

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
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** **November 25, 2024**  
**(Immediately Following the Special Full Mtg. at 6:15PM)**

1. Pledge of Allegiance
2. Roll Call
3. Acceptance of Minutes – September 23, 2024
4. 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
5. Correspondence/ Commissioner of Finance
  - a. Overtime/Temporary Report
  - b. Approval/ Budgetary Amendment 24A102/ Planning/ Funding Awarded from NYSERDA/ Solar Panels on Transit Facility (Also reviewed in Physical)
  - c. Approval/ Budgetary Amendment 24A110/ Finance/ ARPA Allocation/ Administer Projects per the US Treasury's 2022 Final Rule (Also reviewed in Rules)
  - d. Approval/ Budgetary Amendment 24A111/ Commissioner of Finance – County ARPA Projects Reallocation – Amend Resolution #135 of 2022 (Also reviewed in Rules)

- e. **Approval/ Budgetary Amendment 24A112/ Health Dept./ Increased Cost of Preschool 3-5 Program (Also reviewed in Health)**
  - f. **Approval/ Budgetary Amendment 24A113/ Sheriff/ Reimbursement Received from NYS Sheriff's Association for Training & Conference Attendance**
  - g. **Approval/ Budgetary Amendment 24A114/ Planning/ Small Urbanized Area Funds (Also reviewed in Physical)**
  - h. **Approval/ Budgetary Amendment 24A115/ Health Dept./ NYSDOH Local Health Dept. Performance Incentive Program Award (Also reviewed in Health)**
  - i. **Approval/ Budgetary Amendment 24A116/ ARPA Reallocation/ Golf Course Renovation Project (Also Reviewed in Rules)**
  - j. **Approval/ Budgetary Amendment 24A117/ DPW/ Guardrail Damage Compensation/ Insurance Recovery**
  - k. **Approval/ Budgetary Amendment 24A118/ Golf Course/ Contractual Payments due to Increased Activity**
  - l. **Approval/ Budgetary Amendment 24A119/ ARPA Reallocation/Sheriff's Dept/ School Safety/ Axon Officer Safety Technology Project (Approved in Concept at Rules)**
  - m. **Approval/ Budgetary Amendment 24A120/ ARPA Reallocation/Sheriff's Dept/ School Safety/ Youth Bureau Relocation (Approved in Concept at Rules)**
6. **Approval/ Fund Transfer 24T436/ Dept. of Social Services/ 2 Conference Call Hubs**
  7. **Approval/ Fund Transfer 24T372/ DPW/ Road Machinery Overtime through Year End (Also reviewed in Physical)**
  8. **Approval/ Fund Transfer 24T373/ Dept. of Social Services/ Authorized Client Transport (Also reviewed in Health)**
  9. **Approval/ Fund Transfer 24T374/ Dept. of Social Services/ Foster Care Recruitment Giveaways (Also reviewed in Health)**
  10. **Approval/ Fund Transfer 24T385/ District Attorney/ Replace Laptops (Also reviewed in Protective)**
  11. **Approval/ Fund Transfer 24T387/ Health Dept./ Preschool Cost Increases (Also reviewed in Health)**
  12. **Approval/ Fund Transfer 24T391/ Health Dept./ Nursing Overtime through Year End (Also reviewed in Health)**
  13. **Approval/ Fund Transfer 24T396/ Health Dept./ Environmental Health Services Overtime through Year End (Also reviewed in Health)**

- 14. Approval/ Fund Transfer 24T398/ Dept. of Social Services/ Foster Home Recruitment Activities (Also reviewed in Health)**
- 15. Approval/ Fund Transfer 24T399/ Health Dept./ Rabies Vaccines (Also reviewed in Health)**
- 16. Approval/ Budgetary Transfer 24T404/ Finance/ 2024 & 2025 Salary and Benefit Costs Pursuant to Ratified Contract Settlement between County and PCSEA (Also reviewed in Personnel)**
- 17. Approval/ Budgetary Transfer 24T406/ Finance/ Legal Aid 18b (Also reviewed in Protective)**
- 18. Approval/ Fund Transfer 24T417/ Law Dept./ NYMIR Invoices through Year End (Also reviewed in Rules)**
- 19. Approval/ Fund Transfer 24T418/ Purchasing/ Payroll for Asset Manager/Procurement Coordinator**
- 20. Approval/ Fund Transfer 24T424/ Law Dept./ Outstanding Legal Services Invoices not yet received for Remainder of Year (Also reviewed in Rules)**
- 21. Approval/ Fund Transfer 24T431/ Dept. of Social Services/ Furniture**
- 22. Approval/ Corrective Action Plan/ Audit of Putnam County's Recreation and Golf Course Collections**
- 23. Approval/ Putnam County Cash Handling Policy and Procedures**
- 24. FYI/ 2024 Guardrail & Property Damage Table**
- 25. Other Business**
- 26. Adjournment**

#3

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

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

**Monday September 23, 2024**  
**(Immediately following the Economic Development Mtg. at 6:30pm)**

The meeting was called to order at 6:49pm by Chairman Castellano who requested Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call Legislators Ellner and Gouldman and Chairman Castellano were present.

**Item #3 – Acceptance of Minutes – August 26, 2024**

The minutes were accepted as submitted.

**Item #4 – 2023 Audit Report/ PFK O’Connor Davies, LLP**

Nicholas DeSantis, Partner at PKF O’Connor Davies stated the Legislature was provided with the Certified Annual Financial Report (CAFR) for the year 2023 as well as a smaller packet (attached) containing extrapolated information from the CAFR. He drew the Committee’s attention to the Certificate of Achievement for Excellence in Financial Reporting that was awarded to Putnam County for the 37<sup>th</sup> time. He stated this award is truly a compliment to the Finance Department and Administration. He stated Putnam County is one of 22 local governments in New York State to receive this award.

Alan Kassay, Partner at PKF O’Connor Davies explained the General Fund – Budget to Actual Summary on page 5 of the attached PowerPoint. He stated the fund balance at the end of the year was \$144,302,861.

Mr. DeSantis stated page 6 of the PowerPoint breaks down the different revenues collected, three of which are noteworthy.

Mr. Kassay stated the “Non-Property Taxes” shows the sales tax which was \$6 million higher than in 2022. He stated the “Use of Money and Property” which is from interest earnings was \$4.8 million higher than in 2022. He stated “Federal Aid” represents unspent ARPA (American Rescue Plan Act) funding and shows a negative variance of just under \$18 million. He stated these funds can only be recorded as revenue once they are spent.

Mr. DeSantis stated the total revenue shows a negative variance of \$5 million, however when that Federal Aid variance is added back in (as it will be once spent), it shows a positive variance of over \$12 million. He stated page 7 of the PowerPoint breaks down the expenditures.

Mr. Kassay stated most variances in expenditures were comparable to 2022.

Mr. DeSantis referenced page 4 of the PowerPoint which breaks down the fund balance and provided an overview of the different categories.

Mr. Kassay spoke to the Fund Balance comparison from 2020-2023 on page 4 of the PowerPoint. He stated there are three (3) new categories under Assigned Fund Balance. He stated the first is "Callable Bond" which money put aside to allow the County to call their bonds early and save on future interest payments. He stated the next is "Disaster Recovery" which is a cushion against any possible damage that may occur within the County. He stated the third is "Judgements and Settlements".

Mr. DeSantis stated these items are recommended by the Administration and incorporated into the financial statements. He stated Putnam County is in excellent financial shape, as evidenced by the County's Aa1 bond rating from Moody's, the second highest bond rating available.

Mr. Kassay stated page 8 of the PowerPoint Presentation shows a summary of other funds such as Capital Projects, County Road, Road Machinery, Transportation, Special Purpose, and Debt Service funds.

Chairman Castellano questioned if it is possible to have too much fund balance.

Mr. DeSantis stated he will never say there is too much. He stated after the COVID Pandemic Putnam County never saw a reduction in sales tax revenue. He stated Putnam County has a 2% property tax cap which has not been broken. He stated the County has sufficient reserves to meet the needs of municipal services as well as capital needs. He stated the County does not have much outstanding debt and what is outstanding was borrowed at a reasonable rate.

Mr. Kassay stated the fund balance can be used toward capital projects, which would avoid having to borrow.

Mr. DeSantis stated any remaining ARPA funds must be encumbered by the end of 2024 and expended by the end of 2026.

Legislator Gouldman stated Putnam County is in great shape in terms of sales tax and collected tax from online sales has made a huge impact.

Legislator Sayegh stated interest earnings have been used to fund capital projects. She questioned how the lower rates might affect this moving forward.

Commissioner Lewis stated the County is currently in a surplus for 2024, even though the Federal government has started to lower rates. He stated the County has fixed income through 2026, which preserved the interest at a higher rate.

Mr. Kassay stated the interest earnings revenue was budgeted conservatively, which has resulted in a surplus for the County.

Mr. DeSantis stated as indicated by Commissioner Lewis, investments have been laddered so some will mature in 2025. He stated the County has cash available for investments to take advantage of those interest earnings.

Legislator Ellner stated at the recommendation of Commissioner Lewis the County will increase the cap on investment to capture some more revenue.

Chairman Castellano stated the County is borrowing less, which has led to the County being even financially stronger. He thanked Mr. DeSantis and Mr. Kassay for their presentation.

**Item #5 – Correspondence/County Auditor**

**a. Sales Tax Report – Duly Noted**

**b. OTB Report**

Chairman Castellano stated this report shows the school tax payment for the month of September.

**c. Transfer/Revenue Report – Duly Noted**

**d. 2024 Contingency/Sub-Contingency Report – Duly Noted**

**Item #6 – Correspondence/ Commissioner of Finance**

**a. Overtime/Temporary Report – Duly Noted**

**b. Approval/ Budgetary Amendment 24A080/ DPW/ Insurance Recoveries/ Guardrail Damages (Also reviewed in Physical)**

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

**c. Approval/ Budgetary Amendment 24A081/ Health Dept./ Increased Cost of Preschool 3-5 Program (Also reviewed in Health)**

Commissioner of Finance Michael Lewis stated the State reimburses 59.5% of this cost.

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

**d. Approval/ Budgetary Amendment 24A082/ Sheriff's Dept./ License Agreement/ Computer Aided Dispatch Records Management System (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 24A084/ Sheriff's Dept./ Officer to Attend DRE School & ARIDE Class**

Commissioner Lewis stated this is a grant through the New York State Governor's Traffic Safety Committee.

Legislator Ellner questioned what DRE and ARIDE stand for.

Legislator Crowley stated DRE stands for Drug Recognition Expert.

County Auditor Sharkey stated ARIDE stands for Advanced Roadside Impaired Driving Enforcement.

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

**f. Approval/ Budgetary Amendment 24A085/ Soil & Water/ Utilize Soil & Water Conservation District Trust Funds to Purchase Equipment (Also reviewed in Physical)**

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

**g. Approval/ Budgetary Amendment 24A086/ Legal Aid/ Recognize State Aid**

Commissioner Lewis stated under State mandate the hourly rate went from \$75 to \$158. He stated the State provides 25% of that.

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

**h. Approval/ Budgetary Amendment 24A087/ DPW/ Parks & Recreation Water Sewer Charges (Also reviewed in Physical)**

Chairman Castellano questioned if this will be reimbursed.

Commissioner Lewis stated yes, 50%-60% will be reimbursed by the NYS DEP.

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

**i. Approval/ Budgetary Amendment 24A088/ DGS/ Repair Mail Vehicle**

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

**Item #7 – Approval/ Fund Transfer 24T258/ Dept. of Social Services/ Fund Correct Budget Line for Agreement with Sheriff’s Department (Also reviewed in Health)**

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

**Item #8 – Approval/ Fund Transfer 24T259/ Dept. of Social Services/ Upgrade of Forensic Interviewer/Outreach Worker to Coordinator of the Child Advocacy Center (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 24T262/ Youth Bureau/ Temporary to Cover Maternity Leave (Also reviewed in Personnel)**

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

**Item #10 – Approval/ Fund Transfer 24T264/ Sheriff’s Dept./ Reclassification/ Lieutenant to First Sergeant (Also reviewed in Personnel)**

Chairman Castellano stated there was a request from an employee to be demoted from Lieutenant to First Sergeant.

Legislator Crowley questioned if this change moves the employee into a union position.

Chairman Castellano stated that is what was discussed at the Personnel Committee Meeting. He stated this is a bit of a pay cut and was at the request of the employee.

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

**Item #11 – Approval/ Fund Transfer 24T265/ Senior Resources/ Reclassification/ Fill Position Equivalent to Positions at other Senior Centers (Also reviewed in Personnel)**

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

**Item #12 – Approval/ Fund Transfer 24T267/ County Attorney/ Outstanding Legal Services through Year End (Also reviewed in Rules)**

Commissioner Lewis stated over the past few years this has been a common budgetary.

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

**Item #13 – Approval/ Fund Transfer 24T270/ Dept. of Social Services/ Fund SPO Agreement with Sheriff's Department**

Chairman Castellano made a motion to approve Fund Transfer 24T270; Seconded by Legislator Gouldman. All in favor.

**Item #14 – Approval/ Fund Transfer 24T273/ Emergency Services/ Dispatch Backup Center – 4 Powerphone Licenses (Also reviewed in Protective)**

Chairman Castellano made a motion to approve Fund Transfer 24T273; Seconded by Legislator Ellner. All in favor.

**Item #15 – Approval/ Fund Transfer 24T280/ Soil & Water/ Utilize NYS Dept. of Agriculture and Markets Funds for Fish Cradles at Kirk Lake (Also reviewed in Physical)**

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

**Item #16 – Approval/ Fund Transfer 24T290/ Senior Resources/ Vehicle Leasing Expenses through Year End**

Tom DiMarchi, Office for Senior Resources Fiscal Manager, stated they had budgeted for the cost of new vehicles being added to the fleet in 2024 and this moves the money into the right programs.

Chairman Castellano made a motion to approve Fund Transfer 24T290; Seconded by Legislator Gouldman. All in favor.

**Item #17 – Approval/ Fund Transfer 24T291/ Senior Resources/ Food & Janitorial Expenses due to Increased Meals Served**

Office for Senior Resources Director Michael Cunningham introduced Nutrition Manager Kevin Monahan. He stated there has been a significant increase in the number of meals served.

Nutrition Manager Monahan stated right now the projection is that there will be a 20% increase in meals served as compared to 2023. He stated they are on track to serve 105,000 meals to seniors this year; last year they served 87,000. He stated although this is an additional expense, it is due to more people being helped.

Director Cunningham stated this is an indication of getting back to where they were before COVID.

Legislator Gouldman questioned if the increase is across the board or if certain centers are seeing more participation.

Nutrition Manager Monahan stated it is across the board, which is very nice to see.

Legislator Sayegh stated the increase in participation may also be related to the increased price of groceries.

Nutrition Manager Monahan stated that is possible.

Director Cunningham stated they are also working with Cornell Cooperative Extension to have freezers filled with available meals at the centers. He stated there is also a produce delivery program for the seniors.

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

**Item #18 – Other Business**

**a. Approval/ Fund Transfer 24T305/ Social Services/ Misc. Code Blue Expenses**

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

Chairman Castellano stated code blue is when the County houses people when the temperature drops below 32 degrees. He requested clarification on the transfer as it states it was previously non-reimbursable.

Dan Birmingham, Southeast resident, stated this program is vital as in the past there were homeless residents who froze to death.

Legislator Sayegh stated funds unused last year are being repurposed this year.

Commissioner Lewis stated the funding is coming from their contract line to go to these miscellaneous code blue expenses.

Chairman Castellano made a motion to approve Fund Transfer 24T305; Seconded by Legislator Ellner. All in favor.

**Item #19 – Adjournment**

There being no further business at 7:40pm, Chairman Castellano made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by Administrative Assistant Beth Robinson.

# County of Putnam, New York Report to the County Legislators December 31, 2023

Nicholas DeSantis, Partner  
Alan Kassay, Partner

September 23, 2024

**KNOW  
GREATER  
VALUE**

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## Agenda

Audit Results – PKF O'Connor Davies Opinion on  
Financial Statements

- Fund Balance - General Fund Retrospective
- General Fund - Budget to Actual Summary
- General Fund - Budget to Actual - Revenues
- General Fund - Budget to Actual – Expenditures
- Other Governmental Funds

## General Fund – Budget to Actual Summary

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Total Revenues	\$ 157,991,846	\$ 189,250,187	\$ 184,213,602	\$ (5,036,585)
Total Expenditures	161,513,423	169,496,426	147,391,077	22,105,349
Excess (Deficiency) of Revenues Over Expenditures	(3,521,577)	19,753,761	36,822,525	17,068,764
Total Other Financing Sources (Uses)	(370,000)	(21,368,858)	(4,989,491)	16,379,367
Net Change in Fund Balance	(3,891,577)	(1,615,097)	31,833,034	33,448,131
Fund Balance - Beginning of Year	3,891,577	1,615,097	112,469,827	110,854,730
Fund Balance - End of Year	\$ -	\$ -	\$ 144,302,861	\$ 144,302,861

## General Fund – Budget to Actual Revenues

REVENUES	Budget		Actual	Variance with Final Budget (Negative)
	Original	Final		
Real Property Taxes	\$ 30,382,478	\$ 30,382,478	\$ 29,301,109	\$ (1,081,369)
Other Tax Items	5,216,800	5,460,852	5,410,056	(50,796)
Non-Property Taxes	75,895,000	77,205,632	89,627,893	12,422,261
Departmental Income	13,201,784	13,594,832	12,495,701	(1,099,131)
Use of Money and Property	1,022,833	3,559,301	6,598,936	3,039,635
Licenses and Permits	884,700	1,218,108	954,255	(263,853)
Fines and Forfeitures	92,306	102,756	174,283	71,527
Sale of Property and Compensation for Loss	71,100	156,114	120,612	(35,502)
State Aid	21,942,276	25,867,273	25,137,307	(729,966)
Federal Aid	8,133,069	29,497,076	11,598,066	(17,899,010)
Miscellaneous	1,149,500	2,205,765	2,795,384	589,619
Total Revenues	\$ 157,991,846	\$ 189,250,187	\$ 184,213,602	\$ (5,036,585)

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## Summary – Closing Points

Issued an **UNMODIFIED OPINION (CLEAN)**

Received the **Certificate of Achievement in Financial Reporting**  
- 32 of the last 33 years

**Moody's Bond Rating at Aa1 -**

"Obligations judged to be of high quality and  
subject to very low credit risk".

**Tax Anticipation Notes**

Last issued Tax Anticipation Notes in December 2015, 8th year in a row.  
Reduced need to borrow from \$17 million in 2013, to \$0 in 2015  
Saving annual interest expense by as much as \$165,000 per year,

**Issued Report to Those Charged With Governance -**

"Management Letter", No Material weaknesses  
noted.

**New GASB Pronouncements:**

GASB Statement No. 87 - Leases. Implemented in 2022.

GASB Statement No. 96 - Subscription-Based Information Technology  
Agreements (SBITA). 2023.

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## Contact Us

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#11A

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	+or(-) Same Period
Sales Tax												
January	\$ 3,910,113	\$ 4,117,955	\$ 4,235,351	\$ 4,472,651	\$ 4,699,597	\$ 4,966,930	5,536,978	4,810,372	6,071,784	6,673,020	7,112,139	439,119
February	3,270,383	3,234,919	3,828,416	3,797,974	4,062,844	4,228,841	4,573,894	4,483,277	5,047,591	5,979,925	6,138,980	159,055
March	5,708,091	4,670,041	5,932,547	5,174,049	5,383,664	5,792,011	5,949,514	8,065,989	8,250,002	7,952,761	7,642,006	(310,755)
April**	4,077,701	4,248,878	4,354,716	4,344,286	4,696,971	4,674,670	3,538,226	5,264,056	6,424,074	6,652,126	6,581,464	(70,662)
May	5,793,860	6,075,331	5,946,190	6,367,505	6,807,221	7,425,730	5,011,290	7,975,256	9,113,026	10,361,506	8,845,599	(1,515,906)
June	4,053,988	3,621,035	4,666,527	3,983,941	4,182,456	4,557,885	5,146,439	6,789,670	4,685,857	5,311,513	5,512,815	201,303
July	4,320,542	4,558,502	4,372,322	4,952,664	4,835,632	5,266,612	4,871,906	6,094,635	6,393,098	6,737,854	7,635,468	897,614
August	4,179,098	4,312,904	4,286,170	4,754,633	4,815,929	5,368,556	4,918,555	6,017,886	6,254,546	6,609,400	6,963,785	354,385
September	5,997,983	5,347,273	6,377,884	5,821,648	7,067,806	7,331,396	9,125,106	8,508,962	8,459,469	9,682,066	8,395,971	(1,286,095)
October	4,179,344	4,311,976	4,555,008	4,449,271	4,840,611	5,244,815	4,917,403	5,730,039	6,397,048	6,520,201	6,701,109	180,909
November*	4,513,878	4,190,564	4,407,709	4,616,873	4,715,091	4,959,534	4,492,906	5,514,058	6,265,506	6,722,976		
December	5,881,014	5,264,022	6,092,242	6,056,492	7,037,269	6,186,904	8,678,973	8,798,537	8,601,579	9,246,964		
Actual	\$ 55,885,996	\$ 53,953,400	\$ 59,055,082	\$ 58,791,988	\$ 63,145,092	\$ 66,003,884	66,761,192	78,052,738	81,963,580	88,450,310	71,529,338	
Budget/(Rev)	\$ 52,495,824	\$ 53,953,400	\$ 54,739,000	\$ 57,366,282	\$ 58,513,608	\$ 60,484,333	65,705,798	60,404,887	65,000,000	74,750,000	77,500,000	
Over/(Under)/Budget	3,390,172	(0)	4,316,082	1,425,706	4,631,484	5,519,551	1,055,394	17,647,851	16,963,580	13,700,310	(5,970,662)	(951,033)



#4C

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	72,850.00	(6,450.00)
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	72,850.00	(5,400.00)
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	70,050.00	(10,800.00)
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	68,200.00	(6,000.00)
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	70,500.00		
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	683,900.00	
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)	(137,350.00)	(143,800.00)

\*Revenue includes US Marshalls

# 2024 Transfer/Revenue Report - October

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 10 24T319	OSR	10677900	51093		OVERTIME	10,000.00 C	ANTICIPATION OF EMPLOYEE LEAVE
2024 10 24T319	OSR	10677900	51094		TEMPORARY	10,000.00 D	ANTICIPATION OF EMPLOYEE LEAVE
2024 10 24T321	Finance	10131000	54640		EDUCATION AND TRAINING	3.00 C	TO COVER COSTS OF GFOA INVOICE
2024 10 24T321	Finance	10131000	54313		BOOKS AND SUPPLEMENTS	3.00 D	TO COVER COSTS OF GFOA INVOICE
2024 10 24T322	Board of Elections	10145000	54782		SOFTWARE ACCESSORIES	1,500.00 C	COPIER LEASE
2024 10 24T322	Board of Elections	10145000	54311		PRINTING AND FORMS	1,500.00 D	COPIER LEASE
2024 10 24T323	Historian	10751000	54310		OFFICE SUPPLIES	1,500.00 D	FUNDS NEEDED ARCHIVAL SUPPLY
2024 10 24T323	Historian	10751000	54410		SUPPLIES AND MAT	1,500.00 C	FUNDS NEEDED ARCHIVAL SUPPLY
2024 10 24T324	Board of Elections	10145000	54510		MACHINE MAINTENANCE	2,499.00 D	BALLOT SCANNER MAINTENANCE
2024 10 24T324	Board of Elections	10145000	54782		SOFTWARE ACCESSORIES	2,499.00 C	BALLOT SCANNER MAINTENANCE
2024 10 24T325	Judicial	10116200	54410		SUPPLIES AND MAT	1,700.00 C	COVER JANITORIAL SUPPLIES
2024 10 24T325	Judicial	10116200	54419		JANITORIAL SUPPLIES	1,700.00 D	COVER JANITORIAL SUPPLIES
2024 10 24T326	Highway Admin	10149000	51094		TEMPORARY	418.59 C	COVER ENGINEERING OT

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YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 10 24T326	ENGINEERING	10144000	51094		TEMPORARY	418.59	D	COVER ENGINEERING OT
2024 10 24T327	Board of Elections	10145000	54313		BOOKS AND SUPPLEMENTS	950.00	C	ADVERTISING
2024 10 24T327	Board of Elections	10145000	54664		ADVERTISING	950.00	D	ADVERTISING
2024 10 24T328	Youth Bureau	10731000	52120		OFFICE EQUIPMENT	310.00	D	REPLACE BROKEN PAPER SHREDDER
2024 10 24T328	Youth Bureau	10731000	54989		MISCELLANEOUS	310.00	C	REPLACE BROKEN PAPER SHREDDER
2024 10 24T329	DSS Training	10106000	51094		TEMPORARY	2,100.00	C	REPLACE LEGAL'S CONF TBL/CHAIR
2024 10 24T329	DSS Overhead	10120000	52110		FURNITURE AND FURNISHINGS	2,100.00	D	REPLACE LEGAL'S CONF TBL/CHAIR
2024 10 24T330	DSS Training	10106000	51094		TEMPORARY	1,000.00	C	REPLACE FILE CABINET & CHAIR
2024 10 24T330	DSS Overhead	10120000	52110		FURNITURE AND FURNISHINGS	1,000.00	D	REPLACE FILE CABINET & CHAIR
2024 10 24T331	DSS Overhead	10120000	52110		FURNITURE AND FURNISHINGS	4,800.00	D	REPLACE DEPTY COMM OFF FURN
2024 10 24T331	DSS Training	10106000	51094		TEMPORARY	4,800.00	C	REPLACE DEPTY COMM OFF FURN
2024 10 24T332	Mental Health Legal	10431000	54989		MISCELLANEOUS	450.00	D	3 - SUPPORT TEENS EVENT
2024 10 24T332	Mental Health Legal	10431000	54640		EDUCATION AND TRAINING	450.00	C	3 - SUPPORT TEENS EVENT
2024 10 24T333	Health - Nursing	11401000	54640		EDUCATION AND TRAINING	700.00	C	PURCHASE RABIES VACCINES

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 10 24T333	Health - Nursing	11401000	54314		POSTAGE	500.00	C	PURCHASE RABIES VACCINES
2024 10 24T333	Health - Rabies	11024000	54330		MEDICAL SUPPLIES	1,700.00	D	PURCHASE RABIES VACCINES
2024 10 24T333	Health - Nursing	11401000	54329		PROMOTIONAL MATERIALS	500.00	C	PURCHASE RABIES VACCINES
2024 10 24T334	District Attorney	10116500	54675		TRAVEL	800.00	C	COPIER BILLS
2024 10 24T334	District Attorney	10116500	54311		PRINTING AND FORMS	800.00	D	COPIER BILLS
2024 10 24T336	Personnel	10143000	54640		EDUCATION AND TRAINING	400.00	C	POSTAGE CHARGEBACK
2024 10 24T336	Personnel	10143000	55314		CHRGK POSTAGE	400.00	D	POSTAGE CHARGEBACK
2024 10 24T337	Historian	10751000	54675		TRAVEL	300.00	C	FUNDS NEEDED FOR CONVERENCE
2024 10 24T337	Historian	10751000	54640		EDUCATION AND TRAINING	300.00	D	FUNDS NEEDED FOR CONVERENCE
2024 10 24T338	OSR	10677200	54311		PRINTING AND FORMS	85.48	D	CONSOLIDATE ACCT CHARGEBACKS
2024 10 24T338	OSR	10677900	54311	10192	PRINTING AND FORMS	90.43	C	CONSOLIDATE ACCT CHARGEBACKS
2024 10 24T338	OSR	10677200	54311		PRINTING AND FORMS	90.43	D	CONSOLIDATE ACCT CHARGEBACKS
2024 10 24T338	OSR	10677900	54311	10191	PRINTING AND FORMS	136.07	C	CONSOLIDATE ACCT CHARGEBACKS
2024 10 24T338	OSR	10677200	54311		PRINTING AND FORMS	136.07	D	CONSOLIDATE ACCT CHARGEBACKS

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 10 24T338	OSR	10677900	54311		PRINTING AND FORMS	94.15	C	CONSOLIDATE ACCT CHARGEBACKS
2024 10 24T338	OSR TITLE IIIIE	10677201	54311		PRINTING AND FORMS	85.48	C	CONSOLIDATE ACCT CHARGEBACKS
2024 10 24T338	OSR	10677200	54311		PRINTING AND FORMS	94.15	D	CONSOLIDATE ACCT CHARGEBACKS
2024 10 24T339	Board of Elections	10145000	54510		MACHINE MAINTENANCE	1,380.00	D	DOMINION FIRMWARE
2024 10 24T339	Board of Elections	10145000	54410		SUPPLIES AND MAT	1,380.00	C	DOMINION FIRMWARE
2024 10 24T340	Audit	10132000	54310		OFFICE SUPPLIES	250.00	C	REPLACE BROKEN TIME CLOCK
2024 10 24T340	Audit	10132000	52120		OFFICE EQUIPMENT	250.00	D	REPLACE BROKEN TIME CLOCK
2024 10 24T342	Sheriff - Youth	16311000	54330		MEDICAL SUPPLIES	1,794.39	D	PURCHASE IFAK MED KITS
2024 10 24T342	Sheriff - Patrol	17311000	52190		MEDICAL EQUIPMENT	1,794.39	C	PURCHASE IFAK MED KITS
2024 10 24T343	Sheriff - Narcotics	14311000	54636		INTERNET COSTS	300.00	D	CVR REMAINING COMCAST INV. '24
2024 10 24T343	Sheriff - Communications	13311000	54636		INTERNET COSTS	300.00	C	CVR REMAINING COMCAST INV. '24
2024 10 24T345	Sheriff - Civil	15311000	54310		OFFICE SUPPLIES	32.00	C	PURCHASE ADD'L ENVELOPES
2024 10 24T345	Sheriff - Civil	15311000	54311		PRINTING AND FORMS	32.00	D	PURCHASE ADD'L ENVELOPES
2024 10 24T346	Office for Disabled	10198900	54311		PRINTING AND FORMS	200.00	C	REAPPROP FOR PRINTER CARTRDG

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 10 24T346	Office for Disabled	10198900	54310		OFFICE SUPPLIES	200.00 D	REAPPROP FOR PRINTER CARTRDG
2024 10 24T347	Purchasing	10134500	51093		OVERTIME	1,500.00 D	COVER OT LINE THRU END OF YEAR
2024 10 24T347	Central Services	10161000	51094		TEMPORARY	1,500.00 C	COVER OT LINE THRU END OF YEAR
2024 10 24T348	Corrections	10315000	54311		PRINTING AND FORMS	200.00 C	CVR CHRGS COLOR COPY COVERAGE
2024 10 24T348	Sheriff - Narcotics	14311000	54311		PRINTING AND FORMS	200.00 D	CVR CHRGS COLOR COPY COVERAGE
2024 10 24T349	Mental Health Legal	10431000	52110	10206	FURNITURE AND FURNISHINGS	200.00 C	REAPPROP - CRISIS FRIG PURCH
2024 10 24T349	Mental Health Legal	10431000	52180	10206	OTHER EQUIPMENT	200.00 D	REAPPROP - CRISIS FRIG PURCH
2024 10 24T350	Consumer Affairs	10661000	54664		ADVERTISING	300.00 C	COVER PHONE FUNDS 2024
2024 10 24T350	Consumer Affairs	10661000	54634		TELEPHONE	300.00 D	COVER PHONE FUNDS 2024
2024 10 24T351	Coroner	10118500	54310		OFFICE SUPPLIES	430.00 C	OFFICE SCANNER
2024 10 24T351	Coroner	10118500	52120		OFFICE EQUIPMENT	430.00 D	OFFICE SCANNER
2024 10 24T352	Mental Health Legal	10431000	54989	10115	MISCELLANEOUS	237.00 D	CIT TRNING REFRSH 9.16-9.20
2024 10 24T352	Mental Health Legal	10431000	55646	10115	CHRGBK CONTRACTS	237.00 C	CIT TRNING REFRSH 9.16-9.20
2024 10 24T352	Mental Health Legal	10431000	54989	10115	MISCELLANEOUS	544.00 D	CIT TRNING REFRSH 9.16-9.20

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 10 24T352	Mental Health Legal	10431000	54646	10115	CONTRACTS	544.00	C	CIT TRNING REFRSH 9.16-9.20
2024 10 24T356	EMS Dispatch	13398900	54510		MACHINE MAINTENANCE	2,200.00	D	NEEDED FOR REPAIRS IN DISPATCH
2024 10 24T356	EMS Dispatch	13398900	54782		SOFTWARE ACCESSORIES	2,200.00	C	NEEDED FOR REPAIRS IN DISPATCH
2024 10 24T357	Board of Elections	10145000	54560		EQUIP RENTAL LEASE	255.00	D	DOMINION LEASE PYMT
2024 10 24T357	Board of Elections	10145000	51093		OVERTIME	255.00	C	DOMINION LEASE PYMT
2024 10 24T358	Sheriff - Patrol Marine	17003000	51093		OVERTIME	53.46	D	COVER OVERAGE
2024 10 24T358	Sheriff - Patrol	17311000	58002		SOCIAL SECURITY	4.09	C	COVER RELATED FICA
2024 10 24T358	Sheriff - Patrol	17311000	51093		OVERTIME	53.46	C	COVER OVERAGE
2024 10 24T358	Sheriff - Patrol Marine	17003000	58002		SOCIAL SECURITY	4.09	D	COVER RELATED FICA
2024 10 24T359	Veterans Services	10651000	54385		UNIFORMS	1,000.00	D	FUNDS FOR UNIFORMS
2024 10 24T359	Veterans Services	10651000	54410		SUPPLIES AND MAT	1,000.00	C	FUNDS FOR UNIFORMS
2024 10 24T359	Veterans Services	10651000	54385		UNIFORMS	1,000.00	D	FUNDS FOR UNIFORMS
2024 10 24T359	Veterans Services	10651000	54329		PROMOTIONAL MATERIALS	1,000.00	C	FUNDS FOR UNIFORMS
2024 10 24T360	DSS Training	10106000	51094		TEMPORARY	1,400.00	C	FC RECRTMT & NEEDED PROG SUPP

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 10 24T360	DSS Admin	10102000	54410		SUPPLIES AND MAT	1,400.00	D	FC RECRMTMT & NEEDED PROG SUPP
2024 10 24T361	Mental Health Legal	10431000	54314		POSTAGE	20.00	C	MH DIRECTOR BUS CARDS
2024 10 24T361	Mental Health Legal	10431000	54311		PRINTING AND FORMS	20.00	D	MH DIRECTOR BUS CARDS
2024 10 24T362	BCI	32311000	54310		OFFICE SUPPLIES	130.00	C	CVR. FED EX SHIP CHARGES
2024 10 24T362	Sheriff	10311000	54314		POSTAGE	130.00	D	CVR. FED EX SHIP CHARGES
2024 10 24T363	Emergency Services	10398900	54636		INTERNET COSTS	750.00	D	ADDITIONAL FUNDS NEEDED
2024 10 24T363	EMS Indian Point	10014000	54636		INTERNET COSTS	750.00	C	ADDITIONAL FUNDS NEEDED
2024 10 24T364	Health - EHS	12401000	54320		FOOD	250.00	C	PURCHASE CHAIR FOR M. LEE
2024 10 24T364	Health - EHS	12401000	52110		FURNITURE AND FURNISHINGS	250.00	D	PURCHASE CHAIR FOR M. LEE
2024 10 24T365	Health - Education State	21401000	54311		PRINTING AND FORMS	200.00	C	PURCHASE STANDING DESK
2024 10 24T365	Health - Education State	21401000	52110		FURNITURE AND FURNISHINGS	200.00	D	PURCHASE STANDING DESK
2024 10 24T366	Preschool	10296000	54670		TRAVEL NON EMPLOYEES	1,500.00	C	MCGUINNESS INV FOR 2024
2024 10 24T366	Preschool	10296000	54783		LICENSING SOFTWARE	1,500.00	D	MCGUINNESS INV FOR 2024
2024 10 24T367	OSR	10677400	54210	10185	VEHICLE LEASING/RENTAL	942.40	D	APPROVED VEHICLE REPAIRS

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 10 24T367	OSR	10677900	54370		AUTOMOTIVE	942.40	C	APPROVED VEHICLE REPAIRS
2024 10 24T367	OSR	10677800	54210		VEHICLE LEASING/RENTAL	628.26	D	APPROVED VEHICLE REPAIRS
2024 10 24T367	OSR	10677900	54370		AUTOMOTIVE	628.26	C	APPROVED VEHICLE REPAIRS
2024 10 24T368	Health ATUPA	12023000	54310		OFFICE SUPPLIES	150.00	C	PURCHASE ATUPA FINE TICKETS
2024 10 24T368	Health ATUPA	12023000	54311		PRINTING AND FORMS	150.00	D	PURCHASE ATUPA FINE TICKETS
2024 10 24T369	Transit - PART	95630000	52680		OTHER EQUIPMENT	3,455.00	C	DECREASE
2024 10 24T369	Transit - PART	95630000	54370		AUTOMOTIVE	575.00	C	DECREASE
2024 10 24T369	Transit - PART	95630000	52180		OTHER EQUIPMENT	575.00	D	INCREASE
2024 10 24T369	Transit - PART	95630000	52180		OTHER EQUIPMENT	3,455.00	D	INCREASE
2024 10 24T370	IT	10168000	54636		INTERNET COSTS	300.00	C	MIFI WAS PAID OUT OF WRONG LIN
2024 10 24T370	IT	10168000	54635		CELLPHONES	300.00	D	MIFI WAS PAID OUT OF WRONG LIN
2024 10 24T371	IT	10168000	54640		EDUCATION AND TRAINING	200.00	D	TRANSFER FOR NYSAC FALL CONFER
2024 10 24T371	IT	10168000	54646		CONTRACTS	200.00	C	TRANSFER FOR NYSAC FALL CONFER
2024 10 24T375	Law	10142000	54664		ADVERTISING	500.00	C	TELEPHONE INVOICES

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 10 24T375	Law	10142000	54634		TELEPHONE	500.00 D	TELEPHONE INVOICES
2024 10 24T376	OSR	10677900	52650		MOTOR VEHICLES	1,550.00 D	COVER COST OF ADDITIONAL SEAT
2024 10 24T376	OSR	10677900	54370		AUTOMOTIVE	1,550.00 C	COVER COST OF ADDITIONAL SEAT
2024 10 24T377	Mental Health Legal	10431000	52110	10206	FURNITURE AND FURNISHINGS	25.00 C	MINI FRIDG FOODS FOR CRISIS'
2024 10 24T377	Mental Health Legal	10431000	52170	10206	KITCHEN EQUIPMENT	200.00 D	MINI FRIDG FOODS FOR CRISIS'
2024 10 24T377	Mental Health Legal	10431000	52180	10206	OTHER EQUIPMENT	200.00 C	MINI FRIDG FOODS FOR CRISIS'
2024 10 24T377	Mental Health Legal	10431000	52170	10206	KITCHEN EQUIPMENT	25.00 D	MINI FRIDG FOODS FOR CRISIS'
2024 10 24T378	Youth Bureau	10731000	54410		SUPPLIES AND MAT	100.00 D	SANTA COSTUME-HOLIDAY MARKET
2024 10 24T378	Youth Bureau	10731000	54989		MISCELLANEOUS	100.00 C	SANTA COSTUME-HOLIDAY MARKET
2024 10 24T379	Probation	10314000	54640		EDUCATION AND TRAINING	2,200.00 C	COVER TEMP THRU END OF YEAR
2024 10 24T379	Probation	10314000	51094		TEMPORARY	2,200.00 D	COVER TEMP THRU END OF YEAR
2024 10 24T380	Board of Elections	10145000	51094		TEMPORARY	7,120.00 C	TONER
2024 10 24T380	Board of Elections	10145000	54410		SUPPLIES AND MAT	7,120.00 D	TONER
2024 10 24T381	Personnel	10143000	54310		OFFICE SUPPLIES	1,000.00 D	PURC.OFFICE SUPPLY COPY PAPER

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT DR/CR	COMMENT
2024 10 24T381	Personnel	10143000	54640		EDUCATION AND TRAINING	1,000.00 C	PURC.OFFICE SUPPLY COPY PAPER
2024 10 24T382	Veterans Services	10651000	51094		TEMPORARY	1,000.00 C	FUNDS NEEDED FOR OVERTIME
2024 10 24T382	Veterans Services	10651000	51093		OVERTIME	1,000.00 D	FUNDS NEEDED FOR OVERTIME
2024 10 24T383	Health Admin	10401000	54313		BOOKS AND SUPPLEMENTS	50.00 D	PAY 2024 APHA MEMBERSHIP FEE
2024 10 24T383	Health Admin	10401000	54510		MACHINE MAINTENANCE	50.00 C	PAY 2024 APHA MEMBERSHIP FEE
2024 10 24T384	Health - Lead	11015000	54510		MACHINE MAINTENANCE	130.00 C	POSTAGE FOR MAILINGS
2024 10 24T384	Health - Lead	11015000	54314		POSTAGE	130.00 D	POSTAGE FOR MAILINGS
2024 10 24T388	Health - Education State	21401000	54640		EDUCATION AND TRAINING	540.00 C	HEALTH ED O/T THRU END OF 2024
2024 10 24T388	Health - Education State	21401000	51093		OVERTIME	500.00 D	HEALTH ED O/T THRU END OF 2024
2024 10 24T388	Health - Education State	21401000	58002		SOCIAL SECURITY	40.00 D	HEALTH ED O/T THRU END OF 2024
2024 10 24T389	Early Intervention	10405900	54640		EDUCATION AND TRAINING	400.00 C	PURCHASE OFFICE SUPPLIES
2024 10 24T389	Early Intervention	10405900	54310		OFFICE SUPPLIES	400.00 D	PURCHASE OFFICE SUPPLIES
2024 10 24T390	Early Intervention	10405900	54670		TRAVEL NON EMPLOYEES	4,310.00 C	FUND OVERTIME FOR REST OF 2024
2024 10 24T390	Early Intervention	10405900	51093		OVERTIME	4,000.00 D	FUND OVERTIME FOR REST OF 2024

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 10 24T390	Early Intervention	10405900	58002		SOCIAL SECURITY	310.00	D	FUND OVERTIME FOR REST OF 2024
2024 10 24T392	Health - EHS	12401000	54320		FOOD	100.00	C	EHS CAR WASHES
2024 10 24T392	Health - EHS	12401000	54370		AUTOMOTIVE	100.00	D	EHS CAR WASHES
2024 10 24T393	Preschool	10296000	54483		ASSISTIVE TECH	2,500.00	C	PURCHASE NEW SHREDDER
2024 10 24T393	Early Intervention	10405900	52120		OFFICE EQUIPMENT	2,500.00	D	PURCHASE NEW SHREDDER
2024 10 24T395	Veterans Services	10651000	54385		UNIFORMS	400.00	C	FOR PROMOTIONAL T-SHIRTS
2024 10 24T395	Veterans Services	10651000	54329		PROMOTIONAL MATERIALS	400.00	D	FOR PROMOTIONAL T-SHIRTS
2024 10 24T397	Veterans Services	10651000	54635		CELLPHONES	200.00	D	CELL PHONES
2024 10 24T397	Veterans Services	10651000	54313		BOOKS AND SUPPLEMENTS	200.00	C	CELL PHONES
2024 10 R#2024-221	Capital Projects	55197000	531906	51509	CAPITAL PROJECT ARCCH & ENGINEER	50,000.00	D	ARCHITECTURAL ENGINEERING
2024 10 R#2024-221	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	50,000.00	C	ARCHITECTURAL ENGINEERING
2024 10 R#2024-222	Capital Projects	55197000	531909	51509	ROOF REPLACEMENT	100,000.00	D	ROOF REPLACEMENTS
2024 10 R#2024-222	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	100,000.00	C	ROOF REPLACEMENTS
2024 10 R#2024-223	Capital Projects	55197000	532001	51509	ACCESS CONTROL	20,000.00	D	ACCESS CONTROL

YEAR PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2024 10 R#2024-223	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	20,000.00	C	ACCESS CONTROL
2024 10 R#2024-224	Capital Projects	55197000	532004	51509	CAPITAL PROJECTS	25,000.00	D	SIDEEALK & STAIR SAFETY
2024 10 R#2024-224	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	25,000.00	C	SIDEWALK & STAIR SAFETY
2024 10 R#2024-225	Capital Projects	55197000	532201	51509	FLOORING	75,000.00	D	FLOORING
2024 10 R#2024-225	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	75,000.00	C	FLOORING
2024 10 R#2024-226	Capital Projects	55197000	53000	51509	CAPITAL EXPENDITURES	25,000.00	C	DOORS, FRAMES, HARDWARE
2024 10 R#2024-226	Capital Projects	55197000	532313	51509	DOORS	25,000.00	D	DOORS, FRAMES, HARDWARE
					Debits	370,542.32		
					Credits	370,542.32		

# 2024 Contingency Report

#4e

## Beginning Balance 1/1/24

2,547,527.00

Res26	Sheriff Scaap funds	56,489.00
Res87	Pretrial Grant	86,366.00

## **Subtotal General Contingency**

\$ 2,690,382.00

## **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)
Res209	Preschool 3-5 Program	(324,000.00)
Res267	Legal Services	(150,000.00)
Res219	Wastewater Sewer	(22,500.00)
Res300	Settlement-Krivak	(200,000.00)

(2,258,902.45)

## **Total**

\$ 431,479.55

## Proposed Deductions:

24T404	PCSEA settlement	(161,859.00)
24T406	Legal Aid- 18b	(125,000.00)
24T417	NYMIR invoices	(30,000.00)
24T424	Legal Services	(50,000.00)
24A114	Section 5307/5339 allocation	(55,008.00)

(421,867.00)

## **Pending Balance 11/25/24**

\$9,612.55

# **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 11/25/24** **\$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 11/25/24** \$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)
24LT05	cover nails,paint, plumbing & cleaning supplies for Park	(5,000.00)
24LT06	cover nails,paint, plumbing & cleaning supplies for Park	(5,000.00)
		<u>(45,000.00)</u>

**Total** \$ -

**Proposed Deductions:**

**Pending Balance 11/25/24** \$0.00

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 11/25/24** **\$54,000.00**

Note:

R= resolution

A= proposed budgetary amendment

MICHAEL LEWIS  
COMMISSIONER OF FINANCE



#5a  
KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

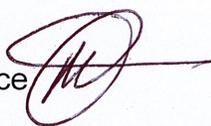
DEPARTMENT OF FINANCE

MEMORANDUM

2024 NOV 19 PM 1:46  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk

DATE: November 18, 2024

FROM: Michael J. Lewis, Commissioner of Finance 

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

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

Enclosure

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>Capital Projects - Interop. Public</b>	<b>53097000</b>	<b>51094</b>	<b>51601</b>	<b>TEMPORARY</b>	<b>7,485.00</b>	<b>18,405.00</b>	<b>18,405.00</b>	<b>26,621.25</b>	<b>16,281.35</b>	<b>(8,216.25)</b>	<b>144.64%</b>
DPW - Engineering	10144000	51094		TEMPORARY	19,048.57	35,000.00	35,418.59	35,418.59	31,331.83	-	100.00%
<b>DPW - Facilities</b>	<b>10511100</b>	<b>51093</b>		<b>OVERTIME</b>	<b>55,165.96</b>	<b>55,000.00</b>	<b>55,000.00</b>	<b>52,916.88</b>	<b>48,653.85</b>	<b>2,083.12</b>	<b>96.21%</b>
DPW - Parks & Recreation	10711000	51093		OVERTIME	24,432.09	26,000.00	31,832.00	33,127.14	28,159.08	(1,295.14)	104.07%
<b>DPW - Road Machinery</b>	<b>10513000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>14,208.64</b>	<b>16,000.00</b>	<b>16,000.00</b>	<b>21,598.40</b>	<b>14,153.85</b>	<b>(5,598.40)</b>	<b>134.99%</b>
DPW - Roads & Bridges	10511000	51093		OVERTIME	71,522.28	50,000.00	50,000.00	87,918.71	44,230.77	(37,918.71)	175.84%
DSS - Administration	10102000	51093		OVERTIME	14,125.64	16,000.00	16,000.00	23,816.25	14,153.85	(7,816.25)	148.85%
DSS - State Fuel	10614100	51093		OVERTIME	-	-	3,999.00	3,998.74	3,537.58	0.26	99.99%
Emergency Services - Dispatch	13398900	51093		OVERTIME	387,967.09	200,000.00	200,000.00	254,053.40	176,923.08	(54,053.40)	127.03%
Emergency Services - Bureau	10398900	51094		TEMPORARY	30,817.00	25,000.00	45,000.00	43,930.00	39,807.69	1,070.00	97.62%
Health - Administration	10401000	51094		TEMPORARY	30,268.50	16,558.00	26,558.00	28,954.27	23,493.62	(2,396.27)	109.02%
<b>Health - Assessment - PH Emerg.</b>	<b>26401001</b>	<b>51094</b>	<b>10066</b>	<b>TEMPORARY</b>	<b>1,525.00</b>	<b>8,900.00</b>	<b>16,275.00</b>	<b>16,660.00</b>	<b>14,397.12</b>	<b>(385.00)</b>	<b>102.37%</b>
Health - EHS - Drinking Water	12022000	51094		TEMPORARY	19,819.80	19,900.00	19,900.00	20,333.04	17,603.85	(433.04)	102.18%
<b>Health - Environmental Health</b>	<b>12401000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>49,226.70</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>39,824.03</b>	<b>30,961.54</b>	<b>(4,824.03)</b>	<b>113.78%</b>
Health - Nursing	11401000	51093		OVERTIME	20,294.28	23,000.00	33,000.00	38,866.25	29,192.31	(5,866.25)	117.78%
Planning	10802000	51094		TEMPORARY	11,126.25	10,000.00	10,000.00	9,390.00	8,846.15	610.00	93.90%
Sheriff - BCI - Homeland Security	32311000	51093	10177	OVERTIME	3,135.83	6,965.00	6,965.00	10,497.37	6,161.35	(3,532.37)	150.72%
Sheriff - Civil Division	15311000	51094		TEMPORARY	21,125.00	21,600.00	21,600.00	20,550.00	19,107.69	1,050.00	95.14%
Sheriff - Communications	13311000	51093	52224	OVERTIME	48,791.80	-	-	7,431.79	-	(7,431.79)	100.00%
Sheriff - Oscawana	17003000	51093		OVERTIME	27,422.16	25,000.00	25,053.46	25,053.46	22,162.68	-	100.00%
<b>Sheriff - Road Patrol - SRT Callouts</b>	<b>17311000</b>	<b>51093</b>	<b>10102</b>	<b>OVERTIME</b>	<b>67,306.96</b>	<b>86,400.00</b>	<b>100,993.00</b>	<b>100,639.33</b>	<b>89,339.96</b>	<b>353.67</b>	<b>99.65%</b>
Sheriff - Road Patrol - Traffic Saf.	17311002	51093	10021	OVERTIME	9,649.29	12,144.00	12,144.00	12,453.61	10,742.77	(309.61)	102.55%
<b>Sheriff - Security Services</b>	<b>19311000</b>	<b>51093</b>		<b>OVERTIME</b>	<b>4,352.30</b>	<b>10,570.00</b>	<b>10,570.00</b>	<b>12,892.18</b>	<b>9,350.38</b>	<b>(2,322.18)</b>	<b>121.97%</b>
Sheriff - Security Services	19311000	51094		TEMPORARY	174,772.50	145,000.00	154,103.58	154,965.00	136,322.40	(861.42)	100.56%
Sheriff - Youth	16311000	51093		OVERTIME	206,297.13	190,000.00	190,000.00	245,067.31	168,076.92	(55,067.31)	128.98%

\*\* New Departments in bold.

MICHAEL LEWIS  
Commissioner Of Finance



cc: all  
AAA

#5b  
B-50

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

October 15, 2024

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

Dear Ms. Schonfeld

Pursuant to Resolution 196 dated September 3, 2024, I am advising you of the following request to amend the 2024 Capital Projects budget:

2024 OCT 22 AM 10:30  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**Increase Revenues:**

<b>55997000 52009</b>	<b>Cap Projects Other Transp – NYSERDA Clean Energy Gr</b>	
<b>439890</b>	<b>ST Aid – Other H &amp; C</b>	<b><u>\$125,000</u></b>

**Increase Expenses:**

<b>55997000 52009</b>	<b>Cap Projects Other Transp – NYSERDA Clean Energy Gr</b>	
<b>53000</b>	<b>Capital Expenditures</b>	<b><u>\$125,000</u></b>

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

Putnam County has been awarded \$125,000 in Clean Energy Communities funding from the NYS Energy Research & Development Authority (NYSERDA). The initial proposal to use these funds toward energy efficient window upgrades at the Donald B. Smith campus was rejected by NYSEDA; however, the funds were approved to install solar panels on the roof of the transit facility. This resolution is required to fund the lines.

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	<b>24A102</b>
_____	_____	
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00	

PUTNAM COUNTY LEGISLATURE

Resolution #196

Introduced by Legislator: Greg Ellner on behalf of the Physical Services Committee at a Regular Meeting held on September 3, 2024.

page 1

APPROVAL/RATIFICATION OF APPLICATION FOR GRANT FUNDS AVAILABLE THROUGH THE NYSERDA CLEAN ENERGY COMMUNITIES PROGRAM AND NY SWIMS INITIATIVE

WHEREAS, NYSERDA has allocated Putnam County \$125,000, \$10,000 and \$5,000 respectively in Clean Energy Communities funding to invest in future-focused clean energy solutions; and

WHEREAS, the County has identified opportunities to utilize the funding toward energy efficient window upgrades at the Donald B. Smith Campus and the purchase of electric landscaping equipment; and

WHEREAS, as part of the NYS SWIMS initiative, Putnam County is eligible for \$30,000 of funding as part of an initiative to support municipal swimming facilities in underserved communities; and

WHEREAS, the County is desirous to utilize the funds to enhance the lifeguard training program for both the County and its municipal partners; and

WHEREAS, both funding opportunities require applications to apply the funding to eligible projects, and the deadline for application submissions for the SWIMS grant application is due Friday, August 9, 2024, and the NYSERDA grant funding is awarded on a rolling basis until the funding is fully allocated; and

WHEREAS, both grant funding opportunities are one hundred (100%) percent State funding; and

WHEREAS, Section 5-1(D)(1) of the Putnam County Code requires the Legislature approve all grant applications prior to their submission and that in the event time is of the essence requiring submission before Legislature approval is obtained for such application submission, consideration of the application shall occur at the next Full Legislature Meeting; and

WHEREAS, the Legislature, by and through the Physical Services Committee, approves the County's application for NYSERDA and SWIMS grant funding that have been submitted; now therefore be it

RESOLVED, that the County Executive, together with the County Legislature, supports the County's applications to NYSERDA and SWIMS in connection with the costs associated with window replacements, electric landscaping equipment and the lifeguard training program, is hereby accepted, approved and ratified by the County Legislature.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

APPROVED

State of New York

ss:

County of Putnam

9/10/24  
COUNTY EXECUTIVE DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on September 3, 2024.

Dated: September 5, 2024

Signed:

Diane Schonfeld  
Clerk of the Legislature of Putnam County

## PUTNAM COUNTY NOTICE

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

Dear Barbara Barosa,

Please see the attached Agreement. If acceptable, please have the appropriate signatory sign by applying an Adobe digital signature and return the document to me by email within 10 business days. Please be sure to include a title where indicated and please be sure to sign with Adobe. If you are unable to sign with Adobe, NYSERDA will accept a wet-signed and scanned document. If you are unable to return the document within 10 business days, please reply and provide your schedule for returning the signed document. Upon receipt the Agreement will be signed by NYSERDA and a fully-executed copy will be returned to you. *Please note: the executed copy will come from an auto-generated email with the address 'contractadmin@nyserda.ny.gov.'*

On March 17, 2022, Governor Kathy Hochul issued Executive Order No. 16 which provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia." The complete text of Executive Order No. 16 can be found [here](#). The Office of General Services has established guidelines for compliance with Executive Order No.16 by Affected State Entities, which includes NYSERDA.

To comply with Executive Order No. 16, NYSERDA must obtain a Certification Form (attached) from each vendor, attesting to any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with the principal place of business in Russia in the form of contracting, sales, purchasing investment, or any business partnership. A completed Certification Form will be required from each vendor as part of the contracting process for as long as Executive Order No. 16 is in effect.

Before beginning work, we must receive certificates of insurance evidencing coverage as required by the agreement. Please e-mail insurance certificates in .PDF format to [insurance@nyserda.ny.gov](mailto:insurance@nyserda.ny.gov).

If you have any questions please feel free to contact me.

Thank you,

**Lori Armstrong**  
Contract Manager

**NYSERDA**  
**Contract Management**  
17 Columbia Circle | Albany, NY 12203-6399  
P: 518-862-1090 x3142 | F: 518-862-1091 | E: [lori.armstrong@nyserda.ny.gov](mailto:lori.armstrong@nyserda.ny.gov)

[nyserda.ny.gov](http://nyserda.ny.gov)

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Get the latest NYSERDA notifications sent right to your phone.  
Text **ENERGY** to **43494** to sign up.

New York State Energy Research and Development Authority  
("NYSERDA")

AGREEMENT

1. Agreement Number: XXXXXXX
2. Contractor: Putnam County
3. Project Director: Barbara Barosa
4. Effective Date: October 3, 2024
5. Total Amount of Award: \$125,000.00
6. Project Period: October 3, 2024 – June 30, 2027
7. Expiration Date: December 31<sup>st</sup>, 2027
8. Commitment Terms and Conditions

This Agreement consists of this form plus the following documents:

- Exhibit A, Statement of Work;
- Exhibit B, General Contract Provisions, Terms and Conditions;
- Exhibit C, Standard Terms and Conditions;
- Exhibit D, Prompt Payment Policy Statement; and
- Exhibit E, Metrics Reporting Instructions

9. ACCEPTANCE. THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNLESS EXECUTED BELOW BY NYSERDA.

Putnam County

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

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

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

NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY

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

NYSERDA Authorized Signatory

Exhibit A – Statement of Work  
Clean Energy Communities (CEC) Program

Project Background

Launched in August 2016, the NYSERDA Clean Energy Communities program provides grants and recognition to local governments that demonstrate leadership by completing NYSERDA-selected high-impact actions.

Putman County (hereafter, the “Contractor”) has made important strides in the area of clean energy and has met the requirements for grant funding under the Clean Energy Communities program. This funding is to be used for the clean energy project(s) described in this agreement. The funding is intended to reduce greenhouse gas emissions and contribute to New York clean energy goals.

This agreement describes the general terms and conditions under which the Contractor agrees to plan and implement a Clean Energy Communities grant project. Each project will consist of one or more components. Each component will have a Planning Phase and a Completion Phase.

Under this agreement, the Contractor shall implement the following component(s):

**Project Component: Solar**

Contractor will provide for the installation of the solar photovoltaic array(s) listed below. The exact size and most suitable location will be determined during the project planning phase. The Contractor shall receive formal NYSERDA Project Manager approval of Task 1.0 Planning Phase of this Agreement before the commencement of this project component.

- Installation of a 54.45 kW solar array at 841 Fair Street, Carmel, NY 10512.

The estimated savings of this component is 32.81 metric tons of carbon dioxide equivalent (MTCO<sub>2</sub>e).

Definitions

**Contractor Team:** At the beginning of the Project Period, the Contractor Team for this Agreement shall consist of the Contractor. Subcontractors selected to work on this CEC grant project shall be identified and selected in accordance with Article V of this Agreement and shall be promptly communicated to the NYSERDA Project Manager. The Contractor shall have the sole responsibility for satisfactory completion of all Tasks and Deliverables outlined in this Agreement.

**NYSERDA Project Manager:** NYSERDA shall assign a staff member as the NYSERDA Project Manager, designated to oversee and serve as the main point of contact for the Contractor. The NYSERDA Project Manager shall review Deliverables and provide direction to the Contractor in a streamlined fashion. The NYSERDA Project Manager shall be responsible for approving Deliverables and ensuring compliance with this Statement of Work.

**Metrics Workbook:** After it has been approved by NYSERDA, the Contractor's CEC Grant Application including all approved project information is referred to as the Metrics Workbook. NYSERDA requires that the information in the Metrics Workbook be updated at the Planning Phase (Task 1) and at the Completion Phase (Task 2) to

confirm the energy savings from the project. These submittals are referred to as the Metrics Workbook and shall be submitted in excel format as outlined in Exhibit E, Metrics Workbook.

### Deliverable Review Process

The Contractor shall submit all Deliverables outlined in this Agreement to the NYSERDA Project Manager once a Task is completed. The Contractor shall submit all Deliverables in Microsoft Word, Microsoft Excel, and/or PDF format (or other format as identified in the Tasks below). Within thirty (30) business days of receipt of each Deliverable, the NYSERDA Project Manager shall provide comments to the Contractor or, if the Deliverable is acceptable, the NYSERDA Project Manager shall provide final approval. The Contractor shall prepare revisions to the Deliverable reflecting the NYSERDA Project Manager's comments, and resubmit any revised Deliverable within thirty (30) business days after receipt of these comments. All Deliverables shall not be considered final unless approved by the NYSERDA Project Manager in writing to the Contractor.

### Minimum Performance Requirements

Listed below are the minimum performance requirements for efforts and/or technologies funded under this Agreement. NYSERDA will consider written requests for modifications to the minimum requirements, however modifications are subject to NYSERDA review and approval. The Contractor may propose a project based on previous design efforts, but the project must meet the Minimum Performance Requirements. Implementation or installation must occur after approval of the design. Previous design services, installed, or implemented measures or project elements will not be funded under this Contract. The NYSERDA Project Manager will schedule routine conference calls to ensure the project is on track and meet the required guidelines.

#### **Project Component: Solar**

Requirements for this component:

- NYSERDA will only pay for the cost of the project, after incentives, and reserves the right to withhold payments until confirmed.
- Land leases and power purchase agreements where the solar array(s) is owned by a third party are not eligible.
- NYSERDA payment shall not exceed \$6.00 per watt for rooftop and ground mounted systems, and \$10.00 per watt for carport projects.
- Project shall have a Total Solar Resource Fraction (TSRF) of no less than 70 as per the approved Shading Report submitted with the NY-Sun Application.
- Projects must participate in the NY Sun Program, if available.
- Equipment must be in continuous use for a period of at least four (4) years.

### Total Contract Award

The total NYSERDA award amount and the total project cost for all Tasks shall not exceed the amount identified in the Milestone Payment Table below. All cost overruns shall be the sole responsibility of the Contractor.

### Tasks

The Contractor is solely responsible for all Tasks in this Statement of Work. Submission of deliverables to NYSERDA electronically (by email or via Salesforce) constitutes certification of the veracity of information contained therein, and compliance with Minimum Performance Requirements as identified in this Agreement. The Contractor shall conduct all work as outlined in the following Tasks:

## Task 1.0: Planning Phase

The Contractor shall complete the design/specifications and then the Metrics Workbook in accordance with Exhibit E, Metrics Workbook. The Task 1 Planning Phase Metrics Workbook submittal shall be completed to demonstrate that the design/specifications meet the Minimum Performance Requirements described above and data collected to the level of detail needed to estimate the energy and greenhouse gas (GHG) savings benefits. Throughout the term of the contract, any deviations from the approved Minimum Performance Requirements and the implemented project shall be approved in writing by the NYSERDA Project Manager. By request, NYSERDA reserves the right to obtain and review design/specifications.

Task 1.0 Deliverables:

### **Project Component: Solar**

Deliverables for this component:

- NY-Sun Application Number (application must be in the "Submitted" status), or comparable information constructed.
- PV System Proposal from a participating NY SUN Contractor.
- Metrics Workbook (in Excel format) reflecting the design and specifications of work to be performed.

**\*GO/NO GO DECISION – THE CONTRACTOR SHALL NOT BE ALLOWED TO WORK ON ANY FURTHER TASKS UNDER THIS AGREEMENT WITHOUT WRITTEN PERMISSION FROM THE NYSERDA PROJECT MANAGER, WHICH SHALL BE ISSUED AT NYSERDA’S SOLE DISCRETION.**

## Task 2.0: Project Completion

The Contractor shall complete the Task 2 - Project Completion Metrics Workbook submittal(s) in accordance with Exhibit E, Metrics Workbook. This submittal documents final metrics data, verifies that the project is complete and the design/specifications meet the project Minimum Performance Requirements.

Site Inspection: If requested, the Contractor shall coordinate with the NYSERDA Project Manager to schedule a date for a site inspection upon the completion of the Project. NYSERDA may also request applicable documentation including, but not limited to photos of the funded project components.

Task 2.0 Deliverables:

### **Project Component: Solar**

Deliverables for this component:

- Final paid invoices
- Metrics Workbook (in Excel format) reflecting the design and specifications of the Solar Array(s) as built.
- Additional incentive program applications or comparable information, if applicable.

## Milestone Payment Table

The project milestones and schedule of payments is shown below. Any adjustments to the milestone deliverable dates must be approved in writing by the NYSERDA Project Manager.

The Contractor shall submit invoices for payment of a completed milestone once the associated Deliverable(s) is approved by the NYSERDA Project Manager. Invoices shall be submitted in a template provided by NYSERDA and as outlined in Article IV of the Agreement. NYSERDA funding shall not exceed 100% of the cost of any

milestone. NYSERDA is not responsible for any Deliverable costs that are greater than the NYSERDA contribution for each milestone. If the Contractor fails to complete the project or any milestone of the project, funds disbursed shall be subject to recapture as outlined in Section 2.03 under Exhibit B.

NYSERDA CEC grant funds shall only cover the cost of the project after any other incentives (private, state, federal, etc.) received by the Contractor are removed.

It is NYSERDA's expectation that all dollars awarded under this contract will be used to support clean energy projects. Should Contractor find available funds, for example, through cost savings achieved in performance of the Statement of Work, Contractor agrees to use those funds for clean energy projects.

Milestone #	Milestone Dates	Deliverable Description	NYSERDA Contribution (\$) (Not to Exceed)
Project Plan Phase			
1	7/31/2025	Planning Phase – Solar	\$31,250.00
Project Completion Phase			
2	6/30/2027	Completion Phase – Solar	\$93,750.00
		Total Project Budget	\$125,000.00

EXHIBIT B

GENERAL CONTRACT PROVISIONS, TERMS AND CONDITIONS

Article I

Definitions

Section 1.01. Definitions. Unless the context otherwise requires, the terms defined below shall have, for all purposes of this Agreement, the respective meanings set forth below, the following definitions to be equally applicable to both the singular and plural forms of any of the terms defined.

(a) General Definitions:

Agreement: This Agreement shall consist of Page One and the Exhibits noted thereon, all of which are made a part hereof as if set forth here in full.

Budget: The Budget set forth at Exhibit A hereto.

Cash-based Expenses: Those obligations of Contractor that shall be settled in cash.

Contract Administrator: NYSERDA's Director of Contract Management, Wendy M. MacPherson, or such other person who may be designated, in writing, by NYSERDA.

Contract Information: Recorded information regardless of form or characteristic first produced in the performance of this Agreement, that is specified to be compiled under this Agreement, specified to be delivered under this Agreement, or that is actually delivered in connection with this Agreement, and including the Final Report delivered by Contractor pursuant to Exhibit A, Statement of Work, if applicable.

disencumbered, unless NYSERDA, in its sole discretion, elects to extend. Any extensions of this date are only effective if in writing.

Proprietary Information: Recorded information regardless of form or characteristic, produced or developed outside the scope of this Agreement and without NYSERDA financial support, provided that such information is not generally known or available from other sources without obligation concerning their confidentiality; has not been made available by the owner to others without obligation concerning its confidentiality; and is not already available to NYSERDA without obligation concerning its confidentiality. Under no circumstances shall any information included in the Final Report delivered by Contractor pursuant to Exhibit A, Statement of Work, if applicable, be considered Proprietary Information.

Person: An individual, a corporation, an association or partnership, an organization, a business or a government or political subdivision thereof, or any governmental agency or instrumentality.

performance of Contractor and as such terms have been interpreted relative to public procurements. See NYS Finance Law § 163(1)(c).

Statement of Work: The Statement of Work attached hereto as Exhibit A.

Subcontract: An agreement for the performance of Work by a Subcontractor, including any purchase order for the procurement of permanent equipment or expendable supplies in connection with the Work.

whether or not in privity of contract with the Contractor) but not including any employees of the Contractor or the Subcontractors.

connection therewith) and the performance of all other requirements imposed upon the Contractor under this Agreement.

## Article II

### Performance of Work

Section 2.01. Manner of Performance. Subject to the provisions of Article XII hereof, the Contractor shall perform all of the Work described in the Statement of Work, or cause such Work to be performed in an efficient and expeditious manner and in accordance with all of the terms and provisions of this Agreement. The Contractor shall perform the Work in accordance with the current professional standards and with the diligence and skill expected for the performance of work of the type described in the Statement of Work. The Contractor shall furnish such personnel and shall procure such materials, machinery, supplies, tools, equipment and other items as may reasonably be necessary or appropriate to perform the Work in accordance with this Agreement.

Section 2.02. Project Personnel. It is understood and agreed that the Project Director identified at Item 3, Page One of this Agreement shall be responsible for the overall supervision and conduct of the Work on behalf of the Contractor and that the persons described in the Statement of Work shall serve in the capacities described therein. Any change of Project Director by the Contractor shall be subject to the prior written approval of NYSERDA. Such approval shall not be unreasonably withheld, and, in the event that notice of approval or disapproval is not received by the Contractor within thirty (30) days after receipt of request for approval by NYSERDA, the requested change in Project Director shall be considered approved. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor

within thirty (30) days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to thirty (30) days.

Section 2.03. Title to Equipment. Title shall vest in the Contractor to all equipment purchased hereunder.

(a) If the Contractor fails to complete all Task(s) of this Agreement, the Contractor is subject to recapture of the full NYSERDA contribution under any tasks of the Agreement under which NYSERDA contributions have been made. NYSERDA reserves the right to pro-rate the final award amount if the completed project deviates from the proposed design submitted and approved in Task 2.

(b) If the Contractor fails to own and operate the equipment installed under the terms of this Agreement for the duration specified under the Minimum Performance Requirements of this Agreement, the Contractor will be subject to the recapture of a portion of the value of the equipment purchased or leased under Task 3 of this Agreement. The recapture will be prorated based upon the amount of time the Contractor has kept the equipment in operation divided by the number of years the Contractor is required to operate the equipment according to the Minimum Performance Requirements under this Agreement, or as approved in writing by the NYSERDA Project Manager.

reporting requirement outlined under the Minimum Performance Requirements under this Agreement = NYSERDA Funded Amount - (Total Project Value \* percent of duration required under the Minimum Performance Requirements).

### Article III

#### Deliverables

Work.

### Article IV

#### Payment

Section 4.01. Payment Terms. In consideration for this Agreement and as NYSERDA's full payment for the costs of the performance of all Work, and in respect of all other direct and indirect costs, charges or expenses incurred in connection therewith, NYSERDA shall pay to the Contractor amounts not to exceed the maximum amount set forth in Item 5, Page One of this Agreement. Subject to the provisions and restrictions contained herein, including, without limitation, the Prompt Payment Policy Statement attached hereto as Exhibit D, payment will be made according to the Milestone Billing Events set forth in Exhibit A, Statement of Work. NYSERDA is not obligated to make any payments beyond the Expiration Date of this contract. Any funding balances will be disencumbered at that time, unless

NYSERDA, in its sole discretion, elects to extend the Expiration Date. Any changes to expiration dates will be effective only if in writing.

#### Section 4.02. Payments.

(a) Invoicing: Subject to any applicable provisions set forth in Exhibit A, Statement of Work, at the completion of each Milestone Event, for projects not managed through NYSERDA's Salesforce application, the Contractor shall submit invoices electronically to NYSERDA's online invoice system at: <https://services.nyserda.ny.gov/Invoices/>. For projects managed through NYSERDA's Salesforce application, the Contractor shall submit the identified deliverables, including documentation reasonably sufficient to demonstrate completion and evidence of the Contractor's cost share, if applicable, and may request payment by NYSERDA of the amounts corresponding to the amounts indicated in Exhibit A, Statement of Work. The agreement number shown as Item 1 on page 1 of this Agreement, as well as the purchase order number, which will be generated and provided to the Contractor upon contract execution, should be referenced when submitting documentation of deliverables. Documentation shall be submitted electronically via email to the assigned Project Manager along with a statement "I hereby request that upon NYSERDA's approval of these deliverable(s), payment of the corresponding milestone payment amount be made in accordance with NYSERDA's Prompt Payment Policy, as detailed in the NYSERDA agreement" or, if this project is managed through NYSERDA's Salesforce application, via NYSERDA's Salesforce Contractor Portal with the

Section 4.03. Final Payment. Upon final acceptance by NYSERDA of all deliverables contained in Exhibit A, Statement of Work, pursuant to Section 6.02 hereof, the Contractor shall submit an invoice for final payment with respect to the Work, together with such supporting information and documentation as, and in such form as, NYSERDA may require. All invoices for final payment hereunder must, under any and all circumstances, be received by NYSERDA prior to the Expiration Date of the contract. In accordance with and subject to the

provisions of NYSERDA's Prompt Payment Policy Statement, attached hereto as Exhibit D, NYSERDA shall pay to the Contractor within the prescribed time after receipt of such invoice for final payment, the total amount payable pursuant to Section 4.01 hereof, less all progress payments/milestone payments previously made to the Contractor with respect thereto and subject to the maximum commitment set forth in Section 4.06 hereof.

NYSERDA from all claims and liability that the Contractor, its representatives and assigns might otherwise have relating to this Agreement.

Section 4.05. Maintenance of Records. The Contractor shall keep, maintain, and preserve at its principal office throughout the term of the Agreement and for a period of three years after acceptance of the Work, full and detailed books, accounts, and records pertaining to this Agreement, including without limitation, all data, bills, invoices, payrolls, time records, expense reports, subcontracting efforts and other documentation evidencing, or in any material way related to, Contractor's performance under this Agreement. shall be the amount appearing at Item 5 of page one of this Agreement. NYSERDA shall not be liable for any costs or expenses in excess of such amount incurred by the Contractor in the performance and completion of the Work.

Section 4.07. Audit. NYSERDA shall have the right from time to time and at all reasonable times during the term of this Agreement and for the maintenance period set forth in Section 4.05 hereof to inspect and audit any and all books, accounts and records related to this Agreement or reasonably necessary to the performance of an audit at the office or offices of the Contractor where they are then being kept, maintained and preserved pursuant to Section 4.05 hereof. Any payment made under the Agreement shall be subject to retroactive reduction for amounts included therein which are found by NYSERDA on the basis of any audit of the Contractor by NYSERDA, the State of New York or an agency of the United States not to constitute an allowable charge or cost hereunder.

## Article V

### Assignments, Subcontracts and Performance

Section 5.01. General Restrictions. Except as specifically provided otherwise in this Article, the assignment, transfer, conveyance, subcontracting or other disposal of this Agreement or any of the Contractor's rights, obligations, interests or responsibilities hereunder, in whole or in part, without the express consent in writing of NYSERDA shall be void and of no effect as to NYSERDA.

Section 5.02. Subcontract Procedures. Without relieving it of, or in any way limiting, its obligations to NYSERDA under this Agreement, the Contractor may enter into Subcontracts for the performance of Work or for the purchase of materials or equipment. Prior to beginning any Work, Contractor shall notify the NYSERDA Project Manager of all subcontractors performing work under the Agreement, as well as all changes in subcontractors throughout the term of the Agreement. Except for a subcontractor or supplier specified in a team arrangement with the Contractor in the Contractor's original proposal, and except for any subcontract or order for equipment, supplies or materials from a single subcontractor or supplier totaling less than \$50,000, the Contractor shall select all subcontractors or suppliers through a process of competitive bidding or multi-source price review. A team arrangement is one where a subcontractor or supplier specified in the Contractor's proposal is performing a substantial portion of the Work and is making a substantial contribution to the management and/or design of the Project. In the event that a competitive bidding or multi-source price review is not feasible, the Contractor shall document an explanation for, and justification of, a sole source selection. The Contractor shall document the process by which a subcontractor or supplier is selected by making a record summarizing

the nature and scope of the work, equipment, supplies or materials sought, the name of each person or organization submitting, or requested to submit, a bid or proposal, the price or fee bid, and the basis for selection of the subcontractor or supplier. An explanation for, and justification of, a sole source selection must identify why the work, equipment, supplies or materials involved are obtainable from or require a subcontractor with unique or exceptionally scarce qualifications or experience, specialized equipment, or facilities not readily available from other sources, or patents, copyrights, or proprietary data. All Subcontracts shall contain provisions comparable to those set forth in this Agreement applicable to a subcontractor or supplier, and those set forth in Exhibit C to the extent required by law, and all other provisions now or hereafter required by law to be contained therein. Each Subcontract shall make express reference to this Agreement, and shall state that in the event of any conflict or inconsistency between any Subcontract and this Agreement, the terms and conditions of this Agreement shall control as between Subcontractor and Contractor. For each Subcontract valued at \$100,000 or more, the Contractor shall obtain and maintain, pursuant to Section 4.05, a completed Vendor Assurance of No Conflict of Interest or Detrimental Effect form from such Subcontractor prior to the execution of the Subcontract. Such form shall be made available to the Contractor by NYSERDA. Each such Subcontract shall contain a provision whereby the Subcontractor warrants and guarantees that there is and shall be no actual or potential conflict of

Section 5.03. Performance. The Contractor shall promptly and diligently comply with its obligations under each Subcontract and shall take no action that would impair its rights thereunder. The Contractor shall take no action, and shall take all reasonable steps to prevent its Subcontractors from taking any action, that would impair NYSERDA's rights under this Agreement. The Contractor shall not assign, cancel or terminate any Subcontract without the prior written approval of NYSERDA's Contract Administrator as long as this Agreement remains in effect. Such approval shall not be unreasonably withheld and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval by NYSERDA, the requested assignment, cancellation, or termination of the Subcontract shall be considered approved by NYSERDA. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty (30) days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to sixty (60) days.

## Article VI

### Schedule: Acceptance of Work

Section 6.01. Schedule. The Work shall be performed as expeditiously as possible in conformity with the schedule requirements contained herein and in the Statement of Work. The draft and final versions of all deliverables shall be submitted by the dates specified in the Exhibit A Schedule. It is understood and agreed that

the delivery of the draft and final versions of such deliverables by the Contractor shall occur in a timely manner and in accordance with the requirements of the Exhibit A Schedule and Project Period noted in Item No. 7 of this Agreement.

Section 6.02. Acceptance of Work. The completion of the Work shall be subject to acceptance by NYSERDA in writing of all deliverables as defined in Exhibit A, Statement of Work. Where the specified deliverable is in the form of report, acceptance of such report is contingent on Contractor complying with all its obligations set forth in the corresponding task and that the report be complete, and sufficiently and accurately described.

## Article VII

### Force Majeure

Section 7.01. Force Majeure. Neither party hereto shall be liable for any failure or delay in the performance of its respective obligations hereunder if and to the extent that such delay or failure is due to a cause or circumstance beyond the reasonable control of such party, including, without limitation, acts of God or the public enemy, expropriation or confiscation of land or facilities, compliance with any law, order or request of any Federal, State, municipal or local governmental authority, acts of war, rebellion or sabotage or damage resulting therefrom, fires, floods, storms, explosions, accidents, riots, strikes, or the delay or failure to perform by any Subcontractor by reason of any cause or circumstance beyond the reasonable control of such Subcontractor.

## Article VIII

### Rights in Information; Confidentiality

Section 8.01. Rights in Contract and Proprietary Information.

- (a) All Contract Information shall be the property of NYSERDA. The Contractor shall not use Contract Information for any purpose other than to implement its obligations under this Agreement.
- (b) All Proprietary Information shall be the property of Contractor.
- (c) The use, public performance, reproduction, distribution, or modification of any materials used by Contractor in the performance of this Agreement does not and will not violate the rights of any third parties, including, but not limited to, copyrights, trademarks, service marks, publicity, or privacy. The Contractor shall be responsible for obtaining and paying for any necessary licenses to use any third-party content.
- (d) The Contractor agrees that to the extent it receives or is given any information from NYSERDA or a NYSERDA contractor or subcontractor, the Contractor shall treat such data in accordance with any restrictive legend contained thereon or instructions given by NYSERDA, unless another use is specifically authorized by prior written approval of the NYSERDA Project Manager. Contractor acknowledges that in

the performance of the Work under this Agreement, Contractor may come into possession of personal information as that term is defined in Section 92 of the New York State Public Officers Law. Contractor agrees not to disclose any such information without the consent of NYSERDA.

## Article IX

### Warranties and Guarantees

Section 9.01. Warranties and Guarantees. The Contractor warrants and guarantees that:

(a) all information provided, and all representations made by Contractor as a part of the Proposal Checklist or application, if any, submitted to NYSERDA in order to obtain this Agreement were, to the best of Contractor's knowledge, complete, true and accurate when provided or made;

do business and is in good standing in all jurisdictions necessary for Contractor to perform its obligations under this Agreement;

(c) it is familiar with and will comply with all general and special Federal, State, municipal and local laws, ordinances and regulations, and New York State Executive Orders in effect during the contract term, if any, that may in any way affect the performance of this Agreement;

(d) the design, supervision and workmanship furnished with respect to performance of the Work shall be in accordance with sound and currently accepted scientific standards and engineering practices;

(e) all materials, equipment and workmanship furnished by it and by Subcontractors in performance of the Work or any portion thereof shall be free of defects in design, material and workmanship, and all such materials and equipment shall be of first-class quality, shall conform with all applicable codes, specifications, standards and ordinances and shall have service lives and maintenance characteristics suitable for their intended purposes in accordance with sound and currently accepted scientific standards and engineering practices;

any patent issued under the laws of the United States or any other matter which could constitute a basis for any claim that the performance of the Work or any part thereof infringes any patent or otherwise interferes with any other right of any Person;

(g) to the best of Contractor's knowledge, there are no existing undisclosed or threatened legal actions, claims, or encumbrances, or liabilities that may adversely affect the Work or NYSERDA's rights hereunder;

connection with this Agreement contains any untrue statement of a material fact or omits to state a material fact necessary to make the statement not misleading, and that all facts have been disclosed that would materially adversely affect the Work;

(i) all information provided to NYSERDA with respect to State Finance Law Sections 139-j and 139-k is complete, true and accurate;

(j) Contractor is familiar with and will comply with NYSERDA's Code of Conduct for Contractors,

Consultants, and Vendors with respect to the performance of this Agreement,<sup>1</sup> including, but not limited to, the provisions that ensure the appropriate use of public funds by requiring Contractors, Consultants and Vendors to refrain from policy advocacy on behalf of NYSERDA unless explicitly authorized, and in the manner described, under the terms of their Agreement; and to refrain from providing advocacy positions or opinions of their own that could be construed as those of NYSERDA;

anticipated indirect costs during the term of the Agreement and calculated consistent with generally accepted accounting principles.

(1) Contractor shall at all times during the Agreement term remain Responsible, and Contractor agrees, if requested by NYSERDA, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity; and

the Contractor's satisfactory or ethical performance of duties required to be performed pursuant to the terms of this Agreement. The Contractor shall have a duty to notify NYSERDA immediately of any actual or potential conflicts of interest.

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<sup>1</sup> <http://www.nyserda.ny.gov/About/Board-Governance.aspx>

## Article X

### Indemnification

Section 10.01. Indemnification. The Contractor shall protect, indemnify and hold harmless NYSERDA and the State of New York from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorneys' fees and expenses) imposed upon or incurred by or asserted against NYSERDA or the State of New York resulting from, arising out of or relating to Contractor's or its Subcontractors' performance of this Agreement. The obligations of the Contractor under this Article shall survive any expiration or termination of this Agreement, and shall not be limited by any enumeration herein of required insurance coverage.

## Article XI

### Insurance

Section 11.01. Maintenance of Insurance; Policy Provisions. The Contractor, at no additional direct cost to NYSERDA, shall maintain or cause to be maintained throughout the term of this Agreement, insurance of the types and in the amounts specified in the Section hereof entitled Types of Insurance. All such insurance shall be evidenced by insurance policies, each of which shall:

- (a) except policies in evidence of insurance required under Section 11.02(b), name or be endorsed to cover NYSERDA, the State of New York and the Contractor as additional insureds;
- (b) provide that such policy may not be cancelled or modified until at least 30 days after receipt by NYSERDA of written notice thereof; and
- (c) be reasonably satisfactory to NYSERDA in all other respects.

Section 11.02. Types of Insurance. The types and amounts of insurance required to be maintained under this Article are as follows:

- (a) Commercial general liability insurance for bodily injury liability, including death, and property damage liability, incurred in connection with the performance of this Agreement, with minimum limits of \$1,000,000 in respect of claims arising out of personal injury or sickness or death of any one person, \$1,000,000 in respect of claims arising out of personal injury, sickness or death in any one accident or disaster, and \$1,000,000 in respect of claims arising out of property damage in any one accident or disaster; and
- (b) Workers Compensation, Employers Liability, and Disability Benefits as required by New York State.

Section 11.03. Delivery of Policies; Insurance Certificates. Prior to commencing the Work, the Contractor shall deliver to NYSERDA certificates of insurance issued by the respective insurers, indicating the Agreement number thereon, evidencing the insurance required by Article XI hereof.

In the event any policy furnished or carried pursuant to this Article will expire on a date prior to acceptance of the Work by NYSERDA pursuant to the section hereof entitled Acceptance of Work, the Contractor, not less than 15 days prior to such expiration date, shall deliver to NYSERDA certificates of insurance evidencing the renewal of such policies, and the Contractor shall promptly pay all premiums thereon due. In the event of threatened legal action, claims, encumbrances, or liabilities that may affect NYSERDA hereunder, or if deemed necessary by

NYSERDA due to events rendering a review necessary, upon request the Contractor shall deliver to NYSERDA a certified copy of each policy.

## Article XII

### Stop Work Order; Termination; Non-Responsibility

#### Section 12.01. Stop Work Order.

(a) NYSERDA may at any time, by written Order to the Contractor, require the Contractor to stop all or any part of the Work called for by this Agreement for a period of up to ninety (90) days after the Stop Work Order is delivered to the Contractor, and for any further period to which the parties may agree. Any such order shall be specifically identified as a Stop Work Order issued pursuant to this Section. Upon receipt of such an Order, the Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the Work covered by the Order during the period of work stoppage consistent with public health and safety. Within a period of ninety (90) days after a Stop Work Order is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, NYSERDA shall either:

(i) by written notice to the Contractor, cancel the Stop Work Order, which shall be effective as provided in such cancellation notice, or if not specified therein, upon receipt by the Contractor, or

(ii) terminate the Work covered by such order as provided in the Termination Section of this Agreement.

(b) If a Stop Work Order issued under this Section is cancelled or the period of the Order or any extension thereof expires, the Contractor shall resume Work. An equitable adjustment shall be made in the delivery schedule, the estimated cost, the fee, if any, or a combination thereof, and in any other provisions of the Agreement that may be affected, and the Agreement shall be modified in writing accordingly, if:

(i) the Stop Work Order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this Agreement, and

(ii) the Contractor asserts a claim for such adjustments within 30 days after the end of the period of Work stoppage; provided that, if NYSERDA decides the facts justify such action, NYSERDA may receive and act upon any such claim asserted at any time prior to final payment under this Agreement.

(c) If a Stop Work Order is not cancelled and the Work covered by such Order is terminated, the reasonable costs resulting from the Stop Work Order shall be allowed by equitable adjustment or otherwise.

(d) Notwithstanding the provisions of this Section 12.01, the maximum amount payable by NYSERDA to the Contractor pursuant to this Section 12.01 shall not be increased or deemed to be increased except by specific written amendment hereto.

#### Section 12.02. Termination.

(a) This Agreement may be terminated by NYSERDA at any time during the term of this Agreement with or without cause, upon ten (10) days prior written notice to the Contractor. In such event, payment shall be paid to the Contractor for Work performed and expenses incurred prior to the effective date of termination in accordance

with the provisions of the Article hereof entitled Payment and in reimbursement of any amounts required to be paid by the Contractor pursuant to Subcontracts; provided, however, that upon receipt of any such notice of termination, the Contractor shall cease the performance of Work, shall make no further commitments with respect thereto and shall reduce insofar as possible the amount of outstanding commitments (including, to the extent requested by NYSERDA, through termination of subcontracts containing provisions therefore). Articles VIII, IX, and X shall survive any termination of this Agreement, and Article XVII shall survive until the payment obligations pursuant to Article VIII have been met.

(b) NYSERDA specifically reserves the right to terminate this agreement upon its determination of excessive project schedule lapses or delays. NYSERDA also reserves the right to deny schedule extensions for project completion beyond those to which the parties agreed upon the initial execution of the agreement.

(c) NYSERDA specifically reserves the right to terminate this agreement in the event that the certification filed by the Contractor in accordance with State Finance Law Sections 139-j and 139-k is found to have been intentionally false or intentionally incomplete, or that the certification filed by the Contractor in accordance with New York State Tax Law Section 5-a is found to have been intentionally false when made. Terminations under this subsection (c) will be effective upon Notice.

(d) Nothing in this Article shall preclude the Contractor from continuing to carry out the Work called for by the Agreement after receipt of a Stop Work Order or termination notice at its own election, provided that, if the Contractor so elects: (i) any such continuing Work after receipt of the Stop Work Order or termination notice shall be deemed not to be Work pursuant to the Agreement, and (ii) NYSERDA shall have no liability to the Contractor for any costs of the Work continuing after receipt of the Stop Work Order or termination notice.

#### Section 12.03. Suspension or Termination for Non-Responsibility.

(a) Suspension. NYSERDA, in its sole discretion, reserves the right to suspend any or all activities under this Agreement, at any time, when it discovers information that calls into question the Responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as NYSERDA issues a written notice authorizing a resumption of performance under the Contract.

(b) Termination. Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate NYSERDA officials or staff, this Agreement may be terminated by NYSERDA at the Contractor's expense where the Contractor is determined by NYSERDA to be non-Responsible. In such event, NYSERDA may complete the contractual requirements in any manner it may deem advisable and pursue available legal or equitable remedies for breach.

### Article XIII

#### Independent Contractor

##### Section 13.01. Independent Contractor.

(a) The status of the Contractor under this Agreement shall be that of an independent contractor and not that of an agent, and in accordance with such status, the Contractor, the Subcontractors, and their respective officers, agents, employees, representatives and servants, including the Project Director, shall at all times during the term of this Agreement conduct themselves in a manner consistent with such status and by reason of this Agreement shall neither hold themselves out as, nor claim to be acting in the capacity of, officers, employees, agents, representatives or servants of NYSERDA nor make any claim, demand or application for any right or privilege

applicable to NYSERDA, including, without limitation, vicarious liability, professional liability coverage or indemnification, rights or privileges derived from workers' compensation coverage, unemployment insurance benefits, social security coverage and retirement membership or credit. It is understood and agreed that the personnel furnished by Contractor to perform the Work shall be Contractor's employee(s) or agent(s), and under no circumstances are such employee(s) to be considered NYSERDA's employee(s) or agent(s), and shall remain the employees of Contractor, except to the extent required by section 414(n) of the Internal Revenue Code.

(b) Contractor expressly acknowledges NYSERDA's need to be advised, on an immediate basis, of the existence of any claim or event that might result in a claim or claims against NYSERDA, Contractor and/or Contractor's personnel by virtue of any act or omission on the part of NYSERDA or its employees. Accordingly, Contractor expressly covenants and agrees to notify NYSERDA of any such claim or event, including but not limited to, requests for accommodation and allegations of harassment and/or discrimination, immediately upon contractor's discovery of the same, and to fully and honestly cooperate with NYSERDA in its efforts to investigate and/or address such claims or events, including but not limited to, complying with any reasonable request by NYSERDA for disclosure of information concerning such claim or event even in the event that this Agreement should terminate for any reason.

#### Article XIV

##### Compliance with Certain Laws

Section 14.01. Laws of the State of New York. The Contractor shall comply with all of the requirements set forth in Exhibit C hereto.

Section 14.02. All Legal Provisions Deemed Included. . It is the intent and understanding of the Contractor and NYSERDA that each and every provision of law required by the laws of the State of New York to be contained in this Agreement shall be contained herein, and if, through mistake, oversight or otherwise, any such provision is not contained herein, or is not contained herein in correct form, this Agreement shall, upon the application of either NYSERDA or the Contractor, promptly be amended so as to comply strictly with the laws of the State of New York with respect to the inclusion in this Agreement of all such provisions.

Section 14.03. Other Legal Requirements. The references to particular laws of the State of New York in this Article, in Exhibit C and elsewhere in this Agreement are not intended to be exclusive and nothing contained in such Article, Exhibit and Agreement shall be deemed to modify the obligations of the Contractor to comply with all legal requirements.

Section 14.04. Sexual Harassment Policy. The Contractor and all Subcontractors must have a written sexual harassment prevention policy addressing sexual harassment in the workplace and must provide annual sexual harassment training to all employees.

#### Article XV

##### Notices, Entire Agreement, Amendment, Counterparts

Section 15.01. Notices.

- (a) All notices, requests, consents, approvals and other communications which may or are required to be given by either party to the other under this Agreement shall be in writing and shall be transmitted either: (i) via certified or registered United States mail, return receipt requested;
- (ii) by facsimile transmission;
  - (iii) by personal delivery;
  - (iv) by expedited delivery service; or
  - (v) by e-mail, return receipt requested.

Such notices shall be addressed as follows, or to such different addresses as the parties may from time-to-time designate as set forth in paragraph (c) below:

**NYSERDA**

Name: Wendy M. MacPherson

Title: Director of Contract Management

Address: 17 Columbia Circle, Albany, New York 12203 Facsimile

Number: (518) 862-1091

E-Mail Address: Wendy.MacPherson@nyserda.ny.gov

Personal Delivery: Reception desk at the above address

**PUTNAM COUNTY**

Name: Barbara Barosa

Title: Commissioner of Planning

Address: 40 Gleneida Avenue, 3<sup>rd</sup> Floor, Carmel, NY 10512

Phone: (845) 878-3480

E-Mail Address: barbara.barosa@putnamcountyny.gov

of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or email, upon receipt.

(c) The parties may, from time to time, specify any new or different address in the United States as their address for purpose of receiving notice under this Agreement by giving fifteen (15) days written notice to the other party sent in accordance herewith. The parties agree to mutually designate individuals as their respective representatives for the purposes of receiving notices under this Agreement. Additional individuals may be designated in writing by the parties for purposes of implementation and administration/billing, resolving issues and problems and/or for dispute resolution.

Section 15.02. Entire Agreement; Amendment. This Agreement embodies the entire agreement and understanding between NYSERDA and the Contractor and supersedes all prior agreements and understandings relating to the subject matter hereof. Except for no-cost time extensions, which may be signed by NYSERDA and require no counter-signature by the Contractor, and except as otherwise expressly provided for herein, this Agreement may be changed, waived, discharged or terminated only by an instrument in writing, signed by the party against which enforcement of such change, waiver, discharge or termination is sought.

Section 15.03. Counterparts. This Agreement may be executed in counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

Article XVI

## Publicity

### Section 16.01. Publicity.

- (a) The Contractor shall collaborate with NYSERDA's Communications Department to prepare any press release and to plan for any news conference concerning the Work. In addition the Contractor shall notify NYSERDA's Communications Department regarding any media interview in which the Work is referred to or discussed.
- (b) It is recognized that during the course of the Work under this Agreement, the Contractor or its employees may from time to time desire to publish information regarding scientific or technical developments made or conceived in the course of or under this Agreement. In any such information, the Contractor shall credit NYSERDA's funding participation in the Project, and shall state that "NYSERDA has not reviewed the information contained herein, and the opinions expressed in this report do not necessarily reflect those of NYSERDA or the State of New York." Notwithstanding anything to the contrary contained herein, the Contractor shall have the right to use and freely disseminate project results for educational purposes, if applicable, consistent with the Contractor's policies.
- (c) Commercial promotional materials or advertisements produced by the Contractor shall credit NYSERDA, as stated above, and shall be submitted to NYSERDA for review and recommendations to improve their effectiveness prior to use. The wording of such credit can be approved in advance by NYSERDA, and, after initial approval, such credit may be used in subsequent promotional materials or advertisements without additional approvals for the credit, provided, however, that all such promotional materials or advertisements shall be submitted to NYSERDA prior to use for review, as stated above. Such approvals shall not be unreasonably withheld, and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval, the promotional materials or advertisement shall be considered approved. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to 180 days. If NYSERDA and the Contractor do not agree on the wording of such credit in connection with such materials, the Contractor may use such materials, but agrees

## EXHIBIT C

REVISED 12/19

### STANDARD TERMS AND CONDITIONS

#### FOR ALL NYSERDA AGREEMENTS

(Based on Standard Clauses for New York State Contracts and Tax Law Section 5-a)

The parties to the Agreement agree to be bound by the following clauses which are hereby made a part of the Agreement to the extent applicable:

1. NON-DISCRIMINATION REQUIREMENTS. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or

carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is an Agreement for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this Agreement shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Agreement. If this is a building service Agreement as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this Agreement and forfeiture

2. WAGE AND HOURS PROVISIONS. If this is a public work Agreement covered by Article 8 of the Labor Law or a building service Agreement covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by NYSERDA of any NYSERDA-approved sums due and owing for work done upon the project.

3. NON-COLLUSIVE BIDDING REQUIREMENT. In accordance with Section 2878 of the Public Authorities Law, if this Agreement was awarded based upon the submission of bids, Contractor warrants, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further warrants that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to NYSERDA a non-collusive bidding certification on Contractor's behalf. \$5,000, the Contractor agrees, as a material condition of the Agreement, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the Federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the Agreement's execution, such Agreement, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify NYSERDA within five (5) business days of such conviction, determination or disposition of appeal. (See and compare Section 220-f of the Labor Law, Section 139-h of the State Finance Law, and 2 NYCRR 105.4).

5. SET-OFF RIGHTS. NYSERDA shall have all of its common law and statutory rights of set-off. These rights shall include, but not be limited to, NYSERDA's option to withhold for the purposes of set-off any moneys due to the Contractor under this Agreement up to any amounts due and owing to NYSERDA with regard to this Agreement, any other Agreement, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to NYSERDA for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

6. PROPRIETARY INFORMATION. Notwithstanding any provisions to the contrary in the Agreement, Contractor and NYSERDA acknowledge and agree that all information, in any format, submitted to NYSERDA shall be subject to and treated in accordance with the NYS Freedom of Information Law (“FOIL,” Public Officers Law, Article 6). Pursuant to FOIL, NYSERDA is required to make available to the public, upon request, records or portions thereof which it possesses, unless that information is statutorily exempt from disclosure. Therefore, unless the Agreement specifically requires otherwise, Contractor should submit information to NYSERDA in a non-confidential, non-proprietary format. FOIL does provide that NYSERDA may deny access to records or portions thereof that “are trade secrets or are submitted to an agency by a commercial

enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise.” [See Public Officers Law, § 87(2)(d)]. Accordingly, if the Agreement specifically requires submission of information in a format Contractor considers a proprietary and/or confidential trade secret, Contractor shall fully identify and plainly label the information “confidential” or “proprietary” at the time of disclosure. By so marking such information, Contractor represents that the information has actual or potential specific commercial or competitive value to the competitors of Contractor.

Without limitation, information will not be considered confidential or proprietary if it is or has been (i) generally known or available from other sources without obligation concerning its confidentiality; (ii) made available by the owner to others without obligation concerning its confidentiality; or (iii) already available to NYSERDA without obligation concerning its confidentiality. In the event of a FOIL request, it is NYSERDA’s policy to consider records as marked above pursuant to the trade secret exemption procedure set forth in 21 New York Codes Rules & Regulations § 501.6 and any other applicable law or regulation. However, NYSERDA cannot guarantee the confidentiality of any information submitted. More information on FOIL, and the relevant statutory law and regulations, can be found at the website for the Committee on Open Government

7. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION. . (a) FEDERAL EMPLOYER IDENTIFICATION NUMBER and/or FEDERAL SOCIAL SECURITY NUMBER. As a condition to NYSERDA’s obligation to pay any invoices submitted by Contractor pursuant to this Agreement, Contractor shall provide to NYSERDA its Federal employer identification number or Federal social security number, or both such numbers when the Contractor has both such numbers. Where the Contractor does not have such number or numbers, the Contractor must give the reason or reasons why the payee does not have such number or numbers.

(b) PRIVACY NOTIFICATION. The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by Contractor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law.

attachments thereto and amendments thereof) and the terms of this Exhibit C, the terms of this Exhibit C shall control.

9. GOVERNING LAW. This Agreement shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

10. NO ARBITRATION. Disputes involving this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily required) without the NYSERDA's written consent, but must, instead, be heard in a court of competent jurisdiction of the State of New York.

11. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law and Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon NYSERDA's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify NYSERDA, in writing, of each and every change of address to which service of process can be made. Service by NYSERDA to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

12. CRIMINAL ACTIVITY. If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of any allegation previously unknown to it that the Contractor or any of its principals is under indictment for a felony, or has been, within five (5) years prior to submission of the Contractor's proposal to NYSERDA, convicted of a felony, under the laws of the United States or Territory of the United States, then NYSERDA may exercise its stop work right under this Agreement. If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of the fact, previously unknown to it, that Contractor or any of its principals is under such indictment or has been so convicted, then NYSERDA may exercise its right to terminate this Agreement. If the Contractor knowingly withheld information about such an indictment or conviction, NYSERDA may declare the Agreement null and void and may seek legal remedies against the Contractor and its principals. The Contractor or its principals may also be subject to penalties for any violation of law which may apply in the particular circumstances. For a Contractor which is an association, partnership, corporation, or other organization, the provisions of this paragraph apply to any such indictment or conviction of the organization itself or any of its officers, partners, or directors or members of any similar governing body, as applicable.

13. PERMITS. It is the responsibility of the Contractor to acquire and maintain, at its own cost, any and all permits, licenses, easements, waivers and permissions of every nature necessary to perform the work.

14. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this Agreement will be in accordance with, but not limited to, the specifications and provisions of State Finance Law Section 165 (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted by NYSERDA.

15. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business  
625 Broadway  
Albany, New York 12207  
Telephone: 518-292-5200 Fax:  
518-292-5884  
<http://www.esd.ny.gov>

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development  
Division of Minority and Women's Business Development  
625 Broadway  
Albany, New York 12207  
Telephone: 518-292-5200  
Fax: 518-292-5803  
<http://www.empire.state.ny.us>

The Omnibus Procurement Act of 1992 requires that by signing this Agreement, Contractors certify that whenever the total amount is greater than \$1 million:

- (a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;
  - (b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;
  - (c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and
  - (d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.
16. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.
17. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).
18. PROCUREMENT LOBBYING. To the extent this Agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this Agreement the Contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, NYSERDA may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

19. COMPLIANCE WITH TAX LAW SECTION 5-a. The following provisions apply to Contractors that have entered into agreements in an amount exceeding \$100,000 for the purchase of goods and services:

- a) Before such agreement can take effect, the Contractor must have on file with the New York State Department of Taxation and Finance a Contractor Certification form (ST-220-TD).
- b) Prior to entering into such an agreement, the Contractor is required to provide NYSERDA with a completed Contractor Certification to Covered Agency form (Form ST-220-CA).
- c) Prior to any renewal period (if applicable) under the agreement, the Contractor is required to provide NYSERDA with a completed Form ST-220-CA.

Certifications referenced in paragraphs (b) and (c) above will be maintained by NYSERDA and made a part hereof and incorporated herein by reference.

NYSERDA reserves the right to terminate this agreement in the event it is found that the certification filed by the Contractor in accordance with Tax Law Section 5-a was false when made.

20. IRANIAN ENERGY SECTOR DIVESTMENT. In accordance with Section 2879-c of the Public Authorities Law, by signing this contract, each person and each person signing on behalf of any other party certifies, and in the case of a joint bid or partnership each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law (See <https://ogs.ny.gov/iran-divestmentact-2012>).

21. COMPLIANCE WITH NEW YORK STATE DIESEL EMISSION REDUCTION ACT (DERA) OF 2006. Contractor shall comply with and, if applicable to this Agreement, provide proof of compliance with the New York State Diesel Emission Reduction Act of 2006 ("DERA"), Environmental Conservation Law (ECL) Section 19-0323, and the NYS Department of Environmental Conservation (DEC) Law implementing regulations under 6 NYCRR Part 248, Use of Ultra Low Sulfur Diesel Fuel (ULSD) and Best Available Retrofit Technology ("BART"). Compliance includes, but is not limited to, the development of a heavy-duty diesel vehicle (HDDV), maintaining documentation associated with BART evaluations, submitting to and receiving DEC approval of a technology or useful-life waiver, and maintaining records where BART-applicable vehicles are primarily located or garaged. DEC regulation under 6 NYCRR Part 248, Use of Ultra Low Sulfur Diesel and Best Available Technology for Heavy Duty Vehicles can be found at: <https://www.dec.ny.gov/regs/2492.html>.

22. ADMISSIBILITY OF REPRODUCTION OF CONTRACT. Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, regardless of whether the original of said contract is in existence.

## EXHIBIT D

### NYSERDA PROMPT PAYMENT POLICY STATEMENT

504.1. Purpose and Applicability. 504.1. Purpose and Applicability. (a) The purpose of this Exhibit is to provide a description of Part 504 of NYSERDA's regulations, which consists of NYSERDA's policy for making payment promptly on amounts properly due and owing by NYSERDA under this Agreement. The section numbers used in this document correspond to the section numbers appearing in Part 504 of the regulations. (This is only a summary; the full text of Part 504 can be accessed at: (<http://www.nyserda.ny.gov/About/New-York-State-Regulations.aspx>))

this Agreement. However, this Exhibit does not apply to Payments due and owing when NYSERDA is exercising a Set-Off against all or part of the Payment, or if a State or Federal law, rule or regulation specifically requires otherwise.

504.2. Definitions. Capitalized terms not otherwise defined in this Exhibit shall have the same meaning as set forth earlier in this Agreement. In addition to said terms, the following terms shall have the following meanings, unless the context shall indicate another or different meaning or intent:

- (a) "Date of Payment" means the date on which NYSERDA requisitions a check from its statutory fiscal agent, the Department of Taxation and Finance, to make a Payment.
- (b) "Designated Payment Office" means the Office of NYSERDA's Controller, located at 17 Columbia Circle, Albany, New York 12203.

Agreement.

- (d) "Prompt Payment" means a Payment within the time periods applicable pursuant to Sections 504.3 through 504.5 of this Exhibit in order for NYSERDA not to be liable for interest pursuant to Section 504.6.

provisions of Sections 504.3 through 504.5 of this Exhibit, in order for NYSERDA not to be liable for interest pursuant to Section 504.6.

- (f) "Proper Invoice" means a written request for Payment that is submitted by a Contractor setting forth the description, price or cost, and quantity of goods, property or services delivered or rendered, in such form, and supported by such other substantiating documentation, as NYSERDA may reasonably require, including but not limited to any requirements set forth in Exhibits A or B to this Agreement; and addressed to NYSERDA's Controller, marked "Attention: Accounts Payable," at the Designated Payment Office.

(g)(1) "Receipt of an Invoice" means:

- (i) if the Payment is one for which an invoice is required, the later of:

- (a) the date on which a Proper Invoice is actually received in the Designated Payment Office during normal business hours; or

goods, property or services covered by a Proper Invoice previously received in the Designated Payment Office.

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(ii) if the Agreement provides that a Payment will be made on a specific date or at a predetermined interval, without having to submit a written invoice the 30th calendar day, excluding legal holidays, before the date so specified or predetermined.

(2) For purposes of this subdivision, if the Agreement requires a multifaceted, completed or working system, or delivery of no less than a specified quantity of goods, property or services and only a portion of such systems or less than the required goods, property or services are working, completed or delivered, even though the Contractor has invoiced NYSERDA for the portion working, completed or delivered, NYSERDA will not be in Receipt of an Invoice until the specified minimum amount of the systems, goods, property or services are working, completed or delivered.

(h) "Set-off" means the reduction by NYSERDA of a payment due a Contractor by an amount equal to the amount of an unpaid legally enforceable debt owed by the Contractor to NYSERDA.

504.5 of this Exhibit, the Date of Payment by NYSERDA of an amount properly due and owing under this Agreement shall be no later than thirty (30) calendar days, excluding legal holidays, after Receipt of a Proper Invoice.

#### 504.4. Payment Procedures.

(a) Unless otherwise specified in this Agreement, a Proper Invoice submitted by the Contractor to the Designated Payment Office shall be required to initiate payment for goods, property or services. As soon as any invoice is received in the Designated Payment Office during normal business hours, such invoice shall be dated stamped. The invoice shall then promptly be reviewed by NYSERDA.

(b) NYSERDA shall notify the Contractor within fifteen (15) calendar days after Receipt of an Invoice of:

(1) any defects in the delivered goods, property or services;

(2) any defects in the invoice; or

(3) suspected improprieties of any kind.

(c) The existence of any defects or suspected improprieties shall prevent the commencement of the time period specified in Section 504.3 until any such defects or improprieties are corrected or otherwise resolved.

(d) If NYSERDA fails to notify a Contractor of a defect or impropriety within the fifteen (15) calendar day period specified in subdivision (b) of this section, the sole effect shall be that the number of days allowed for Payment shall be reduced by the number of days between the 15th day and the day that notification was transmitted to the Contractor. If NYSERDA fails to provide reasonable grounds for its contention that a defect or impropriety exists, the sole effect shall be that the Payment Due Date shall be calculated using the original date of Receipt of an Invoice.

- (e) In the absence of any defect or suspected impropriety, or upon satisfactory correction or resolution of a defect or suspected impropriety, NYSERDA shall make Payment, consistent with any such correction or resolution and the provisions of this Exhibit.

504.5. Exceptions and Extension of Payment Due Date. NYSERDA has determined that, notwithstanding the provisions of Sections 504.3 and 504.4 of this Exhibit, any of the following facts or circumstances, which may occur concurrently or consecutively, reasonably justify extension of the Payment Due Date:

- (a) If this Agreement provides Payment will be made on a specific date or at a predetermined interval, without having to submit a written invoice, if any documentation, supporting data, performance verification, or notice specifically required by this Agreement or other State or Federal mandate has not been submitted to NYSERDA on a timely basis, then the Payment Due Date shall be extended by the number of calendar days from the date by which all such matter was to be submitted to NYSERDA and the date when NYSERDA has actually received such matter.
- (b) If an inspection or testing period, performance verification, audit or other review or documentation independent of the Contractor is specifically required by this Agreement or by other State or Federal mandate, whether to be performed by or on behalf of NYSERDA or another entity, or is specifically permitted by this Agreement or by other State or Federal provision and NYSERDA or other entity with the right to do so elects to have such activity or documentation undertaken, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when any such activity or documentation has been completed, NYSERDA has actually received the results of such activity or documentation conducted by another entity, and any deficiencies identified or issues raised as a result of such activity or documentation have been corrected or otherwise resolved.
- (c) If an invoice must be examined by a State or Federal agency, or by another party contributing to the funding of the Contract, prior to Payment, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when the State or Federal agency, or other contributing party to the Contract, has completed the inspection, advised NYSERDA of the results of the inspection, and any deficiencies identified or issues raised as a result of such inspection have been corrected or otherwise resolved.

not yet been made available to NYSERDA, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when such funds are made available to NYSERDA.

504.6. Interest Eligibility and Computation. If NYSERDA fails to make Prompt Payment, NYSERDA shall pay interest to the Contractor on the Payment when such interest computed as provided herein is equal to or more than ten dollars (\$10.00). Interest shall be computed and accrue at the daily rate in effect on the Date of Payment, as set by the New York State Tax Commission for corporate taxes pursuant to Section 1096(e)(1) of the Tax Law. Interest on such a Payment shall be computed for the period beginning on the day after the Payment Due Date and ending on the Date of Payment.

504.7. Sources of Funds to Pay Interest. Any interest payable by NYSERDA pursuant to Exhibit shall be paid only from the same accounts, funds, or appropriations that are lawfully available to make the related Payment.

504.8. Incorporation of Prompt Payment Policy Statement into Contracts. The provisions of this Exhibit shall apply to all Payments as they become due and owing pursuant to the terms and conditions of this Agreement, notwithstanding that NYSERDA may subsequently amend its Prompt Payment Policy by further rulemaking. 504.9. Notice of Objection. Contractor may object to any action taken by NYSERDA

pursuant to this Exhibit that prevents the commencement of the time in which interest will be paid by submitting a written notice of objection to NYSERDA. Such notice shall be signed and dated and concisely and clearly set forth the basis for the objection and be addressed to the Vice President, New York State Energy Research and Development Authority, at the notice address set forth in Exhibit B to this Agreement. The Vice President of NYSERDA, or his or her designee, shall review the objection for purposes of affirming or modifying NYSERDA's action. Within fifteen (15) working days of the receipt of the objection, the Vice President, or his or her designee, shall notify the Contractor either that NYSERDA's action is affirmed or that it is modified or that, due to the complexity of the issue, additional time is needed to conduct the review; provided, however, in no event shall the extended review period exceed thirty (30) working days.

504.10. Judicial Review. Any determination made by NYSERDA pursuant to this Exhibit that prevents the commencement of the time in which interest will be paid is subject to judicial review in a proceeding pursuant to Article 78 of the Civil Practice Law and Rules. Such proceedings shall only be commenced upon completion of the review procedure specified in Section 504.9 of this Exhibit or any other review procedure that may be specified in this Agreement or by other law, rule, or regulation.

504.11. Court Action or Other Legal Processes.

Contractor pursuant to this Exhibit shall not extend beyond the date of a notice of intention to file a claim, the date of a notice of a claim, or the date commencing a legal action for the payment of such interest, whichever occurs first.

(b) With respect to the court action or other legal processes referred to in subdivision (a) of this section, any interest obligation incurred by NYSERDA after the date specified therein pursuant to any provision of law other than Public Authorities Law Section 2880 shall be determined as prescribed by such separate provision of law, shall be paid as directed by the court, and shall be paid from any source of funds available for that purpose.

#### Exhibit E

#### Clean Energy Communities Program Metrics Workbook

Overview After it has been approved by NYSERDA, the Contractor's CEC Grant Application including all approved project information is referred to as the Metrics Workbook. NYSERDA requires that the information in the Metrics Workbook be updated at the Planning Phase (Task 1) and at the Completion Phase (Task 2) to confirm the energy savings from the project. These submittals are referred to as the Metrics Workbook and shall be submitted in excel format.

To simplify the process and ensure consistency, NYSERDA has automated all energy savings calculations for the following pre-approved project types: Solar, Electric Vehicles, Charging Stations, and LED Street lights. The Contractor is required to ensure that all project details in the Metrics Workbook align with the project design at the Planning Phase (Task 1) and how the project was actually built at the Completion Phase (Task 2).

For Building Upgrades and Custom project types, the Contractor is responsible for documenting energy savings from the project. The required metrics should be provided if the measures are recommended in a CEC Energy Study or ASHRAE Level II or III Energy Audit. NYPA Clean Energy Solutions projects will typically provide energy savings estimates. ASHP and GSHP projects will typically include energy savings calculations as part of the feasibility analysis and design. The Contractor must quantify these project benefits for all the metrics applicable to the project in the Metrics Workbook.

The Metrics Workbook may be updated periodically, therefore the customer should confirm with NYSERDA that they have the latest version.

The Project Plan Metrics Workbook submittal will serve as documentation that the project has been designed to the specification of the CEC program, the contract performance requirements and that the data provided to estimate benefits was based on the design. Upon request, the Contractor may be required to provide NYSERDA with project design documentation, which may include energy audits, contractor proposals, outreach or draft plans, or purchase orders.

Depending on the number of types of projects within a contract, there may be one or more Task 1 Metric Workbook submittals. Once the necessary data has been entered, the Task 1 Planning Phase Metrics Workbook shall be submitted as a separate excel file to NYSERDA, with additional documentation if requested.

project has been completed, the customer will revise the Metrics Workbook values if appropriate to reflect the final implementation of the project.

This submittal will serve as the documentation that the project has been completed in accordance with the CEC program, the contract requirements and that the data provided to calculate the energy savings were based on the final implementation conditions. Upon request, the Contractor may be required to provide NYSERDA with project completion documentation, such as executed contracts or purchase orders, photographs, and or final outreach or planning reports.

Depending on the number of types of projects within a contract, there may be one or more Task 2 Metric Workbook submittals. Once the necessary data has been entered, the Task 2 Project Completion Metrics Workbook shall be submitted as a separate excel file to NYSERDA with additional documentation if requested.

## Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia

Executive Order No. 16 provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia." The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an "entity conducting business operations in Russia" means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.
- 2.a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)
- 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)
3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor's business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name: Putnam County  
(legal entity)

By:  
(signature)

Name: Kevin M. Byrne

Title: County Executive

Date: 10/22/24

**New York State Energy Research and Development Authority  
("NYSERDA")**

**AGREEMENT**

1. Agreement Number: 240085
2. Contractor: Putnam County
3. Project Director: Barbara Barosa
4. Effective Date: October 8, 2024
5. Total Amount of Award: \$125,000.00
6. Project Period: October 8, 2024 - June 30, 2027
7. Expiration Date: December 31, 2027
8. Commitment Terms and Conditions

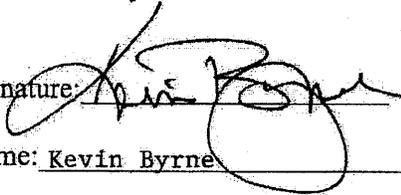
This Agreement consists of this form plus the following documents:

- Exhibit A, Statement of Work;
- Exhibit B, General Contract Provisions, Terms and Conditions;
- Exhibit C, Standard Terms and Conditions;
- Exhibit D, Prompt Payment Policy Statement; and
- Exhibit E, Metrics Workbook.

9. ACCEPTANCE. THIS AGREEMENT SHALL NOT BECOME EFFECTIVE  
UNLESS EXECUTED BELOW BY NYSERDA

Putnam County

NEW YORK ENERGY RESEARCH  
AND DEVELOPMENT AUTHORITY

Signature: 

Signature: \_\_\_\_\_  
NYSERDA Authorized Signatory

Name: Kevin Byrne

Title: County Executive

MICHAEL J. LEWIS  
Commissioner of Finance



cc All  
Rules  
A+A

Reso #150

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 – 24A110**  
DATE: October 30, 2024

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

**Capital Fund:**

**Increase Appropriations:**

58989000 53000 52228	Capital - ARPA Administrative Costs	\$	138,293
53097000 53000 52404	Capital - ARPA PCSO Gate Improvements	\$	20,412

**Increase Estimated Revenues:**

58989000 428601 52228	Transfer in - General	\$	138,293
53097000 428601 52404	Transfer in - General	\$	20,412

**Decrease Appropriations:**

58989000 53000 52226	Capital - ARPA CAP MOBILE FOOD PANTRY	\$	(130,000)
58989000 53000 52227	Capital - ARPA Second Chance Foods	\$	(1,856)
53097000 53000 52405	Capital - ARPA PCSO Life Safety	\$	(26,849)

**Decrease Estimated Revenues:**

58989000 428601 52226	Transfer in - General	\$	(130,000)
58989000 428601 52227	Transfer in - General	\$	(1,856)
53097000 428601 52405	Transfer in - General	\$	(26,849)

**General Fund:**

**Increase Appropriations:**

10990100 59020 52228	Transfer Out - Capital (ARPA Administrative Costs)	\$	138,293
10990100 59020 52404	Transfer Out - Capital (ARPA PCSO Gate Improvements)	\$	20,412

**Increase Estimated Revenues:**

10131000 449898 52228	Federal Aid - ARPA CFDA 21.027	\$	138,293
10131000 449898 52404	Federal Aid - ARPA CFDA 21.027	\$	20,412

**Decrease Appropriations:**

10990100 59020 52226	Transfer Out - Capital - ARPA CAP MOBILE FOOD PANTRY	\$	(130,000)
10990100 59020 52227	Transfer Out - Capital - ARPA Second Chance Foods	\$	(1,856)
10990100 59020 52405	Transfer Out - Capital - ARPA PCSO Life Safety	\$	(26,849)

**Decrease Estimated Revenues:**

10131000 449898 52226	Federal Aid - ARPA CFDA 21.027	\$	(130,000)
10131000 449898 52227	Federal Aid - ARPA CFDA 21.027	\$	(1,856)
10131000 449898 52405	Federal Aid - ARPA CFDA 21.027	\$	(26,849)

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

Back on January 10, 2024, the County amended their engagement with PKF O'Connor Davies LLP to assist the County with grant compliance and subrecipient monitoring in connection with the American Rescue Plan Act (ARPA). Since that time, the County's ARPA consultant and her team have provided the County and its subrecipients with effective management and oversight with continuous meetings with both the administration and our local Towns and Villages. Pursuant to the US Treasury's 2022 Final Rule, recipients may elect up to 10% of their ARPA allocation to administer these projects. Therefore, an additional \$138,293 is recommended to adhere to the current U.S. Treasury Guidelines of obligating County and subrecipient projects through the end of 2024.

**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE



**JAMES BURPOE**  
DEPUTY COUNTY EXECUTIVE

TO: Paul Jonke  
Chairman, Putnam County Legislature

CC: Diane Schonfeld,  
Clerk, Putnam County Legislature

The Putnam County Legislature

FROM: James Burpoe  
Deputy County Executive

DATE: October 30, 2024

RE: Request for Meeting to Consider ARPA Items

2024 OCT 30 PM 4:07  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

The deadline to encumber ARPA funds that the County received is December 31, 2024, as you may recall. This means that all the funds must be allocated properly (generally, either by contract or purchase order) by the end of this year. While we do have until December 31, 2026 to fully expend the funds, we have been constantly monitoring the status of the projects (both internal County and subrecipient projects) for compliance with various ARPA guidelines. This monitoring included determining if any funds should be reallocated to different projects before the encumbrance deadline, so that every dollar can be used properly.

As we near this first major deadline, some funds remain that have not yet been encumbered within our own Putnam County projects. It is essential that this is done before the end of the year. There are some subrecipient reallocations requests as well.

It is essential that we work together to ensure that all ARPA funds given to Putnam County have been expended timely and in compliance with all applicable ARPA rules and regulations.

In the interest of efficiency and allowing as much time as possible for actions related to these changes (i.e. accounting, drafting of contracts, procurement etc.), on behalf of the Administration's ARPA Committee, I respectfully request that the Legislature consider these items together, and as soon as feasible.

We remain grateful that the Legislature has been a crucial partner in being responsible stewards of the County's ARPA funds.

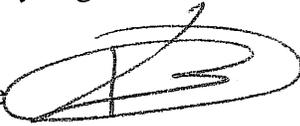
Please see the attached ARPA requests for the Legislature's review and consideration.



PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE

TO: Paul Jonke  
Chairman, Putnam County Legislature

CC: Diane Schonfeld,  
Clerk, Putnam County Legislature  
  
The Putnam County Legislature

FROM: Kevin M. Byrne  
County Executive 

DATE: October 30, 2024

RE: Request to Reconsider Reallocation of Sheriff's ARPA Funds to the Camp  
Herrlich Building Project

---

I am writing regarding the request to reallocate \$1M of ARPA funds from the Sheriff's Office that was originally allocated to be expended on school safety-infrastructure projects pursuant to Resolution #135 of 2022. Due to challenges identified by the Sheriff, the Sheriff's Office has indicated that it would not be able to utilize the \$1M in the manner allocated, and in compliance with ARPA requirements.

With the Sheriff's request to reallocate the funds to a project supporting County school children, this Administration identified the Camp Herrlich Building Project as a project that fit this description. Among its numerous programs, Camp Herrlich supports County school children with its before and after school childcare. Most notably, Camp Herrlich provided licensed, full-day childcare to the children of essential workers (at no cost to those families) during the COVID-19 pandemic, which is in line with the intent of ARPA funding to provide relief from the effects of the COVID-19 pandemic.

Further, as stated in memoranda from this office (dated September 12, 2024) and Commissioners Feighery and Tully (dated September 27, 2024), in response to queries received from Legislator Nacerino (September 6, 2024), it was made clear that using the funds for the Camp Herrlich Project both meets a current, identified need at a County-owned property, with the potential to also increase the value of this County-owned asset.

Most members of the Legislature have had the opportunity to personally tour the facility and to ask questions of both members of the Administration and Camp Herrlich staff.

With the deadline to encumber ARPA funds looming, it is imperative that these funds be allocated to a project where they can be successfully encumbered before the end of the year. With initial terms between the County and Camp Herrlich already determined per the Letter of Intent signed in August, a contract between these parties could be executed in time to encumber the funds for the Camp Herrlich Project.

For the foregoing reasons, it is the Administration's position that the Camp Herrlich Project is the best use of these funds, to encumber them timely, while honoring the commitment made by the previous Administration and Legislature to use them for County school children. As such, I ask that the Legislature reconsider this request. A proposed resolution is attached.

However, if the Legislature still finds itself unwilling to support this proposal, to ensure that these ARPA funds are properly encumbered in time, and not at risk of being returned to the federal government, the Administration will make itself available to offer alternative suggestions.

It should be noted that if the Legislature chooses not to address the needs of Camp Herrlich through the approval of this request, the obligations the County has as lessor will still need to be provided for in an alternative manner.

APPROVAL/SHERIFF'S OFFICE ARPA FUNDING REALLOCATION

WHEREAS, Putnam County allocated its American Rescue Plan Act (ARPA) funds pursuant to Resolution # 135 of 2022, with a focus on infrastructure, related to school safety, mental health, substance abuse, food insecurity, clean water, roads, bridges and buildings; and

WHEREAS, a budgetary amendment was made pursuant to Resolution #135 of 2022 wherein \$2,000,000 was appropriated for School Safety- Infrastructure Upgrades through Putnam County Sheriff's Office;

WHEREAS, the Sheriff's Office has requested that \$1,000,000 of the funds originally allocated now be reallocated to pursue additional projects that support the County's school children; and

WHEREAS, the Administration has proposed, and the Sheriff's Office is requesting that \$1,000,000 be reallocated to partially fund a new building for use by Camp Herrlich at the County's property located at 101 Deacon Smith Hill Road in Patterson; and

WHEREAS, the County consultant has indicated that the Camp Herrlich Building Project is a an allowable use of ARPA funds; and

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

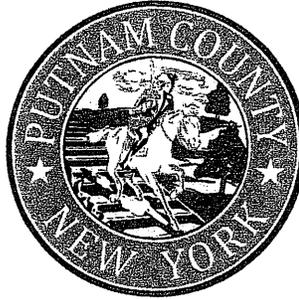
WHEREAS, the County Executive has reviewed and recommended said reallocation; and

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

RESOLVED, that \$1,000,000 of ARPA funds from the Sheriff's Office School Safety - Infrastructure Upgrades be reallocated to the Camp Herrlich Building Project.

RESOLVED, that the distribution of said funds shall be contingent upon Camp Herrlich executing a subrecipient agreement with Putnam County, as prepared by the Putnam County Attorney, and executed by the Putnam County Executive including such terms as contained herein.

MICHAEL J. LEWIS  
*Commissioner of Finance*



SHEILA BARRETT  
*First Deputy Commissioner of Finance*

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk

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

RE: **Town of Patterson ARPA and Sales Tax Reallocation Request**

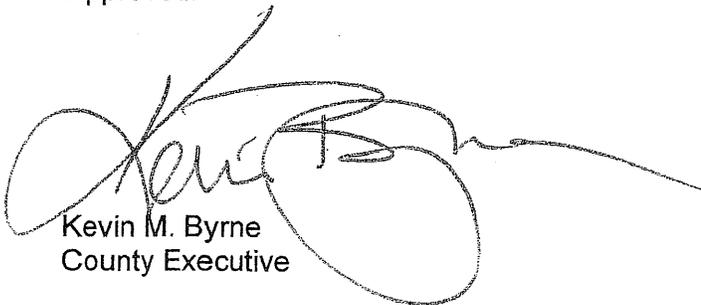
DATE: October 30, 2024

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Enclosed, please find correspondence from the Town of Patterson requesting that both the Sales Tax and ARPA funding from its Putnam Lake Dam Project be reallocated to its EMS Building Project. Pursuant to Resolutions #133 & 134 of 2022, the County Legislature approved **\$234,940** to be used for the Putnam Lake Dam. The Supervisor has requested that this funding be now used for the EMS building, which is an already existing, pre-approved project. The Town of Patterson has indicated that it does not anticipate completion of the Putnam Lake Dam Project within the timeline provided by ARPA, but that the EMS building will be bid imminently, and will be completed prior to the December 31, 2026 deadline required by ARPA.

Attached is a proposed resolution for consideration by the Legislature.

Approved:



Kevin M. Byrne  
County Executive

**SUPERVISOR**

Richard Williams Sr.  
Tel. (845) 878-6500  
Fax. (845) 878-6343  
supervisor@pattersonny.org



**TOWN BOARD**

Peter Muentener  
Shawn Rogan  
Mary E. Smith

Susan Brown  
*Aide to the Town Board*

**TOWN COUNSEL**

Hogan & Rossi  
Tel. (845) 279-2986  
Fax (845) 278-6135

**TOWN OF PATTERSON**

1142 Route 311  
P.O. Box 470  
Patterson, New York 12563  
www.pattersonny.org

**TOWN CLERK**

Donna Ramos  
Tel. (845) 878-6500  
Fax (845) 878-6343  
townclerk@pattersonny.org

September 23, 2024  
Revised October 3, 2024

Jennifer L. Caruso  
Director of Compliance and Intergovernmental Relations  
Putnam County Office Building  
40 Gleneida Avenue, 3<sup>rd</sup> Floor  
Carmel, NY 10512

Re: Reallocation of ARPA Funds

Dear Mrs. Caruso:

I would like to request that all funding presently allocated to the Putnam Lake Dam be reallocated to the Patterson EMS Building project. The Patterson EMS Building has already been reviewed and approved for use of ARPA Funds.

Based on design and permitting issues, it does not appear that the Town will be in a position to fully commit the ARPA Funds allocated to the Putnam Lake Dam by December 31, 2024, or when the project will be ready for construction. I would therefore request that the ARPA funding and sales tax funding allocated to the Putnam Lake dam project be reallocated to the EMS Building. The EMS building should be ready for bidding within the next two weeks which, when awarded would fully commit any ARPA funds allocated to this project.

Thank you for your consideration.

Richard Williams Sr.  
**SUPERVISOR**

cc: Kevin Byrne, County Executive  
Michael Lewis, Commissioner of Finance  
Ginny Nacerino, Legislator

PROJECT DESCRIPTION	ARPA EXPENDITURE CATEGORY	EC CODE	APPROVED ALLOCATION	APRA Allocation Reso #133-2022	Sales Tax Allocation Reso #134-2022	Revised APRA Allocation Reso #90-2024	Revised Sales Tax Allocation Res#-2022	Proposed Allocation	YTD Actual	Available	Revised ARPA Available Funds	Revised Sales Tx Available Funds
EMS Building	Public Health	1.6	\$ 850,200	\$ 425,100	\$ 425,100	\$ 175,100	\$ 425,100	234,940	-	\$ 836,140	\$ 292,570	\$ 542,570
Electronic Message Board	Public Health	1.7	96,517	48,259	48,259	48,259	48,259	-	-	96,516	48,258	48,258
Putnam Lake Dam	Water and Sewer	5.6	234,939	117,470	117,470	117,470	117,470	(234,940)	-	-	-	-
Dorset Hollow Water Dist	Water and Sewer	5.11	-	-	-	250,000	-	-	-	250,000	250,000	-
			\$ 1,181,656	\$ 590,828	\$ 590,828	\$ 590,828	\$ 590,828	\$ -	\$ -	\$ 1,181,656	\$ 590,828	\$ 590,828

APPROVAL/TOWN OF PATTERSON AMERICAN RESCUE PLAN ACT (ARPA) FUNDING  
REALLOCATION & SALES TAX FUNDING REALLOCATION

WHEREAS, the Town of Patterson was allocated a total of \$1,181,656.00 of American Rescue Plan Act (ARPA) and sales tax funding pursuant to Resolutions # 133 & # 134 of 2022; and

WHEREAS, the Town of Patterson has requested that the use of the funds originally approved for the Putnam Lake Dam pursuant to Resolutions #133 and #134 of 2022 be modified to provide that \$234,940 be reallocated to the EMS Building project; and

WHEREAS, the Commissioner of Finance and the County Auditor have confirmed that the EMS Building project is an existing, pre-approved project.

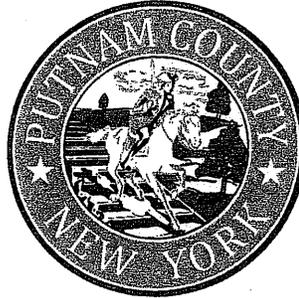
WHEREAS, the County Executive has reviewed and recommended said reallocation; and

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

RESOLVED, that the Putnam County Legislature approves and authorizes the Town of Patterson funding of \$234,940 originally allocated pursuant to Resolution # 133 and #134 of 2022 hereby authorized to be expended on the EMS Building.

DRAFT

MICHAEL J. LEWIS  
*Commissioner of Finance*



SHEILA BARRETT  
*First Deputy Commissioner of Finance*

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk

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

RE: **Putnam CAP/WestCOP ARPA Reallocation Request**

DATE: October 30, 2024

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Enclosed, please find correspondence from Putnam CAP/WestCOP regarding the \$130,000 that was allocated for this organization to start a mobile food pantry through Resolution #135 of 2022.

As enumerated in the attached correspondence, establishing and maintaining the mobile food pantry is not feasible for Putnam CAP, and may in fact, cause the agency a hardship. For these reasons, Putnam CAP has asked that the County reallocate the funds.

Please find a proposed resolution for consideration by the Legislature.

Approved:

A handwritten signature in black ink, appearing to read "Kevin M. Byrne", is written over a large, faint circular stamp or watermark.

Kevin M. Byrne  
County Executive

**Jennifer Caruso**

---

**From:** John Tully  
**Sent:** Monday, September 16, 2024 5:09 PM  
**To:** Kevin Byrne  
**Cc:** James Burpoe; Jennifer Caruso; Michael Lewis  
**Subject:** FW: ARPA Funds WESCOP Putnam CAP

**Categories:** ARPA

County Executive,

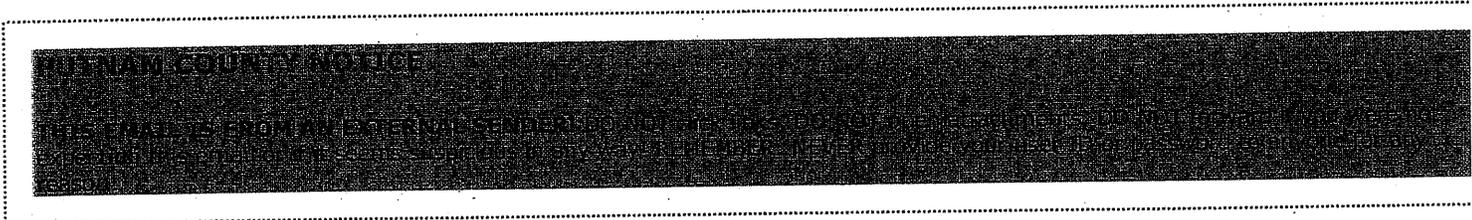
Please see below from Marissa O'Leary.

This was sent to me as a member of your ARPA committee in response to my confirmation phone call. I am working on getting something similar from Second Chance Foods if they do not plan to purchase the refrigerator units.

Thank you,  
John

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**From:** Marisa O'Leary <moleary@westcop.org>  
**Sent:** Monday, September 16, 2024 4:23 PM  
**To:** John Tully <John.Tully@putnamcountyny.gov>  
**Subject:** ARPA Funds



Good Afternoon John,

I am writing in regard to the \$130,000 in ARPA funding Putnam CAP/WestCOP was approved for to start a mobile food pantry program. While this is a program that is certainly needed due to the increasing levels of food insecurity throughout Putnam County, the feasibility of the program, at this time, is not sustainable for the organization. Approximately \$75,000 of the funding would be exhausted just by the purchase of the outfitted vehicle, leaving a very modest amount of funding to support the salary of a part-time staff member to drive the mobile pantry out to the Western side of the County, gas, maintenance of and insurance for the vehicle as well as the increased expense of food to serve more individuals/families. Those additional costs, which would be incurred annually, are not sustainable for the organization. Putnam CAP must fundraise \$150,000 annually to sustain our current programs and services, and with our small staff, it is not realistic to think we could raise enough additional funds to adequately ensure success of the mobile food pantry program at this time. It is with great regret that I share this with you. Please know that Putnam CAP is grateful for the County's consideration and support in such an endeavor. We respectfully request that the funds be reallocated to another program/project that will benefit the Putnam County community.

Should you have any questions, please do hesitate to reach out to me at (845) 278-8021, ext. 250.

Best Regards,

APPROVAL/PUTNAM CAP/WESTCOP AMERICAN RESCUE PLAN ACT (ARPA)  
FUNDING

WHEREAS, Putnam CAP/WestCOP ("Putnam CAP") was allocated a \$130,000 of American Rescue Plan Act (ARPA) funding pursuant to Resolution # 135 of 2022; and

WHEREAS, Putnam CAP has requested that the use of the funds originally approved for a mobile food pantry pursuant to Resolution #135 of 2022 be reallocated to another project that will benefit the County; and

WHEREAS, the Administration and the ARPA Committee have requested that the funds be reallocated to administrative expenses associated with ARPA accounting and compliance; and

WHEREAS, the Commissioner of Finance and the County Auditor have confirmed that the use of these funds for administrative expenses is an existing, pre-approved use of ARPA funds.

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 Putnam County Legislature approves and authorizes that the \$130,000 of funding originally allocated to a mobile food pantry to be operated by Putnam CAP pursuant to Resolution # 135 of 2022 is hereby authorized to be expended on administrative expenses.

MICHAEL J. LEWIS  
Commissioner of Finance



cc:all  
Rules  
A+A

#50 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 – 24A111**  
DATE: October 30, 2024

2024 NOV -5 PM 4:42  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Capital Fund:**

**Increase Appropriations:**

55197000 53000 52420 Capital - ARPA General Infrastructure & Design Services \$ 481,568

**Increase Estimated Revenues:**

55197000 428601 52420 Transfer in - General ARPA General Infrastructure & Design Services \$ 481,568

**Decrease Appropriations:**

55197000 53000 52202 Capital - ARPA - Highway Infrastructure \$ 7,200

55197000 53000 52229 Capital - ARPA - Feasibility Studies \$ 202,668

**Decrease Estimated Revenues:**

55197000 428601 52202 Transfer in - General ARPA Highway Infrastructure \$ 7,200

55197000 428601 52229 Transfer in - General ARPA Feasibility Studies \$ 202,668

**General Fund:**

**Increase Appropriations:**

10990100 59020 52420 Transfer Out - Capital (ARPA General Infrastructure & Design Services) \$ 481,568

10990100 59020 51912 Transfer Out - Capital (ARPA Drewville Rd (PIN 8757.65)) \$ 182,535

**Increase Estimated Revenues:**

10131000 449898 52420 Federal Aid - ARPA CFDA 21.027 \$ 481,568

10131000 449898 51912 Federal Aid - ARPA CFDA 21.027 \$ 182,535

**General Fund (continued):**

**Decrease Appropriations:**

10990100 59020 52202	Transfer Out - Capital - ARPA Highway Infrastructure	\$	7,200
10990100 59020 52229	Transfer Out - Capital - ARPA Feasibility Studies	\$	202,668
10990100 59020 51912	Transfer Out - Capital - ARPA Drewville Rd (PIN 8757.65)	\$	271,700

**Decrease Estimated Revenues:**

10131000 449898 52202	Federal Aid - ARPA CFDA 21.027	\$	7,200
10131000 449898 52229	Federal Aid - ARPA CFDA 21.027	\$	202,668
10131000 449898 52405	Federal Aid - ARPA CFDA 21.027	\$	271,700

Fiscal Impact - 2024 - \$ 0

Fiscal Impact - 2025 - \$ 0

Please refer to the cover memo attached.

MICHAEL J. LEWIS  
*Commissioner of Finance*



SHEILA BARRETT  
*First Deputy Commissioner of Finance*

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk

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

RE: **Putnam County Projects Reallocation Request**

DATE: October 30, 2024

---

As a result of careful internal reviews, members of the Administration and its ARPA Committee have identified certain reallocations of funds to ensure proper compliance with applicable ARPA guidelines, including timely encumbrance.

Please see the attached proposed resolution and budgetary amendment outlining these reallocations to a project category, "General Infrastructure/Design Services." General Infrastructure/Design Services may include DPW projects (such as paving), and Capital Program projects.

Approved:

A handwritten signature in black ink, appearing to read "Kevin M. Byrne".

Kevin M. Byrne  
County Executive

**APPROVAL - BUDGETARY AMENDMENT (24A111)/ COMMISSIONER OF FINANCE - COUNTY ARPA PROJECTS REALLOCATION – AMEND RESOLUTION #135 OF 2022**

WHEREAS, the County was allocated \$19.1 million through ARPA, to be used to provide certain government services; and

WHEREAS the County allocated a portion of these funds to certain projects pursuant to Resolution #135 of 2022; and

WHEREAS ARPA requires funds to be encumbered by December 31, 2024; and

WHEREAS, in order to ensure compliance with the encumbrance deadline, and to best serve the needs of the County, the Commissioner of Finance has requested a budgetary amendment to reallocate certain of the funds; and

WHEREAS, the requested reallocations shall be put into a project category called “General Infrastructure/Design Services” for paving projects; 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 following budgetary amendment (24A111) be made:

**CAPITAL FUND:**

**Increase Appropriations:**

55197000 53000 52420	Capital – ARPA General Infrastructure & Design Services	481,568
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**Increase Estimated Revenues:**

55197000 428601 52420	Transfer In – ARPA General Infrastructure & Design Services	481,568
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**Decrease Appropriations:**

55197000 53000 52202	Capital – ARPA – Highway Infrastructure	7,200
55197000 53000 52229	Capital – ARPA – Feasibility Studies	202,668

**Decrease Estimated Revenues:**

55197000 428601 52202	Transfer In – General ARPA Highway Infrastructure	7,200
55197000 428601 52229	Transfer In – General ARPA Feasibility Studies	202,668

**GENERAL FUND:**

**Increase Appropriations:**

10990100 59020 52420	Transfer Out – Capital – ARPA General Infrastructure & Design Serv.	481,568
10990100 59020 51912	Transfer Out – Capital – ARPA Drewville Rd PIN 8757.65	182,535

**Increase Estimated Revenues:**

10131000 449898 52420	Federal Aid – ARPA CFDA 21.027	481,568
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10131000 449898 51912	Federal Aid – ARPA CFDA 21.027	182,535
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**Decrease Appropriations:**

10990100 59020 52202	Transfer Out – Capital - ARPA Highway Infrastructure	7,200
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10990100 59020 52229	Transfer Out – Capital – ARPA Feasibility Studies	202,668
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10990100 59020 51912	Transfer Out – Capital – ARPA Drewville Rd PIN 8757.65	271,700
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**Decrease Estimated Revenues:**

10131000 449898 52202	Federal Aid – ARPA CFDA 21.027	7,200
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10131000 449898 52229	Federal Aid – ARPA CFDA 21.027	202,668
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10131000 449898 52405	Federal Aid – ARPA CFDA 21.027	271,700
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2024 Fiscal Impact – 0 –

2025 Fiscal Impact – 0 –

**And be it further**

**RESOLVED**, that future ARPA funds reallocations from Putnam County ARPA projects be put into the General Infrastructure/Design Services category, to be used on ARPA-compliant (as confirmed by the County’s ARPA consultant), approved Capital Program projects.

APPROVAL/BUDGETARY AMENDMENT (24A111)/ COMMISSIONER OF  
FINANCE/COUNTY ARPA PROJECTS REALLOCATION

WHEREAS, the County was allocated \$19.1 million through ARPA, to be used to provide certain government services; and

WHEREAS the County allocated a portion of these funds to certain projects pursuant to Resolution #135 of 2022; and

WHEREAS ARPA requires funds to be encumbered by December 31, 2024; and

WHEREAS, in order to ensure compliance with the encumbrance deadline, and to best serve the needs of the County, the Commissioner of Finance has requested a budgetary amendment to reallocate certain of the funds; and

WHEREAS, the requested reallocations shall be put into a project category called "General Infrastructure/Design Services"; 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 following budgetary amendment (24A111) be made:

; and be it further

RESOLVED, that future ARPA funds reallocations from Putnam County ARPA projects may be done so administratively, and put into the General Infrastructure/Design Services category, to be used on ARPA-compliant (as confirmed by the County's ARPA consultant), approved Capital Program projects.

MICHAEL LEWIS  
Commissioner Of Finance



cc: all  
Health  
A+A

#50 Res 0

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

November 4, 2024

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

Dear Ms. Schonfeld

2024 NOV -5 AM 11:14  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Increase Revenues:**

<b>10296000</b>	<b>Health – Preschool 3 to 5 Program</b>	
<b>444516</b>	<b>Preschool – Medicaid 3 to 5</b>	<b><u>\$ 70,000.</u></b>

**Increase Expenses:**

<b>10296000</b>	<b>Health – Preschool 3 to 5 Program</b>	
<b>54414</b>	<b>Care at Private Institution</b>	<b><u>\$ 70,000.</u></b>

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

This resolution is required to meet the increased cost of providing services for children enrolled in the Health Department’s Preschool 3 to 5 Program. A detailed explanation of the increases is attached.

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 **24A112**

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



# MEMORANDUM

**TO:** Michael Lewis, Commissioner of Finance

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

WAO

**DATE:** October 30, 2024

**RE:** Budgetary Amendment

Please review and approve the Budgetary Amendment for the following Health Department accounts, and upon approval, please forward it to the Legislative Committee.

**Increase Revenue Line: 10296000-444516 \$70,000.00**  
Preschool – Medicaid 3 to 5

**Total Revenue Increase: \$70,000.00**

**Increase Expense Line: 10296000-54414 \$70,000.00**  
Preschool – Care at Private Institution

**Total Expense Increase: \$70,000.00**

**Fiscal Impact \$ 0.00**

\*Budget Line 10296000-54414 includes SEIT and Center-Based services.

**SEIT:**

Rates for SEIT services increased \$10.00 pr hour effective 7/1/24 per NY state, resulting in a \$2,000.00 additional cost per child per school year. Anticipated increase in children coupled with the increased cost of SEIT will result in a \$20,000.00 per month/ \$240,000.00 per year increase.

**Center-Based Rate Changes:**

Rate increases effective 7/1/24, resulting in an additional \$1,800-\$5,800 cost per child, depending on the number of services each child receives.

**Summer Program:**

State increases effective 7/1/24: Summer program is expected to cost an additional \$349,000.00 than originally budgeted. Original budgeted: \$375,000.00 + \$349,000.00 = Actual projected to spend \$724,000.00.

**Medicaid Revenues:**

Medicaid Revenues are expected to increase accordingly.

WAO: mb

MICHAEL LEWIS  
Commissioner Of Finance



cc: null  
Prot  
A+A  
#SF Rest

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

November 4, 2024

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

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.

2024 NOV - 5 AM 11:19  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Increase Revenues:

17311000 427701	Sheriff Patrol – Unclassified	\$ 22,500.00
14311000 427701	Sheriff Narcotics – Unclassified	2,101.12
		<u>\$ 24,601.12</u>

Increase Expenses:

17311000 51093	Sheriff Patrol - Overtime	\$ 20,902.50
17311000 58002	Sheriff Patrol - Social Security	1,597.50
14311000 51093	Sheriff Narcotics – Overtime	1,951.95
14311000 58002	Sheriff Narcotics – Social Security	149.17
		<u>\$ 24,601.12</u>

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

The Sheriff's Department has received reimbursement from Coordinated Care Services, Inc. for the department's participation in Crisis Intervention Team (CIT) training and from the NYS Sheriffs' Association for attending the DRE Annual Conference in Washington DC. Sheriff McConville respectfully requests these funds be used to cover overtime expense.

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

24A113

Date \_\_\_\_\_ Audit & Administration Committee: \$10,000.01 - \$25,000.00  
NYS Sheriffs' Association - Ck 7065 - \$2,101.12 Coordinated Care Services, Inc. – Ck 114690 - \$22,500.00



**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

**REIMBURSEMENT FOR CIT TRAINING**

DATE: 10/28/2024

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

Dear Commissioner Lewis:

Check #114690 in the amount of \$22,500.00

**From: COORDINATED CARE SERVICES, INC.**

Enclosed please find the above referenced check which represents reimbursement for 15 members who attended and completed CIT (Crisis Intervention Team) training.

Please apply to the corresponding revenue account# 17311000.427701

Also, please increase expenditure lines:

17311000.51093	\$20,902.50
17311000.58002	1,597.50

Very truly yours,

  
Thomas H. Lindert  
Undersheriff

THL/kv  
Enclosure

24A113



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

October 15, 2024

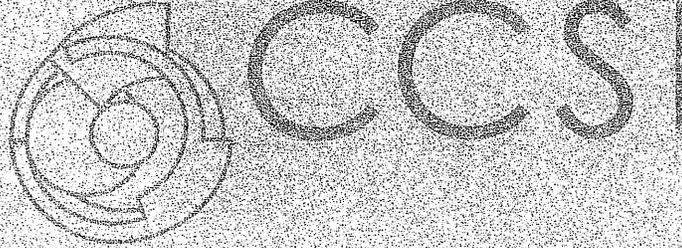
**Invoice for Reimbursement: CIT Training**

Dates of Training:	9/16/24-9/20/24
Number of Deputies Completed Training:	15
Amount per Deputy for Reimbursement:	\$1,500
<b>Amount Due for Overtime and Backfill Expenses:</b>	<b><u>\$22,500</u></b>

Please make Payment Payable to:

Putnam County Sheriff's Office  
Attn: Kristin Van Tassel, Fiscal Manager  
3 County Center  
Carmel, NY 10516

Vendor ID	Name	Payment Number	Check Date	Check Number
PUTNAM CO SD	Putnam County Sheriff's Office	P0085132	10/24/2024	114690
Invoice Number	Invoice Date	Description	Amount Paid	
101724	10/15/2024	LE reimbursement for CIT train	\$22,500.00	\$22,500.00



\$22,500.00      \$22,500.00



KEVIN J. MCCONVILLE  
SHERIFF

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

Deputy Outside Services



THOMAS H. LINDERT  
UNDERSHERIFF

DATE: 10/22/2024

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

Dear Commissioner Lewis

Check #7065 in the amount of \$2,101.12

From: NYS SHERIFF'S ASSOCIATION INC.

Is reimbursement for Robert Weinberg to attend the DRE Annual Conference, August 15 thru 18<sup>th</sup>, in Washington D.C. This is a grant through NYS Governor's Traffic Safety Committee for funding assistance to attend DRE Annual Conference.

Please apply to corresponding revenue account # 14311000.427701 \$2,101.12

Additionally, please increase expenditure lines:

14311000.51093	\$1,951.95
14311000.58002	\$ 149.17

Very truly yours,

Kristin D. Van Tassel  
Fiscal Manager

54A12

Putnam County Sheriff's Office

Date	Type	Reference
9/19/2024	Bill	DRE Annual Conf

Original Amt.
2,101.12

Balance Due
2,101.12

9/26/2024
Discount
Check Amount

Payment
2,101.12
2,101.12

M&T Checking Accou DRE Annual Conf R Weinberg

2,101.12



PS-1 (10/2023-9/30/2024)

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF SERVICES  
FOR FUNDING ASSISTANCE TO ATTEND ARIDE OR DRE SCHOOL ONLY  
FRINGE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type:  HS1  Grant Number: HS1-2024-NYS Sheriff's Assoc.-00128-(088)

Payee Information - <i>all fields required</i>		School Information - <i>all fields required</i>	
NAME (Payee for Check)	Putnam County Sheriff's Office	DRE or ARIDE	DRE
Address	3 County Center, Carmel, NY 10512	School Location	Washington DC
E-Mail	Robert.Weinberg@Putnamcountyny.gov	School Dates	08/15/2024-08/18/2024
Contact Number	845-743-3477		

DATE	OFFICER NAME (for multiple officers use multiple forms)	NUMBER OF HOURS	HOURLY RATE	TOTAL SALARY AMOUNT	OTHER (Please indicate)
8/15/24	Robert J. Weinberg	8	\$52.53	\$420.24	
8/16/24	Robert J. Weinberg	8	\$52.53	\$420.24	
8/17/24	Robert J. Weinberg	8	\$78.79	\$630.32	OVERTIME
8/18/24	Robert J. Weinberg	8	\$78.79	\$630.32	OVERTIME
<b>TOTALS</b>				\$2101.12	

Officer Signature: Date: 8/19/2024

State DRE Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sheriff's Association Representative: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO RENEE BORDEN  
DRE.PROGRAM@dmv.ny.gov

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS, AND IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE-MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNORS TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR BY THE OFFICE OF THE STATE COMPTROLLER.

Supervisor's Signature	Print Name	Today's Date
	John Kerwick	8/19/24

MICHAEL J. LEWIS  
Commissioner of Finance



cc all  
phys  
A+A  
Reso  
#509

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – *MJL*  
RE: **Budgetary Amendment – 24A114**  
DATE: November 7, 2024

2024 NOV - 7 PM 12: 41  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Capital Fund:**

**Increase Estimated Revenues:**

55997000 428601 52413	INTERFUND TRANSFER - GENERAL (LOCAL 10%)	\$	55,008
55997000 435970 52413	STATE AID - TRANSIT 5307/5339 FFY24		55,008
55997000 445970 52413	FEDERAL AID - TRANSIT 5307/5339 FFY24		440,061

**Increase Appropriations:**

55997000 53000 52413	CAPITAL - TRANSIT SECTION 5307 FFY23	\$	518,812
55997000 53000 52413	CAPITAL - TRANSIT SECTION 5339 FFY23		31,265

**General Fund:**

**Increase Appropriations:**

<b>10990100 59020</b>	TRANSFER OUT - GENERAL	\$	55,008
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**Decrease Appropriations:**

<b>10199000 54980</b>	CONTINGENCY	\$	55,008
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***Fiscal Impact - 2024 - \$55,008***

***Fiscal Impact - 2025 - \$ 0***

The above budgetary amendment is the County's final Section 5307/5339 allocation for Federal Fiscal Year (FFY) 2024. Please refer to the memorandum attached from Commissioner Barbosa. The budgetary amendment above also accounts for the 10% State and 10% local matching of the funds.

Please forward it to the appropriate committee.



**Putnam County  
Department of Planning, Development,  
and Public Transportation**

*www.putnamcountyny.com*

**Barbara Barosa  
Commissioner**

**841 Fair Street  
Carmel, NY 10512**

**Phone: (845) 878-3480  
Fax: (845) 808-1948**

October 10, 2024

Mr. Michael Culotta  
Acting Regional Administrator, Region II  
Federal Transit Administration  
1 Bowling Green, Room # 429  
New York, NY 10004-1415

Mr. Peter Butler  
Regional Administrator, Region I  
Federal Transit Administration  
55 Broadway, Suite # 920  
Cambridge, MA 02142-1093

**Re: Allocation of FFY 2024 Section 5307/5340 Danbury, CT-NY Small Urbanized Area (SUZA) Funds between Putnam County, Connecticut, and the Metropolitan Transportation Authority (MTA).**

Dear Messrs. Culotta and Butler:

Putnam County, Connecticut, and the MTA have reached an agreement on the fair and rational sub-regional allocation of the FFY 2024 Section 5307 and Section 5340 funds apportioned to the New York side of Danbury CT-NY Small Urbanized Area. The agreed upon allocation is as follows:

Funding Source	FFY 2024 Apportionment
<b>Section 5307</b>	
Connecticut	\$10,044,511
Putnam County, NY	\$375,832
MTA	\$0
<b>STIC</b>	
Connecticut	\$2,911,382
Putnam County, NY	\$108,934
MTA	\$0
<b>Section 5340 Growing States (GS)</b>	
Connecticut	\$198,618
Putnam County, NY	\$6,176
MTA	\$0
<b>Section 5340 High Density (HD)</b>	
Connecticut	\$1,558,861
Putnam County, NY	\$27,870
MTA	\$0
<b>Connecticut Total</b>	<b>\$14,753,372</b>
<b>Putnam County, NY Total</b>	<b>\$516,812</b>
<b>MTA Total</b>	<b>\$0</b>

FTA Letter 2024 Split Section 5307/5340  
October 10, 2024

Please do not hesitate to contact the undersigned if there is anything further that you require in this regard.

Sincerely,



Barbara Barosa  
Commissioner, Putnam County Department of Planning, Development & Public Transportation

cc: Marie Therese Dominguez, Commissioner, NYS Department of Transportation  
Garrett Eucalitto, Commissioner, Connecticut Department of Transportation  
Janno Lieber, Chairman, Chief Executive Officer, MTA  
Stephanie Delisle, MTA  
Donald Burns, FTA Region II  
Darreyl Davis, FTA Region II  
Faye Ellison, FTA Region II  
Madeleine Duchatellier, FTA Region II  
Maureen Kent, Capital Programming, CTDOT  
Tom Vaughan, Public Transportation Bureau, NYSDOT  
Jonathan Cmaylo, Public Transportation Bureau, NYSDOT  
Harriet Lewis, Statewide Planning Bureau, NYSDOT  
Gerry Bogacz, NYMTC  
Ali Mohseni, MHSTCC  
Kevin Byrne, County Executive, Putnam County  
Matthew Covucci, Putnam County  
Carrie DeMarchi, Putnam County  
Barbara Barosa, Putnam County  
Sean Bennett, Putnam County



**Putnam County  
Department of Planning, Development,  
and Public Transportation**

*www.putnamcountyny.com*

**Barbara Barosa  
Commissioner**

**841 Fair Street  
Carmel, NY 10512**

**Phone: (845) 878-3480  
Fax: (845) 808-1948**

October 10, 2024

Mr. Michael Culotta  
Acting Regional Administrator, Region II  
Federal Transit Administration  
1 Bowling Green, Room # 429  
New York, NY 10004-1415

Mr. Peter Butler  
Regional Administrator, Region I  
Federal Transit Administration  
55 Broadway, Suite # 920  
Cambridge, MA 02142-1093

**Re: Allocation of FFY 2024 Section 5339 Danbury CT-NY Small Urbanized Area (SUZA)  
Funds between Putnam County and the Metropolitan Transportation Authority (MTA)**

Dear Messrs. Culotta and Butler:

Putnam County and the MTA have reached an agreement on the fair and rational sub-regional allocation of the FFY 2024 Section 5339 apportioned to the New York side of Danbury CT-NY. The agreed upon allocation is as follows:

Funding Source	FFY 2024 Apportionment
<b>Section 5339 SUZA</b>	
Putnam County, NY	\$8,364
MTA	\$0
<b>Section 5339 National Distribution (ND)</b>	
Putnam County, NY	\$22,901
MTA	\$0
<b>Putnam County, NY Total</b>	<b>\$31,265</b>
<b>MTA Total</b>	<b>\$0</b>

Please do not hesitate to contact the undersigned if there is anything further that you require in this regard.

Sincerely,

Barbara Barosa  
Commissioner, Putnam County Department of Planning, Development & Public Transportation

FTA Letter 2024 Split Section 5339  
October 10, 2024

cc: Marie Therese Dominguez, Commissioner, NYS Department of Transportation  
Garrett Eucalitto, Commissioner, Connecticut Department of Transportation  
Janno Lieber, Chairman, Chief Executive Officer, MTA  
Stephanie Delisle, MTA  
Donald Burns, FTA Region II  
Darreyl Davis, FTA Region II  
Faye Ellison, FTA Region II  
Madeleine Duchatellier, FTA Region II  
Maureen Kent, Capital Programming, CTDOT  
Tom Vaughan, Public Transportation Bureau, NYSDOT  
Jonathan Cmaylo, Public Transportation Bureau, NYSDOT  
Harriet Lewis, Statewide Planning Bureau, NYSDOT  
Gerry Bogacz, NYMTC  
Ali Mohseni, MHSTCC  
Kevin Byrne, County Executive, Putnam County  
Matthew Covucci, Putnam County  
Carrie DeMarchi, Putnam County  
Barbara Barosa, Putnam County  
Sean Bennett, Putnam County

MICHAEL LEWIS  
Commissioner Of Finance



cc: all  
Health  
A+A

#5H

Rec'd

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

November 13, 2024

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

Dear Ms. Schonfeld

2024 NOV 14 PM 1:29  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

Increase Revenues:

10401000	10118	Health Admin – State Aid Other	
	434890	Performance Initiative	\$ 20,099

Increase Expenses:

10401000	10118	Health Admin -	
	52110	Furniture & Furnishings	\$ 6,100
	54310	Office Supplies	150
	54311	Printing & Forms	149
12401000	10118	Environmental Health Services	
	52110	Furniture & Furnishings	1,200
	54210	Vehicle Leasing/Rental	8,000
	54370	Automotive	4,500
			<u>\$ 20,099</u> ✓

2024 Fiscal Impact -0-

2025 Fiscal Impact -0-

The Putnam County Health department has been awarded \$20,099 through the NYS Department of Health’s Local Health Department (LHD) Performance Incentive Program for 2024. This resolution is required to fund the lines.

24A115

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

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

**MICHAEL J. NESHEIWAT, MD**  
INTERIM COMMISSIONER OF HEALTH



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

TO: Michael Lewis, Commissioner of Finance

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

*WAO*

DATE: November 12<sup>th</sup> 2024

RE: Budgetary Amendment

Please process this Budgetary Amendment for the following Health Department accounts:

Increase Revenue: Performance Incentive Initiative 10401000-434890-10118 (See attachment A -Award letter)	<u>\$20,099.00</u>
<b>TOTAL Revenue</b>	<b>\$20,099.00</b>

Increase Expense: 10401000-52110 <i>10118</i> Administration-Furniture	\$ 6,100.00
---	-------------

Increase Expense: 10401000-54310 <i>10118</i> Administration-Office Supplies	\$ 150.00
---	-----------

Increase Expense: 10401000-54311 <i>10118</i> Administration: Printing	\$ 149.00
---	-----------

Increase Expense: 12401000-52110 <i>10118</i> EHS Furniture	\$ 1,200.00
--	-------------

Increase Expense: 12401000-54210 <i>10118</i> EHS-Automotive Lease	\$ 8,000.00
---	-------------

Increase Expense: 12401000-54370 <i>10118</i> EHS-Automotive	\$ 4,500.00
---	-------------

<b>TOTAL Expense</b>	<b>\$20,099.00</b>
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<b>2024 TOTAL Fiscal Impact</b>	<b>\$-0-</b>
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## **Justification:**

Administration Furniture: Replace conference room chairs, (assessment was done on 11/6/24 by Rebecca from Metrobiz to determine best chair). **See attachment B** quote for conference room chairs (will not be taking inside delivery). Purchase desk and chair for new Fiscal Office Assistant, purchase three small stools to use with existing small round conference table to enable Fiscal support staff to have a meeting area and group work area.

Administration: Office Supplies: basic office supplies and desk accessories for New Fiscal Office Assistant.

Administration: Printing- purchase payroll/temp vouchers and Time Off Requests.

EHS Furniture: Purchase two chairs for EHS Support staff and one four-drawer filing cabinet. (PCDOH has checked with Highway, there are no similar cabinets available in storage).

EHS Automotive Lease: to replace vehicle that was in an accident and has been deemed "Totaled". **See Attachment C- Email thread regarding Junking vehicle (EHS Engineering)**

EHS automotive: Repairs to Leased vehicle involved in minor accident  
**See Attachment D – Estimate for repair ( EHS Sanitarian).**

# Attachment "A"

1 page



## Department of Health

**KATHY HOCHUL**  
Governor

**JAMES V. McDONALD, M.D., M.P.H.**  
Commissioner

**JOHANNE E. MORNE, M.S.**  
Acting Executive Deputy Commissioner

Dear Michael Nesheiwat, MD,

Thank you for your participation in the New York State Department of Health's ongoing Local Health Department (LHD) Performance Incentive Program. In year eleven (2023) of the program, which began in December 2022 and concluded in August 2023, the Department focused on promoting wastewater surveillance.

The Department is pleased to announce that once again county participation in the program was strong. This year, 57 LHDs receive an award.

Putnam County participated, receiving a composite score of 93.6 and has been awarded a total of \$20,099. Congratulations.

As with prior Performance Incentive program years, awards must be used to support costs associated with Article 6 eligible services. While costs associated with any eligible activity are acceptable, LHDs are encouraged to consider utilizing the award funds to support environmental health related work.

The Article 6 Team is requesting that each LHD submit a separate voucher for the Performance Incentive award specified in this letter. However, LHDs are not required to voucher the full award amount in a single voucher and may claim award funds throughout the 2024 program (calendar) year, allowing each LHD to determine the timing of the Performance Incentive award payment(s). The Performance Incentive award amount must be reflected on the Performance Incentive line in the 2024 Quarterly Expenditure Report (QER) and may be submitted with any 2024 QER(s) no later than March 31, 2025. Please submit the Performance Incentive award voucher electronically to [a6fis@health.ny.gov](mailto:a6fis@health.ny.gov).

Thank you again for your participation. We look forward to continuing to work with you and your staff to improve the delivery of public health services. Please send any questions regarding the award program to [a6PI@health.ny.gov](mailto:a6PI@health.ny.gov).

Sincerely,

Bryan Tarr  
GPHW Manager

Christopher F. Davis  
Performance Incentive Coordinator



# Attachment "B"

*1 page*

DATE: 11/08/24

QUOTE #: 15212BP

TO:

Putnam County Department of Health  
 Shanna Siegel, RN, BSN  
 PHONE | 845.808.1390 ext 43258  
 FAX | 845.278.7921

QTY	Model #	Description	LIST PRICE	TOTAL LIST PRICE	STATE PRICE	TOTAL STATE PRICE
12	HIWMM.YO.F.H.IM.COMP10.NL.SB.T -		\$ 795.00	\$ 9,540.00	\$ 310.45	\$ 3,725.40
		• IGNITION MID BACK TASK CHAIR WITH:				
		• PNUEMATIC LIFT				
		• SWIVEL				
		• SYNCHR-TILT				
		• TILT LOCK .				
		• TILT TENSION				
		• BLACK MESH BACK				
		• FIXED ARMS				
		• 300 LBS WEIGHT LIMIT				
		• GRADE 1 FABRIC- COMP10 - INK				
	NOTES:	HON QUOTE ID SQCRU000415-1				
		STANDARD LEAD TIME 6 - 7 WEEKS				
<b>Please Issue Order As Follows:</b>						
<b>Ordering Address:</b>		The HON Company				
		c/o Langit & Associates, Inc.				
		200 Oak Street				
		Muscatine, IA 52761				
<b>NYS Contract No.:</b>		PC70286				
<b>Contract Period:</b>		12/01/28				
<b>Contract Delivery:</b>		60 Days ARO or Sooner				



TOTAL LIST PRICE:	\$ 9,540.00	
SUBTOTAL:		\$ 3,725.40
INSIDE DELIVERY: (optional)		\$ 745.08
TOTAL STATE PRICE:		\$ 4,470.48

# Attachment "C"

7 pages

This vehicle was

junked -

Please

review email

(Assigned  
Engineering Dept)

**From:** Christopher Vitiello  
**Sent:** Tuesday, October 8, 2024 6:56 AM  
**To:** Margaret Purciogliotti  
**Cc:** Dawn Alterman; Michele Pinto  
**Subject:** RE: PCDOH County Car Accident Paperwork

Good Morning,

Please drop the car off at the DPW garage and I will surrender the plates and handle the vehicles disposal.

Thank you,  
Chris

**From:** Margaret Purciogliotti <Margaret.Canning@putnamcountyny.gov>  
**Sent:** Monday, October 7, 2024 2:09 PM  
**To:** Dawn Alterman <dawn.alterman@putnamcountyny.gov>  
**Cc:** William Orr <William.Orr@putnamcountyny.gov>; Mat Bruno <Mat.Bruno@putnamcountyny.gov>; Christopher Vitiello <christopher.vitiello@putnamcountyny.gov>  
**Subject:** RE: PCDOH County Car Accident Paperwork

Hi Dawn,

Do I need to contact the body shop and surrender the car to them (and get everything you mentioned below)?

Margaret

**From:** Dawn Alterman <dawn.alterman@putnamcountyny.gov>  
**Sent:** Friday, October 4, 2024 9:36 AM  
**To:** Margaret Purciogliotti <Margaret.Canning@putnamcountyny.gov>  
**Cc:** William Orr <William.Orr@putnamcountyny.gov>; Mat Bruno <Mat.Bruno@putnamcountyny.gov>; Christopher Vitiello <christopher.vitiello@putnamcountyny.gov>  
**Subject:** RE: PCDOH County Car Accident Paperwork

Hi Margaret,

When you surrender the car, please provide the FS-6T from DMV so we can remove the car from our vehicle policy. In addition, when you lease the new car and take delivery, we will need all the information on the vehicle to add it to our policy. Most leased vehicles will have comp and collision. Once added to the policy, we will send you an insurance card to keep in the vehicle.

Thank you,



## Dawn Alterman

Office Manager , Putnam County Risk Department  
PHONE | 845.808.1150 ext. 49412 FAX | 845.808.1903  
WEBSITE | [PUTNAMCOUNTYNY.COM](http://PUTNAMCOUNTYNY.COM)  
PUTNAM COUNTY GOVERNMENT NEW YORK  
"Empowering Putnam County through dedicated service."

**From:** Margaret Purcigliotti <[Margaret.Canning@putnamcountyny.gov](mailto:Margaret.Canning@putnamcountyny.gov)>  
**Sent:** Friday, October 4, 2024 9:00 AM  
**To:** Mat Bruno <[Mat.Bruno@putnamcountyny.gov](mailto:Mat.Bruno@putnamcountyny.gov)>; Dawn Alterman <[dawn.alterman@putnamcountyny.gov](mailto:dawn.alterman@putnamcountyny.gov)>  
**Cc:** William Orr <[William.Orr@putnamcountyny.gov](mailto:William.Orr@putnamcountyny.gov)>  
**Subject:** RE: PCDOH County Car Accident Paperwork

Good morning Mat and Dawn!

Bill Orr and John Tully discussed this and decided the car should be junked. We are going to look into leasing a new vehicle. Please advise on next steps for us, thanks!

Margaret

**From:** Mat Bruno <[Mat.Bruno@putnamcountyny.gov](mailto:Mat.Bruno@putnamcountyny.gov)>  
**Sent:** Wednesday, September 25, 2024 2:28 PM  
**To:** Margaret Purcigliotti <[Margaret.Canning@putnamcountyny.gov](mailto:Margaret.Canning@putnamcountyny.gov)>; Dawn Alterman <[dawn.alterman@putnamcountyny.gov](mailto:dawn.alterman@putnamcountyny.gov)>  
**Subject:** RE: PCDOH County Car Accident Paperwork

They don't make them like they used to, that's for sure LOL

Ok let me know. I'm good either way you guys wanna handle it.



## Mat C. Bruno Sr.

Risk Manager • Putnam County Risk Department  
PHONE | 845.808.1150 • FAX/ALT | 845.808.1906 • WEBSITE | [PUTNAMCOUNTYNY.COM](http://PUTNAMCOUNTYNY.COM)  
PUTNAM COUNTY GOVERNMENT NEW YORK  
"Empowering Putnam County through dedicated service."

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**Preliminary Estimate**

**Customer: PUTNAM COUNTY HEALTH DEPARTMENT**

2020 JEEP Compass Sport 4WD 4D UTV 4-2.4L Gasoline Sequential MPI WHITE

**ESTIMATE TOTALS**

Category	Basis	Rate	Cost \$
Parts			2,726.65
Parts Discount	\$ 2,726.65	-7.0 %	-190.87
Body Labor	11.8 hrs @	\$ 46.00 /hr	542.80
Paint Labor	11.5 hrs @	\$ 46.00 /hr	529.00
Paint Supplies	11.5 hrs @	\$ 27.00 /hr	310.50
Miscellaneous			42.00
Subtotal			3,960.08
<b>Grand Total</b>			<b>3,960.08</b>

*estimate only*

THE ABOVE IS AND ESTIMATE BASED ON OUR INSPECTION AND DOES NOT INCLUDE ANY ADDITIONAL PARTS OR LABOR WHICH MAY BE FOUND AFTER WORK HAS BEEN STARTED.OCCASIONALLY WORN OR DAMAGED PARTS MAY BE DISCOVERED WHICH WERE NOT EVIDENT ON FIRST INSPECTION.PARTS PRICES ARE CURRENT AND SUBJECT TO CHANGE.

ALL REPAIRS GUARANTEED FROM DATE OF REPAIRS FOR DURATION OF ORIGINAL OWNERSHIP.

I HEREBY AUTHORIZE AUTO CRAFT AUTO BODY INC. TO MAKE ABOVE REPAIRS TO MY VEHICLE. I ALSO AGREE THAT YOU ARE NOT RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLE OR ARTICLES LEFT IN VEHICLE IN CASE OF FIRE,THEFT OR ANY OTHER CAUSE BEYOND YOUR CONTROL.I HEREBY GRANT YOU AND/OR YOUR EMPLOYEES PERMISSION TO OPERATE THE VEHICLE HEREIN DESCRIBED ON STREETS,HIGHWAYS OR ELSEWARE FOR THE PURPOSE OF TESTING AND/OR INSPECTION.

X \_\_\_\_\_ DATE \_\_\_\_\_

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR COMMERCIAL INSURANCE OR A STATEMENT OF CLAIM FOR ANY COMMERCIAL OR PERSONAL INSURANCE BENEFITS CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, AND ANY PERSON WHO, IN CONNECTION WITH SUCH APPLICATION OR CLAIM, KNOWINGLY MAKES OR KNOWINGLY ASSISTS, ABETS, SOLICITS OR CONSPIRES WITH ANOTHER TO MAKE A FALSE REPORT OF THE THEFT, DESTRUCTION, DAMAGE OR CONVERSION OF ANY MOTOR VEHICLE TO A LAW ENFORCEMENT AGENCY, THE DEPARTMENT OF MOTOR VEHICLES OR AN INSURANCE COMPANY, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE VALUE OF THE SUBJECT MOTOR VEHICLE OR STATED CLAIM FOR EACH VIOLATION.

You are entitled to the return of all replaced parts, except warranty and exchange parts, but you must ask for them in writing before any work is done. If you authorize work by phone, the shop must keep any replaced parts, and make them available when you pick up the vehicle.

**AUTO CRAFT BODY & COLLISION**

auto@autocraftbody.com  
146 Hill and Dale Rd, CARMEL, NY 10512  
Phone: (845) 225-4565  
FAX: (845) 225-4856

Workfile ID: d5b6cfd6  
PartsShare: 8345fW  
Federal ID: 272558295  
License Number: 7110711

**Preliminary Estimate**

*estimate for  
Repair to  
Vehicle  
(EHS  
assigned)*

**Customer: PUTNAM COUNTY HEALTH DEPARTMENT**

Written By: Anibal Cuba

Insured: PUTNAM COUNTY HEALTH DEPARTMENT Policy #: Claim #:  
Type of Loss: Comprehensive Date of Loss: Days to Repair: 0  
Point of Impact: 12 Front

Owner: PUTNAM COUNTY HEALTH DEPARTMENT (845) 808-1390 x43118 Business  
Inspection Location: AUTO CRAFT BODY & COLLISION  
146 Hill and Dale Rd  
CARMEL, NY 10512  
Repair Facility  
(845) 225-4565 Day  
Date Inspected: 7/10/2024  
Insurance Company:

**Attachment "D"**

*7 pages*

**VEHICLE**

2020 JEEP Compass Sport 4WD 4D UTV 4-2.4L Gasoline Sequential MPI WHITE

VIN: 3C4NJDAB5LT212250 Interior Color: Mileage In: 13,314 Vehicle Out:  
License: DB3018 Exterior Color: WHITE Mileage Out:  
State: NY Production Date: Condition: Job #:

**TRANSMISSION**

6 Speed Transmission  
4 Wheel Drive

**POWER**

Power Steering  
Power Brakes  
Power Windows  
Power Locks  
Power Mirrors  
Heated Mirrors

**DECOR**

Dual Mirrors  
Tinted Glass  
Console/Storage

Overhead Console

**CONVENIENCE**

Air Conditioning  
Intermittent Wipers  
Tilt Wheel  
Cruise Control  
Rear Defogger  
Keyless Entry  
Message Center  
Steering Wheel Touch Controls  
Rear Window Wiper  
Telescopic Wheel  
Climate Control  
Backup Camera

**RADIO**

AM Radio  
FM Radio  
Stereo  
Search/Seek  
Auxiliary Audio Connection

**SAFETY**

Drivers Side Air Bag  
Passenger Air Bag  
Anti-Lock Brakes (4)  
4 Wheel Disc Brakes  
Traction Control  
Stability Control  
Front Side Impact Air Bags

Head/Curtain Air Bags  
Hands Free Device

**SEATS**

Cloth Seats  
Bucket Seats  
Reclining/Lounge Seats

**WHEELS**

Styled Steel Wheels

**PAINT**

Clear Coat Paint

**OTHER**

Rear Spoiler  
California Emissions

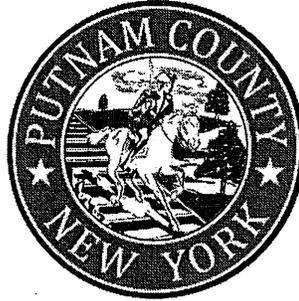
**Preliminary Estimate**

**Customer: PUTNAM COUNTY HEALTH DEPARTMENT**

2020 JEEP Compass Sport 4WD 4D UTV 4-2.4L Gasoline Sequential MPI WHITE

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>FRONT BUMPER &amp; GRILLE</b>					
2		O/H front bumper				3.0	
3	Repl	Bumper cover w/o ft prk aid	68499103AA	1	519.00	Incl.	3.0
4		Add for Clear Coat					1.2
5	R&I	R&I grille assy				Incl.	
6	Repl	RT Side retainer	68244508AB	1	15.65	Incl.	
7		<b>FRONT LAMPS</b>					
8	Repl	RT Headlamp assy	55112706AF	1	675.00	0.3	
9		Alm headlamps				0.5	
10	R&I	LT Headlamp assy				0.3	
11	R&I	RT Signal lamp				Incl.	
12	R&I	LT Signal lamp				Incl.	
13		<b>HOOD</b>					
14	Repl	Hood (ALU)	68524063AA	1	1,130.00	1.6	2.4
15		Add for Clear Coat					1.0
16		Add for Underside(Complete)					1.2
17		Add for Clear Coat					0.2
18	Repl	Nameplate "Jeep" chrome	68243730AA	1	132.00	0.2	
19		<b>FENDER</b>					
20	*	Blnd RT Fender (HSS)					1.0
21	*	Blnd LT Fender (HSS)					1.0
22	R&I	RT Wheel opng mldg				0.3	
23	R&I	LT Wheel opng mldg				0.3	
24		<b>VEHICLE DIAGNOSTICS</b>					
25	*	Pre-repair scan		1	125.00 m		
26	*	Post-repair scan		1	125.00 m		
27		<b>MISCELLANEOUS OPERATIONS</b>					
28	*	Repl Cover car/bag		1	5.00	0.2	
29	#	Test Fit New Parts		1		1.0	
30	#	CLEAN FOR DELIVERY		1	10.00 T	1.0	
31	#	DENIB & POLISH TO MATCH FACTORY CLEARCOAT		1	T	1.0	
32	#	FLEX ADDITIVE		1	15.00 T		
33	#	EPOXY PRIMERS/ANTI-CORROSIVE		1	12.00 T		
34	#	TINT COLOR/SPRAY CARDS		1		0.5	0.5
35	#	HAZARDOUS WASTE DISPOSAL		1	5.00 T		
36	#	d&r Battery		1		0.3	
37	#	Reset Electrical Components		1		0.3	
38	#	Support & Maintain Battery Voltage		1		0.5	
39	#	Protect open electrical connectors		1		0.5	
<b>SUBTOTALS</b>					<b>2,768.65</b>	<b>11.8</b>	<b>11.5</b>

MICHAEL J. LEWIS  
Commissioner of Finance



#51  
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 – 24A116**  
DATE: November 15, 2024

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

**Capital Fund:**

**Increase Appropriations:**

55197000 53000 52420 Capital Expenditures - General Infrastructure & Design Services (ARPA) \$ 400,000

**Decrease Appropriations:**

57110000 53000 52212 Capital Expenditures - PC Golf Renovations \$ 36,879

**Increase Estimated Revenues:**

55197000 428601 52420 Transfer In - Capital (General Infrastructure & Design Services) (ARPA) \$ 400,000

**Decrease Estimated Revenues:**

57110000 428601 52212 Transfer In - Capital (PC Golf Renovations) \$ 36,879

**General Fund:**

**Increase Appropriations:**

10990100 59020 52240 Transfer Out - General Fund (General Infrastructure & Design Services) \$ 400,000

**Increase Estimated Revenues:**

10131000 449898 52420 Federal Aid - ARPA CFDA 21.027 (General Infrastructure & Design Services) \$ 400,000

10131000 427112 Use of Capital Reserve \$ 400,000

**Decrease Estimated Revenues:**

10131000 449898 52212 Federal Aid - ARPA CFDA 21.027 (PC Golf Course Renovations) \$ 400,000

Fiscal Impact - 2024 - \$ 400,000

Fiscal Impact - 2025 - \$ 0

Please refer to the attached cover memorandum dated on November 13, 2024 as well as the Letter dated November 7, 2024 by PKF O'Connor Davies regarding the Golf Course Renovation Project.

**MICHAEL LEWIS**  
COMMISSIONER OF FINANCE



*cc: all  
Rates  
A+A*

**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

## MEMORANDUM

Date: **November 19, 2024**  
To: Chairwoman Addonizio– Rules, Enactments & Intergov't Relations Committee  
From: **Michael Lewis, Commissioner of Finance – MJL**   
CC: Diane Schonfeld – Legislative Clerk  
RE: **ARPA Reallocation Budgetary Amendments – 24A116**

---

Please consider the above referenced item for inclusion on the agenda for the upcoming November 19<sup>th</sup> meeting of the Rules, Enactments, Intergovernmental relations Committee. The Administration has put forth a letter dated October 30<sup>th</sup> to consider/reconsider ARPA related projects as the County approaches the December 31<sup>st</sup> deadline to encumber these said funds as set forth by the US Treasury.

As part of the Rules Agenda for this evening is agenda item **4e** which is the consideration to reallocation the ARPA funds that were originally approved for the Golf Course (Resolution #37-2022) and repurpose to the project category called "General Infrastructure/Design Services" with the intent to be expended on ARPA-eligible County projects which will be discussed as well in agenda item **4g**.

Please accept this proposed budgetary amendment for consideration.

Thank you in advance.

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2024 NOV 19 AM 10:31

PROJECT	ACCOUNT	YEAR	EFF DATE	POST DATE	PO/REF2	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
52212	05.00.70.02.7110.000.020.00.53000	2022	11/15/2022	11/17/2022		-481.73		HOME DEPOT REFUND
52212	05.00.70.02.7110.000.020.00.53000	2022	08/22/2022	08/22/2022		16,520.61		STAFF OT - ARPA #1 PCGC
52212	05.00.70.02.7110.000.020.00.53000	2022	12/12/2022	12/27/2022	22000507	990.28	AAA CARTING	12/08/22 PICK UP
52212	05.00.70.02.7110.000.020.00.53000	2022	12/06/2022	12/15/2022	22000507	516.64	AAA CARTING	PICK UP 09/28/22
52212	05.00.70.02.7110.000.020.00.53000	2022	09/16/2022	09/30/2022	22000507	405.41	AAA CARTING	8/16/22 PICK UP
52212	05.00.70.02.7110.000.020.00.53000	2022	09/07/2022	09/16/2022	22000507	356.74	AAA CARTING	06/30/22 PICK UP
52212	05.00.70.02.7110.000.020.00.53000	2022	07/05/2022	07/15/2022	22000507	472.32	AAA CARTING	06/02/22 PICK UP
52212	05.00.70.02.7110.000.020.00.53000	2022	06/10/2022	06/24/2022	22000507	580.08	AAA CARTING	4/29 DUMPSTER PICKUP
52212	05.00.70.02.7110.000.020.00.53000	2022	04/05/2022	04/15/2022	22000507	1,487.31	AAA CARTING	03/08/22 PICK UP
52212	05.00.70.02.7110.000.020.00.53000	2022	03/28/2022	04/08/2022	22000507	812.97	AAA CARTING	02/16/22 PICK UP
52212	05.00.70.02.7110.000.020.00.53000	2022	03/21/2022	04/01/2022	22000507	624.40	AAA CARTING	PICK UP 01/26/22
52212	05.00.70.02.7110.000.020.00.53000	2022	03/07/2022	03/18/2022	22000507	772.99	AAA CARTING	01/24/22 PICK UP
52212	05.00.70.02.7110.000.020.00.53000	2022	03/07/2022	03/18/2022	22000507	711.30	AAA CARTING	02/01/22 PICK UP
52212	05.00.70.02.7110.000.020.00.53000	2022	10/12/2022	10/28/2022		204.59	AMAZON.COM CORPORATE CREDIT	PO 22002229 10/5/22, 3 SETS OF
52212	05.00.70.02.7110.000.020.00.53000	2022	05/17/2022	06/03/2022	22001187	942.48	AMAZON.COM CORPORATE CREDIT	5/9/22, 14 SETS SOLID WOOD SAD
52212	05.00.70.02.7110.000.020.00.53000	2022	05/17/2022	06/03/2022	22001176	2,946.00	AMAZON.COM CORPORATE CREDIT	5/9/22, 11 SETS BAR STOOL WOOD
52212	05.00.70.02.7110.000.020.00.53000	2022	05/17/2022	06/03/2022	22001163	119.97	AMAZON.COM CORPORATE CREDIT	5/4/22, 3 SETS PENDANT LIGHTIN
52212	05.00.70.02.7110.000.020.00.53000	2022	05/04/2022	06/02/2022	22001092	54.40	AMAZON.COM CORPORATE CREDIT	4/27/22, 1 SET WALL SCONE FOR
52212	05.00.70.02.7110.000.020.00.53000	2022	04/27/2022	06/02/2022	22001054	158.31	AMAZON.COM CORPORATE CREDIT	4/22/22, 3 SETS WALL SCONES F
52212	05.00.70.02.7110.000.020.00.53000	2022	04/19/2022	05/11/2022		203.96	AMAZON.COM CORPORATE CREDIT	PO 22000983 4/14/22, 2 BAR CHA
52212	05.00.70.02.7110.000.020.00.53000	2022	05/24/2022	06/03/2022		65.00	ANDREN EQUIPMENT RENTAL INC.	FORM OIL IN 5 GAL UNIT
52212	05.00.70.02.7110.000.020.00.53000	2022	10/25/2022	11/04/2022	22000940	6,702.95	B&G FOOD SERVICE EQUIPMENT LLC	BACK BAR CABINET REFRIGERATED
52212	05.00.70.02.7110.000.020.00.53000	2022	07/26/2022	08/04/2022	22000940	1,585.00	B&G FOOD SERVICE EQUIPMENT LLC	BEER BATH-LIFT GATE-BACK BAR 3
52212	05.00.70.02.7110.000.020.00.53000	2022	12/06/2022	12/15/2022	22002665	412.42	BEDFORD STONE & MASONRY SUPPLY CORP	THERMAL SLAB BLUESTONE
52212	05.00.70.02.7110.000.020.00.53000	2022	12/02/2022	12/15/2022	22000555	6,504.32	BERTHAUME'S NEVERSINK LUMBER CO. INC.	MOSAIC STONE, QUIKRETE, BLUESTO
52212	05.00.70.02.7110.000.020.00.53000	2022	11/07/2022	11/18/2022	22000555	1,396.80	BERTHAUME'S NEVERSINK LUMBER CO. INC.	COOPER TRANSLUCENT TIE CEILING
52212	05.00.70.02.7110.000.020.00.53000	2022	10/31/2022	11/10/2022	22000555	1,080.10	BERTHAUME'S NEVERSINK LUMBER CO. INC.	35-4X10 FIRE CODE SHEETROCK
52212	05.00.70.02.7110.000.020.00.53000	2022	09/16/2022	09/30/2022	22000555	3,144.71	BERTHAUME'S NEVERSINK LUMBER CO. INC.	LUMBER
52212	05.00.70.02.7110.000.020.00.53000	2022	09/16/2022	09/30/2022	22000555	617.99	BERTHAUME'S NEVERSINK LUMBER CO. INC.	CONCRETE BLOCK
52212	05.00.70.02.7110.000.020.00.53000	2022	07/19/2022	07/28/2022	22000555	1,626.45	BERTHAUME'S NEVERSINK LUMBER CO. INC.	LUMBER
52212	05.00.70.02.7110.000.020.00.53000	2022	06/22/2022	07/01/2022	22000555	5,709.00	BERTHAUME'S NEVERSINK LUMBER CO. INC.	ARISTOCRAT CRYSTAL CLEAR POLYM
52212	05.00.70.02.7110.000.020.00.53000	2022	06/07/2022	06/16/2022	22000555	5,881.67	BERTHAUME'S NEVERSINK LUMBER CO. INC.	CLASS A FIRE RATED SMOOTH PANE
52212	05.00.70.02.7110.000.020.00.53000	2022	06/07/2022	06/16/2022	22000555	2,855.52	BERTHAUME'S NEVERSINK LUMBER CO. INC.	CLEAN ROOM TILE
52212	05.00.70.02.7110.000.020.00.53000	2022	06/07/2022	06/16/2022	22000555	7,387.38	BERTHAUME'S NEVERSINK LUMBER CO. INC.	TIN TILE CEILING PANELS-CROSS
52212	05.00.70.02.7110.000.020.00.53000	2022	05/03/2022	05/13/2022	22000555	5,228.36	BERTHAUME'S NEVERSINK LUMBER CO. INC.	SHEETROCK-DRYWALL SCREWS-COMPO
52212	05.00.70.02.7110.000.020.00.53000	2022	05/03/2022	05/13/2022	22000555	821.60	BERTHAUME'S NEVERSINK LUMBER CO. INC.	WHITE PINE
52212	05.00.70.02.7110.000.020.00.53000	2022	03/11/2022	03/22/2022	22000555	3,942.50	BERTHAUME'S NEVERSINK LUMBER CO. INC.	LUMBER
52212	05.00.70.02.7110.000.020.00.53000	2022	10/25/2022	11/04/2022	22001686	1,872.00	BREWSTER GLASS SHOP	CLEAR TEMPERED SAFETY GLASS
52212	05.00.70.02.7110.000.020.00.53000	2022	05/24/2022	06/03/2022	22000670	845.00	CARTWRIGHT & DAUGHTERS TENTS & PARTY RENTALS INC.	HEATER TENT PROPANE-HEATER DUC
52212	05.00.70.02.7110.000.020.00.53000	2022	09/26/2022	10/07/2022	22000574	164.97	COOPER ELECTRIC SUPPLY	RISER ORANGE, HOLE STRAPS
52212	05.00.70.02.7110.000.020.00.53000	2022	09/26/2022	10/07/2022	22000574	400.50	COOPER ELECTRIC SUPPLY	INNERDUCT ORANGE, NEMA1 SC BOX
52212	05.00.70.02.7110.000.020.00.53000	2022	07/19/2022	07/28/2022	22000574	2,262.44	COOPER ELECTRIC SUPPLY	MOTOR-BLADE SET
52212	05.00.70.02.7110.000.020.00.53000	2022	05/31/2022	06/10/2022	22000574	76.00	COOPER ELECTRIC SUPPLY	CONN-BOLT-SLITTE
52212	05.00.70.02.7110.000.020.00.53000	2022	05/03/2022	05/13/2022	22000574	690.56	COOPER ELECTRIC SUPPLY	QUAD SHLD RISER-CAT5 DATA CABL
52212	05.00.70.02.7110.000.020.00.53000	2022	05/03/2022	05/13/2022	22000574	956.89	COOPER ELECTRIC SUPPLY	SCREW COVER BOX-WIRE
52212	05.00.70.02.7110.000.020.00.53000	2022	05/03/2022	05/13/2022	22000574	570.00	COOPER ELECTRIC SUPPLY	CAT6 DATA LINES
52212	05.00.70.02.7110.000.020.00.53000	2022	05/03/2022	05/13/2022	22000574	502.35	COOPER ELECTRIC SUPPLY	WIRE-OCTAGON BOX-MULB
52212	05.00.70.02.7110.000.020.00.53000	2022	04/25/2022	05/06/2022	22000574	2,303.53	COOPER ELECTRIC SUPPLY	PVC-WIC MCA-MULB-BUSHING-BOX C
52212	05.00.70.02.7110.000.020.00.53000	2022	04/05/2022	04/15/2022	22000574	14.72	COOPER ELECTRIC SUPPLY	LOAD CENTER COVER
52212	05.00.70.02.7110.000.020.00.53000	2022	04/05/2022	04/15/2022	22000574	2,266.14	COOPER ELECTRIC SUPPLY	A C UNITS-CONNECTOR-EMT STRAP
52212	05.00.70.02.7110.000.020.00.53000	2022	04/19/2022	05/11/2022	22000939	3,308.14	D&B BASES, INC	4/4/22, 5 BAR HEIGHT BLACK TA
52212	05.00.70.02.7110.000.020.00.53000	2023	05/12/2023	05/25/2023	22002588	3,013.14	DOYLE SECURITY SYSTEMS, INC.	ADD'L WIRE SERVICES PCGC 12/20
52212	05.00.70.02.7110.000.020.00.53000	2023	03/07/2023	03/16/2023	23000211	1,250.00	DOYLE SECURITY SYSTEMS, INC.	02/15/23 INSTALLATION SERV RAD
52212	05.00.70.02.7110.000.020.00.53000	2022	05/24/2022	06/02/2022	22000712	3,100.00	DOYLE SECURITY SYSTEMS, INC.	03/31/22 PANEL UPGRADE
52212	05.00.70.02.7110.000.020.00.53000	2022	05/24/2022	06/02/2022	22000457	1,085.00	DOYLE SECURITY SYSTEMS, INC.	03/31/22 REMOVAL OF WIRING DUR
52212	05.00.70.02.7110.000.020.00.53000	2022	04/05/2022	04/15/2022	22000575	1,792.67	DURANTE RENTALS, LLC	WALK BEHIND SAW-FLATBED
52212	05.00.70.02.7110.000.020.00.53000	2022	09/27/2022	10/07/2022	22001275	32,967.00	EMPIRE ENERGY SPECIALISTS, INC.	INSTALL DOORS FRAMES AND HARDW
52212	05.00.70.02.7110.000.020.00.53000	2022	03/07/2022	03/18/2022	22000445	41,951.00	ENVIRONMENTAL MAINTENANCE CONTRACTORS INC	ENVIRONMENTAL SERV HAZARDOUS M
52212	05.00.70.02.7110.000.020.00.53000	2022	11/07/2022	11/18/2022		24.80	FRASER ACE HARDWARE	TAILPIECE T END-WST DRN TUBE-E
52212	05.00.70.02.7110.000.020.00.53000	2022	10/17/2022	10/27/2022		7.19	FRASER ACE HARDWARE	MASONARY NAIL
52212	05.00.70.02.7110.000.020.00.53000	2022	08/18/2022	09/08/2022		49.49	FRASER ACE HARDWARE	POLY FAST DRY GLS GL
52212	05.00.70.02.7110.000.020.00.53000	2022	07/19/2022	07/28/2022		27.23	FRASER ACE HARDWARE	TAILPIECE-STRT ELBOW
52212	05.00.70.02.7110.000.020.00.53000	2022	07/19/2022	07/28/2022		49.49	FRASER ACE HARDWARE	POLY FAST DRY GLS GL
52212	05.00.70.02.7110.000.020.00.53000	2022	06/07/2022	06/16/2022		77.00	FRASER ACE HARDWARE	BIT HAMR-PUNCH PIN-DROP IN ANC
52212	05.00.70.02.7110.000.020.00.53000	2022	06/07/2022	06/16/2022		62.99	FRASER ACE HARDWARE	PAINT
52212	05.00.70.02.7110.000.020.00.53000	2022	05/16/2022	05/27/2022		183.49	FRASER ACE HARDWARE	OIL DANISH WATCO
52212	05.00.70.02.7110.000.020.00.53000	2022	02/28/2022	03/11/2022		19.38	FRASER ACE HARDWARE	GRIND WHEEL-CUTOFF WHEEL
52212	05.00.70.02.7110.000.020.00.53000	2022	06/22/2022	07/01/2022	22001132	292.40	GOVCONNECTION	FIXED WALL MOUNT
52212	05.00.70.02.7110.000.020.00.53000	2022	06/22/2022	07/01/2022	22001132	1,257.74	GOVCONNECTION	(2) 60 IN CRYSTAL UHD 7 SERIES
52212	05.00.70.02.7110.000.020.00.53000	2022	07/26/2022	08/04/2022	22001307	1,494.88	HAIGHT FIRE EQUIPMENT SUPPLY	REINSTALLATION OF PYROCHEM FIR
52212	05.00.70.02.7110.000.020.00.53000	2022	06/22/2022	07/03/2022	22001307	205.00	HAIGHT FIRE EQUIPMENT SUPPLY	MECHANICAL GAS VALVE
52212	05.00.70.02.7110.000.020.00.53000	2022	04/19/2022	04/29/2022		205.00	HAIGHT FIRE EQUIPMENT SUPPLY	MECHANICAL GAS VALVE
52212	05.00.70.02.7110.000.020.00.53000	2022	03/11/2022	03/25/2022		190.00	HAIGHT FIRE EQUIPMENT SUPPLY	01/26/22 SERVICE REPAIRS

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52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22001167	288.15	HILTI INC.	CEILING CLIP
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	200.41	HOME DEPOT	CONNECTORS-FITTING-HALO CAN
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	111.38	HOME DEPOT	PU ADHESIVE-BLADE DISP-UTILITY
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	259.88	HOME DEPOT	ALL IN ONE APRON FRONT
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	1,119.18	HOME DEPOT	JOINT COMP-PINE BOARD
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	410.63	HOME DEPOT	BIRCH PLYWOOD-PAIN
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	168.35	HOME DEPOT	WALL FIRE-BUCKET GRID-GRANITE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	154.67	HOME DEPOT	PAINT-BRUSH
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	28.64	HOME DEPOT	GOOF OFF-SPRAYER
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	150.00	HOME DEPOT	CONCRETE GRINDER RENTAL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	29.40	HOME DEPOT	FINAL AMT DUE FOR CONCRETE GRI
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	329.21	HOME DEPOT	WALLPLATE-OUTLET-LEVELER-RESPI
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	106.00	HOME DEPOT	PAINT
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	142.71	HOME DEPOT	SAKRETE CONCRETE GLUE-ADHESIVE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	913.24	HOME DEPOT	BIFOLD DOOR-BUTCHER BLOCK-COMM
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	128.22	HOME DEPOT	DIRMINT LED-SQ BOX
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	217.76	HOME DEPOT	TRIM-FOAMULATED
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	162.24	HOME DEPOT	MAIN RUNNER-CABLE CUTTERS-CEIL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	557.37	HOME DEPOT	HAND RAIL-FENCE POST-PAINTERS
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	393.84	HOME DEPOT	EXERCISE EQUIPME-CARPET ADHESI
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	16.53	HOME DEPOT	BRUSH
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	362.28	HOME DEPOT	BARN WOOD TRIM-PAINT TRAY-ROLL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	31.25	HOME DEPOT	SCREW EYES-FLOOR BRUSH
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	10/25/2022	11/04/2022	22000497	69.00	HOME DEPOT	WALL CABINET
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	09/27/2022	10/07/2022	22000497	245.67	HOME DEPOT	CONCRETE MIX
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	09/27/2022	10/07/2022	22000497	148.53	HOME DEPOT	PLYWOOD-COMMON BOARD-FUZE IT-G
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	09/27/2022	10/07/2022	22000497	128.83	HOME DEPOT	UNIVERSAL METALLIC COPPER-BRUS
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	09/27/2022	10/07/2022	22000497	53.10	HOME DEPOT	STRIPS
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	09/27/2022	10/07/2022	22000497	41.88	HOME DEPOT	STOPS RUST FLAT BLACK
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	09/27/2022	10/07/2022	22000497	481.73	HOME DEPOT	STD BAND SAWN EWP-BOX RAIL-COM
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	09/13/2022	09/23/2022	22000497	481.73	HOME DEPOT	WHITEWOOD BOARD-BOX RAIL-HANGE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	09/13/2022	09/23/2022	22000497	228.42	HOME DEPOT	FLOOR PUTTY-CARPET TRIM-HARDWO
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	09/13/2022	09/23/2022	22000497	38.92	HOME DEPOT	SPILL ABSORBER-UNIVERSAL METAL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	09/13/2022	09/23/2022	22000497	230.89	HOME DEPOT	PAINT-UNIVERSAL METALLIC AGED
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	08/26/2022	09/08/2022	22000497	97.58	HOME DEPOT	POLY SHEETING-SCOTCHBLUE-MASKI
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	08/26/2022	09/08/2022	22000497	165.15	HOME DEPOT	COMMON BOARD-PATCHER-CONCRETE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	08/26/2022	09/08/2022	22000497	393.21	HOME DEPOT	STD BAND SAWN EWP-PAINT
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	08/26/2022	09/08/2022	22000497	63.16	HOME DEPOT	STD BAND SAWN EWP-DOUG FIR
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	08/26/2022	09/08/2022	22000497	185.32	HOME DEPOT	PHENOSEAL-SHEDLESS KNIT-ROLLER
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	08/25/2022	09/01/2022	22000497	354.34	HOME DEPOT	MORTAR MIX-GAUGING TROWEL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	08/25/2022	09/01/2022	22000497	261.78	HOME DEPOT	CONCRETE MIX-PALLET FEE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	08/25/2022	09/01/2022	22000497	117.70	HOME DEPOT	MORTAR MIX
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	08/01/2022	08/12/2022	22000497	304.67	HOME DEPOT	WAINSCOT-BAR FLAT ALUM-CEDAR B
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	08/01/2022	08/12/2022	22000497	206.77	HOME DEPOT	CONCRETE MIX
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	640.20	HOME DEPOT	GALVANIZED STEEL ROOF PANEL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	183.46	HOME DEPOT	SHAKER CORNER-SINK BASE KITCHE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	556.48	HOME DEPOT	SINK BASE CABINET-SHAKER DOVE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	49.90	HOME DEPOT	UNIVERSAL METALLIC AGED COPPER
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	99.80	HOME DEPOT	UNIVERSAL METALLIC AGED COPPER
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	290.77	HOME DEPOT	SWITCH-GFCI-CONNECTOR-3 WAY DI
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	285.00	HOME DEPOT	PAINT-CONTRACTOR BUCKS-COPPER-S
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	183.47	HOME DEPOT	PVC PIPE-ADAPTER-FITTING-WASHE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	706.32	HOME DEPOT	CONDUIT-TAPCON-FITTING-EXIT EM
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	1,294.88	HOME DEPOT	BUTCHER BLOCK-VARA SPAR URETHN
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	376.25	HOME DEPOT	PAINT-SEAMERTOOL-COUNTERTOP-CO
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	102.49	HOME DEPOT	TRANSLUCENT BUCKET-MIXING BUCK
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	161.86	HOME DEPOT	HINGE-CEDAR BOARD-STRAP TIE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	49.77	HOME DEPOT	BRUSH-CORNER BRACE-HINGE-VERA
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	-196.46	HOME DEPOT	SHAKER DOVE RETURNED
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/22/2022	07/01/2022	22000497	176.61	HOME DEPOT	FENCE-CEAR BOARD-LED LIGHTS-S
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	45.41	HOME DEPOT	GLOVES-STEEL WOOL PAD-SAND SPO
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	7.66	HOME DEPOT	NIPPLE-ELBOW
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	69.86	HOME DEPOT	UNIVERSAL METALLIC AGED COPPER
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	466.11	HOME DEPOT	HALO IC AIRTIGHT NC HOUSING-DE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	630.52	HOME DEPOT	TROWEL-MORTAR MIX-PAINT-CONCRE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	67.41	HOME DEPOT	SPLIT RECESSED MTN BLOCK
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	141.34	HOME DEPOT	WALLPLATE-JACK-KT F COMP
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	294.19	HOME DEPOT	SHIPLAP BOARD-DROP CLOTH-COMMO
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	692.75	HOME DEPOT	FUZEIT ALL SURFACE-COMMON BOAR
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	242.09	HOME DEPOT	COMMON BOARD-MAPLE BOARD-STRAP
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	415.78	HOME DEPOT	SHIPLAP BOARD-COMMON BOARD-MAP
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	141.72	HOME DEPOT	EMSEAL UNIVERSAL SEAL-GLV SMTH
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000497	404.75	HOME DEPOT	SPREADER-UTILITY KNIFE-ROSTIN P
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/24/2022	06/03/2022	22000497	549.93	HOME DEPOT	MC WIRE CABLE-LED SHOP LIGHT-B
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/24/2022	06/03/2022	22000497	175.83	HOME DEPOT	GLOVES-EXIT EMER COMBO-GFCI-SA
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/24/2022	06/03/2022	22000497	312.89	HOME DEPOT	ALUM GUTTER-PAIN-WIRE BRUSH
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/24/2022	06/03/2022	22000497	325.40	HOME DEPOT	BIT-MAPLE BOARD-AMP K B
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52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/24/2022	06/03/2022	22000497	264.42	HOME DEPOT	BOX EXTENDER-SS PLATE-FITTING-
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/24/2022	06/03/2022	22000497	829.38	HOME DEPOT	SCREW-PINE-FINGERJOINT-WOOD PR
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	608.79	HOME DEPOT	SAW BLADE-WIRE MESH-ROD CHAIR-
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	452.11	HOME DEPOT	TAPE-BATT INSUL-PLYWOOD-JOINT
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	175.34	HOME DEPOT	DRYWALL-BATT INSUL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	34.42	HOME DEPOT	WOOD
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	28.31	HOME DEPOT	SPLIT RING HANGER-CAP-BUSHING
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	70.79	HOME DEPOT	BRUSH-RAGS-TVK CVRALL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	138.70	HOME DEPOT	LEVELER-OSCILLATING-TRIM-BAFFL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	302.76	HOME DEPOT	WIRE BRUSH-SPRAYER-FIRE CAULK-
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	30.80	HOME DEPOT	PVC PIPE-FITTING-COUPLING
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	84.71	HOME DEPOT	ORANGE TRAY-TOWEL-PAINT-STAIN
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	89.48	HOME DEPOT	STAPLES-
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	423.24	HOME DEPOT	PAINT-SEALER-ROLLER-BRUSH
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	269.03	HOME DEPOT	BRACKET HOM CLAMPS-POLE-CONDUIT-
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	863.58	HOME DEPOT	PLYWOOD
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	34.61	HOME DEPOT	WOOD
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	68.33	HOME DEPOT	BATT INSUL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	68.56	HOME DEPOT	BUCKET-SPRAY BOTTLE-STOPS RUST
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	230.22	HOME DEPOT	STOPS RUST-VERA FLOOR POLY-KLE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000497	160.31	HOME DEPOT	AIR TOOL OIL-TAPE MEASURE-GFCI
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	04/19/2022	04/29/2022	22000497	370.34	HOME DEPOT	DRYWALL-LITE CABLE-FITTING-CON
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	04/19/2022	04/29/2022	22000497	318.41	HOME DEPOT	PIPE-TEST PLUG-SHELDIED COUPLI
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	04/19/2022	04/29/2022	22000497	713.31	HOME DEPOT	WOOD-DRYWALL BUCKET-TRIM SCREW
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/25/2022	04/08/2022	22000497	136.44	HOME DEPOT	BREAKER HOM TANDEM-NIPPLE-PON
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/25/2022	04/08/2022	22000497	28.71	HOME DEPOT	SAFETY GLASS-POLYBUTYLENE ADAP
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/25/2022	04/08/2022	22000497	9.97	HOME DEPOT	X LOCK MTL CUT
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/21/2022	04/01/2022	22000497	40.91	HOME DEPOT	TEKS ROOFING
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/21/2022	04/01/2022	22000497	96.97	HOME DEPOT	FITTING-COUPLING
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/21/2022	04/01/2022	22000497	120.68	HOME DEPOT	HANGER STRAP-ACIO BRUSHES-PAST
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/21/2022	04/01/2022	22000497	55.46	HOME DEPOT	TEKS,FLEX SEAL AEROSOL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/21/2022	04/01/2022	22000497	197.60	HOME DEPOT	PIPE-FITTING-COUPLING-DOUG FIR
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/21/2022	04/01/2022	22000497	150.57	HOME DEPOT	WIRE REMESH SHEET-WEATHERSHIEL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/21/2022	04/01/2022	22000497	3.22	HOME DEPOT	BLK PLUG
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/21/2022	04/01/2022	22000497	169.89	HOME DEPOT	ROBIN SOLDER-PULL BOX-CONCRETE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/21/2022	04/01/2022	22000497	360.41	HOME DEPOT	PAINT-ACCESS PANEL-WEATHERSHIE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/21/2022	04/01/2022	22000497	100.00	HOME DEPOT	ELECTRIC CONCRETE SAW RENTAL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/21/2022	04/01/2022	22000497	25.35	HOME DEPOT	ELECTRIC CONCRETE SAW RENTAL B
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	115.63	HOME DEPOT	TAPCON-MASONRY CUT-GAUGING TRO
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	656.36	HOME DEPOT	WOOD-WEATHERSHIELD-DOUG FIR-CO
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	87.67	HOME DEPOT	TRAY SET-PLYWOOD
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	13.78	HOME DEPOT	GAL CAP-PIPE TAPE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	52.19	HOME DEPOT	SDS PLUS MX-BIT-CARPENTERS PEN
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	211.09	HOME DEPOT	PAINT LINERS-PAINT-HINGE-PUSH
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	109.78	HOME DEPOT	PLYWOOD-BIT-COVERALL-SWIVEL-KN
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	110.28	HOME DEPOT	CARB NAIL-SAFETY GLASSES CLEAR
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	50.90	HOME DEPOT	ZEP CLN SWEEP-GOGGLES-WONDER B
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	88.77	HOME DEPOT	SOCKET SET-DRIVE GUIDE-FLOOR S
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	369.53	HOME DEPOT	STUD-PHENOSOLE-PLYWOOD
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	72.50	HOME DEPOT	GORILLA DUCT TAPE-POLY SHEETIN
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/04/2022	03/18/2022	22000497	36.44	HOME DEPOT	METAL CUTTING BLADE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	08/26/2022	09/08/2022	22000570	4,398.76	JOHNSTONE SUPPLY	STAINLESS STEEL-TRIM MOLDING
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	07/26/2022	08/04/2022	22000570	4,300.00	JOHNSTONE SUPPLY	UNDERCOUNTER ICE MACHINE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	06/13/2022	06/24/2022	22000570	129.94	JOHNSTONE SUPPLY	GRILLE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/31/2022	06/10/2022	22000570	95.86	JOHNSTONE SUPPLY	FLANGE FILTER RACK
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/31/2022	06/10/2022	22000570	735.91	JOHNSTONE SUPPLY	TRANSITION-CANVAS-LINER-DRIVE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/31/2022	06/10/2022	22000570	672.11	JOHNSTONE SUPPLY	ELBOW
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/24/2022	06/03/2022	22000570	107.01	JOHNSTONE SUPPLY	PVC PIPE-SEALER LEAK LOCK-ELBO
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/24/2022	06/03/2022	22000570	29.64	JOHNSTONE SUPPLY	DIFFUSER-EGC CRATE RETURN
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000570	282.11	JOHNSTONE SUPPLY	PEDESTAL BASE-FLANGE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000570	241.36	JOHNSTONE SUPPLY	HEAT PUMP TSTAT
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	05/03/2022	05/13/2022	22000570	195.95	JOHNSTONE SUPPLY	BOX OF SD 100
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	04/25/2022	05/06/2022	22000570	251.95	JOHNSTONE SUPPLY	COUPLING
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	04/19/2022	04/29/2022	22000570	549.58	JOHNSTONE SUPPLY	INSULATION PIPE,NIPPLE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	04/19/2022	04/29/2022	22000570	176.52	JOHNSTONE SUPPLY	MISC. FITTINGS-COUPLING
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	04/19/2022	04/29/2022	22000570	55.89	JOHNSTONE SUPPLY	CONDENSATE PUMP-SWITCH
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	04/19/2022	04/29/2022	22000570	295.51	JOHNSTONE SUPPLY	DRESSER
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/28/2022	04/08/2022	22000570	5,121.23	JOHNSTONE SUPPLY	PIPE-FITTING-TUBING-TEE-ADAPTE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/28/2022	04/08/2022	22000570	1,063.18	JOHNSTONE SUPPLY	GALVANIZED CLEVIS HANGER
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/28/2022	04/08/2022	22000570	1,179.80	JOHNSTONE SUPPLY	PIPE-INSULATION-COUPLING-TUBIN
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/28/2022	04/08/2022	22000570	577.75	JOHNSTONE SUPPLY	ADAPTER-VALVE-CAP
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/28/2022	04/08/2022	22000570	51.04	JOHNSTONE SUPPLY	PRESS
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/28/2022	04/08/2022	22000570	144.66	JOHNSTONE SUPPLY	SHEETMETAL
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/28/2022	04/08/2022	22000570	57.30	JOHNSTONE SUPPLY	PRESS REDUCER
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/28/2022	04/08/2022	22000570	585.78	JOHNSTONE SUPPLY	PIPE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/28/2022	04/08/2022	22000570	31.61	JOHNSTONE SUPPLY	DRAIN TUBE
52212	05.00.70.02.7110.000.020.00.53000	52212	2022	03/28/2022	04/08/2022	22000570	37.76	JOHNSTONE SUPPLY	TAPE DUCT CLOTH
52212	05.00.70.02.7110.000.020.00.530								

52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	05/09/2022	05/20/2022	67.95	MID-COUNTY ELECTRIC SALES	SPRING NUTS-BLANK COVER-STRAP-
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	04/19/2022	04/29/2022	99.66	MID-COUNTY ELECTRIC SALES	CONN-INLINE POLARIS TAP-BUSH L
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	03/29/2022	04/08/2022	22.95	MID-COUNTY ELECTRIC SALES	STEEL STRAP-POLARIS TAP
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	03/29/2022	04/08/2022	59.70	MID-COUNTY ELECTRIC SALES	SCREW COVER
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	07/05/2022	07/15/2022	22000859	50,000.00	MILBURN SALES CO INC.
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	09/26/2022	10/07/2022		50.68	N & S PLUMBING SUPPLIES
52212	05.00.70.02.7110.000.020.00.53000 .52212	2023	10/17/2023	10/27/2023	22002248	1,573.17	NET WORLD SPORTS LTD
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	09/16/2022	09/30/2022	22000498	1,358.51	NEW YORK REPLACEMENT PARTS
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	06/07/2022	06/16/2022	22000498	305.60	NEW YORK REPLACEMENT PARTS
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	06/07/2022	06/16/2022	22000498	3,611.31	NEW YORK REPLACEMENT PARTS
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	04/05/2022	04/15/2022	22000498	121.21	NEW YORK REPLACEMENT PARTS
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	03/11/2022	03/22/2022	22000498	6,164.55	NEW YORK REPLACEMENT PARTS
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	02/18/2022	03/04/2022	22000498	2,328.39	NEW YORK REPLACEMENT PARTS
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	12/21/2022	12/29/2022	22002457	400.00	NEXGEN MACHINING LLC
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	04/05/2022	04/15/2022	22000448	3,100.00	NICHE ANALYSIS INC
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	11/18/2022	12/02/2022	22001537	1,400.00	ONE TIME CARPENTRY
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	10/25/2022	11/04/2022	22001537	3,670.00	ONE TIME CARPENTRY
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	08/26/2022	09/08/2022	22001537	640.00	ONE TIME CARPENTRY
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	08/18/2022	09/01/2022	22000675	838.00	PUTNAM MOBILE MIX
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	05/31/2022	06/10/2022	22000675	646.75	PUTNAM MOBILE MIX
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	04/19/2022	04/29/2022	22000675	910.00	PUTNAM MOBILE MIX
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	03/28/2022	04/08/2022	22000675	684.00	PUTNAM MOBILE MIX
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	03/28/2022	04/08/2022	22000675	1,023.50	PUTNAM MOBILE MIX
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	07/26/2022	08/04/2022	22001325	9,775.00	RVP FLOORING SYSTEMS, INC.
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	05/24/2022	06/03/2022	22001003	1,600.00	RVP FLOORING SYSTEMS, INC.
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	07/26/2022	08/09/2022		166.70	THE WEBSTAIRANT STORE, INC
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	06/14/2022	07/13/2022		53.00	THE WEBSTAIRANT STORE, INC
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	06/06/2022	06/30/2022		108.49	THE WEBSTAIRANT STORE, INC
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	12/31/2022	01/25/2023		32.99	TRACTOR SUPPLY CREDIT PLAN
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	12/31/2022	01/25/2023		79.80	TRACTOR SUPPLY CREDIT PLAN
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	11/15/2022	11/22/2022	22002533	498.75	TRACTOR SUPPLY CREDIT PLAN
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	06/06/2022	06/30/2022	22001308	1,862.08	ULINE
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	10/24/2022	11/04/2022		33.63	UNITED PARCEL SERVICE
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	05/31/2022	06/10/2022	22000499	538.91	UNITED RENTALS
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	05/31/2022	06/10/2022	22000571	1,381.90	UNITED RENTALS
52212	05.00.70.02.7110.000.020.00.53000 .52212	2022	11/07/2022	11/18/2022	22002336	8,200.00	WBE FENCE COMPANY INC

363,120.83

PUTNAM COUNTY LEGISLATURE

Resolution #37

Introduced by Legislator: Joseph Castellno on behalf of the Audit & Administration Committee at a Regular Meeting held on February 1, 2022.

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**APPROVAL/ BUDGETARY AMENDMENT (22A008)/ COMMISSIONER OF FINANCE/ HIGHWAYS & FACILITIES/ CAPITAL IMPROVEMENTS/ PUTNAM COUNTY GOLF COURSE/ MACGREGOR GRILLE**

**WHEREAS, the Deputy Commissioner of Highways & Facilities has informed the Putnam County Legislature of several Capital Improvement Projects needed at the Putnam Golf Course; and**

**WHEREAS, there was the potential for these projects, and several other Capital betterments throughout the County, to be funded through the American Rescue Plan Act (ARPA) and therefore a funding request approved during the budget process was put on hold; and**

**WHEREAS, some limited demolition and structural assessment commenced to investigate the extent that water damage, discovered during the Article 9 project, may have migrated; and**

**WHEREAS, during the demolition, a significant amount of unanticipated asbestos was found; and**

**WHEREAS, the Commissioner of Finance has requested a budgetary amendment (22A008) to mitigate water damage, complete structural assessment, perform the asbestos abatement and carry out the Capital Improvements to the MacGregor Grille, which will remain closed until the abatement and renovations are completed; 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:**

**Increase Estimated Appropriations:**

57110000 53000 52212                      ARPA Project #1 – PCGC                      400,000

**Increase Estimated Revenues:**

57110000 449898 52212                      Fed Aid – ARPA Project #1 – PCGC                      400,000

2022 Fiscal Impact – 0 –

2023 Fiscal Impact – 0 –

**BY ROLL CALL VOTE: SIX AYES. TWO NAYS – LEGISLATORS GOULDMAN & MONTGOMERY. LEGISLATOR SAYEGH WAS ABSENT. MOTION CARRIES.**

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 February 1, 2022.

Dated: February 3, 2022

Signed: *Diane Schonfeld*

Diane Schonfeld

Clerk of the Legislature of Putnam County

MICHAEL LEWIS  
Commissioner Of Finance



cc: all  
AVA  
#5j  
K200

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

November 13, 2024

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

2024 NOV 19 PM 12:56  
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 \$ 8,256.31

**Increase Expenses:**

10511000 54410 DPW Rd/Bridges – Supplies & Materials \$ 3,200.35  
10511000 54647 DPW Rd/Bridges – Sub-Contractors 5,055.96  
\$ 8,256.31

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

The PC DPW has been compensated for guardrail damages resulting from an accident. 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

24A117

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

Travelers – Check 883H 33728447 - \$8,256.31

**PG DPW INSURANCE CLAIM RECEIPT 2024**

NAME OF ROAD	Description	TOTAL PAYMENT TO BE RECEIVED			ACCOUNT
CHURCH RD & KRAMERS POND	REIMBURSEMENT FOR GLIDERAIL REPAIR				
BL-2024-20000	INCREASE EXPENSES:		LABOR	\$4,705.56	5110 54647
			MATERIALS	\$3,200.95	5110 54410
			ADMIN	\$350.00	5110 54647
	INSURANCE DID NOT PAY THE \$350.00 ADMIN FEE/REDUCED LABOR FEE TO ADJUST TO CHECK AMOUNT.				
				\$8,256.51	

TRANSMITTAL DATE

11/13/24

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

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

**CONRAD J. PASQUALE**  
*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:** November 5, 2024  
**RE:** Property Damage Reimbursement

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

Enclosed please find Travelers check \_\_\_\_\_ dated 11/01/2024, in the amount of \$8256.31 made payable to Putnam County representing payment for the property damage claim below:

Claim Number	Date of Accident	Reimbursement	Ins. Co
	10/11/2024	\$8256.31	Travelers

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

THE TRAVELERS - TRAVELERS - NASHVIL  
TRAVELERS - NASHVILLE CLAIM  
P.O. BOX 650293  
DALLAS TX 75265-0293

883H

SA04278



DATE: 11/01/24  
LOSS DATE: 10/11/24  
FILE NUMBER: 263 PP I7W2222 J

PUTNAM CTY/RISK DEPT/M.BRUNO  
48 GLENEIDA AVE  
CARMEL NY 10512

CLAIMANT:  
/PUTMAN COUNTY HIGHWAY DEPT

TRAVELERS PERSONAL INSURANCE COMPANY

**EXPLANATION OF PAYMENT**

Property Damage Liability - Insurers Interest \$8256.31  
TOTAL PAID \$8256.31

ACCIDENT REPORT:#2024-20000/INVOICE:0005  
SUBROGATION PAYMENT FULL & FINAL

FOR ADDITIONAL INFORMATION, CONTACT: SHIRLEY PAGE AT (615)660-6514

306004298  
DETACH CHECK

UNSUMM -11131  
OVNPUN32-12128  
DETACH CHECK



# Putnam County

842 Fair St  
10512  
8458786331  
brian.whitten@putnamcountyny.gov

INVOICE  
INV0005

DATE  
Oct 31, 2024

DUE  
On Receipt

BALANCE DUE  
USD \$8,606.31

**BILL TO**

Accident Report #2024-20000  
Church Rd & Kramers Pond Putnam Valley

DESCRIPTION	RATE	QTY	AMOUNT
(1) Post Pounder W/2 Operators	\$422.66	6 Hours	\$2,535.96
(1) Pickup Truck & Trailer	\$40.00	6 Hours	\$240.00
(1) Mechanics Truck	\$30.00	6 Hours	\$180.00
(2) Flaggers & Equipment for Traffic Control	\$350.00	6 Hours	\$2,100.00
Post	\$87.40	6 Each	\$524.40
Box Beam Rail	\$687.60	2 Each	\$1,375.20
Sign post and hardware	\$110.75	1 Each	\$110.75
Green & White sign	\$95.00	2 Each	\$190.00
Concrete Repairs	\$250.00	4 Hours	\$1,000.00

*5,055.91*

*\$ 3,200.35*

Administrative Fee

\$350.00 1 Each

~~\$350.00~~  
350<sup>00</sup>

TOTAL

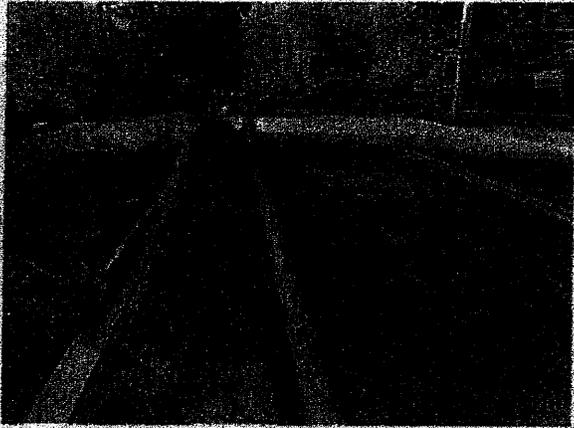
\$8,606.31

BALANCE DUE

USD \$8,606.31

< 350<sup>00</sup> >

\$ 8,256.31 ✓



Labour + Equip - 5055.96

Supplies - 3200.35

Admin

350

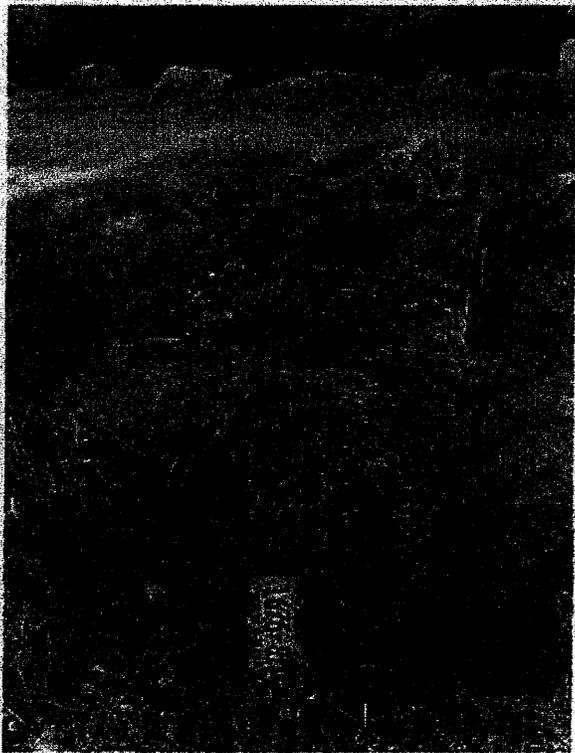
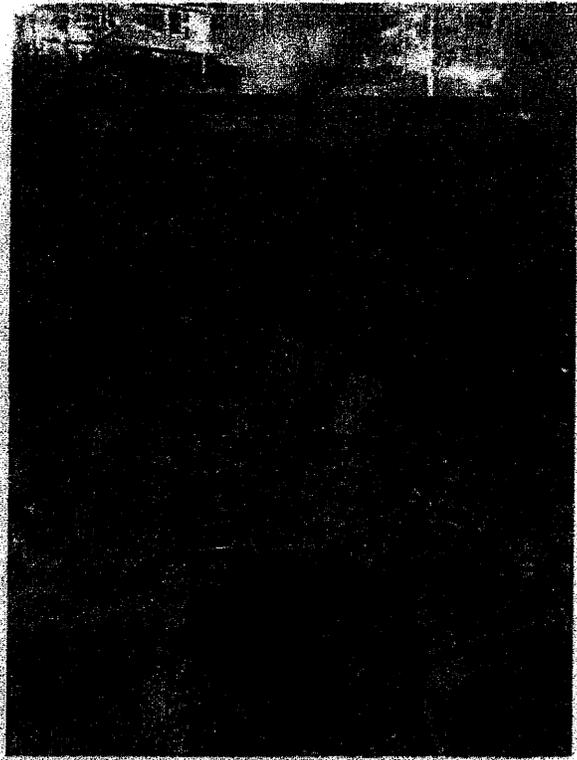
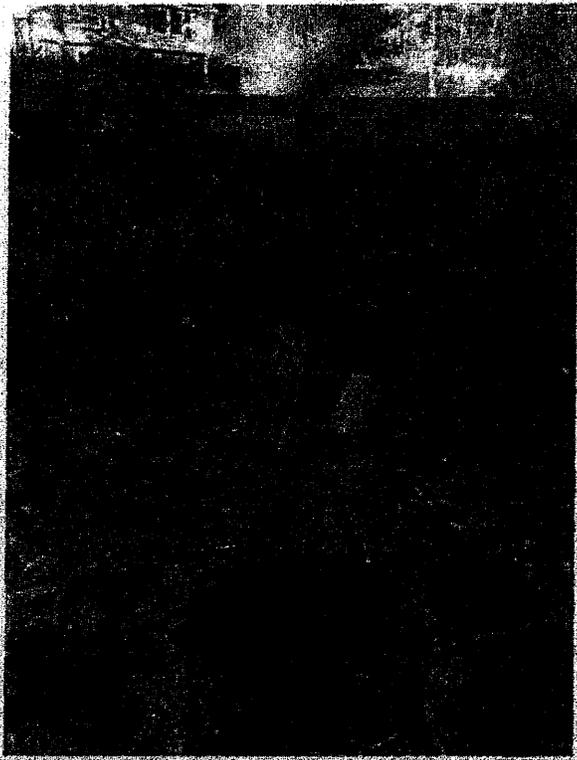
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\$ 8,606.31

< 350 >

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\$ 8,256.31 ✓



cc:all  
A+1A

Re 00

#5K

# MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: Michael J. Lewis., Commissioner of Finance

Re: Budgetary Amedment - 24A118

Date: November 18, 2024

2024 NOV 18 PM 4: 27  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

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

**Increase estimated appropriations:**

10085000 54646	Contracts	450,000
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**Increase estimated revenues:**

10131000 424011	Interest and Earnings	450,000
-----------------	-----------------------	---------

Fiscal Impact - 2024 - 0  
 Fiscal Impact - 2025 - 0

This Resolution is necessary to adjust the 2024 budget to provide for contractual payments to golf course properties.

The \$450,000 is required to provide for operational funding through the end of the year based on the increased activity at the Golf Course in 2024.

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne  
 County Executive

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

cc: all  
Audit  
Reso #52

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: **Budgetary Amendment – 24A119**  
DATE: November 20, 2024

2024 NOV 20 PM 1:35  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

<b><u>Capital Fund:</u></b>			
<b><u>Increase Appropriations:</u></b>			
53097000 53000 52416	Capital - (ARPA) Axon Officer Safety Tech Project		\$ 800,000
<b><u>Increase Estimated Revenues:</u></b>			
53097000 428651 52416	Transfer in - Debt Service Fund		\$ 800,000
<b><u>Decrease Appropriations:</u></b>			
53097000 53000 52223	Capital - (ARPA) PCSO School Safety		\$ 800,000
<b><u>Decrease Estimated Revenues:</u></b>			
53097000 428601 52223	Transfer in - General		\$ 800,000
<b><u>Debt Service Fund:</u></b>			
<b><u>Increase Appropriations:</u></b>			
V9710000 59020 52416	Transfer Out - Capital (ARPA )		\$ 800,000
<b><u>Increase Estimated Revenues:</u></b>			
V9710000 449898 52416	Federal Aid - ARPA CFDA 21.027		\$ 800,000

**General Fund:**

**Decrease Appropriations:**

10990100 59020 52223	Transfer Out - Capital (ARPA) PCSO School Safety	\$	800,000
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**Decrease Estimated Revenues:**

10131000 449898 52223	Federal Aid - ARPA CFDA 21.027	\$	800,000
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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, the Administration has proposed that \$800,000 be reallocated to the AXON Officer Safety Technology Project. Please refer to the attached memorandum and the attached letter from the ARPA consultant which was deemed as a 6.1 Provision of Government Services project. 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 \$800,000 towards this project is the best way to use the ARPA funds.



October 30, 2024

Michael Lewis  
Commissioner of Finance  
40 Gleneida Avenue  
Putnam County  
Carmel, NY 10512

Dear Mr. Lewis

Following our recent discussion and subsequent review of AXON transition project, we have assessed that the project is deemed eligible under the Coronavirus State & Local Fiscal Recovery Funds (SLFRF) issued by the U.S. Department of the Treasury.

The SLFRF, a component of the American Rescue Plan Act, provides \$350 billion to state, local, and Tribal governments nationwide to facilitate response and recovery efforts in the wake of the COVID-19 public health emergency. This funding is intended to enable governments to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue,
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

The program has seven allowable categories:

- Replacing Lost Public Sector Revenue
- Public Health and Economic Impacts
- Premium Pay
- Water, Sewer & Broadband Infrastructure
- Emergency relief from natural disasters
- Support surface transportation projects
- Support Title I projects



After a comprehensive review, we recommend that the Putnam County Sheriff's Office AXON transition project be considered under EC 6.1 (Provision of Government Services), given its focus on modernizing law enforcement resources and enhancing officer and public safety.

AXON's Officer Safety 10 (OSP 10) package offers a comprehensive suite of tools and AI software designed to improve police operations, including body-worn cameras, advanced TASER devices, and case management capabilities. This project supports both public safety and recovery objectives as specified under ARPA.

We have summarized the compliance requirements below:

The U.S. Department of Treasury's FAQ's state the following:

Recipients have broad flexibility under the revenue loss eligible use category to provide government services, which generally include any service traditionally provided by a government. These services may include but are not limited to maintenance of infrastructure or pay-go spending for building of new infrastructure, including roads. Construction of schools and hospitals, road building and maintenance, other infrastructure and health services and general government administration, staff and administrative facilities are all allowable under this category.

**Subrecipient Monitoring.** SLFRF recipients that are pass-through entities as described under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with the requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

Accordingly, your organization should develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients' compliance obligations.

We do believe this project is eligible under the Provision of Government Services.

We appreciate the opportunity to be of service to you. If you have any questions, please let us know.

Very truly yours,

*Elizabeth Ballotte*

Elizabeth G. Ballotte  
Partner

MICHAEL J. LEWIS  
Commissioner of Finance



cc: All  
Audit

Reso

#5m

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 – 24A120**  
DATE: November 20, 2024

2024 NOV 20 PM 2:21  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

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

<u>Capital Fund:</u>		
<b><u>Increase Appropriations:</u></b>		
57997000 53000 52421	Capital - (ARPA) Youth Bureau Reallocation	\$ 200,000
<b><u>Increase Estimated Revenues:</u></b>		
57997000 428601 52421	Transfer in - General	\$ 200,000
<b><u>Decrease Appropriations:</u></b>		
53097000 53000 52223	Capital - (ARPA) PCSO School Safety	\$ 200,000
<b><u>Decrease Estimated Revenues:</u></b>		
53097000 428601 52223	Transfer in - General	\$ 200,000
<b><u>General Fund:</u></b>		
<b><u>Increase Appropriations:</u></b>		
10990100 59020 52421	Transfer Out - Capital (ARPA) Youth Bureau Reallocation	\$ 200,000
<b><u>Increase Estimated Revenues:</u></b>		
10131000 449898 52421	Federal Aid - ARPA CFDA 21.027	\$ 200,000
<b><u>Decrease Appropriations:</u></b>		
10990100 59020 52223	Transfer Out - Capital (ARPA) PCSO School Safety	\$ 200,000
<b><u>Decrease Estimated Revenues:</u></b>		
10131000 449898 52223	Federal Aid - ARPA CFDA 21.027	\$ 200,000
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, the Administration has proposed that \$200,000 be reallocated to the County Youth Bureau reallocation project. This project was presented as part of the 2025 Capital Plan (#2025-011). This project involves the renovation of Building 7 at the Tilly Foster Farm and subsequent reallocation of the Putnam County Youth Bureau from the Donald B. Smith Campus to the Farm. This would in addition enhance the services the Youth Bureau currently provides. Please refer to the attached letter from the ARPA consultant. 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 \$200,000 towards this project is the best way to use the ARPA funds.



October 28, 2024

Michael Lewis  
Commissioner of Finance  
40 Gleneida Avenue  
Putnam County  
Carmel, NY 10512

Dear Mr. Lewis

Following our recent discussion and subsequent review of the County Youth Bureau relocation projects, we have assessed that the project is deemed eligible under the Coronavirus State & Local Fiscal Recovery Funds (SLFRF) issued by the U.S. Department of the Treasury. This project aligns with the objectives of the American Rescue Plan, specifically by enhancing essential community services and strengthening public health support systems for disproportionately impacted populations.

The SLFRF, a component of the American Rescue Plan Act, provides \$350 billion to state, local, and Tribal governments nationwide to facilitate response and recovery efforts in the wake of the COVID-19 public health emergency. This funding is intended to enable governments to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue,
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

The program has seven allowable categories:

- Replacing Lost Public Sector Revenue
- Public Health and Economic Impacts
- Premium Pay
- Water, Sewer & Broadband Infrastructure
- Emergency relief from natural disasters
- Support surface transportation projects
- Support Title I projects



After a comprehensive review, we recommend that the County Youth Bureau relocation projects be considered under EC 2.34 (Services to Disproportionately Impacted Communities) and EC 3.9 (Public Health and Economic Recovery), given their focus on expanding equitable access to essential community services.

Renovation for County Youth Bureau Use: The proposed renovations will strengthen the County Youth Bureau's infrastructure, enabling it to serve as an enhanced community resource and meet the increased demand for services resulting from the pandemic. This project supports both public health and economic recovery objectives as specified under ARPA.

#### Compliance and Monitoring Requirements

As outlined in the U.S. Department of the Treasury's Final Rule, recipients of SLFRF funds must adhere to strict compliance and monitoring standards, especially in cases where subrecipients are involved. The Treasury's guidance stipulates eligible uses for public health and recovery funding, including:

- Enhanced behavioral health services, particularly for at-risk youth.
- Expansion of critical community services to address pandemic-related impacts.
- Equitable access to programs that mitigate disparities in public health and economic outcomes.

**Subrecipient Monitoring.** SLFRF recipients that are pass-through entities as described under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with the requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

Accordingly, your organization should develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients' compliance obligations.

We are confident that these projects align with ARPA's focus on fostering strong, resilient, and healthy communities and recommend their classification under the relevant expenditure categories as indicated.

We appreciate the opportunity to be of service to you. If you have any questions, please let us know.

Very truly yours,

*Elizabeth Ballotte*

Elizabeth G. Ballotte  
Partner



# Capital Request # 2025-011

REQUEST INFORMATION:

DEPARTMENT: Public Works

REQUESTER: Thomas Feighery, Commissioner

STATUS: \_\_\_\_\_

## Description of Project or Purchase: Youth Bureau Relocation



This project involves the renovation of Building 7 at the Tilly Foster Farm and the subsequent relocation of the Putnam County Youth Bureau from the Donald B Smith Campus to the Farm. This new location would provide additional and advantageous resources and opportunities that are not available at their current offices at the Donald B Smith Campus.

### Description of program impacted by capital request:

Relocating the Youth Bureau to the Tilly Foster Farm would enhance the services the Youth Bureau currently provides.

Capital Request: Financial Summary/Information	
FUNDING SOURCE	2025
Capital Request	\$125,000.00
<b>COUNTY FUNDING REQUESTED</b>	<b>\$125,000.00</b>



Quote Number: manual

13-Nov-24

Quotes valid 60 days from above date

**Dealer** Lindsay Kintner  
Tadiran Telecom  
2030 Powers Ferry Rd SE  
Suite 204  
Atlanta, GA

**Customer:** Putnam County  
Office of Information Technology  
110 Old Route 6  
Carmel, NY 10512

Please have any configuration checked manually by a Tadiran RSM or RSE as Tadiran will not be held responsible for any errors or omissions in this version of the configurator.

Qty.	Mnemonic	Description	Part Number	GSA Price/Unit
<b>Site: main</b>				
2	CP920	CP920, 1 VoIP account, Non-Tadiran license required	77440117200	\$595.56

**Aeonix Licenses**

Total Price including

Support Summary	PartNumber	Dealer Price
One Year	77000401000	#REF!
Three Year	77000401200	#REF!
Five Year	77000402800	#REF!

*Ellen Hurley*

24T436

Support or Warranty List Price/Unit	Discount	Extended GSA Equipment Price	Extended GSA Warranty or Support Price
\$0.00	0.00%	\$1,191.12	\$0.00
Shipping		\$15.00	
Subtotals		\$1,206.12	\$0.00
Warranty and Maintenance		\$1,206.12	

24T436

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Phys  
A+A*

*3030  
#7*

**TO: Commissioner of Finance**  
**FROM: THOMAS FEIGHERY, COMMISSIONER OF DPW**  
**DEPT: DPW**  
**DATE: October 24, 2024**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10513000 51000-10104	10513000 51093	\$4,900.00	TO PROPERLY ALLOCATE AND COVER ROAD MACHINERY OVERTIME THRU END OF YEAR
PERSONNEL	OVERTIME		

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2024 Fiscal Impact \$\_0\_  
2025 Fiscal Impact \$\_0\_

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2024 OCT 25 AM 10:52

\_\_\_\_\_  
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

COUNTY OF PUTNAM  
FUND TRANSFER REQUEST  
2024

cc:all  
Health-FY1  
A+A - sign  
5197  
#8

**TO:** Commissioner of Finance  
**FROM:** Kristen Wunner  
**DEPT:** Department of Mental Health & Social Services  
**DATE:** October 24, 2024

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10116000.51094 SS WMS - Temp	10198900.54670 Office For Disabled Non-Employee Travel	\$500.00	Reappropriate funds for authorized client transport

**TOTAL: \$500.00**

LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

2024 OCT 31 PM 3:43

SIGNATURES NOT NEEDED - THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

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

Kristen Wunner 10/25/24  
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



24T373



Outlook

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**Service request authorization L.DeVito**

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From Dana Touponse <Dana.Touponse@putnamcountyny.gov>

Date: Mon 9/16/2024 1:39 PM

To: Info@carmeltaxi.net <Info@carmeltaxi.net>; carmeltaxi@yahoo.com <carmeltaxi@yahoo.com>

Good afternoon,

I am writing to authorize transportation for Louis DeVito (phone- 845-200-7463) on behalf of Putnam County MH:

Pick up address: Private residence- 1736 Route 6, Carmel, NY 10512

Destination: Mahopac Justice Court- 60 McAlpin Avenue, Mahopac, NY 10512

Pick up time: 4:30 pm

Return time: Will call

Please let me know if any additional information is needed.

Thank you,

Dana Touponse



**Dana Touponse**

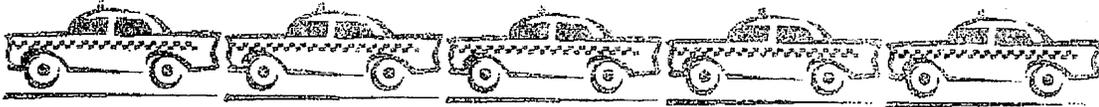
Coordinator - Office for individuals with Disabilities • Putnam County Mental Health

PHONE | 845.608.1641 ext. 44019 • WEBSITE | [PUTNAMCOUNTYNY.COM](http://PUTNAMCOUNTYNY.COM)

PUTNAM COUNTY GOVERNMENT NEW YORK

"Empowering Putnam County through dedicated service."

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PUTNAM COUNTY DEPARTMENT OF SOCIAL SERVICES  
SERVICES REQUEST FOR TRANSPORTATION

(This form is to be used only for trip(s) requested within one calendar week. A separate form must be completed for each week in which trip(s) are requested.)

DATE(S) OF TRIP: 8/20/2024

PICK UP TIME(S): 4:00 PM

PICK UP ADDRESS: 1736 Rt 6, Apt 3C Carmel NY 10512

DESTINATION(S): Town of Carmel Justice Court  
60 McAipin Ave, Mahopac, NY 10541

RETURN TIME(S): will call for return trip

TAXI COMPANY: Carmel Taxi

F: 845-592-0611

ROUND TRIP

OR

ONE WAY

CLIENT'S NAME: Louis Divito

CIN: APS

CLIENT'S PHONE #: 845-200-7463

CLIENT'S CASE NUMBER:

COMMENTS: APS

CASEWORKER'S SIGNATURE: P. Follett



**EMPLOYEE TRANSPORTATION PROVIDED TO:**  
 PUTNAM COUNTY D.S.S.  
 110 OLD RTE 6  
 SUITE#2  
 CARMEL, NY 10512  
**CONTACT:** Tome Diana (DFA)  
 DIANA.TOME@DFA.STATE.NY.US  
**Date:** 10/15/24

**INVOICE:** 10-13-2024 **BY:**  
 MANNY'S TAXI & LIMOUSINE CO-24HRS LLC  
 167B Main Street  
 BREWSTER, NY 10509  
**CONTACT:** Byron Illescas (OWNER)  
**Phone:** (845) 279-1398  
**Cell:** (845) 803-5523  
 MANNYSTLC@GMAIL.COM

Date	From	To	Fare
10/13/24	<sup>ACME</sup> 3071 E Main Street Mohegan Lake NY 10547	54 Reichert Street Lake Peekskill, NY 10537	\$ 120.00
10/14/24	54 Reichert Street Lake Peekskill, NY 10537	<sup>Kohls</sup> 3008 E Main Street Mohegan Lake NY 10547	\$ 120.00
	<sup>ACME</sup> 3071 E Main Street Mohegan Lake NY 10547	54 Reichert Street Lake Peekskill, NY 10537	\$ 120.00
<b>TOTAL</b>			<b>\$ 360.00</b>

Please make checks payable to: Manny's Taxi  
 167-B Main St.  
 Brewster NY 10509

**PAYMENT DUE UPON RECEIPT.**



PUTNAM COUNTY DEPARTMENT OF SOCIAL SERVICES  
**SERVICES REQUEST FOR TRANSPORTATION**

(This form is to be used only for trip(s) requested within one calendar week. A separate form must be completed for each week in which trip(s) are requested.)

**DATE(S) OF TRIP:** 10/12/24, 10/13/24 and 10/14/24

**PICK UP TIME(S):** 10/12- 5:30 pm  
10/13- 5:30 pm  
10/14- 8:15 am and 5:30 pm

**PICK UP ADDRESS:** 10/12- Acme- (Bus stop) 3071 E. Main St., Mohegan Lake to (home) 54 Reichert St. Lake Peekskill  
10/13- Acme- (Bus stop) 3071 E. Main St., Mohegan Lake to (home) 54 Reichert St. Lake Peekskill  
10/14- 8:15 am pickup at 54 Reichert St. Lake Peekskill (home) to Kohl's (bus stop) 3008 E. Main St., Cortlandt Manor  
5:30 pm pick-up (Bus stop) 3071 E. Main St., Mohegan Lake to (home) 54 Reichert St. Lake Peekskill

**DESTINATION(S):** 10/12- Acme bus stop to home  
10/13- Acme bus stop to home  
10/14- Home to Kohl's bus stop to home, Acme bus stop to home

**RETURN TIME(S):** see above

**TAXI COMPANY:** Manny's Taxi  
(845) 279-1398

**ROUND TRIP**   
**OR**  
**ONE WAY**

**Client:** Nary Lopuzzo

**CLIENT'S PHONE**  
845-661-0663

**CLIENT'S CASE NUMBER:**

**COMMENTS:** Transportation assistance from work on 10/12 and 10/13/24. Transportation to and from work on 10/14/24

**CASEWORKER'S SIGNATURE:**

Office for individuals  
with disabilities

Thank you!

**Ascone, Diana M (DFA)**

---

**From:** Tome, Diana (DFA)  
**Sent:** Tuesday, October 15, 2024 11:54 AM  
**To:** Ascone, Diana M (DFA)  
**Subject:** FW: Invoice#1013  
**Attachments:** 77nlu-9yey1.pdf

Hi Diana,

I just got this invoice from Manny's Taxi. I did not approve or schedule any taxis for any of these days. I emailed him back and asked for clarification.



**Diana Tomé**

Senior CPS Caseworker • Child Protective Services Unit  
**PHONE | 845.808.1500 ext. 45274 • FAX | 845.808.1927 • WEBSITE |**  
**PUTNAMCOUNTYNY.COM**  
PUTNAM COUNTY GOVERNMENT NEW YORK

---

**From:** Manny's Taxi <mannystlc@gmail.com>  
**Sent:** Tuesday, October 15, 2024 11:39 AM  
**To:** Tome, Diana (DFA) <Diana.Tome@dfa.state.ny.us>  
**Subject:** invoice#1013

*ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.*

Good morning Diana,

Here is last week's invoice.

Thank you,

Byron  
Manny's Taxi & Limousine Co-24hrs Llc



**Jennifer Siclari**

Case Supervisor, Child Welfare • Putnam County Department of Social Services

PHONE | 845.808.1500, ext. 45273 • FAX/ALT | 845.214-1315 • WEBSITE |

[PUTNAMCOUNTYNY.COM](http://PUTNAMCOUNTYNY.COM)

PUTNAM COUNTY GOVERNMENT NEW YORK

*"Be Still and Know That I am God"*

---

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST  
2024**

*cc: all  
Health - FYI Sign  
A-A - sign  
#9*

**TO: Commissioner of Finance**  
**FROM: Kristen Wunner**  
**DEPT: Department of Mental Health & Social Services**  
**DATE: October 24, 2024**

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

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
<u>ACCOUNT#/NAME</u> 10106000.51094 SS Ed & Trning - Temp	<u>ACCOUNT #/NAME</u> 10102000.54329 Promotions	\$2,000.00	Reallocate funds to purchase Foster Care Recruitment Give-a-ways

**TOTAL: \$2,000.00**

2024 OCT 31 PM 3:42  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

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

K. Wunner 10/25/24  
 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

*04T374*

# POSITIVE PROMOTIONS, INC.

15 GILPIN AVENUE • HAUPPAUGE, NY 11788 • 1-877-258-1225 • FAX: 1-877-258-1226

9/16/24

## Quotation

Quote #: 00362832

Customer #: 00376392-04 Key Code: In-Hand Date: 10/03/24

Bill to:

Ship to:

PUTNAM COUNTY DEPARTMENT OF SO  
110 OLD ROUTE 6 STE 2  
CARMEL NY 10512-2119  
DEVON.SUDLOW@DFA.STATE.NY.US

PUTNAM COUNTY DEPARTMENT OF SO  
110 OLD ROUTE 6 STE 2  
CARMEL NY 10512-2119  
Attn: DEVON SUDLOW

### --Summary--

Ordered By: DEVON SUDLOW  
Purchase Order Number: GINNYA  
Phone Number: 845-808-1500  
Fax Number:

Item Number	Description	Quantity Sold	Qty Free	Unit Price	Total Price
OSV8516	POP STRESS RELIEVER KEYCHAIN	150		2.1900	328.50
SU	SET-UP CHARGE	1		50.0000	50.00
OSB1843	RUBBER TAPE MEASURE KEYCHAIN	250		1.8400	460.00
SU	SET-UP CHARGE	1		55.0000	55.00
OSB2503	NON-WOVEN REUSABLE GUSSET BAG	200		1.7200	344.00
SU	SET-UP CHARGE	1		60.0000	60.00
OSV4416	SLEEK WRITE HIGHLIGHTER PEN	250		.7000	175.00
SU	SET-UP CHARGE	1		50.0000	50.00

Due to price increases in global supply chain, quotes are subject to change

Shipping & Handling: 150.36  
Total Amount: \$1,672.86

Ginny Azzato

Fax.: 877-258-1226 Phone.: 877-258-1225 x4052

gazzato@positivepromotions.com

# Original Will Not Print

The small thin line details & text in the logo  
will not print clearly and will fill in



# Suggested



Imprint Size: 1.25" X 0.625"

Artist Name: SB

Adjusted Art: \_\_\_\_\_

## IMPORTANT:

Please read everything carefully. Be sure to verify for any spelling or graphical errors etc. Your signature indicates that you have checked and approved the art **AS IS**. By signing you release Positive from any liability.

### Positive Artwork

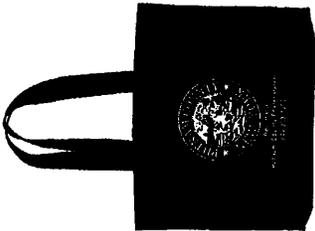
Order #            Req73134  
Item #             OSV4416  
Imprint Color    WHITE

Virtual Prototypes are meant to give you a visual reference only. They may not represent exact color, size, or layout of final product.

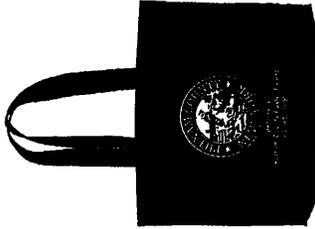
**NOTE:** Curved images may appear "jagged".  
For an accurate representation, please zoom in or print out the attached artwork. The characters "L", "I" and "1" may appear **BOLDED** when viewed on a computer screen.

**Original  
Will Not Print**

The small thin line details & text in the logo will not print clearly and will fill in.



**Suggested**



Item Color: Black  
Imprint Size: 12" X 8"

**Become a  
Putnam County Foster Parent  
(845)808-1500**

**Become a  
Putnam County Foster Parent  
(845)808-1500**

Artist Name:  
SB

Adjusted Art:

<b>Positive Artwork</b>	
Order #	Req73134
Item #	OSB2503
Imprint Color	WHITE

**This proof prints  
smaller than  
final imprint size!**

**IMPORTANT:**  
Please read everything carefully. Be sure to verify for any spelling or graphical errors etc. Your signature indicates that you have checked and approved the art AS IS. By signing you release Positive from any liability.

Virtual Prototypes are meant to give you a visual reference only. They may not represent exact color, size, or layout of final product.

**NOTE:** Curved images may appear "jagged".  
For an accurate representation, please zoom in or print out the attached artwork. The characters "L", "I" and "1" may appear BOLDDED when viewed on a computer screen.

# FULL COLOR



Item Color: Blue/ Black

## Original Will Not Print

The small thin line details & text in the logo will not print clearly and will fill in



## Suggested



Red line represents bleed line  
Dotted line represents the label / cut line  
Blue line represents print area

**Imprint Size: 0.6875" in Dia.**

Artist Name: SB

Adjusted Art: \_\_\_\_\_

### IMPORTANT:

*Please read everything carefully. Be sure to verify for any spelling or graphical errors etc. Your signature indicates that you have checked and approved the art **AS IS**. By signing you release Positive from any liability.*

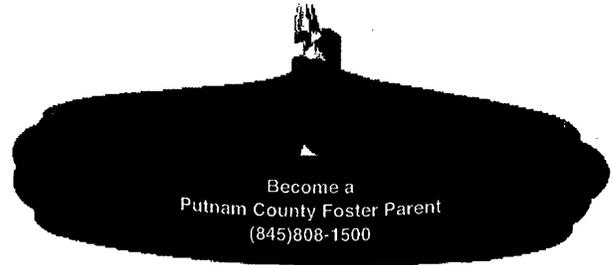
#### Positive Artwork

Order #	Req73134
Item #	OSB1843
Imprint Color	Full Color

Virtual Prototypes are meant to give you a visual reference only. They may not represent exact color, size, or layout of final product.

**NOTE:** Curved images may appear "jagged".  
For an accurate representation, please zoom in or print out the attached artwork. The characters "L", "I" and "1" may appear **BOLDED** when viewed on a computer screen.

Item Color: Black



## Original Will Not Print

The small thin line details & text in the logo will not print clearly and will fill in



## Suggested



Imprint Size: 1.5" X 0.375"

Artist Name: SB

Adjusted Art: \_\_\_\_\_

### IMPORTANT:

*Please read everything carefully. Be sure to verify for any spelling or graphical errors etc. Your signature indicates that you have checked and approved the art **AS IS**. By signing you release Positive from any liability.*

#### Positive Artwork

Order #                Req73134  
Item #                 OSV8516  
Imprint Color        WHITE

Virtual Prototypes are meant to give you a visual reference only. They may not represent exact color, size, or layout of final product.

**NOTE:** Curved Images may appear "jagged".  
For an accurate representation, please zoom in or print out the attached artwork. The characters "L", "I" and "1" may appear **BOLDED** when viewed on a computer screen.

**000COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Prof - FY1  
A+A - sign  
sign  
# 10*

**TO: Commissioner of Finance**

**FROM: Robert Tendy, DA**

**DEPT: District Attorney**

**DATE: October 29, 2024**

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

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10116500 54640 Education/Training	10168000 52130 Computer Equipment	\$9,000	To cover the cost of replacing old and out of date laptops to keep up with our discovery demands.
10116500 54675 Travel	10168000 52130 Computer Equipment	\$ 600	
10116500 54782 Software Accessories	10168000 52130 Computer Equipment	\$ 500	
10116500 54410 Supplies/Materials	10168000 52130 Computer Equipment	\$ 200	
10116500 54682 Special Services	10168000 52130 Computer Equipment	\$1,500	
10116500 54612 Stenographic Services	10168000 52130 Computer Equipment	\$3,200	
<b>Total</b>		<b>\$15,000.</b>	

**SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM**

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

*Robert V. Tendy*  
\_\_\_\_\_  
Department Head Signature/Designee      10/30/24  
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 NOV -4 PM 4:41  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

**24T385**



Out of DA's Budget.

**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

# 25693112.03  
PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING  
Date: 10/29/2024  
Valid Through: 11/28/2024  
Account #:

Customer Contact: AnnMarie Waiz  
Email: annmarie.waiz@putnamcountyny.g

Phone: (845) 808-4000 x41117  
Fax: (845) 225-1421

<b>QUOTE PROVIDED TO:</b> AB#: 11682344 PUTNAM COUNTY DISTRICT ATTORNEY 40 GLENEIDA AVE 2ND FL CARMEL, NY 10512 US (845) 225-0441	<b>SHIP TO:</b> AB#: 12606983 PUTNAM COUNTY OFFICE OF IT/GIS 110 OLD ROUTE 8 BLDG #3 CARMEL, NY 10512 US (845) 808-4000
---	--

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	48.00 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	8	41834333	CTO-LAT5450-U7-165U-14	CTO Latitude 5450 Intel Core i7 165U 14"	Dell Direct CTO/Systems	\$ 1,857.07	\$ 14,856.56
						<b>Subtotal</b>	\$ 14,856.56
						<b>Fee</b>	\$ 0.00
						<b>Shipping and Handling</b>	\$ 0.00
						<b>Tax</b>	Exempt
						<b>Total</b>	\$ 14,856.56

IT/GIS Dept. Reviewed  
 Approved  Not Approved  
*Glenn Dulio*



**Product Notes for Quote# 25093112.03**

<p>CTO Latitude 5450 Intel Core Ultra 7          165U 14" Notes Continued...</p>	<p>Dell Limited Hardware Warranty 997-8317          ProSupport 7x24 Technical Support 3 Years 997-9344          ProSupport Next Business Day Onsite 1 Year 997-6349          ProSupport Next Business Day Onsite 2 Year Extended 997-8354          System Box Asset Label without PO 365-1176          Partner Success Program Management 998-2512          Sales Restrictions (Full): Cannot be shipped outside the 50 United States and Canada.</p>
--	---

# 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:

[SIEROCS@connection.com](mailto:SIEROCS@connection.com)

QUESTIONS: Call 800-800-0019

FAX: 603.689.0374

24T385

cc: all Health A+A

Reso

#11

COUNTY OF PUTNAM

FUND TRANSFER REQUEST # 1520

TO: Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager
DEPT: Health
DATE: October 30, 2024

LEGISLATURE PUTNAM COUNTY CARMEL, NY

2024 NOV - 1 PM 12:33

I hereby request approval for the following transfer of funds:

Table with 3 columns: FROM ACCOUNT # / NAME, TO ACCOUNT # / NAME, AMOUNT. Rows include transfers for Early Int.-Care at Private Inst., Early Int.-Leased Transportation, and Preschool-Leased Transportation, totaling \$190,000.00.

PURPOSE

1. Center-Based Rate Changes

Rate increases effective 7/1/24, resulting in an additional \$1,800 - \$5,800 cost per child, depending on the number of services each child receives.

2. Summer Program

State increases 7/1/24: Summer program is expected to cost an additional \$349,000.00 than originally budgeted. Original budgeted: \$375,000 + \$349,000.00 = Actual projected to spend \$724,000.00.

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

24T387

cc - all Health AFA

Reed

COUNTY OF PUTNAM

FUND TRANSFER REQUEST # 1534

#12

TO: Commissioner of Finance
FROM: William A. Orr, Jr., Senior Fiscal Manager
DEPT: Health
DATE: October 30, 2024

2024 NOV - 1 PM 12:33
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

I hereby request approval for the following transfer of funds:

Table with 3 columns: FROM ACCOUNT # / NAME, TO ACCOUNT # / NAME, AMOUNT. Rows include Nursing-Temp, Nursing-Vacant Public Health Nurse Position #401011120, and a TOTAL row.

PURPOSE

To fund the Nursing Overtime line for the rest of 2024. Currently down three full-time positions in Nursing.

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

24T391

COUNTY OF PUTNAM

FUND TRANSFER REQUEST # 1575

CC: all Health- FYI  
AVA - sign  
#13  
sign

TO: Commissioner of Finance  
FROM: William A. Orr, Jr., Senior Fiscal Manager  
DEPT: Health  
DATE: October 31, 2024

2024 NOV - 1 PM 4: 27  
LEGISLATURE  
PUTNAM COUNTY  
CARNEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
12401000-51094 EHS-Temporary	12401000-51093 EHS-Overtime	\$5,600.00
12401000-54445 EHS-Lab Analysis	12401000-51093 EHS-Overtime	\$7,000.00
12401000-54445 EHS-Lab Analysis	12401000-58002 EHS-FICA	<u>\$540.00</u>
	TOTAL	\$13,140.00 ✓

PURPOSE

To fund Environmental Health Services Overtime through end of year for 2024.

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

24T396

2024

COUNTY OF PUTNAM

FUND TRANSFER REQUEST

cc: all Health - FY1  
AAA - sign  
sign  
#14

TO: Commissioner of Finance

FROM: Kristen Wunner

DEPT: Dept of Social Services

DATE: 10/31/2024

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# /NAME	AMOUNT	PURPOSE
10106000 51094 (Temporary)	10102000 51093 (Over Time)	\$6,000.00	to cover the expense specifically related to Foster Home recruitment activities
10116000-51094 (Temporary)	10102000-51093 (Over Time)	\$6,000.00	

2024 NOV - 1 PM 4:28  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

TOTAL: \$12,000.00

2024\_ Fiscal Impact \$ 0 0

2025\_ Fiscal Impact \$ 0 0

Kristen Wunner 10/31/24  
Department Head Signature/Designee Date

AUTHORIZATION: (Electronic Signature)

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



24T398

**Bowen, Andy (DFA)**

---

**From:** Wunner, Kristen (DFA)  
**Sent:** Thursday, October 31, 2024 12:35 PM  
**To:** Bowen, Andy (DFA)  
**Cc:** Servadio, Sara (DFA); McGuire, Nicolle (DFA)  
**Subject:** Services OT Budgetary Transfer

Hi Andy,

Can you please put together a budgetary transfer for \$12,000 into 10102000-51093 for the use of overtime specifically related to Foster Care recruitment and events? Encompassed within the \$16,000 originally budgeted in 2024 is services overtime in its entirety which is mainly unpredictable. Recently, there has been a need and push for recruitment of foster parents and have exceeded our overtime budget. After speaking with the Commissioner, Deputy Commissioner, and Director of Children & Family Services, this amount will suffice in coverage of these types of events in addition to emergencies and ad hoc events as they tend to increase during the holiday season.

Additional Foster Care events that have / are occurring this Fall are as follows:

- 10/18 Trunk or Treat
- 10/27 Harvest Festival at Sycamore Park
- 11/23 Movie Screening for adoption month awareness
- 11/30 Holiday in the Park
- December event TBD
- 7 MAP nightly classes for foster parents
- 2 support groups (October & December)

We would like to fund this as follows  
10106000-51094 \$6,000  
10116000-51094 \$6,000

Please let me know if you need any additional information.

Thank you,  
Kristen

24T398



**Kristen Wunner**

FISCAL MANAGER • Mental Health, Social Services & Youth Bureau  
PHONE | 845.808.1500, ext 45210 • WEBSITE | [PUTNAMCOUNTYNY.COM](http://PUTNAMCOUNTYNY.COM)  
PUTNAM COUNTY GOVERNMENT NEW YORK

24T398

COUNTY OF PUTNAM

cc: all Health - FY1  
ATA - sign  
sign  
#15

FUND TRANSFER REQUEST # 1663

TO: Commissioner of Finance  
FROM: William A. Orr, Jr., Senior Fiscal Manager  
DEPT: Health  
DATE: November 1, 2024

2024 NOV 12 AM 10:40  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT
11024000-54147 Rabies-Vet Services	11024000-54330 Rabies-Medical Supplies	\$2,000.00
11024000-54488 Rabies-Rabies (Co-Pay)	11024000-54330 Rabies-Medical Supplies	<u>\$1,700.00</u>
	TOTAL	\$3,700.00

PURPOSE

To purchase additional Rabies vaccines for pre- and post-exposure patients.

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



247399

MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
Pers  
AAA

#16  
K... ..

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 Transfer – 24T404**  
DATE: November 5, 2024

2024 NOV -5 AM 11:14  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Increase Appropriations:**

10010000 51000	Personnel Services	6,162
10010000 58002	Social Security	471
10315000 51000	Personnel Services	133,615
10315000 58002	Social Security	10,222
15311000 51000	Personnel Services	3,388
15311000 58002	Social Security	259
17311000 51000	Personnel Services	1,804
17311000 58002	Social Security	138
32311000 51000	Personnel Services	5,388
32311000 58002	Social Security	412
		<hr/>
		\$ 161,859

**Decrease Appropriations:**

10199000 54980	Contingency	161,859
----------------	-------------	---------

Fiscal Impact - 2024 - \$161,859

Fiscal Impact - 2025 - \$166,311

This budgetary is required to provide for the funding for the 2024 and 2025 salary and benefit costs pursuant to the ratified contract settlement between Putnam County and the Putnam County Sheriff's Employees Association, Inc. (PCSEA).

Org	Position Number	Group/BU	Position Number Description	2024 Adopted	2024 Revised w/ COLA 2.75%	51000	58002
15311000	311015108	PCSE	OFFICE ASSISTANT	58,870	60,489	1,619	124
15311000	311015109	PCSE	SR OFF ASST (SS)	64,334	66,103	1,769	135
17311000	311017121	PCSE	SR OFFICE ASST	65,610	67,414	1,804	138
32311000	311032105	PCSE	OFFICE ASSISTANT	67,584	69,443	1,859	142
32311000	311032107	PCSE	SR OFFICE ASST	68,009	69,879	1,870	143
32311000	311032116	PCSE	OFFICE ASSISTANT	60,321	61,980	1,659	127
10010000	315013101	PCSE	COOK (JAIL)	74,812	76,869	2,057	157
10010000	315013102	PCSE	COOK (JAIL)	74,344	76,388	2,044	156
10010000	315013103	PCSE	COOK (JAIL)	74,919	76,979	2,060	158
10315000	315010102	PCSE	SR OFFICE ASST	66,334	68,158	1,824	140
10315000	315010103	PCSE	CORRECTION OFFICER	64,756	66,537	1,781	136
10315000	315010104	PCSE	CORRECTION OFFICER	88,870	91,314	2,444	187
10315000	315010105	PCSE	CORRECTION OFFICER	89,430	91,889	2,459	188
10315000	315010107	PCSE	CORRECTION SERGEANT	108,958	111,954	2,996	229
10315000	315010108	PCSE	CORRECTION OFFICER	90,304	92,787	2,483	190
10315000	315010110	PCSE	CORRECTION OFFICER	91,155	93,662	2,507	192
10315000	315010111	PCSE	CORRECTION SERGEANT	107,784	110,748	2,964	227
10315000	315010112	PCSE	CORRECTION SERGEANT	109,584	112,598	3,014	231
10315000	315010113	PCSE	CORRECTION OFFICER	88,655	91,093	2,438	187
10315000	315010114	PCSE	CORRECTION OFFICER	90,805	93,302	2,497	191
10315000	315010115	PCSE	CORRECTION OFFICER	90,606	93,098	2,492	191
10315000	315010116	PCSE	CORRECTION OFFICER	87,930	90,348	2,418	185
10315000	315010117	PCSE	CORRECTION OFFICER	60,591	62,257	1,666	127
10315000	315010118	PCSE	CORRECTION OFFICER	90,155	92,634	2,479	190
10315000	315010119	PCSE	CORRECTION OFFICER	110,859	113,908	3,049	233
10315000	315010120	PCSE	CORRECTION OFFICER	87,930	90,348	2,418	185
10315000	315010121	PCSE	CORRECTION OFFICER	60,559	62,224	1,665	127
10315000	315010122	PCSE	CORRECTION OFFICER	91,051	93,555	2,504	192
10315000	315010123	PCSE	CORRECTION OFFICER	63,850	65,606	1,756	134
10315000	315010124	PCSE	CORRECTION OFFICER	61,366	63,054	1,688	129
10315000	315010125	PCSE	CORRECTION OFFICER	60,575	62,241	1,666	127
10315000	315010126	PCSE	CORRECTION OFFICER	61,799	63,498	1,699	130
10315000	315010127	PCSE	CORRECTION OFFICER	74,373	76,418	2,045	156

Org	Position Number	Group/BU	Position Number Description	2024 Adopted	2024 Revised w/ COLA 2.75%	51000	58002
10315000	315010128	PCSE	CORRECTION OFFICER	69,461	71,371	1,910	146
10315000	315010129	PCSE	SR OFFICE ASST	67,334	69,186	1,852	142
10315000	315010130	PCSE	CORRECTION OFFICER	71,734	73,707	1,973	151
10315000	315010131	PCSE	CORRECTION OFFICER	91,445	93,960	2,515	192
10315000	315010132	PCSE	CORRECTION OFFICER	88,268	90,695	2,427	186
10315000	315010133	PCSE	CORRECTION SERGEANT	108,584	111,570	2,986	228
10315000	315010134	PCSE	CORRECTION OFFICER	62,594	64,315	1,721	132
10315000	315010135	PCSE	CORRECTION OFFICER	90,430	92,917	2,487	190
10315000	315010136	PCSE	CORRECTION OFFICER	90,430	92,917	2,487	190
10315000	315010137	PCSE	CORRECTION OFFICER	63,245	64,984	1,739	133
10315000	315010138	PCSE	CORRECTION OFFICER	89,930	92,403	2,473	189
10315000	315010139	PCSE	CORRECTION OFFICER	88,655	91,093	2,438	187
10315000	315010140	PCSE	CORRECTION OFFICER	88,655	91,093	2,438	187
10315000	315010141	PCSE	CORRECTION OFFICER	68,015	69,885	1,870	143
10315000	315010142	PCSE	CORRECTION OFFICER	90,430	92,917	2,487	190
10315000	315010143	PCSE	CORRECTION OFFICER	70,177	72,107	1,930	148
10315000	315010144	PCSE	CORRECTION OFFICER	69,843	71,764	1,921	147
10315000	315010145	PCSE	CORRECTION OFFICER	64,199	65,964	1,765	135
10315000	315010146	PCSE	CORRECTION OFFICER	90,355	92,840	2,485	190
10315000	315010147	PCSE	CORRECTION OFFICER	87,930	90,348	2,418	185
10315000	315010149	PCSE	CORRECTION OFFICER	89,899	92,371	2,472	189
10315000	315010150	PCSE	CORRECTION OFFICER	71,305	73,266	1,961	150
10315000	315010151	PCSE	CORRECTION OFFICER	90,430	92,917	2,487	190
10315000	315010152	PCSE	CORRECTION OFFICER	89,930	92,403	2,473	189
10315000	315010153	PCSE	CORRECTION OFFICER	90,655	93,148	2,493	191
10315000	315010154	PCSE	CORRECTION OFFICER	89,930	92,403	2,473	189
10315000	315010155	PCSE	CORRECTION OFFICER	90,655	93,148	2,493	191
10315000	315010156	PCSE	CORRECTION OFFICER	87,930	90,348	2,418	185
10315000	315010157	PCSE	CORRECTION OFFICER	89,930	92,403	2,473	189
10315000	315010158	PCSE	CORRECTION OFFICER	88,262	90,689	2,427	186
10315000	315010159	PCSE	CORRECTION OFFICER	89,930	92,403	2,473	189
10315000	315010160	PCSE	CORRECTION OFFICER	64,740	66,520	1,780	136
10315000	315010161	PCSE	CORRECTION OFFICER	105,859	108,770	2,911	223

Org	Position Number	Group/BU	Position Number Description	2024 Adopted	2024 Revised w/ COLA 2.75%	51000	58002
10315000	315010162	PCSE	CORRECTION SERGEANT	109,284	112,289	3,005	230
				\$ 5,467,535	\$ 5,617,892	\$ 150,357	\$ 11,502

MICHAEL J. LEWIS  
Commissioner of Finance



cc all  
Prot  
A+A  
#17  
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 Transfer – 24T406**  
DATE: November 5, 2024

2024 NOV 12 AM 10:40  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

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

**Increase Appropriations:**

25117100 54125      Legal Aid 18b- Legal Services      \$    125,000

**Decrease Appropriations:**

10199000 54980      Contingency      \$    125,000

Fiscal Impact - 2024 - \$125,000

Fiscal Impact - 2025 - \$ 0

The above proposed budgetary amendment is to adjust appropriations through the end of the year based on Q424 estimated 18b claims for misdemeanors, felonies, criminal and family court appeals

24T406

cc:all  
Rules  
AAA

Reso

#18

**COUNTY OF PUTNAM**  
**FUND TRANSFER REQUEST**

**TO:** Michael Lewis  
Commissioner of Finance

**FROM:** C. Compton Spain  
County Attorney

**DEPT:** Law

**DATE:** November 8, 2024

2024 NOV 12 PM 1:48  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following transfer of funds:

<u>FROM</u> <u>ACCOUNT# / NAME</u>	<u>TO</u> <u>ACCOUNT# / NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
10199000 54980 General Contingency	10193000 54933 Judgment & Claims	\$30,000.00	To cover NYMIR Invoices through Year end.

2024 Fiscal Impact \$ 30,000.00

2025 Fiscal Impact \$ \_\_\_\_\_

 11/8/24  
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

24T417

13

~~NEW YORK MUNICIPAL INSURANCE RECIPROCAL~~

**New York Municipal Insurance Reciprocal**

900 Stewart Avenue, Suite 600 • Garden City, NY 11530-4869 • (877) 976-2111 • (516) 227-2352

**Deductible Invoice**

Putnam County  
48 Gleneida Ave  
Carmel NY 10512

**INVOICE# 193403**  
**October 10, 2024**

**Agency:** Brown & Brown Insurance Services, Inc.

**Producer:** Brian Miles

**For Claim Number:** PUTN-2024-012-001

**Claimant:** US Foods

**Date of Loss:** 5/14/2024

**Policy:** MPK-PUTN-0000001-23

**Policy Period:** 8/1/2023 - 8/1/2024

**Deductibles:**

**General Liability/Each Occurrence/Aggreg -** \$250,000

**Payments:**

**General Liability/Each Occurrence/Aggreg Claims Paid to Date:** \$3,246.18

**Deductible Due This Invoice:** \$3,246.18

*[Handwritten Signature]*  
de to pay

Please make check payable to:

**NYMIR**  
**New York Municipal Insurance Reciprocal**  
**119 Washington Avenue**  
**Albany, NY 12210**

*[Handwritten Signature]*  
10/17/24

**24T417**

20



~~NEW YORK MUNICIPAL INSURANCE RECIPROCAL~~  
~~INSURANCE COMPANY~~

**New York Municipal Insurance Reciprocal**

900 Stewart Avenue, Suite 600 • Garden City, NY 11530-4869 • (877) 978-2111 • (516) 227-2352

**Deductible Invoice**

Putnam County  
48 Gleneida Ave  
Carmel NY 10512

**INVOICE# 193420**  
**October 10, 2024.**

**Agency:** Brown & Brown Insurance Services, Inc.

**Producer:** Brian Miles

**For Claim Number:** PUTN-2024-016-001  
**Claimant:** Daphne Chivily  
**Policy:** MCA-PUTN-0000001-24

**Date of Loss:** 9/6/2024  
**Policy Period:** 8/1/2024 - 8/1/2025

**Deductibles:**

**Bodily Injury & Property Damage (comb) -** \$250,000  
**Collision -** \$250  
**Comprehensive/Glass -** \$250

**Payments:**

**Bodily Injury & Property Damage (comb) Claims Paid to Date:** \$4,458.23

**Deductible Due This Invoice:** \$4,458.23

Please make check payable to:

*[Handwritten Signature]*  
OK to pay

**NYMIR**  
**New York Municipal Insurance Reciprocal**  
**119 Washington Avenue**  
**Albany, NY 12210**

*[Handwritten Signature]*  
10-24-24 7417

3



**NEW YORK MUNICIPAL INSURANCE RECIPROCAL**  
*Insuring Our Own People*

**New York Municipal Insurance Reciprocal**

900 Stewart Avenue, Suite 600 • Garden City, NY 11530-4869 • (877) 976-2111 • (516) 227-2352

**Deductible Invoice**

Putnam County  
48 Gleneida Ave  
Carmel NY 10512

**INVOICE# 193343**  
**September 17, 2024**

**Agency:** Brown & Brown Insurance Services, Inc.

**Producer:** Brian Miles

**For Claim Number:** PUTN-2023-002-001

**Claimant:** Wanda Hatchettbaiz

**Date of Loss:** 2/27/2023

**Policy:** MCAPUTN001

**Policy Period:** 8/1/2022 - 8/1/2023

**Deductibles:**

**Bodily Injury & Property Damage (comb) -** \$250,000

**Collision -** \$250

**Comprehensive/Glass -** \$250

**Payments:**

**Bodily Injury & Property Damage (comb) Claims Paid to Date:** \$2,144.96

**Deductible Due This Invoice:**

\$558.06

Please make check payable to:

**NYMIR**  
**New York Municipal Insurance Reciprocal**  
**119 Washington Avenue**  
**Albany, NY 12210**

**24T417**

18



**NEW YORK MUNICIPAL INSURANCE RECIPROCAL**  
Insuring Our Own People

**New York Municipal Insurance Reciprocal**

900 Stewart Avenue, Suite 600 • Garden City, NY 11530-4869 • (877) 976-2111 • (516) 227-2352

**Deductible Invoice**

Putnam County  
48 Gleneida Ave  
Carmel NY 10512

**INVOICE# 193348**  
**September 17, 2024**

**Agency:** Brown & Brown Insurance Services, Inc.

**Producer:** Brian Miles

**For Claim Number:** PUTN-2024-015-001

**Claimant:** Asha Ramnauth

**Date of Loss:** 7/16/2024

**Policy:** MCA-PUTN-0000001-23

**Policy Period:** 8/1/2023 - 8/1/2024

**Deductibles:**

**Bodily Injury & Property Damage (comb) - \$250,000**

**Collision - \$250**

**Comprehensive/Glass - \$250**

**Payments:**

**Bodily Injury & Property Damage (comb) Claims Paid to Date: \$9,008.72**

**Deductible Due This Invoice:**

**\$9,008.72**

Please make check payable to:

**NYMIR**  
**New York Municipal Insurance Reciprocal**  
**119 Washington Avenue**  
**Albany, NY 12210**

**24T417**

cc:all  
A+A

R-50  
#19

## COUNTY OF PUTNAM FUND TRANSFER REQUEST

TO: Commissioner of Finance

FROM: Michele Pinto

DEPT: Purchasing

DATE: 11/08/24

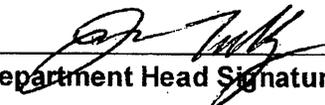
2024 NOV 18 PM 3:28  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# / NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10134500 51000 (103) (PERSONNEL) <i>Capital Asset &amp; Procurement Coordinator</i>	10161000 51094 (TEMP) <i>Temporary</i>	3,000.00	cover payroll for 2024 for Asset Manager/Procurement Coordinator position. Budgeted against a personnel line in 2025 Temporary funds only needed for remainder of 2024
	Total	3,000.00	

20\_22 Fiscal Impact \$ 0

20\_23 Fiscal Impact \$ 0

  
 Department Head Signature/Designee      Date 11/8/24

**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

547418

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Re: Rules  
A+A*

*Re: #20*

**TO:** Commissioner of Finance

**FROM:** C. Compton Spain  
County Attorney

**DEPT:** Law

**DATE:** November 12, 2024

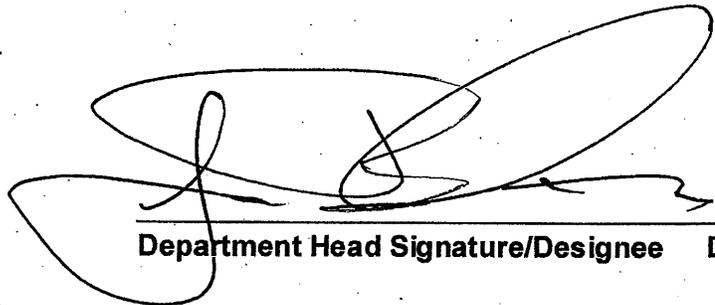
2024 NOV 13 AM 11:48  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following transfer of funds:

<u>FROM ACCOUNT# /NAME</u>	<u>TO ACCOUNT# / NAME</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
10199000 54980 Contingency	10142000 54125 Legal Services	\$50,000.00	To cover outstanding legal services invoices Not yet received for The remainder of 2024

2024 Fiscal Impact \$ 50,000

2025 Fiscal Impact \$ 0

  
 \_\_\_\_\_  
 Department Head Signature/Designee      Date *11/12/24*

**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

*247424*



**November 25, 2024**  
**Audit Meeting**

**#22**

**Approval/ Corrective Action Plan/ Audit of Putnam County's  
Recreation and Golf Course Collections**

MICHAEL J. LEWIS  
*Commissioner of Finance*



*cc: all  
AAA*

#23

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  
RE: Cash Collections Policy – Response for NYS Audit 2024  
Date: November 15, 2024

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Please find enclosed correspondence to the New York State Comptroller's Office, regarding our correction action plan, following the Audit of Putnam County's Recreation and Golf Course Collections. The audit from the New York State Comptroller's Office highlighted the recommendation of implementing a County Cash Collection Policy.

A proposed Cash Collection Policy for consideration by the Legislature is attached.

2024 NOV 19 PM 2:20  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Revised 11/20

## **Putnam County**

### **Cash Handling Policy and Procedures**

**Policy Statement:** Putnam County (County) establishes this Administrative Policy to set forth policy for cash handling throughout the County. The purpose of this cash handling policy is to provide all County departments with guidelines for handling cash when it is received by a County department for payment of a County debt, deposit, tax, or fee for service. This policy provides information about how and when to collect and secure payments in accordance with legal and policy requirements.

All cash collection processes shall be performed within delegated scopes of authority and in compliance with all Federal, State, and County codes, regulations, and generally accepted accounting principles. All documentation shall be maintained in accordance with Federal, State, County guidelines, record storage and retention requirements. The Finance Department shall be the point of contact for questions concerning this policy. This policy is not meant to supersede any requirements, procedures, and any laws specific to each department. Periodic updates may be necessary to address any changes.

#### **1.0 PURPOSE**

The purpose of Cash Handling policy and procedures are to ensure that proper procedures, internal controls, and documentation are in place to adequately safeguard County collections.

Putnam County is required to maintain proper internal controls, authorized under existing County laws, to provide reasonable assurance that County assets are properly accounted for and safeguarded to minimize risk. This policy can help ensure that public funds are used prudently and in the best interests of the taxpayer.

#### **2.0 INTERNAL CONTROLS OF CASH**

County departments should require all funds received to be accepted through a County approved Cashiering System Software. When a Cashiering System is not possible, then Departments must establish a procedure that contains the elements of this Cash Handling policy. The procedure must be approved by the Department of Finance. Segregation of duties must be established for depositing, recording, and reconciling funds. The responsibilities for Cash Collecting activities should be assigned to different individuals and the responsibility for record keeping for funds should be separate from the physical custody of those funds, depending on department size. Related activities should be assigned to separate individuals to reduce the potential for errors or irregularities. Daily processing of cash receipts and account receivable transactions should occur to ensure accurate recording of transactions. Funds received should be recorded in the same accounting period. Funds should be deposited to the bank daily to prevent theft or loss of funds. Alternate bank deposit schedules may be arranged based upon transaction volume, dollar amount, and physical security of cash. The establishment of internal cash controls by departments shall be reviewed periodically by the Department of Finance, and subject to Audit.

### **3.0 Deposits**

Deposits should be made by methods approved by the Finance Department. Deposits should be made within 48 hours from receipt date of monies, and in accordance with departmental procedures approved by the Finance Department. Timely reconciliations must occur to detect errors, fraud, or misuse. The reconciliation method used must consider the type of funds being received, the use of large amounts of cash, the length of time between receipt and deposit, and the safeguards in place for securing the funds. Departments may require daily department reconciliation and a monthly bank reconciliation to ensure accuracy of the accounting records. The establishment of internal cash controls by departments shall be reviewed periodically by the Department of Finance. Internal controls should be established for Bank Reconciliations.

Periodic review by the Audit department for internal control compliance must occur based upon the schedule set by the Audit department. The Audit department shall be notified immediately if management has a suspicion regarding non-compliance with internal control directives.

### **4.0 Recording of Monies**

Revenue shall be recorded in the applicable general ledger account and in the applicable fiscal accounting period. Accounts receivable shall be established for services provided in advance of payment. Invoices shall be generated in the County's centralized accounting system, Munis, whenever possible. If invoices are generated from a system other than Munis, the receivable shall be recorded in the general ledger in a timely manner and at the close of the fiscal period. Disbursements should not be made from cash receipts and checks should not be cashed from cash receipts collected.

Monthly reconciliations of cash receipts and deposits to the bank should be performed by departments receiving cash/checks. Timely reconciliation to the general ledger and other supporting accounting ledgers must occur to detect errors, fraud or misuse.

### **5.0 Credit Cards**

The County accepts credit cards and debit cards, with a credit card logo, as a form of payment. If payment is collected via credit card and a refund is necessary, all refunds should be issued through the initial form of payment. Credit Cards transactions shall be recorded in the applicable general ledger account and in the applicable fiscal accounting period. **Credit Card reports shall be sent daily to the Finance Department.**

### **6.0 Petty Cash**

If a department determines that a petty cash fund is needed, the department must file a request through the Finance Department. If the request is approved by the Finance Department, the request must be approved through resolution by the County Legislature, as per County Law Section 371 (1).

Petty Cash is to be used for the purchase of small ticket items, such as postage, tolls, and emergency office supplies. NYS sales tax will not be reimbursed to the petty cash fund. All petty cash should be kept in a

secure location. If the department does not have a locked cash box to store petty cash and slips, then a cash box should be purchased. Petty cash funds should be authorized at the lowest amount practical.

### **Control of Petty Cash**

Petty cash shall be maintained on an imprest basis, i.e., the cash is replenished for the exact amount of the expenditures reported. Petty Cash shall not be used as a substitution for other cash funds.

Caution should be exercised to ensure that the amount of cash on hand is consistent with the needs for which it was created. Periodically, the necessity for the cash and the amount thereof should be reevaluated by the Finance Department, and if an adjustment is needed, resubmitted to the Legislature for approval.

All disbursements from non-bank petty cash should be supported by invoices that are properly approved and dated. These should be examined and cancelled when the cash is reimbursed. This reimbursement should be frequent, and the distribution of the charges clearly shown on the voucher submitted for reimbursement.

Periodic physical counts should be made of the cash by someone other than the custodian of the fund. The cashing of personal checks from non-bank petty cash is not permitted.

### **7.0 Wire Transfers**

All wire transfers should be made at the direction of the Commissioner of Finance, or other officer having custody of the monies being disbursed, or in their absence, by their deputies. Before approval is granted, documentation detailing the amount, purpose, and destination of the wire should be presented for review. Such documentation should be retained for audit purposes.

Employees who execute wire transfers should not prepare, post, or reconcile journal entries pertaining to the executed wire. When it is not practical to segregate these duties, a compensating control, such as supervisory review of journal entries, should be considered.

### **8.0 DOCUMENTATION REQUIRED**

All source documents relating to the receipt and deposit of funds must be maintained by each County Department, and whenever possible, County departments should use pre-numbered documents. All documents should be accounted for and promptly forwarded to the Finance Department, with the cash receipt form for daily deposit and verification. The cash receipt procedures approved by the Finance Department must be used and the document must include accounting entries.

### **9.0 INTERNAL VERIFICATION**

The Department of Finance and/or the Audit Department shall periodically verify records unannounced. An employee who is independent of the department should make the verification. All records must be maintained on-site and in accordance with the County's record retention policy. Discrepancies and exceptions should be reported to the Audit Department who shall take appropriate corrective actions.

**November 25, 2024**  
**Audit Meeting**

**#24**

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