

2024 JUL 10 PM 3:07  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Public Works, the following budgetary amendment is requested.

Capital Fund:

Increase Appropriations:

55197000 53000 51622 Capital Expenditures - Fair Street PIN 8756.09 3,707,500

Increase Estimated Revenues:

55197000 445971 51622 Federal Aid - Fair Street PIN 8756.09 2,966,000  
55997000 428601 51622 Transfer In - General Fund 741,500

Decrease Appropriations:

55197000 53000 52210 Capital Expenditures - Farmers Mills Rd Bridge PIN 8757.67 \$ 506,000

Decrease Estimated Revenues:

55197000 445971 52210 Federal Aid - Farmers Mills Rd Bridge PIN 8757.67 \$ 404,800  
05000 45710M 52210 Bond Proceeds - FY2022 \$ 101,200

24 A070

**General Fund:**

**Increase Appropriations:**

10990100 59020 51622	Transfer Out - Capital Fund	\$ 741,500
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**Increase Estimated Revenues:**

10131000 424011	Interest Earnings	\$ 741,500
-----------------	-------------------	------------

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

This budgetary amendment is to adjust the capital budget for Fair Street based on the most recent TIP. Please refer to the attached memorandum.

Joseph Bellucci  
Deputy Commissioner



Thomas Feighery  
Commissioner

DEPARTMENT OF PUBLIC WORKS

842 Fair Street  
Carmel, New York 10512  
Phone: 845-878-6331 Fax: 845-808-1908

Mr. Mohseni,

The Putnam County Department of Public Works is requesting the consideration of the repurposing of the Farmers Mills Road (8757.67) Bridge Project funds to the Fair St. Reconstruction Project (8756.09). Currently, and as indicated on the most recent TIP, the Farmers Mills Rd. Project includes \$551,000 for DETLDES/PRELDES/ROWINCD obligating this FFY, \$138,000 for ROWACQU obligating in FFY 2025 and \$4.793M for CONST/CONINSP obligating in FFY 2026. After thorough evaluation and consideration of alternative immediate needs, the Department feels as if the Farmers Mills Rd. Bridge is not of immediate nor short term concern. The bridge currently lacks any significant visible structural deficiencies and has not been flagged by NYSDOT Inspectors as of now.

The Fair St. Reconstruction Project is scheduled to be let this Spring/Summer with \$24.705M obligated for CONST & CONINSP this FFY. Due to the industry-wide construction market trend increases since the last estimate and programming of funds, the Department anticipates a potential shortfall upon opening of bids. To avoid any delays associated with the potential for a funding shortfall and subsequent impacts to the project schedule, we feel as if the Farmers Mills funds would be better utilized if they were to be repurposed to the Fair St. Reconstruction Project.

We respectfully request your consideration for the reappropriation of funds as outlined above.

Best,

A handwritten signature in cursive script that reads "Joseph Bellucci". The signature is written in black ink and is positioned above a horizontal line.

Joseph Bellucci, Deputy Commissioner

cc: Robert Mortell

**\*\* MID-HUDSON SOUTH TRANSPORTATION COORDINATING COMMITTEE \*\***  
**TIP AMENDMENT: MHS23-39**

Monday, May 13, 2024

Page 1 of 2

AGENCY PIN WORKTYPE <AQ STATUS>	PROJECT DESCRIPTION	FUND SOURCES & OBLIGATION DATE	TOTAL 5-YEAR PROGRAM  in millions of dollars	PHASE							
					AQ CODE	COUNTY	TOTAL PROJECT COST	PRE FFY 2023			

**From**

PUTNAM CO  875609 RECON <Exempt>	FAIR STREET FROM ROUTE 52 TO JOHN SIMPSON ROAD IMPROVEMENTS. THE PROJECT INCLUDES PAVEMENT REHABILITATION, DRAINAGE, AND INTERSECTION IMPROVEMENTS AT SIMPSON ROAD, HILL, AND DALE, AND CR 60 BRIDGE REPLACEMENT OVER MIDDLE BRANCH CROTON (PIN 8756.03). TOWN OF CARMEL, PUTNAM COUNTY.	CMAQ 04/2023	2.500	CONST		2.500						
		LOCAL 04/2023	0.625	CONST		0.625						
		STBG LG URB 04/2023	2.640	CONINSP		2.640						
		LOCAL 04/2023	0.660	CONINSP		0.660						
		STBG LG URB 04/2023	14.624	CONST		14.624						
		LOCAL 04/2023	3.656	CONST		3.656						
AQC:A10P	PUTNAM	TPC: \$26-\$40 M	TOTAL 5YR COST:	24.705		0.000	24.705	0.000	0.000	0.000	0.000	0.000

**To**

PUTNAM CO  875609 RECON <Exempt>	FAIR STREET FROM ROUTE 52 TO JOHN SIMPSON ROAD IMPROVEMENTS. THE PROJECT INCLUDES PAVEMENT REHABILITATION, DRAINAGE, AND INTERSECTION IMPROVEMENTS AT SIMPSON ROAD, HILL, AND DALE, AND CR 60 BRIDGE REPLACEMENT OVER MIDDLE BRANCH CROTON (PIN 8756.03). TOWN OF CARMEL, PUTNAM COUNTY.	CMAQ 04/2023	2.500	CONST		2.500						
		LOCAL 04/2023	0.625	CONST		0.625						
		STBG LG URB 04/2023	2.640	CONINSP		2.640						
		LOCAL 04/2023	0.660	CONINSP		0.660						
		STBG LG URB 04/2023	14.624	CONST		14.624						
		LOCAL 04/2023	3.656	CONST		3.656						
		STBG FLEX 05/2024	2.966	CONST			2.966					
LOCAL 05/2024	0.741	CONST			0.741							
AQC:A10P	PUTNAM	TPC: \$26-\$40 M	TOTAL 5YR COST >	28.412		0.000	24.705	3.707	0.000	0.000	0.000	0.000

**Ballot Comment:** MHS23-39 TO ADD STBG FLEX TO FFY 2024 FOR CONSTRUCTION USING FUNDING FROM PIN 875767.

**\*\* MID-HUDSON SOUTH TRANSPORTATION COORDINATING COMMITTEE \*\***  
**TIP AMENDMENT: MHS23-39**

Monday, May 13, 2024

Page 2 of 2

AGENCY PIN WORKTYPE <AQ STATUS>	PROJECT DESCRIPTION	FUND SOURCES & OBLIGATION DATE	TOTAL 5-YEAR PROGRAM  in millions of dollars	PHASE							
					PRE FFY 2023					POST FFY 2027	
AQ CODE	COUNTY	TOTAL PROJECT COST									

**From**

PUTNAM CO  875767 BRIDGE <Exempt>	FARMERS MILLS ROAD (CR 42)/SEVEN HILLS LAKE OUTLET DECK REPLACEMENT WITH A WIDER BRIDGE THAT WILL BE SUPPORTED ON PILES. (BIN 3345630). TOWN OF KENT, PUTNAM COUNTY	STBG FLEX 04/2026	0.402	CONINSP						0.402			
		LOCAL 04/2026	0.100	CONINSP						0.100			
		LOCAL 04/2026	0.187	CONINSP						0.187			
		STBG FLEX 04/2026	2.224	CONST						2.224			
		LOCAL 04/2026	0.556	CONST						0.556			
		LOCAL 04/2026	1.324	CONST						1.324			
		STBG FLEX 05/2025	0.039	ROWACQU					0.039				
		LOCAL 05/2025	0.010	ROWACQU					0.010				
		LOCAL 05/2025	0.089	ROWACQU					0.089				
		STBG FLEX 10/2023	0.138	DETLDES				0.138					
		LOCAL 10/2023	0.034	DETLDES				0.034					
		LOCAL 10/2023	0.088	DETLDES				0.088					
		STBG FLEX 10/2023	0.138	PRELDES				0.138					
		LOCAL 10/2023	0.034	PRELDES				0.034					
		LOCAL 10/2023	0.088	PRELDES				0.088					
		STBG FLEX 10/2023	0.025	ROWINCD				0.025					
		LOCAL 10/2023	0.006	ROWINCD				0.006					
AQC:A19P	PUTNAM	TPC: \$4.6-\$7.5 M	TOTAL5YR COST:	5.482		0.000	0.000	0.551	0.138	4.793	0.000	0.000	

**To**

PUTNAM CO  875767 BRIDGE <Exempt>	FARMERS MILLS ROAD (CR 42)/SEVEN HILLS LAKE OUTLET DECK REPLACEMENT WITH A WIDER BRIDGE THAT WILL BE SUPPORTED ON PILES. (BIN 3345630). TOWN OF KENT, PUTNAM COUNTY											
AQC:A19P	PUTNAM	TPC: \$4.6-\$7.5 M	TOTAL5YR COST >	0.000		0.000	0.000	0.000	0.000	0.000	0.000	0.000

**Ballot Comment:** MHS23-39 DELETING PROGRAMMED FUNDING AND REPROGRAMING FUNDING TO PIN 875609.



cancel  
2/11  
ADA  
#5M  
3000

MICHAEL LEWIS  
Commissioner Of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance  
ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

July 9, 2024

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

2024 JUL 10 AM 10:35  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, B dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Sheriff Department's budget.

Increase Revenues:

13311000 10222	Sheriff Comm – SFY 2024-25 LETECH Grant	
433890	Other Public Safety	<u>\$119,411.51</u>

Increase Expenses:

13311000 10222	Sheriff Comm – SFY 2024-25 LETECH Grant	
52680	Other Equipment	\$ 81,655.00
52130	Computer Equipment	<u>37,756.51</u>
		<u>\$119,411.51</u>

2024 Fiscal Impact - 0  
2025 Fiscal Impact – 0

The NYS Division of Criminal Justice Services recognizes law enforcement agencies and departments increasing reliance on emerging technologies to perform their jobs and enhance public safety. Funds have been made available through the Law Enforcement Technology Program to assist with these purchases. The PC Sheriff has been notified by the NYS DCJS that they will receive a one-time award of \$119,411.51.

non-techning funds

AUTHORIZATION:

\_\_\_\_\_  
Date Commissioner of Finance/Designee: Initiation 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 **24A071**

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

**PUTNAM COUNTY SHERIFF'S OFFICE  
INTER-OFFICE MEMORANDUM**

July 8, 2024

**TO:** Sheriff Kevin J. McConville  
**FROM:** First Sergeant Timothy Keith

**SUBJECT: DCJS LAW ENFORCEMENT TECHNOLOGY (LETECH) GRANT**

The Putnam County Sheriff's Office has been notified by the NYS Division of Criminal Justice Services of a non-matching grant award in the amount of \$119,411.51 to support law enforcement technology purchases. The below items were included in the grant solicitation budget however, the awarded funding can be utilized for a variety of other pre-approved items outlined on the award notice. It is respectfully requested that once funding is received, it is then appropriated to the accounts itemized below:

13311000-52680-10222 (\$67,855.00)

- (1) Axon Air Fotokite UAV with integrated camera systems for the protracted monitoring of mass-gathering events, disaster areas, and active crime or search scenes

13311000-52680-10222 (\$13,800.00)

- (1) Fixed, 2-Lane License Plate Reader (LPR) system to enhance crime prevention activities, intelligence gathering, and investigative lead generation. LPR will be installed in a high crime area of community concern

13311000-52130-10222 (\$37,756.51)

- Panasonic Toughbook Cf-33 Mobile Data Terminals for patrol vehicle CAD/RMS integration
- Brother PocketJet 8 thermal printers for patrol vehicles



# Division of Criminal Justice Services

KATHY HOCHUL  
Governor

ROSSANA ROSADO  
Commissioner

CILLIAN FLAVIN  
Deputy Commissioner

## Grant Award Notice

Friday, May 31, 2024

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your agency will receive funding under the State's Law Enforcement Technology (LETECH) Program for State Fiscal Year (FY) 2024-2025.

Project Name	Award Amount <sup>1</sup>
PUTNAM COUNTY SHERIFF'S OFFICE Law Enforcement Technology (LETECH) Program	\$119,411.51
Budget	Term Dates
SFY 2024-25	April 1, 2024 to March 31, 2025

### Additional Information:

We are pleased to inform you that Governor Kathy Hochul secured additional funding in the SFY 2024-2025 Budget to assist in the acquisition of law enforcement technology and equipment.

Please note that you will not receive a DCJS grant contract for this funding; instead you must sign and return an online attestation form, located at the following weblink:

<https://survey.alchemer.com/s3/7859407/NYS-DCJS-LETECH-2425-AttestationForm>

Upon completion of the attestation form, funds will be sent to your agency in one payment by the DCJS Office of Budget and Finance.

You may use the funds on any previously approved item within your application, or on any of the following items:

- Surveillance Cameras (Mobile/Fixed)
- License Plate Readers (Mobile/Fixed)
- Acoustic Gunshot Detection Systems
- Unmanned Aerial Vehicles (UAVs, also known as "drones")
- 3-D Crime Scene Laser Scanner
- Scanners/Readers/Radios
- Software Applications, Development and Deployment
- Patrol Vehicle Equipment (PC/Tablet, Scanners, Printer, etc.)
- Body Worn Equipment
- Lighting Systems

Funds may not be used to support the following purchases or expenses:

- a) Firearms
- b) Conductive Energy Devices (e.g., Tasers and Stingers)

In addition to any county or municipal procurement restrictions, awardees must adhere to all current state and federal guidance, as it relates any of the specific equipment supported through this award. These restrictions include, but are not limited to, entities that appear on the OGS Debarment list (<https://ogs.ny.gov/debarred-and-non-responsible-entities>) or on the state's Prohibited Entities List and which have been identified in the National Defense Authorization Act (NDAA) Section 889 - Prohibition on Contracting with Entities Using Certain Telecommunications and Video Surveillance Services or Equipment (<https://researchcompliance.caltech.edu/export/national-defense-authorization-act-ndaa-section-889#:~:text=NDAA%20Section%20889%20%2D%20Prohibition%20on,Video%20Surveillance%20Services%20or%20Equipment>).

If you have any questions, please email [dcjs.sm.letechquestions@dcjs.ny.gov](mailto:dcjs.sm.letechquestions@dcjs.ny.gov)

Thank you for your continued partnership. We look forward to working with you in our continued efforts to keep New Yorkers safe and build stronger communities.

**New York State Division of Criminal Justice Services (DCJS)**  
**Law Enforcement Technology (LETECH) Grants**  
**Awarded Grantees by County and Agency, as of May 13, 2024**

Orange	Village of Maybrook Police Department	\$22,339
Orange	Village of Tuxedo Park Police Department	\$14,326
Orange	Village of Washingtonville Police Department	\$99,500
Orange	Walden Village Police Department	\$360,000
Orange	Deerpark Town Police Department	\$184,600
Orange	Town of Goshen	\$461,407
Orange	Town of Montgomery Police Department	\$119,521
Orange	City of Newburgh Police Department	\$1,710,482
Orange	Orange County Sheriff's Office	\$172,100
Orange	City of Port Jervis Police Department	\$256,848
Orange	Town of Tuxedo	\$135,300
Orange	Town of Walkill Police Department	\$709,000
Orleans	Albion Police Department	\$44,256
Orleans	Holley Police Department	\$15,845
Orleans	Orleans County Sheriff	\$536,900
Orleans	Medina Police Department	\$75,857
Oswego	City of Fulton Police Department	\$191,900
Oswego	Oswego Police Department	\$105,944
Oswego	Phoenix Village Police Department	\$18,088
Oswego	Pulaski Police Department	\$43,400
Oswego	Central Square Police Department	\$15,500
Oswego	Oswego County Emergency Management	\$650,000
Oswego	Oswego County Sheriff's Office	\$140,474
Otsego	City of Oneonta Police Department	\$142,777
Putnam	Brewster Police Department	\$81,500
Putnam	Carmel Police Department	\$408,840
Putnam	Putnam County Sheriff's Office	\$119,412
Putnam	Town of Kent Police	\$150,290
Putnam	Putnam County 911	\$255,000
Putnam	Village of Cold Spring Police Department	\$46,265
Rensselaer	East Greenbush Police Department	\$387,000
Rensselaer	Hoosick Falls Police Department	\$292,698
Rensselaer	North Greenbush Police Department	\$240,969
Rensselaer	Rensselaer City Police Department	\$406,119
Rensselaer	Rensselaer County Sheriff's Office	\$152,000
Rensselaer	Schodack Police Department	\$96,200
Rensselaer	Troy New York Police Department	\$362,000
Rockland	Rockland County Sheriff's Office	\$180,000
Rockland	Suffern Village Police Department	\$74,500
Rockland	Town of Orangetown Police Department	\$100,000
Rockland	Clarkstown Police Department	\$807,588
Rockland	Town of Haverstraw Police Department	\$185,000
Rockland	Village of Piermont Police Department	\$168,000
Rockland	Ramapo Police Department	\$177,000



**Division of Criminal  
Justice Services**

# **Law Enforcement Technology (LETECH) Application for Funding September 2023**

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**IMPORTANT DATES:**

**Application Release Date:**

Monday, September 25, 2023

**Application Due to DCJS:**

Wednesday, November 8, 2023 by 12:00 PM  
(Noon)

**Questions regarding the application:**

[Dcjs.sm.LEtechquestions@dcjs.ny.gov](mailto:Dcjs.sm.LEtechquestions@dcjs.ny.gov)  
(Include "LE Technology" in the Subject Line)

**Questions regarding an SFS number:**

[sfs.sm.HelpDesk@sfs.ny.gov](mailto:sfs.sm.HelpDesk@sfs.ny.gov)

**Notification of Awards:**

On or about Wednesday, January 17, 2024

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**Applications are to be submitted to DCJS using the Attached Form by November 8, 2023.**



**Division of Criminal  
Justice Services**

**2023-2024 Law Enforcement  
Technology (LETECH) Application  
for Funding**

**Table of Contents**

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**II. LAW ENFORCEMENT TECHNOLOGY PROGRAM INFORMATION..... 2**

**III. FUNDING INFORMATION AND ELIGIBILITY .....3**

**IV. APPLICATION/FORM INFORMATION .....4**

**V. NOTIFICATION OF AWARDS .....4**

**VI. PAYMENT INFORMATION .....4**

**ATTACHMENT:** Law Enforcement Technology Funding Application Form

## **I. INTRODUCTION**

The New York State Division of Criminal Justice Services (DCJS) seeks applications from law enforcement agencies to fund law enforcement technologies (LETECH) and applicable software/equipment – such as license plate readers, mobile and fixed surveillance cameras, unmanned aerial vehicles, gunshot detection devices, smart equipment for patrol vehicles and officers, technology or software and other kinds of public safety equipment – to help keep New Yorkers and our law enforcement partners safe. Approximately (fifty million dollars) \$50,000,000 is expected to be available to fund LETECH and applicable equipment/software for local law enforcement agencies outside of New York City.

Law enforcement technology is intended to help local law enforcement agencies prevent and solve crimes, particularly violent crimes by firearms and crimes of community concern (e.g., motor vehicle thefts). As well as serve as an integrated part of an agency's problem-solving and community-engagement strategy, helping to increase public trust and communication.

DCJS enhances public safety by providing resources and services that inform decision making and improve the quality of the criminal justice system. DCJS is a multi-function criminal justice support agency with a variety of responsibilities, including collection and analysis of statewide crime data; operation of the DNA databank and criminal fingerprint files; administration of federal and state criminal justice funds; identifying and funding programs that reduce crime, recidivism, and victimization. Additionally, DCJS administers the state's Sex Offender Registry. DCJS conducts research on critical criminal justice issues and provides training, legal guidance and regulation to the State's law enforcement, community corrections and prosecutorial communities.

DCJS is committed to providing programs that improve the effectiveness of New York's criminal justice system. Applications will be selected for funding consistent with the best interest of the state.

## **II. LAW ENFORCEMENT TECHNOLOGY PROGRAM INFORMATION**

Throughout New York and the United States, law enforcement agencies and departments are increasingly relying on emerging technologies to perform their duties and to enhance public safety, as well as to collect potentially useful evidence.

LETECH also is proving to be an important tool to assist broader law enforcement, problem-solving, and community engagement strategies within jurisdictions across the state and country.

This deployment of LETECH is intended to help prevent and solve crimes, particularly violent crimes by firearms, and serve as an integrated part of a law enforcement agency's problem-solving and community-engagement strategy, helping to increase public trust and communication.

Awards will be granted to each individual applicable department/agency that is selected for an award. There will be no contracts executed between DCJS and individual award recipients. Payment will be issued directly to award recipients in the amounts approved by DCJS.

### **III. FUNDING INFORMATION AND ELIGIBILITY**

#### **A. Funding**

Approximately \$50,000,000 will be made available to support the law enforcement technology program. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed.

##### **1. Availability and Approved Use of State Funds**

All awards are subject to the availability of funds. Applicants should anticipate that awards under this initiative are one-time awards and should propose project activities and deliverables that can be accomplished without additional and/or subsequent funding. Agencies receiving awards should plan for the institutionalization of the project after grant funds are no longer available, including any prerequisite training requirements. This is a one-time payment for law enforcement technologies and applicable software/equipment, not for the continued maintenance of such.

##### **2. Eligible Items for Consideration**

Law enforcement agencies and departments are increasingly relying on emerging technologies to perform their duties and to enhance public safety. In their daily work, law enforcement agencies are also using technology to reduce the risk of injury and bodily harm to officers and the public. Through this RFA, law enforcement agencies may indicate on the attached form their need for any of the following items:

- Surveillance Cameras (Mobile/Fixed)
- License Plate Readers (Mobile/Fixed)
- Acoustic Gunshot Detection Systems
- Unmanned Aerial Vehicles (UAVs, also known as "drones")
- 3-D Crime Scene Laser Scanner
- Handheld Scanners/Readers/Radios
- Software Applications, Development and Deployment
- Patrol Vehicle Equipment (PC/Tablet, Scanners, Printer, etc.)
- Body Worn Equipment (Cameras)
- Lighting Systems
- Other Equipment (specify)

## **B. Applicant Eligibility and Requirements**

Eligible applicants include local law enforcement agencies (e.g., police departments and sheriff's offices) in jurisdictions in New York State outside of New York City.

Funding requests must be submitted on the attached Law Enforcement Technology Application Form.

Awardees must be current with the required submission to DCJS of their Uniform Crime Reports (UCR) or Incident-Based Reports (IBR).

Awardees must have a State Financial Services (SFS) vendor ID registered with New York State or must have an SFS number by the time payment is issued.

## **IV. APPLICATION/FORM INFORMATION**

Applicants must electronically submit the attached Law Enforcement Technology Application as instructed. If DCJS does not receive the attached form, the applicant will not receive funding. Please be sure all fields are complete before submission. If you have any questions on the application, please contact [Dcjs.sm.LEtechquestions@dcjs.ny.gov](mailto:Dcjs.sm.LEtechquestions@dcjs.ny.gov) and include "LE Technology" in the subject line of the message.

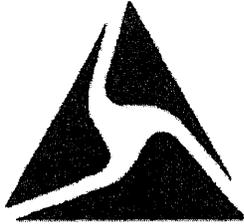
## **V. NOTIFICATION OF AWARDS**

Applicants approved for funding will be notified in writing by DCJS via email to the email address provided in the attached application form.

## **VI. PAYMENT**

If selected for funding, each individual agency/department shall receive a one-time payment for their entire award as determined by DCJS.

It is expected that \$50 million dollars will be available to provide commodities and technology, including those available through centralized contracts established by the NYS Office of General Services (OGS). If selected to receive an award, please visit the OGS website at <https://ogs.ny.gov/procurement/ogs-centralized-contracts> for the availability of a centralized contract before seeking procurement.



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-520784-45455.874CA

Issued: 06/12/2024

Quote Expiration: 07/31/2024

Estimated Contract Start Date: 09/01/2024

Account Number: 131884

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Putnam County Sheriff's Office - NY 3 County Ctr Carmel, NY 10512-1323 USA	Putnam County Sheriff's Office - NY 3 County Ctr Carmel NY 10512-1323 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Joe Kwiatek Phone: Email: jkwiatek@axon.com Fax:	Tim Keith Phone: (845) 225-4300 Email: timothy.keith@putnamcountyny.gov Fax: (845) 225-4399

**Quote Summary**

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$67,855.00</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$67,855.00</b>

**Discount Summary**

Average Savings Per Year	\$0.00
<b>TOTAL SAVINGS</b>	<b>\$0.00</b>

**Payment Summary**

Date	Subtotal	Tax	Total
Aug 2024	\$67,855.00	\$0.00	\$67,855.00
<b>Total</b>	<b>\$67,855.00</b>	<b>\$0.00</b>	<b>\$67,855.00</b>

Quote Unbundled Price:	\$67,855.00
Quote List Price:	\$67,855.00
Quote Subtotal:	\$67,855.00

Pricing

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>A la Carte Hardware</b>									
100379	AXON AIR - FOTOKITE SIGMA ROOF-MOUNT	1			\$44,095.00	\$44,095.00	\$44,095.00	\$0.00	\$44,095.00
<b>A la Carte Software</b>									
12344	AXON AIR - FOTOKITE CONNECT LICENSE	1	60		\$275.00	\$275.00	\$16,500.00	\$0.00	\$16,500.00
<b>A la Carte Warranties</b>									
100776	AXON AIR - FOTOKITE SIGMA 4YR EXTENDED WARRANTY	1			\$7,260.00	\$7,260.00	\$7,260.00	\$0.00	\$7,260.00
<b>Total</b>							<b>\$67,855.00</b>	<b>\$0.00</b>	<b>\$67,855.00</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
A la Carte	100379	AXON AIR - FOTOKITE SIGMA ROOF-MOUNT	1		08/01/2024

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	12344	AXON AIR - FOTOKITE CONNECT LICENSE	1	09/01/2024	08/31/2029

### Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	100776	AXON AIR - FOTOKITE SIGMA 4YR EXTENDED WARRANTY	1		

## Shipping Locations

Location Number	Street	City	State	Zip	Country
	3 County Ctr	Carmel	NY	10512-1323	USA

## Payment Details

Aug 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Upfront	100379	AXON AIR - FOTOKITE SIGMA ROOF-MOUNT	1	\$44,095.00	\$0.00	\$44,095.00
Upfront	100776	AXON AIR - FOTOKITE SIGMA 4YR EXTENDED WARRANTY	1	\$7,260.00	\$0.00	\$7,260.00
Upfront	12344	AXON AIR - FOTOKITE CONNECT LICENSE	1	\$16,500.00	\$0.00	\$16,500.00
<b>Total</b>				<b>\$67,855.00</b>	<b>\$0.00</b>	<b>\$67,855.00</b>

**Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.**

Contract Sourcewell #101223-AXN is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

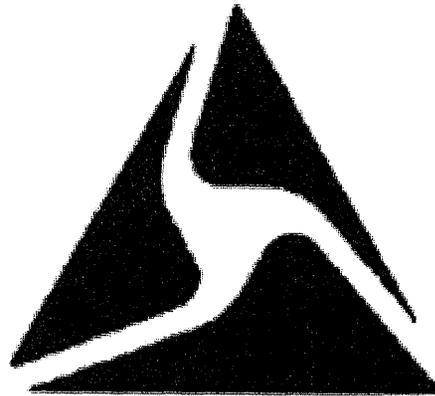
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Signature

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Date Signed

6/12/2024





Keith Puhekker

Putnam County Sheriff's Department  
3 County Center  
Carmel, NY 10512

11/22/2023

Dear Keith Puhekker,

**Warranty:**

1. Equipment warranty is established by the manufacturers unless specified otherwise in the scope of work.
2. Should any defects develop during the warranty period due to equipment failure, Digital Surveillance Solutions shall send to the manufacturer to revert to working order at no expense to Putnam County Sheriff's Department.
3. Any painted over serial numbers will not be accepted for warranty claim by the manufacturer.

**Warranty exclusions:**

1. System abuse or misuse.
2. Floods, fires, earthquakes, lightning strikes, or other events beyond the control of Digital Surveillance Solutions.
3. Environmental conditions required by hardware manufacturers will be maintained by Putnam County Sheriff's Department for the term of the system warranty. If environmental conditions required by manufacturer are not maintained, repairing damage to equipment will be at the expense of the Putnam County Sheriff's Department.

**Exchange Return Policy**

1. Return Product(s) are subject to a ten percent (10%) restocking fee if not returning for the following reasons - return of defective items and/or delivery of the wrong items.
2. Please email Jessica Pitarresi a confirmation that you have received your order correctly or report any errors in the delivery. If email is not received within 60 days no returns or exchanges will be accepted.

I appreciate the opportunity to submit this proposal. If you have any questions, or comments, or require further details, feel free to contact me.

Best Regards,

Jessica Pitarresi  
Digital Surveillance Solutions  
485 Cayuga Road  
Buffalo, NY 14225



digital surveillance solutions

Updated 2 Lane LPR System

Prepared For:

Keith Puhekker
Putnam County Sheriff's Department
3 County Center
Carmel, NY 10512
United States
Keith.Puhekker@putnamcountyny.gov

Prepared By:

Jessica Pitarresi
Digital Surveillance Solutions, Inc.
485 Cayuga Road
Buffalo, NY 14225
jessicap@dssvideo.com
716-597-0369

Table with 4 columns: Quote #, Sales Rep, Payment Terms, Due Date. Row 1: DSSQ5510, Jessica Pitarresi, 30, 12/22/2023

Table with 5 columns: Item Number, Description, QTY, Unit Price, Total Price

Camera Hardware for LPR Lanes

Table with 6 columns: Item Number, Description, QTY, Unit Price, Total Price. Rows include Mx-M73A-RJ45, Mx-O-M7SA-8D280, Mx-O-M7SA-8L280, Mx-M-PM-M73, MX-OPT-CBL-LAN-10, MX-Overvoltage-Protection-Box-L, MX-Overvoltage-Protection-Box-, Mx-F-IRA-T

Camera for Overview of Scene

Table with 6 columns: Item Number, Description, QTY, Unit Price, Total Price. Rows include Mx-S74A, Mx-F-S7A-RJ45, Mx-O-M7SA-8D080, Mx-A-S7A-CBL02-AN, Mx-M-PTMA

Item Number		Description	QTY	Unit Price	Total Price
<b>Rack and Components</b>					
SVP-18168	DDB Unlimited	Pole/Wall Small Box 18" H x 16" W x 8"D	1	\$739.20	\$739.20
F15-115T	DDB Unlimited	110 VOLTS, SINGLE FAN KIT WITH ADJUSTABLE THERMOSTAT	1	\$142.08	\$142.08
NBE-5AC-Gen2	Ubiquiti	NanoBeam 5AC Gen2	2	\$98.95	\$197.90
UISP-CABLE-PRO	Ubiquiti	Category 5e cable. 24 AWG solid copper conductor pairings Insulated, weatherproof cable jacket Internal foil shielding and drain wire for increased ESD damage protection.	1,000	\$0.14	\$140.00
MAA1-0900600M-NA	Cradlepoint	1-yr NetCloud Mobile Essentials Plan, Advanced Plan, and IBR900 router with WiFi (600Mbps modem), no AC power supply or antennas, North America	1	\$1,108.65	\$1,108.65
170704-002	Cradlepoint	Cellular Antenna, Black mini, 600MHz - 6GHz, SMA, 140mm, Used with 600M, 150M, 10M modems	1	\$15.19	\$15.19

### Not on State Contract

ER7212PC	TP-LINK	Gigabit VPN Router with PoE+ Ports and Controller Ability	1	\$267.29	\$267.29
EAP225	TP-LINK	EAP225 Omada AC1350 Gigabit Wireless Access Point Business WiFi Solution w/ Mesh Support, Seamless Roaming & MU-MIMO PoE Powered SDN Integrated Cloud Access & Omada App White	1	\$59.39	\$59.39
CT4000P3PSSD8	Micron	Crucial P3 Plus 4000GB 3D NAND NVMe PCIe M.2 SSD	1	\$297.59	\$297.59
110991666	Nvidia	Jetson AGX Xavier H01 Kit with Jetson Xavier AGX processor, 32 TOPs, Wi-Fi, Aluminum case with cooling fan, pre-installed JetPack System	1	\$1,937.50	\$1,937.50
8NR835	Sandisk	SanDisk Ultra 1 TB UHS-I microSDXC - 120 MB/s Read - 10 Year Warranty U1 A1 CARD+ADAP	4	\$293.56	\$1,174.24
TPDIN-POE-Relay	Tycon Systems	TPDIN PoE Powered Relay up to 10A	1	\$68.45	\$68.45
NDR-120-12	ANTAIRA	120 Watt Industrial Single Output DIN Rail Power Supply - 12 VDC / 10.0 Amps	1	\$92.59	\$92.59
Shipping	Shipping	Shipping/Freight	1	\$469.00	\$469.00

Item Number	Description	QTY	Unit Price	Total Price
<b>SUBTOTAL</b>				\$13,176.47
<b>SALES TAX</b>				\$0.00
<b>Optional Item Total</b>				\$0.00
<b>TOTAL</b>				\$13,176.47

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

To accept this proposal, sign here and return: \_\_\_\_\_

Signature

Date

**SALES QUOTE**

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Timothy Vanasse  
**Phone:** (800) 800-0019 ext. 33011  
**Fax:** (603) 683-1204  
**Email:** tim.vanasse@connection.com

**# 25645922.01**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 6/25/2024  
**Valid Through:** 7/25/2024  
**Account #:**

**Customer Contact:** William Rossiter  
**Email:** william.rossiter@putnamcountyny.g

**Phone:** (845) 225-4300 x42209  
**Fax:** (845) 225-1421

<b>QUOTE PROVIDED TO:</b> AB#: 13250684 <b>PUTNAM COUNTY SHERIFFS DEPT</b> ACCOUNTS PAYABLE 3 COUNTY CTR CARMEL, NY 10512 US  (845) 225-4300	<b>SHIP TO:</b> AB#: 23400033 <b>Putnam County Sheriffs Dept</b> William Rossiter 3 County Ctr Carmel, NY 10512 US  (845) 225-4300 x42209
--	---

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
		Small Pkg Ground Service Level	80.00 lbs	Net 30	NCPA 01-144

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	11	41813258	3000178292100.1	Cust. Putnam County Dept of IT / GIS Latitude 5430 Intel i7-1185G7 14" Touch 7 / 19 Dell Direct CTO/Systems	Dell Direct CTO/Systems	\$ 3,250.00	\$ 35,750.00
<b>Subtotal</b>						\$	<b>35,750.00</b>
<b>Fee</b>						\$	<b>0.00</b>
<b>Shipping and Handling</b>						\$	<b>0.00</b>
<b>Tax</b>							<b>Exempt!</b>
<b>Total</b>						\$	<b>35,750.00</b>

# Connection™

PUBLIC SECTOR SOLUTIONS

we solve IT™

**ORDERING INFORMATION**  
GovConnection, Inc. DBA Connection  
NCPA Contract # NCPA 01-144

Please contact your account manager with questions.

**Ordering Address**  
GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
PO Box 536477  
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

**TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
Delivery Time:	1-30 DAYS ARO
FEIN:	52-1837891
DUNS Number:	80-967-8782
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

*Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:  
[SLEDOPS@connection.com](mailto:SLEDOPS@connection.com)

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

Corral  
Phy's  
AAA  
#5n  
P. 100

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 24A072**  
DATE: July 10, 2024

2024 JUL 10 PM 3:49  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Public Works, the following budgetary amendment is requested.

**Capital Fund:**

**Increase Appropriations:**

55997000 53000 52418 Capital Expenditures - Peekskill Hollow Rd/Creek Culvert PIN 8815.12 \$ 1,840,000

**Increase Estimated Revenues:**

55997000 430971 52418 State Aid - Peekskill Hollow Rd/Creek Culvert PIN 8815.12 \$ 1,840,000

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

This budgetary amendment is authorizing the implementation and funding of 100% of the costs of the Peekskill Hollow Road/Peekskill Hollow Creek Culvert Rehab transportation project, in the Town of Kent using NYS DOT/Bridge NY funds.

24A072

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

COV...  
ADD #7  
PHS  
7/23/24  
Audit #50  
R-50

DEPARTMENT OF FINANCE  
**MEMORANDUM**

2024 JUL 23 AM 11:46  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 24A074**  
DATE: July 23, 2024

At the request of the Commissioner of Planning, the following budgetary amendment is requested.

**Capital Fund:**

**Increase Appropriations:**

55997000 53000 50309 Capital Expenditures - Maybrook Bikeway II Phase A (Bridge 5) PIN 8756.84 \$ 1,719,402

**Increase Estimated Revenues:**

55997000 428601 50309 Transfer In - Capital \$ 1,719,402

**General Fund:**

**Increase Appropriations:**

10990100 59020 50309 Transfer Out - General Fund \$ 1,719,402

**Increase Estimated Revenues:**

10131000 427112 Use of Capital Project Reserve \$ 1,175,000

10564000 445894 Federal Aid - CARES ACT \$ 544,402

Fiscal Impact - 2024 - \$ 1,175,000

Fiscal Impact - 2025 - \$ 0

This budgetary amendment is recommended to cover the bids that exceeded the anticipated project costs. Please refer to Commissioner Barbosa's memorandum to Chairman Ellner dated July 11, 2024 which is item #7 for the Physical Services Committee meeting held on July 23, 2024.

24A074



*copy  
pny*

## MEMORANDUM

To: Chairman Greg Ellner, Physical Services Committee

From: Barbara Barosa AICP, Commissioner

Date: July 11, 2024

Re: **Budgetary Amendment Request for Maybrook Bikeway II Phase A (Bridge 5)**

---

Recently, the County conducted a bid solicitation for the Bridge 5 project, which is the final outstanding project along Putnam County's section of the Maybrook Bikeway portion of the Empire State Trail in the Village of Brewster. Unfortunately, the bids came in exceeding anticipated project costs. In order to make an award and complete this project, a budgetary amendment would be required to provide the requisite funds. The Department of Planning, Development & Public Transportation, Department of Public Works, and Purchasing Department have been working with the Commissioner of Finance to develop a funding plan, of which we anticipate utilizing Transit ARPA funding along with other sources recommended by the Commissioner of Finance.

I respectfully request placement on your next Physical Services Committee Meeting for discussion purposes. If our plan is deemed acceptable, the Commissioner of Finance will prepare a budgetary amendment that will be brought forth at the Audit Committee.

2024 JUL 11 AM 11:50  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

cc all  
Per's  
A+A  
#6  
Bison

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST # 41**

**TO:** Commissioner of Finance  
**FROM:** William A. Orr, Jr., Senior Fiscal Manager  
**DEPT:** Health  
**DATE:** July 2, 2024

2024 JUL -2 PM 2:50  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT	PURPOSE
11401000-51000 Nursing-Vacant Public Health Nurse Position #401011120	11024000-54330 Rabies-Medical Supplies	\$12,000.00	See verbiage.
11401000-51000 Nursing-Vacant Public Health Nurse Position #401011120	11024000-54488 Rabies-Co-Pay	<u>\$ 5,000.00</u>	See verbiage.

Total: \$17,000.00

**Medical Supplies:** Fund the Rabies Medical Supplies (vaccines purchases). We currently have four people awaiting pre-exposure vaccine. We currently have nine people awaiting post-exposure vaccines (already exposed). June through September is typically "bat" season; bats are more active. It is very difficult to anticipate necessary number of vaccines for any given year. Transfer will cover current and remaining vaccines through end of season.

**Rabies Co-Pay:** Fund the Rabies Co-Pay Line. Currently have \$2,100.00 in patient bills to be paid. Transfer will fund through end of season.

2024 Fiscal Impact \$ 0.00

2025 Fiscal Impact \$ 0.00

\_\_\_\_\_  
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

24T177

cc: [unclear]  
Peris  
ATA #7

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST # 42**

**TO:** Commissioner of Finance  
**FROM:** William A. Orr, Jr., Senior Fiscal Manager  
**DEPT:** Health  
**DATE:** July 2, 2024

2024 JUL -2 PM 2:50  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARHILL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT	PURPOSE
11401000-51000 Nursing-Vacant Public Health Nurse Position #401011120	11018000-54445 Tuberculosis-Lab Analysis	\$ 4,000.00	See verbiage.
11401000-51000 Nursing-Vacant Public Health Nurse Position #401011120	11018000-54488 Tuberculosis-Co-Pay	<u>\$10,000.00</u>	See verbiage.

Total: \$14,000.00

**Lab Analysis:** Fund the Tuberculosis (TB) Lab Analysis Line. We currently have two patients with active TB – one is being treated through July 2024, and the other will be treated into early 2025. Patients with active TB are required to go for monthly chest x-rays, CAT scans, and bloodwork as part of their treatment, which can last anywhere from six to nine months. One elderly patient has not responded to treatment and needed to restart a nine-month regimen in Spring 2024. We also treat patients with latent TB infection (LTBI, also known as “sleeping TB”, as the germs are present but inactive), they are sent for a chest x-ray and blood work. On average, we treat one to five LTBI patients each month.

**Co-Pay:** Fund the TB Co-Pay Line. We currently have over \$6,500.00 in patient bills to pay and are expecting another hospital bill for a patient who was treated for a TB-related illness earlier this year.

2024 Fiscal Impact \$ 0.00

2025 Fiscal Impact \$ 0.00

\_\_\_\_\_  
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

24T178

*cc: all  
 Re: 3  
 PLA*  
 #8  
 Rec

**COUNTY OF PUTNAM  
 FUND TRANSFER REQUEST # 45**

**TO:** Commissioner of Finance

**FROM:** William A. Orr, Jr., Senior Fiscal Manager

**DEPT:** Health

**DATE:** July 2, 2024

2024 JUL -2 PM 2:50  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT	PURPOSE
10401000-51000 Admin-Vacant Office Asst. Position #401011915	10401000-51094 Admin-Temp	\$10,000.00	See verbiage.

**PURPOSE**

To cover part-time Temp person (T. Nemeth) currently training Fiscal Staff person on Nursing and Health Education Time and Effort reporting, for purposes of calculating quarterly State Aid Claim.

To cover part-time Temp person (D. Camarotta), serving as clerical support (floater). Due to vacancies, this person is providing support to all Health Department Programs, including vacant Environmental Office Assistant and vacant Receptionist.

2024 Fiscal Impact \$ 0.00

2025 Fiscal Impact \$ 0.00

\_\_\_\_\_  
 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

24T179

*cc all  
Deis  
A+A*      *Beck*  
**#9**

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST # 50**

**TO:** Commissioner of Finance

**FROM:** William A. Orr, Jr., Senior Fiscal Manager

**DEPT:** Health

**DATE:** July 2, 2024

2024 JUL -2 PM 2:50  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARROLL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT	PURPOSE
11401000-51000 Nursing-Vacant Public Health Nurse Position #401011120	11401000-51093 Nursing-Overtime	\$10,000.00	See verbiage.

**PURPOSE**

Nursing Overtime is higher than anticipated due to three vacancies (two resignations and one retirement in 2024). Difficulty filling positions due to low starting salary. Nursing Overtime has increased this year to allow Nursing staff to cover mandated services.

2024 Fiscal Impact \$ 0.00

2025 Fiscal Impact \$ 0.00

\_\_\_\_\_  
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

24T180

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: [unclear]  
Re: [unclear]  
ATA*  
**Reso #10**

**TO: Commissioner of Finance**  
**FROM: Sheriff Kevin J. McConville**  
**DEPT: Sheriff/Corrections**  
**DATE: July 2, 2024**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10129 (Jail General: Personnel) <i>Sr. Office Asst.</i>	10010000.51093 (Jail Food: Overtime)	\$5,911.00	cover projected OT Month of May
10315000.58002 (Jail General: FICA)	10010000.58002 (Jail Food: FICA)	\$ 452.00	cover related FICA Month of May
10315000.51000.10129 (Jail General: Personnel) <i>Sr. Office Asst.</i>	10010000.51093 (Jail Food: Overtime)	\$5,140.00	cover projected OT Month of June
10315000.58002 (Jail General: FICA)	10010000.58002 (Jail Food: FICA)	\$ 395.00	cover related FICA Month of June

**Total \$11,898.00**

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

2024 JUL - 3 AM 10: 26  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

\_\_\_\_\_  
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

**24T181**

P-1

**PUTNAM COUNTY SHERIFF'S DEPARTMENT  
INTER-OFFICE MEMORANDUM**

July 1, 2024

**TO:** Sheriff Kevin J. McConville

**FROM:** Undersheriff Thomas Lindert 

**SUBJECT:** BUDGET TRANSFERS CORRECTIONS

Fund Transfers to Cover **Full-Time Corrections Cooks** Overtime. These funds would also be from the vacant Sr. Office Assistant Line for the **Month of May**.

- 1) Reduce Open Personnel Line: 10315000.10129 by \$5,911.00
  - 2) Increase Jail Food Overtime Line: 10010000.51093 by \$5,911.00
  - 3) Reduce Jail General FICA Line: 10315000.58002 by \$452.00
  - 4) Increase FICA Line: 10010000.58002 by \$452.00
- 

Fund Transfers to Cover **Full-Time Corrections Cooks** Overtime. These funds would also be from the vacant Sr. Office Assistant Line for the **Month of June**. This would cover the projected overtime for the remainder of the year.

- 1) Reduce Open Personnel Line: 10315000.10129 by \$5,140.00
  - 2) Increase Jail Food Overtime Line: 10010000.51093 by \$5,140.00
  - 3) Reduce Jail General FICA Line: 10315000.58002 by \$395.00
  - 4) Increase FICA Line: 10010000.58002 by \$395.00
- 

**Each Budget Transfer will have no Fiscal Impact on the County Budget**

24T181



PUTNAM COUNTY SHERIFF'S DEPARTMENT  
INTER-OFFICE MEMORANDUM

July 1, 2024

TO: Sheriff Kevin J. McConville

FROM: Undersheriff Thomas Lindert 

SUBJECT: BUDGET TRANSFERS CORRECTIONS

The following details the requested BUDGET TRANSFERS for the Corrections Division.

As you know one of our Full-Time Correctional Facility Cooks has been out on extended sick leave since March 4, 2024, and is expected to return on July 12, 2024. This has caused an increase in Corrections Cook Overtime as well as Part-Time Cook Hours. This unforeseen illness will require budget transfers into the Part-Time Cook line. The open line transfers are for the Salary of the Sr. Office Assistant for the month of March.

- 1) Open Personnel Line: (Sr. Office Assistant) 10315000.10129 to be reduced by \$3,855.00
  - 2) Increase: Part-Time Cook Temporary Line: 10010000.51094 by \$3,855.00
  - 3) Reduce Jail General FICA Line :10315000.58002 by \$296.00
  - 4) Increase Line: 10010000.58002 FICA by \$296.00
- 

Request the following be transferred to cover for the Part-Time Cooks for the month of April. This funding would also come from the vacant Sr. Office Assistant Position for the month of April.

- 1) Open Personnel Line: (Sr. Office Assistant) 10315000.10129 to be reduced by \$5,654.00
  - 2) Increase Temporary Line: 10010000.51094 by \$5,654.00
  - 3) Reduce Jail General FICA Line: 10315000.58002 by \$435.00
  - 4) Increase Line: 10010000.58002 by \$435.00
- 

24T182

MICHAEL J. LEWIS  
Commissioner of Finance



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SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24T183 *Revised*  
DATE: July 5, 2024

2024 JUL -5 PM 1:40  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of the Department of Social Services, Mental Health and Youth Bureau, the following budgetary amendment is requested.

<u>General Fund:</u>		
<u>Increase Appropriations:</u>		
10106000 51000 (102)	Personnel Services - Principal Office Assistant (Staff Development)	\$ 42,250
<u>Decrease Appropriations:</u>		
10116000 51000 (101)	Personnel Services - Sr Data Entry Operator (WMS)	\$ 36,246
10110000 51000 (101)	Personnel Services - Sr Data Entry Operator (Fraud Abuse)	3,390
10116000 51094	Temporary (WMS)	1,307
10106000 51094	Temporary (Staff Development)	1,307
Fiscal Impact - 2024 - \$ 0		
Fiscal Impact - 2025 - \$ 0		

Please refer to the attached memorandum from Commissioner Servadio requesting for the upgrade of the current Senior Data Entry Operator to Principal Office Assistant. Attached is the job specification as well as fiscal analysis.

KEVIN BYRNE  
*County Executive*

SARA SERVADIO  
*Commissioner*

NICOLLE MCGUIRE  
*Deputy Commissioner*



DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

July 1, 2024

TO: Michael Lewis, Commissioner of Finance

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

SUBJECT: DSS 2024 Budgetary Amendment

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Together with Personnel Officer Paul Eldridge, your approval is requested for the upgrade of the current **Senior Data Entry Operator** position to **Principal Office Assistant**. Effective 01/01/2024, this position has absorbed all the Staff Development (NYS mandated) duties vacated by previous incumbent on 12/30/2023. A classification form was submitted to Personnel and based upon the work duties performed, the new title has been classified as Principal Office Assistant.

Employee will transition from a Grade 11; Step 4 + 2 longevities to a Grade 12; Step 4 + 2 longevities. Under 2023 CSEA pay rates, the upgrade will result in an increased pay rate of \$2,614. By repurposing funds in the 2024 budget originally booked under 51094 for the incumbent to continue in a part time manner, this upgrade will have \$0 fiscal impact for 2024 (10106000 & 10116000).

It is respectfully requested this matter be placed on the agenda for the next meeting of the appropriate committee. Thank you for your time and consideration.

Attachments:

Personnel Job Specification Principal Office Assistant  
Senior Data Entry Operator Upgrade Fiscal Analysis

cc: Paul Eldridge, Personnel Officer  
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau  
 Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau



Putnam County

## Personnel Department

< [Return to Previous Page](#)

# PRINCIPAL OFFICE ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** This class is characterized by high degree of responsibility calling for mature office judgment and knowledge of the policies, laws and regulations relating to the program of the agency in which the position is located. Responsibilities are varied and difficult, and will include planning and administering activities on a moderately large scale, independently performing difficult and complex tasks, and exercise of higher level independent judgment in the handling of non-routine situations and information. Secretarial duties may also be involved. The Principal Office Assistant is distinguished from the Senior Office Assistant by the greater complexity of related duties, by supervision of a number of subordinate office employees, or by a combination of those factors. Performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Provides support to administrator(s);
- Receives telephone calls, answers questions and refers calls to proper person;
- Makes referrals according to office policies and procedures, and regulations and policies relating to program or department;
- Keeps administrator(s) informed and up-to-date on any changes in regulations and policies relating to the program or department;

- Makes appointments and schedules for school officials, and establishes priorities for submission to administrator(s);
- Receives and directs visitors to the office;
- Coordinates clerical processing functions involving considerable internal and external communication by letter, telephone;
- Operates a computer or other word processing related equipment to produce routine correspondence, reports, spreadsheets, databases, charts and other work documents;
- Collects, compiles, records and files a variety of records, reports, statistics and other related information;
- Maintains and/or coordinates the maintenance of related office files and records;
- Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials as appropriate;
- Operates a variety of business office machines such as computers, copying machines, calculators, scanners, etc.;
- Reviews data for completeness, accuracy and conformity with established procedure and answers difficult questions related thereto;
- Instructs new employees in the routine and specialized work of the department, and assigns and reviews work;
- Conducts correspondence independently or composes with administrative judgment for official signature, as required;
- May collect fees and accounts for monies received;
- May issue permits and licenses;
- Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of the policies, laws, rules and regulations relating to the program of the agency in which the business is located insofar as it is necessary for the proper acknowledgment of the duties; thorough knowledge of business arithmetic and

English; ability to plan and direct the work of others; ability to operate an alphanumeric keyboard at an acceptable rate of speed; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to set up appropriate forms, charts and other tabular listings; ability to prepare correspondence, reports and other materials; ability to follow complex oral and written instructions; ability to prepare correspondence, reports and other materials; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; good judgment; accuracy; resourcefulness; initiative; tact; courtesy; neat appearance.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a comparable diploma and four (4) years of progressively responsible clerical experience which included use of computer word processing software, one (1) year of which shall have been in a supervisory or responsible capacity.

**SUBSTITUTION NOTE:** Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

**PLEASE NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENT:** Depending on assignment, an incumbent of this class may be required to obtain and maintain appointment as a New York State Notary Public.

4/07; 5/09; 7/11; 4/21

Competitive Class

**Contact Us**

**Personnel Committee Meeting - July 9, 2024**  
**Senior Data Entry Operator Upgrade Fiscal Analysis**

<u>Title</u>	<u>Position Number</u>	<u>Salary Allocations</u>			<u>Total</u>
		<u>10106000</u> <u>Staff</u> <u>Development</u>	<u>10110000</u> <u>Fraud Abuse</u>	<u>10116000</u> <u>WMS</u>	
Senior Data Entry Operator (Current)	601016101	\$ -	\$ 3,390.00	\$ 64,413.00	\$ 67,804.00
Principal Office Assistant (Proposed)	TBD	\$ 42,250.80	\$ -	\$ 28,167.20	\$ 70,418.00
				<b>Variance</b>	<b>\$ 2,614.00</b>

COUNTY OF PUTNAM  
FUND TRANSFER REQUEST

cc: a  
A+A

3.9(1)

#13

TO: Commissioner of Finance

FROM: Robert Tendy, DA

DEPT: District Attorney

DATE: July 22, 2024

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10116500 54683 Investigations	10116500 54640 Education and Training		TO COVER THE COST OF CLE AND TRAINING OPPORTUNITIES FOR ADA'S IACP IMPAIRED RIVING, BRIDGING THE GAP AND ZERO ABUSE
	<b>Total</b>	<b>\$6,000.</b>	

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2024 Fiscal Impact \$   0  

2025 Fiscal Impact \$   0  

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

AUTHORIZATION:

\_\_\_\_\_  
Date Commissioner of Finance/Designee: Initiation and \$0-\$5,000.00

\_\_\_\_\_  
Date County Executive/Designee: \$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 JUL 24 PM 12: 29  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

247207

**July 29, 2024**  
**Audit Meeting**

**#14**

**FYI/ 2024 Guardrail & Property Damage Table**

**Michele Alfano-Sharkey**

Audit - F I - #15

**From:** Michael Lewis  
**Sent:** Monday, July 22, 2024 8:28 AM  
**To:** Michele Alfano-Sharkey  
**Subject:** FW: From Legislator Gouldman To County Executive Byrne - Hudson Valley Regional Council Dues

See below.

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**From:** Michael Lewis  
**Sent:** Monday, July 15, 2024 9:01 AM  
**To:** Edward Gordon <Edward.Gordon@putnamcountyny.gov>  
**Cc:** James Burpoe <James.Burpoe@putnamcountyny.gov>  
**Subject:** RE: From Legislator Gouldman To County Executive Byrne - Hudson Valley Regional Council Dues

GM Ed – At this time, there’s no need for a budgetary amendment. This amount will be coming out of the “Dues” account (10192000 54313) in the amount of \$1,881. There is currently \$12,700 available to cover this item. Please forward to Chairman Gouldman.

Ty Mike



**Michael J. Lewis**

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

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**From:** Edward Gordon <Edward.Gordon@putnamcountyny.gov>  
**Sent:** Wednesday, July 10, 2024 1:02 PM  
**To:** Michael Lewis <Michael.Lewis@putnamcountyny.gov>  
**Subject:** From Legislator Gouldman To County Executive Byrne - Hudson Valley Regional Council Dues

Hi Mike,

Please see the attached memo from Legislator Gouldman. There is also a copy in the interoffice mail.

Thank you.

Ed Gordon  
Administrative Assistant

THE PUTNAM COUNTY LEGISLATURE

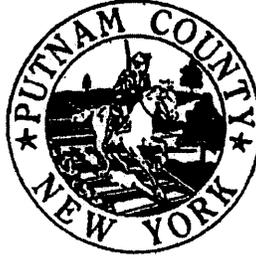
40 Gleneida Avenue

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

**MEMORANDUM**

**DATE:** July 10, 2024

**TO:** Kevin Byrne  
Putnam County Executive

**CC:** Michael Lewis  
Commissioner of Finance

**FROM:** William Gouldman  
Chairman, Economic Development & Energy Committee

**RE:** Hudson Valley Regional Council Dues

At last night's Economic Development & Energy Committee Meeting there was a discussion regarding the County paying dues to be a member of the Hudson Valley Regional Council. It was the consensus of the Legislators present that this would be a positive for Putnam County and its residents.

It is the Legislature's understanding, based on said discussion, that the Administration is also in favor of moving forward. Respectfully, I request Commissioner of Finance Michael Lewis prepare a budgetary amendment to be considered at the July 29, 2024 Audit & Administration Committee Meeting. The 2024 dues are in the amount of \$1,881 as per the attached invoice.

Thank you for your attention to this request.

Attachment



Eco  
Add'l  
#4

## Hudson Valley Regional Council

### INVOICE – 2024 MEMBER COUNTY CONTRIBUTION

July 8, 2024

Hon. Kevin Byrne  
County Executive  
Putnam County  
40 Gleneida Avenue, 3<sup>rd</sup> Floor  
Carmel, NY 10512

Hon. Paul Jonke  
Legislative Chairman  
Putnam County Legislature  
40 Gleneida Avenue  
Carmel, NY 10512

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2024 JUL -9 PM 1:28

#### Fiscal Support / Member County Contribution

2024: January 1 – December 31 Contribution	\$5,641
Less Putnam County Industrial Development Agency contribution:	\$1,880
Less Putnam County Economic Development Corporation contribution:	<u>\$1,880</u>
Total Requested Putnam County contribution:	\$1,881

cc: Putnam County Economic Development Corporation President Kathleen Abels, designated representative for County Executive Byrne; Legislative Chairman Paul Jonke; Westchester County Economic Development Director and HVRC Board Chair Bridget Gibbons, designated representative for County Executive Latimer