

THE PUTNAM COUNTY LEGISLATURE

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Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	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, NY 10512

Members: Chairwoman Sayegh and Legislators Birmingham & Crowley

Monday

August 25, 2025

(Immediately following Economic Development Mtg. & Rules Mtg. beginning at 5:30pm)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance of Minutes – May 22, 2025**
- 4. Correspondence – County Auditor**
 - a. Sales Tax Report**
 - b. Board In Revenue Report**
 - c. Transfer/Revenue Report**
 - d. Contingency/Subcontingency Report**
- 5. Correspondence – Commissioner of Finance**
 - a. FYI – Overtime & Temporary Report**
 - b. Approval – Budgetary Amendment 25A063 – Sheriff – Co-Response Team – DOJ Grant Award – Vehicle Leasing**
 - c. Approval – Budgetary Amendment 25A065 – Sheriff – Utilize Reimbursement for BCI Overtime**
 - d. Approval – Budgetary Amendment 25A067 – DPW – ADA Compliant Ramp at County Office Building (Also reviewed in Physical)**

- e. **Approval – Budgetary Amendment 25A068 – Sheriff – Create 2 Special Resource Officer Positions for Carmel Central School District**
 - f. **Approval – Budgetary Amendment 25A069 – Pass Through Funds for Legal Aid Society**
 - g. **Approval – Bond Resolution – Authorizing Redemption of Certain Outstanding Serial Bonds (Tabled from August 5, 2025 Full Mtg.)**
 - h. **Approval – Budgetary Amendment 25A070 – Pay off Callable Bonds**
- 6. **Approval – Fund Transfer 25T208 – DPW – Golf Course – Insurance Expense through Year End**
 - 7. **Approval – Fund Transfer 25T218 – Mental Health/DSS – Furniture (Also reviewed in Health)**
 - 8. **Approval – Fund Transfer 25T220 – Subcontingency – County Contribution – Garrison Art Center (Also reviewed in Rules)**
 - 9. **Approval – Fund Transfer 25T245 – Subcontingency – County Contribution – CAREERS Support Solutions (Also reviewed in Rules)**
 - 10. **Approval – Fund Transfer 25T249 – Veterans Service Agency – Row of Honor Flags (Also reviewed in Rules)**
 - 11. **Approval – Budgetary Transfer 25T250 – County Contribution – Subcontingency – Boscobel House and Gardens**
 - 12. **Approval – Budgetary Transfer 25T251 – County Contribution – Subcontingency – Second Chance Foods**
- 13. **Other Business**
 - 14. **Adjournment**

#3

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

Members: Chairwoman Sayegh and Legislators Birmingham & Crowley

Thursday

6:00pm

May 22, 2025

The meeting was called to order at 6:00pm by Chairwoman Sayegh who requested Legislator Birmingham lead in the Pledge of Allegiance. Upon roll call Legislators Birmingham and Crowley and Chairwoman Sayegh were present.

Legislator Birmingham stated he is leaving the meeting before agenda item #8b - Discussion – Putnam County Early Learning Center, due to the reason that 2 of the contracting entities are clients of the law firm he works for. He stated he will be recusing himself and leaving the room.

Item #3 – Correspondence/County Auditor

a. Sales Tax Report

Chairwoman Sayegh stated the sales tax revenue has increased this month. She stated the total sales tax revenue for this month was \$7,624,148 which is an increase from last year.

b. OTB Report - Duly Noted

c. Board In Revenue Report

Chairwoman Sayegh stated the board in revenue has decreased from the previous year. She stated in total it is a decrease of \$14,100 from last year.

d. Transfer/Revenue Report- Duly Noted

e. 2025 Contingency/Sub-Contingency Report- Duly Noted

Item #4 – Correspondence - Commissioner of Finance

**a. Approval – Budgetary Amendment 25A031b – District Attorney – DCJS
Providing Funding for Discovery & Pretrial Reforms (tabled from May
6, 2025 Full Mtg.)**

Legislator Birmingham made a motion to waive the rules and accept the additional;
Seconded by Chairwoman Sayegh. All in favor.

Commissioner of Finance, Mike Lewis, stated the original proposed Budgetary Amendment was for the full amount of \$265,000. He stated since then, they separated

the budgetary between the merit bonuses and the partnership initiatives. He stated he received a list from District Attorney Robert Tendy stating how he was going to distribute the merit bonuses.

Chairwoman Sayegh explained that this is a discover grant District Attorney Tendy can use to fund merit bonuses for his staff. She thanked District Attorney Tendy for giving the Legislature the budget lines.

Legislator Birmingham stated the District Attorney's Office was doing a good job.

Legislator Crowley thanked Chairwoman Sayegh.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

b. Approval – Budgetary Amendment 25A035 – DPW – Close Out FEMA Projects (Also reviewed in Physical)

Commissioner Lewis stated for this project two (2) resolutions were needed. He stated the 2 resolutions utilized \$1,000,000 and \$500,000 for the FEMA project. He stated they were able to obtain about \$530,000 from this and they had a budgetary savings of about \$400,000. He stated due to this about \$927,000 is going back to the General Fund to replenish the Capital Reserves.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

c. Approval – Budgetary Amendment 25A038 – Finance – Vacancy Control Factor 2025 (Also reviewed in Personnel)

Commissioner Lewis stated the vacancy factor is a type of budgetary tool that helps with recognizing savings and balancing a budget. He stated this is well more than \$300,000. He stated they currently have 53 vacancies and between salary and fringes it is about \$100,000 - \$150,000 per vacancy. He stated since there are 53 vacancies this equals about \$8 million that is going back into the Fund Balance. He stated this is not necessarily a positive thing. He stated these vacancies are mostly due to the poor salary and benefits which deters people from these open positions. He stated he will help with any questions when the health insurance committee goes before the Legislature to make a recommendation. He stated the \$300,000 is through April 30 and by annualizing this portion it is \$900,000.

Legislator Birmingham stated when the budget is created, they do not generally plan for vacancies. He stated if these positions had not been in the 2025 budget, then they would have to utilize the fund balance.

Commissioner Lewis stated the intention is to fill the vacant positions and to not allow the vacancy factor to be over \$300,000.

Legislator Montgomery stated County Executive Byrne is planning on assembling a committee for hiring.

Commissioner Lewis stated from his understanding there is a health insurance committee that will go before the Legislature and there was money set aside in the 2025 budget for contingency regarding the nurses.

Legislator Montgomery questioned the progress they made with the vacancies. She stated they are more than halfway through the year, and these vacancies have a direct impact on the people the Legislature represents.

Commissioner Lewis stated when there are vacancies it puts more strain on the workforce.

Legislator Montgomery stated she is concerned about the workforce that has to pick up the slack but also the people who would not be getting the services they needed in timely manner.

Legislator Ellner questioned since they have a number of vacancies if this means they are giving out more overtime.

Commissioner Lewis stated yes, that is why the Health Department is always taking from vacancies and filling up overtime.

Legislator Ellner questioned if filling the vacancies would result in a savings.

Commissioner Lewis stated he would have to do the analysis to answer that question, but he would assume that is correct.

Legislator Ellner stated if they hired people and filled the positions it would be beneficial for the employees, the County, and help save money.

Legislator Crowley stated some people like to work overtime in order to save some money. She stated in some departments overtime may be viewed as a positive but in other departments overtime may not be as sought after.

Legislator Montgomery stated she believes it would be difficult to forgo the overtime considering the salaries.

Legislator Crowley stated there are salaried employees who are working a lot of hours attempting to make up for the vacant positions. She stated they recently had a mental health forum that discussed morale as well as retaining the employees they have.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

d. Approval – Budgetary Amendment 25A039 – DSS & Mental Health – Pay Differential (Also reviewed in Personnel)

Fiscal Manager Kristen Wunner stated the budgetary amendment is to supplement a current employee who is stepping into the role of as a supervisor in charge of the Medicaid unit. She stated they would like to compensate the employee for taking over the new responsibilities and tasks of the new role.

Chairwoman Sayegh questioned if the employee is only filling the position until the end of the year.

Fiscal Manager Wunner stated the employee who is out of office may come back sooner but since they are unsure of when the employee is coming back so they are asking to fund the entire year.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

e. Approval – Budgetary Amendment 25A040 – DSS – Reclassification from Senior Computer Operational Specialist to Coordinator of Information Technology (Also reviewed in Personnel)

Fiscal Manager Wunner stated they worked with Personnel Officer, Paul Eldridge, and this was done through a desk audit for a current employee who is stepping into the role of the Coordinator of IT. She stated currently they have 110 employees in IT and one person manages all of them. She stated this will reclass them from a grade 17 to a grade 19.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

f. Approval – Budgetary Amendment 25A041 – DSS & Mental Health – State Aid – Mobile Crisis (Also reviewed in Health)

Fiscal Manager Wunner stated this is funding they received from the Office of Mental Health. She stated in 2023 they were issued \$150,000 and at the time there was no plan implemented for the Mobile Crisis unit. She stated they are putting this funding into the budget so they can give the funds back to the agency who is managing the program.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

g. Approval – Budgetary Amendment 25A042 – DPW – Garage Roof Repair (Also reviewed in Physical)

Legislator Birmingham stated this is actually the oldest garage in Putnam County and he stated the administration did a good job cleaning up the facility. He stated if they need to put a roof on the garage to keep it this way he is in favor of doing so.

Chairwoman Sayegh stated they discussed this is the Physical Services Committee meeting and there were a few problems with the roof repair, so this is a necessary investment.

Legislator Addonizio stated the roof requires 19 layers.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

h. Approval – Budgetary Amendment 25A043 – DPW – Continuation of Youth Bureau Relocation (Also reviewed in Physical)

Chairwoman Sayegh stated this funding allows the Department of Public Works (DPW) to proceed with the project. She stated they encountered unexpected issues such as the presence of asbestos and lead. She stated in order for them to remediate this they need additional funding.

Legislator Birmingham stated this is not going to be cheap.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

i. Approval – Budgetary Amendment 25A044 – DPW – Wastewater Treatment Plant Costs (Also reviewed in Physical)

Chairwoman Sayegh stated this treatment plant costs \$68,000. She stated they need to increase the cost on this, and it is being shared with the NYC Department of Environmental Protection (DEP). She stated they are splitting the cost: 54% paid by the DEP and 45% paid by the County.

Commissioner Lewis stated they are just recognizing the increase in the cost and as they begin receiving the reimbursements they will adjust the appropriation.

Legislator Montgomery questioned when they will renegotiate the contract with the operator of the golf course. She questioned if they share the profits.

Commissioner of the Department of General Services (DGS), John Tully, stated it is indirectly related to operations. He stated 75% of the cost of operating the plant is reimbursed to the County by the NYC DEP.

Legislator Montgomery stated as the costs increase for the plant they have to invest more in the property and the cost of the lease will rise.

Commissioner Tully stated there are contractors operating food and beverage, golf, and general management. He stated none of those 3 contractors are responsible for the operation of the treatment plant.

Legislator Montgomery stated she understands that but if the County improves the property the rent should increase for all 3 contracts.

Commissioner of the Department of Public Works, Thomas Feighery, stated the property is also used for a roll over 911 center, voting, and to train Putnam County Employees. He stated it is a multi-use facility.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Second by Legislator Crowley. All in favor.

j. Approval – Budgetary Amendment 25A045 – Soil & Water – Temporary Funding for Intern (Also reviewed in Physical)

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

k. Approval – Budgetary Amendment 25A046 – DSS – Family Centered Case Management Services Grant (Personnel reviewed Grant)

Fiscal Manager Wunner stated this is an allocation they received from the Office of Temporary and Disability Assistance; this is the first time they have done this, and they ensured that this would continue for about 10 years. She stated the allocation is to be utilized to provide case management services and for those having difficulties stabilizing their households. She stated they are asking to elevate two of their current employees. She stated one employee is a case worker and they are looking to elevate her to a senior case worker in order to manage the additional responsibilities. She stated the second employee is an office assistant and they want to make this employee a principal office assistant. She stated they would also purchase a few computers for the program work with the grant. She stated this is 100% funded so there is no County match.

Legislator Birmingham stated there is no guarantee that the grant will last for 10 years. He stated even if the grant does go away at some point, he would like to keep the employees at the same salary.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

I. Approval – Budgetary Amendment 25A047 – Sheriff's Office – Use Seized Asset Funds for Equipment (Discussed in Protective)

Chairwoman Sayegh made a motion to waive the rules and accept the additional; Seconded by Legislator Birmingham. All in favor.

Chairwoman Sayegh stated the additional is increasing the ask on this from \$502,963 to \$531,563.

Legislator Birmingham stated he was not present during the executive session, but he did speak with the Sheriff on this topic.

Chairwoman Sayegh stated this is for equipment for the SRT.

Legislator Jonke stated this is important for the Sheriff's Office and it will keep the law enforcement personnel safe. He stated he told the Sheriff because the money is being derived from seized asset funds and not taxpayer funds, whatever the Sheriff needed he should purchase. He stated he is glad the expenditure was increased, and he appreciates the work the Sheriff has done on this.

Legislator Crowley questioned if the seized asset funds is specialized as far as what they can be spent on or if it could be used for personnel funding.

Undersheriff Thomas Lindert stated no, it could only be used for training equipment and accreditation.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

Item #5 – Approval – Budgetary Transfer 25T079 – Personnel – 2025 Salary & Benefit Costs Pursuant to Ratified PuMa Contract (Also reviewed in Personnel)

Commissioner Lewis stated the union settled at 2.5% and other department unions are at 2.75%. He stated this is brought before the Legislature so they can adjust them to make them equal to the other unions.

Legislator Birmingham stated they have done this in the past. He stated not only is \$5,000 a nominal amount but they do not want to discourage the unions from settling first. He stated he believes this is a good faith effort so when they are in union negotiations, they will not be reluctant to come to a fair agreement.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

Item #6 – Approval – Request Refund of Taxes – Farrell – Town of Southeast Tax Map #47.-3-102 (Denied)

Commissioner Lewis stated this is a formality so they can pass a resolution to correct the tax roll.

Legislative Clerk Diane Schonfeld stated this request was denied.

Chairwoman Sayegh stated there was a request and it was denied. She stated they found an old tax form, and it was past the point of grievance, so it was denied.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Birmingham. All in favor.

Item #7 – FYI – Guardrail & Property Damage Table- Duly Noted

Item #8 – Other Business

a. Approval – Budgetary Amendment 25A048 – DPW – Amend 2025 CHIPS Capital Project Budget to Equal Adopted NYS Budget

Chairwoman Sayegh made a motion to approve other business item 8a; Seconded by Legislator Birmingham. All in favor.

Commissioner Lewis stated when they started the budget process they put in a \$1.2 million place holder in hopes that the State will give the County more. He stated the State gave \$100,000 more this year than they did in the prior year.

Chairwoman Sayegh questioned if these are additional funds to take care of the roads in Putnam County.

Commissioner Lewis stated that is correct.

Chairwoman Sayegh made a motion to pre-file the necessary resolution; Seconded by Legislator Crowley. All in favor.

Legislator Birmingham stated he is stepping out of the meeting before they move onto agenda item #8b. He stated the two contracting agencies, Carmel School District and Brewster School District, are clients in his firm.

b. Discussion – Putnam County Early Learning Center

Chairwoman Sayegh made a motion to waive the rules and accept other business item #8b; Seconded by Legislator Crowley. All in favor.

Director of Public Health, Rian Rodriguez, thanked the Legislature for allowing them to continue their dialogue regarding the Putnam County Early Learning Center. He stated

he understands there are still questions and concerns about the final site. He stated he is remaining optimistic they can all get there together. He requested the consideration of the resolution for the approval of the Putnam County Early Learning Center in Patterson. Chairwoman Sayegh stated she wants to remove the topic of the lease from the discussion because that is a subject for the Law Department. She stated the lease discussion is a lot to go into for tonight's meeting, and she believes it deserves a deep dive.

Legislator Jonke stated in the letter of necessity from County Executive Byrne it states an application to the State needs to be finalized with its chosen location by June 15th. He questioned where else this was written besides the County Executive's letter.

Early Intervention (EI) Program Supervisor, Valerie Kurtz, stated it is written in her New York State approval.

Legislator Jonke stated he asked that question because the original presentation was brought to the Legislature on April 10th, but this has been in progress for about 6 months. He stated he does not believe it is fair to the Legislature to come to this meeting in May and ask to have something delivered in early June and he does not believe that is enough time. He stated he had requested detailed information along with Legislator Ellner. He explained during an executive session he was not present for, there were allegations made about another agency and there was no evidence to support the allegations. He stated he is in favor of this, but he wants to make sure they are spending the funds properly and delivering the service in the most efficient way. He stated he believed there was an alternative location but then a wall went up. He stated they requested a lot of information and received a lot of information, but not all questions were answered. He stated since they received this information at 2:00pm that day it is not enough time for them to digest it in just a couple of hours. He requested to see the document that states June 15th is the deadline for the application. He stated he believes they should do something with a more reasonable timeline. He stated the assumption has been that this was going to be reviewed by the Legislature and it supposed to be a \$2 million build out and an expensive lease.

EI Program Supervisor Kurtz stated they invited the Legislature February 14th to discuss this subject, and they also had stakeholders present as well. She stated they have a timeline, and they cannot simply come to the Legislature with just an idea and no stakeholders. She stated they had a tour of the Universal Pre-Kindergarten (UPK) site for the Carmel and Brewster School Districts because they had to show that Carmel and Brewster School Districts are involved in this project. She stated once they had the stakeholders involved, they sent out surveys to the school districts and parents and once she had all the buy in, she was then able to bring it to the Legislature.

Supervising Public Health Educator, Shanna Siegel, stated there were a lot of questions for them to answer which is why the response was sent out at 2:00pm. She stated they worked as quickly as they could and a lot of the documentation they had was

documentation that was shared over the past several months so not much of the information was new. She stated they had done this to ensure that no one could claim that information was left out. She stated when the application had begun there were no questions asked about the site search. She stated if they had received questions in April they could have addressed, they would have done it. She stated they are willing to do anything they can to keep the momentum and to service the school districts and families who want to utilize the service. She stated they are willing to speak about the location if anyone had any concerns. She stated they do not feel as if they need the same evidence the Legislature needs in order for them to not chose an agency for this project. She explained they would prefer another agency because of the prior experiences they have had with the agency itself.

Chairwoman Sayegh stated this is new for the Legislature as well. She stated for them to have recently received this information is a lot for them to digest. She stated she wants to give them credit for all the work they have done and does not want to diminish their hard work, however, she also wants the Legislature to be able to deliberate and do their job. She stated the February 14th meeting was called the day before and because it was short notice she was not able to attend along with the Chair of Health. She stated she wants to ensure they are getting the value that is necessary for this program. She stated she does not believe there is anyone who is opposed to providing these services.

Supervising Public Health Educator, Shanna Siegel, stated the February meeting was difficult to plan because the school districts also had to report to their Boards of Education, and they had a timeline to announce placements for the UPK to parents.

Chairwoman Sayegh stated they are all on the same team. She stated she spoke to County Executive Byrne before and the hopes were to get this done for September, however, she now believes that is a huge ask. She stated if it were to happen in September they would have 12 special needs kids. She questioned how many special needs kids they are currently transporting.

EI Program Supervisor Kurtz stated they are currently transporting 113.

Supervising Public Health Educator Siegel, stated not all of these kids would qualify for the program.

EI Program Supervisor Kurtz stated 49 of the kids are driven by their parents and 12 are slated for the program and the rest take the bus. She stated some of the kids would not be eligible for this program. She stated about 50 kids are eligible.

Supervising Public Health Educator, Shanna Siegel, stated from the start of the program the goal was to scale up. She stated the idea was to start small and bring the kids that are the farthest away in order to reduce their bus time.

Legislator Crowley stated on the Dutchess and Putnam Childcare Counsel website it shows any program and the violations they have had, CPS calls, and it is public

information. She stated at the last Health, Social, Educational, and Environmental Committee meeting everyone supported the Early Learning Center. She stated it is now the time to take action because parents are having difficulties finding early childhood care. She stated there are local providers who want to help but there are not enough of them. She stated there is no central place for early intervention in Putnam County and they are failing the families because they have not built the infrastructure the families need. She stated they have the funds to implement this program and that the Early Learning and Intervention Center is possible. She stated the Legislature should keep locations in mind that they would be able to expand the program to. She stated the topic was brought by force into the Health, Social, Educational, and Environmental Committee meeting on May 19th and they need to do the right thing for the families.

Chairwoman Sayegh stated she believes the early learning center is a good step and she knows that it will happen, it is just a matter of how they are able to execute it.

Legislator Crowley stated the Camp Herrlich project did not go through last year and it has still not been discussed.

Chairwoman Sayegh stated Camp Herrlich was a use of ARPA funds and the Legislature decided they wanted to utilize capital projects funds instead. She stated they had not received anything from the administration about repairing the roof.

Legislator Jonke stated the Camp Herrlich situation was another case where they needed funds quickly and then the situation went away. He stated this is another example of the Legislature getting pushed into a corner and there is pressure put on the Legislature to meet the deadlines. He stated this item has not been on an agenda and he does not blame Legislator Ellner for trying to obtain more information. He stated it is the typical procedure to put these topics on agendas so the public can comment on it.

Legislator Ellner questioned if the deadline applied to both the build out and contingency.

EI Program Supervisor Kurtz stated the deadline is just for the application and they need the location in order to complete the application.

Legislator Ellner questioned if they are able to submit the application with the contingency space in order to keep things moving.

EI Program Supervisor Kurtz stated she would need a resolution with the address on it so she could show it to the State.

Legislator Ellner stated that is what he was questioning because he wants to keep progressing with the program.

Director Rodriguez stated they have had some discussions about this being a possibility. He stated in order to do this they should come to a consensus and address any concerns. He stated it is a possible opportunity for them to implement the program

intermittently. He stated they could use the contingency space as proof of concept. He stated as of now they should be focused on finding solutions.

Legislator Addonizio stated it can be approved in concept. She questioned if they have proof of the June deadline with them currently.

EI Program Supervisor Kurtz stated she would have to take a screenshot of her application. She stated she could email it to the Legislature, but she does not have it on her currently.

Chairman Sayegh stated the first time she heard the mention of the June 15th deadline was at the May 19th Health Meeting.

Supervising Public Health Educator, Shanna Siegel, stated they mentioned a June deadline at the Health Meeting in April. She stated they did not mention the exact date, but they mentioned June as a projected timeline.

Chairwoman Sayegh questioned if they worked on the resolution tonight, would it be a worthy goal for them and help move the process along.

Legislator Montgomery stated if they pass the resolution with the address on it, she does not believe it will cause any harm, and they are not writing a check or signing a lease at this meeting. She stated she trusts the information the Legislature was given. She questioned if the Law Department has looked at this lease.

EI Program Supervisor Kurtz stated yes, they worked with the Law Department.

Legislator Montgomery stated she would like to approve the resolution this evening. She stated she believes this is an opportunity they cannot afford to postpone. She stated the most frequent call she gets from her constituents is about the long bus ride that kids are face with. She stated not only is this the right thing to do but it is also an urgent matter. She stated she respects the caution other Legislators have regarding this topic, but this is not a choice between responsibility and progress but rather a test of the Legislature's ability to plan boldly and responsibly at the same time. She stated they are investing in children. She stated she understands there are costs to this program but there are also costs that come along with delaying this project. She stated by delaying this the costs are not burdening the Legislature but instead the children who are stuck on long bus rides, the working families that do not have access to nearby childcare, and the children with special needs who deserve early support. She stated in this situation slower is not smarter and they have spent months reviewing, touring and planning this initiative. She stated she hopes they can keep this moving and not waiting. She stated she urges her colleagues to support this.

Senior Fiscal Manager William Orr stated there will be no cost for this program and there will actually be savings from the program. He stated there should be an annual savings of about \$300,000.

Legislator Crowley stated they should not feel as if they are rushed to implement the program because of how much support they received from the Legislature. She questioned what EI Program Supervisor Kurtz needed from the Legislature at this meeting in order to meet the deadline.

EI Program Supervisor Kurtz stated she needs the resolution.

Legislator Crowley questioned when EI Program Supervisor Kurtz would need the second resolution with the lease.

EI Program Supervisor Kurtz stated she would also need the lease resolution at this meeting because she needs insurance.

At 7:25pm Legislator Jonke made a motion to enter into executive session; Seconded by Legislator Crowley. All in favor.

At 8:53pm Chairwoman Sayegh made a motion to come out of executive session; Seconded by Legislator Jonke. All in favor.

Chairwoman Sayegh stated no action was taken and stated the Legislator has more to discuss on this agenda item. She stated they are going to have another meeting, and they are looking to put this on a Special Physical Services Meeting on June 10th, and they will have a Special Full Legislative Meeting to approve any items. She stated they are not going to approve anything at this meeting.

Legislator Ellner stated he appreciated the positive input to help this program move in the right direction.

Legislator Addonizio stated she would like the public to know that the Legislators are all in agreement with this project.

Chairwoman Sayegh restated that there will be a Special Physical Committee meeting.

Marie Camacho, President of the Special Education PTO, stated she currently has a child in the Personal, Academic, and Community Experience (PACE) program at Kent Elementary School, and she has a child that is homeschooled. She stated she strongly supports the proposed Putnam County Early Learning Center. She stated the district has faced many challenges with providing consistent services for pre-school aged children. She stated families usually find themselves with no options for services. She stated this is due to local services not being available, programs being full, or the only services that are offered are a far distance outside of the County. She stated the reason she is currently homeschooling her daughter is because they were not able to find a program that fits her needs. She stated her other daughter was subjected to long bus rides to Mount Kisco because there were no appropriate services for her in Putnam County. She stated there are various families in similar situations. She stated the Early Learning

Center is necessary and long overdue. She stated this plan is not rushed but it is the result of months of thoughtful planning and preparation by stakeholders. She stated delaying the vote now would not be an act of neutrality rather it would put the launch of the program at risk. She stated the program is projected to save Putnam County about \$300,000 per year, it offers a convenient location for both Brewster and Carmel families, it provides room to grow with the possibility of expanding as demand for the program increases, and lastly it enhances equity by expanding full day UPK services to students with and without disabilities. She stated they urgently need a vote in order keep the timeline intact. She stated if they do not make the deadline, it could set the program back for months or even longer. She urged the Legislators to move forward with this project to demonstrate the community's children are one of the top priorities. She thanked the Legislature for their time and support.

Item #9 – Adjournment

There being no further business at 9:00 pm, Chairwoman Sayegh made a motion to adjourn; Seconded by Legislator Jonke. All in favor.

Respectfully submitted by PILOT Intern Aubrey Dall.

THE PUTNAM COUNTY LEGISLATURE

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

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Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	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: Chairwoman Sayegh and Legislators Birmingham & Crowley

Thursday **6:00pm** **May 22, 2025**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Correspondence/County Auditor**
 - a. Sales Tax Report**
 - b. OTB Report**
 - c. Board In Revenue Report**
 - d. Transfer/Revenue Report**
 - e. 2025 Contingency/Sub-Contingency Report**
- 4. Correspondence - Commissioner of Finance**
 - a. Approval – Budgetary Amendment 25A031b – District Attorney – DCJS Providing Funding for Discovery & Pretrial Reforms (tabled from May 6, 2025 Full Mtg.)**
 - b. Approval – Budgetary Amendment 25A035 – DPW – Close Out FEMA Projects (Also reviewed in Physical)**
 - c. Approval – Budgetary Amendment 25A038 – Finance – Vacancy Control Factor 2025 (Also reviewed in Personnel)**
 - d. Approval – Budgetary Amendment 25A039 – DSS & Mental Health – Pay Differential (Also reviewed in Personnel)**
 - e. Approval – Budgetary Amendment 25A040 – DSS – Reclassification from Senior Computer Operational Specialist to Coordinator of Information Technology (Also reviewed in Personnel)**
 - f. Approval – Budgetary Amendment 25A041 – DSS & Mental Health – State Aid – Mobile Crisis (Also reviewed in Health)**

- g. Approval – Budgetary Amendment 25A042 – DPW – Garage Roof Repair (Also reviewed in Physical)**
 - h. Approval – Budgetary Amendment 25A043 – DPW – Continuation of Youth Bureau Relocation (Also reviewed in Physical)**
 - i. Approval – Budgetary Amendment 25A044 – DPW – Wastewater Treatment Plant Costs (Also reviewed in Physical)**
 - j. Approval – Budgetary Amendment 25A045 – Soil & Water – Temporary Funding for Intern (Also reviewed in Physical)**
 - k. Approval – Budgetary Amendment 25A046 – DSS – Family Centered Case Management Services Grant (Personnel reviewed Grant)**
 - l. Approval – Budgetary Amendment 25A047 – Sheriff's Office – Use Seized Asset Funds for Equipment (Discussed in Protective)**
- 5. Approval – Budgetary Transfer 25T079 – Personnel – 2025 Salary & Benefit Costs Pursuant to Ratified PuMa Contract (Also reviewed in Personnel)**
 - 6. Approval – Request Refund of Taxes – Farrell – Town of Southeast Tax Map #47.-3-102 (Denied)**
 - 7. FYI – Guardrail & Property Damage Table**
 - 8. Other Business**
 - 9. Adjournment**

Sales Tax		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	+or(-) Same Period
	\$	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	7,785,254	673,114
January		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	5,833,205	(305,775)
February		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	5,854,261	(1,787,745)
March		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	7,624,148	1,042,684
April**		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	9,291,972	446,373
May		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	5,058,035	(454,781)
June		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	6,068,354	(1,567,113)
July		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		
August		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		
September		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		
October		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	6,853,597		
November*		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	6,878,953		
December														
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	85,261,887	47,515,230	
Budget/(Rev)	\$	55,885,996	\$ 53,953,400	\$ 54,739,000	\$ 58,887,699	\$ 63,145,092	\$ 66,003,871	65,705,798	61,765,294	65,000,000	76,060,632	78,150,000	79,319,718	
Over/(Under)/Budget		(0)	(0)	4,316,082	(95,711)	(0)	13	1,055,394	16,287,444	16,963,580	12,389,678	7,111,887	(31,804,488)	(1,953,242)

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2025 Transfer/Revenue Report - July

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7	25T181	Historian	10751000	54311		PRINTING AND FORMS	250.00	C	FUNDS NEEDED FOR CO FAIR
2025	7	25T181	Historian	10751000	54410		SUPPLIES AND MAT	250.00	D	FUNDS NEEDED FOR CO FAIR
2025	7	25T183	Central Services	10161000	54210		VEHICLE LEASING/RENTAL	5,000.00	C	COVER COST TRAILER PURCHASE YB
2025	7	25T183	Central Services	10161000	52150		MOTOR VEHICLES	5,000.00	D	COVER COST TRAILER PURCHASE YB
2025	7	25T184	Historian	10751000	54682		SPECIAL SERVICES	900.00	C	FUNDS NEEDED FOR ARCHIVAL SUPS
2025	7	25T184	Historian	10751000	54410		SUPPLIES AND MAT	900.00	D	FUNDS NEEDED FOR ARCHIVAL SUPS
2025	7	25T184	Historian	10751000	54510		MACHINE MAINTENANCE	100.00	C	FUNDS NEEDED FOR ARCHIVAL SUPS
2025	7	25T184	Historian	10751000	54410		SUPPLIES AND MAT	100.00	D	FUNDS NEEDED FOR ARCHIVAL SUPS
2025	7	25T185	DSS Admin	10102000	54329	10229	PROMOTIONAL MATERIALS	650.00	D	RACK CARDS, MAGNETS
2025	7	25T185	DSS Admin	10102000	54329		PROMOTIONAL MATERIALS	250.00	C	TABLE RUNNER
2025	7	25T185	DSS Admin	10102000	54410	10229	SUPPLIES AND MAT	250.00	D	TABLE RUNNER
2025	7	25T185	DSS Admin	10102000	54329		PROMOTIONAL MATERIALS	650.00	C	RACK CARDS, MAGNETS
2025	7	25T186	Finance	10131000	52110		FURNITURE AND FURNISHINGS	142.49	D	ALLOCATE FOR STANDING DESK

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YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7	25T186	Finance	10131000	52120		OFFICE EQUIPMENT	142.49	C	ALLOCATE FOR STANDING DESK
2025	7	25T187	Sheriff - Communications	13311000	52130	10211	COMPUTER EQUIPMENT	49.95	D	COMPUTER PRINTERS,MONITORS,MOU
2025	7	25T187	Sheriff - Communications	13311000	52680	10211	OTHER EQUIPMENT	49.95	C	COMPUTER PRINTERS,MONITORS,MOU
2025	7	25T188	Preschool	10296000	54678		LEASED TRANSPORTATION	105.00	C	PURCHASE FIRST AID/FLASHLIGHTS
2025	7	25T188	Preschool	10296000	54410		SUPPLIES AND MAT	105.00	D	PURCHASE FIRST AID/FLASHLIGHTS
2025	7	25T192	Finance	10131000	54640		EDUCATION AND TRAINING	500.00	C	TRANSFER FOR CEX CONFERENCE
2025	7	25T192	County Executive	10123000	54310		OFFICE SUPPLIES	500.00	C	TRANSFER FOR CEX CONFERENCE
2025	7	25T192	County Executive	10123000	54783		LICENSING SOFTWARE	500.00	C	TRANSFER FOR CEX CONFERENCE
2025	7	25T192	County Executive	10123000	54313		BOOKS AND SUPPLEMENTS	500.00	C	TRANSFER FOR CEX CONFERENCE
2025	7	25T192	County Executive	10123000	54950		COUNTY CONTRIBUTION	500.00	C	TRANSFER FOR CEX CONFERENCE
2025	7	25T192	County Executive	10123000	54640		EDUCATION AND TRAINING	2,500.00	D	TRANSFER FOR CEX CONFERENCE
2025	7	25T193	Early Intervention	10405900	54414		CARE AT PRIVATE INSTITUTION	3,000.00	C	REIMBURSE PARENT TRAVEL EXPENS
2025	7	25T193	Early Intervention	10405900	54670		TRAVEL NON EMPLOYEES	3,000.00	D	REIMBURSE PARENT TRAVEL EXPENS
2025	7	25T194	OEOP CAC	22070000	52650	10221	MOTOR VEHICLES	350.00	C	TO PURCHASE CURTAINS,DRAPES

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7	25T194	OEOP CAC	22070000	54410	10221	SUPPLIES AND MAT	1,100.00	D	TO PURCHASE PINWHEELS,SUPPLIES
2025	7	25T194	OEOP CAC	22070000	52110	10221	FURNITURE AND FURNISHINGS	350.00	D	TO PURCHASE CURTAINS,DRAPES
2025	7	25T194	OEOP CAC	22070000	52650	10221	MOTOR VEHICLES	1,100.00	C	TO PURCHASE PINWHEELS,SUPPLIES
2025	7	25T195	DSS Admin	10102000	54311	10229	PRINTING AND FORMS	481.50	D	ALLOCATE PROJ (4IMPRINT)
2025	7	25T195	DSS Admin	10102000	54410	10229	SUPPLIES AND MAT	110.48	D	ALLOCATE PROJ (AMAZON)
2025	7	25T195	DSS Admin	10102000	54410		SUPPLIES AND MAT	110.48	C	ALLOCATE PROJ (AMAZON)
2025	7	25T195	DSS Admin	10102000	54311		PRINTING AND FORMS	481.50	C	ALLOCATE PROJ (4IMPRINT)
2025	7	25T196	Mental Health Legal	10431000	54640	10211	EDUCATION AND TRAINING	1,523.00	C	REAPPROP FNDS - BALLISTIC VEST
2025	7	25T196	Mental Health Legal	10431000	52180	10211	OTHER EQUIPMENT	1,523.00	D	REAPPROP FNDS - BALLISTIC VEST
2025	7	25T197	OEOP Crime Victims	22071000	54410		SUPPLIES AND MAT	65.00	C	USB STICKS FOR CAC
2025	7	25T197	OEOP Crime Victims	22071000	54783		LICENSING SOFTWARE	65.00	D	USB STICKS FOR CAC
2025	7	25T198	Tourism	10641000	54313		BOOKS AND SUPPLEMENTS	3,000.00	D	ROVE AGREEMENT TOURISM
2025	7	25T198	Tourism	10641000	54989		MISCELLANEOUS	3,000.00	C	ROVE AGREEMENT TOURISM
2025	7	25T199	OSR	10677400	54419		JANITORIAL SUPPLIES	1,260.00	D	TO INCREASE US FOODS PO

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7	25T199	OSR	10677900	54419		JANITORIAL SUPPLIES	1,260.00	C	TO INCREASE US FOODS PO
2025	7	25T200	Personnel	10143000	51093		OVERTIME	5,000.00	D	OVERTIME
2025	7	25T200	Personnel	10143000	51094		TEMPORARY	5,000.00	C	TEMPORARY
2025	7	25T202	DSS Overhead	10120000	54989		MISCELLANEOUS	300.00	C	MATTHEW BENDER LEGAL SUPPL
2025	7	25T202	DSS Overhead	10120000	54313		BOOKS AND SUPPLEMENTS	300.00	D	MATTHEW BENDER LEGAL SUPPL
2025	7	25T203	Board of Elections	10145000	54314		POSTAGE	250.00	C	PROCESS INVOICES FOR CELL PHONE
2025	7	25T203	Board of Elections	10145000	54635		CELLPHONES	250.00	D	PROCESS INVOICES FOR CELL PHONE
2025	7	25T204	OEOP Crime Victims	22071000	54783		LICENSING SOFTWARE	50.00	D	FOR ADD'L FLASH DRIVES
2025	7	25T204	OEOP Crime Victims	22071000	54410		SUPPLIES AND MAT	50.00	C	FOR ADD'L FLASH DRIVES
2025	7	25T205	Planning - Soil	10874500	54410		SUPPLIES AND MAT	162.00	D	TO PROPERLY ALLOCATE RACK
2025	7	25T205	Planning - Soil	10874500	54313		BOOKS AND SUPPLEMENTS	162.00	C	TO PROPERLY ALLOCATE RACK
2025	7	25T206	Consumer Affairs	10661000	54783		LICENSING SOFTWARE	500.00	D	NEED \$ FOR MUNIS FORM UPDATE
2025	7	25T206	Consumer Affairs	10661000	52110		FURNITURE AND FURNISHINGS	500.00	C	MOVE FUNDS TO LICENSING&ACCESS
2025	7	25T207	Emergency Services	10398900	52170		KITCHEN EQUIPMENT	2,650.00	D	REFRIGERATOR FOR BES

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7	25T207	Emergency Services	10398900	54379		TRAINING SUPPLIES	2,650.00	C	REFRIGERATOR FOR BES
2025	7	25T209	Golf	10085000	54646		CONTRACTS	3,824.02	C	INSURANCE
2025	7	25T209	Tilly Foster	10084000	54800	10137	INSURANCE	3,824.02	D	INSURANCE
2025	7	25T210	Golf	10085000	54510		MACHINE MAINTENANCE	1,540.00	D	TO PROPERLY ALLOCATE EXP
2025	7	25T210	Golf	10085000	52680		OTHER EQUIPMENT	1,540.00	C	TO PROPERLY ALLOCATE EXP
2025	7	25T211	Emergency Services	10398900	54410		SUPPLIES AND MAT	2,500.00	D	CONCRETE FOR FTC
2025	7	25T211	Emergency Services	10398900	54379		TRAINING SUPPLIES	2,500.00	C	CONCRETE FOR FTC
2025	7	25T212	Early Learning	10296001	54410		SUPPLIES AND MAT	2,410.00	D	PURCHASE CLASSROOM SUPPLIES
2025	7	25T212	Preschool	10296000	54441		ITINERANT SERVICES	4,990.00	C	PURCHASE CLASSROOM SUPPLIES
2025	7	25T212	Early Learning	10296001	52110		FURNITURE AND FURNISHINGS	510.00	D	PURCHASE CLASSROOM SUPPLIES
2025	7	25T212	Early Learning	10296001	54310		OFFICE SUPPLIES	1,905.00	D	PURCHASE CLASSROOM SUPPLIES
2025	7	25T212	Early Learning	10296001	54330		MEDICAL SUPPLIES	165.00	D	PURCHASE CLASSROOM SUPPLIES
2025	7	25T213	Veterans Services	10651000	54310		OFFICE SUPPLIES	250.00	C	FOR FILE CABINETS
2025	7	25T213	Veterans Services	10651000	52110		FURNITURE AND FURNISHINGS	250.00	D	FOR FILE CABINETS

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7	25T214	Sheriff - Police Traffic Services	17311002	54162	10023	SIGNS	620.80	D	PURCHASE 2 SIGNS
2025	7	25T214	Sheriff - Police Traffic Services	17311002	52180	10023	OTHER EQUIPMENT	620.80	C	PURCHASE 2 SIGNS
2025	7	25T215	Preschool	10296000	54310		OFFICE SUPPLIES	130.00	C	PURCHASE CARBON MONOX DETECTOR
2025	7	25T215	Preschool	10296000	54410		SUPPLIES AND MAT	130.00	D	PURCHASE CARBON MONOX DETECTOR
2025	7	25T216	Health - EHS	12401000	54783		LICENSING SOFTWARE	320.00	D	PURCHASE ADOBE PRO LICENSES
2025	7	25T216	Health - EHS	12401000	54320		FOOD	320.00	C	PURCHASE ADOBE PRO LICENSES
2025	7	25T217	Early Learning	10296001	54330		MEDICAL SUPPLIES	50.00	D	PURCHASE FIRST AID KITS
2025	7	25T217	Preschool	10296000	54310		OFFICE SUPPLIES	50.00	C	PURCHASE FIRST AID KITS
2025	7	25T219	Personnel	10143000	54640		EDUCATION AND TRAINING	200.00	C	TABLE AND CHAIRS
2025	7	25T219	Personnel	10143000	54410		SUPPLIES AND MAT	200.00	D	TABLE AND CHAIRS
2025	7	25T221	Office for Disabled	10198900	54640		EDUCATION AND TRAINING	489.00	C	PRICE INCR BDGTD FURN & CHAIR
2025	7	25T221	Office for Disabled	10198900	52110		FURNITURE AND FURNISHINGS	489.00	D	PRICE INCR BDGTD FURN & CHAIR
2025	7	25T222	DSS	10101000	52130		COMPUTER EQUIPMENT	583.42	D	COMPUTER PURCHASE
2025	7	25T222	DSS Medicaid	10104000	52130		COMPUTER EQUIPMENT	583.42	C	COMPUTER PURCHASE

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7	25T222	DSS Medicaid	10104000	52130		COMPUTER EQUIPMENT	1,750.26	C	COMPUTER PURCHASE
2025	7	25T222	DSS Jobs	10103000	52130		COMPUTER EQUIPMENT	1,750.26	D	COMPUTER PURCHASE
2025	7	25T222	DSS Medicaid	10104000	52130		COMPUTER EQUIPMENT	4,239.98	C	COMPUTER PURCHASE
2025	7	25T222	WIA	10629300	52130		COMPUTER EQUIPMENT	4,239.98	D	COMPUTER PURCHASE
2025	7	25T222	DSS Admin	10102000	52130		COMPUTER EQUIPMENT	474.21	D	COMPUTER PURCHASE
2025	7	25T222	DSS Medicaid	10104000	52130		COMPUTER EQUIPMENT	583.42	C	COMPUTER PURCHASE
2025	7	25T222	DSS Medicaid	10104000	52130		COMPUTER EQUIPMENT	1,166.84	C	COMPUTER PURCHASE
2025	7	25T222	DSS Support Collection	10108000	52130		COMPUTER EQUIPMENT	583.42	D	COMPUTER PURCHASE
2025	7	25T222	DSS Medicaid	10104000	52130		COMPUTER EQUIPMENT	474.21	C	COMPUTER PURCHASE
2025	7	25T222	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	1,166.84	D	COMPUTER PURCHASE
2025	7	25T223	OEOP CAC	22070000	54410		SUPPLIES AND MAT	850.00	C	FOR GIVEAWAYS
2025	7	25T223	OEOP CAC	22070000	54640		EDUCATION AND TRAINING	450.00	C	FOR GIVEAWAYS
2025	7	25T223	OEOP CAC	22070000	54329	10221	PROMOTIONAL MATERIALS	180.00	D	GIVEAWAYS - PINWHEELS,ETC
2025	7	25T223	OEOP CAC	22070000	54329		PROMOTIONAL MATERIALS	450.00	D	FOR GIVEAWAYS

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7	25T223	OEOP CAC	22070000	52650	10221	MOTOR VEHICLES	180.00	C	GIVEAWAYS (PINWHEELS,ETC)
2025	7	25T223	OEOP CAC	22070000	54329		PROMOTIONAL MATERIALS	850.00	D	FOR GIVEAWAYS
2025	7	25T223	OEOP CAC	22070000	54410	10221	SUPPLIES AND MAT	120.00	D	SHELVING UNIT
2025	7	25T223	OEOP CAC	22070000	54313		BOOKS AND SUPPLEMENTS	250.00	C	FOR GIVEAWAYS
2025	7	25T223	OEOP CAC	22070000	54329		PROMOTIONAL MATERIALS	250.00	D	FOR GIVEAWAYS
2025	7	25T223	OEOP CAC	22070000	52650	10221	MOTOR VEHICLES	120.00	C	SHELVING UNIT
2025	7	25T224	Health - EHS	12401000	54675		TRAVEL	1,200.00	D	EMPLOYEE TRAVEL REMAINDER '25
2025	7	25T224	Health - EHS	12401000	54320		FOOD	1,200.00	C	EMPLOYEE TRAVEL REMAINDER '25
2025	7	25T225	Mental Health Legal	10431000	54670		TRAVEL NON EMPLOYEES	180.00	D	FOR CLIENT TRANSPORT
2025	7	25T225	Mental Health Legal	10431000	54640		EDUCATION AND TRAINING	180.00	C	FOR CLIENT TRANSPORT
2025	7	25T231	DSS Overhead	10120000	52130		COMPUTER EQUIPMENT	3,073.14	D	CORRECTION TO J1115/25T222
2025	7	25T231	WIA	10629300	52130		COMPUTER EQUIPMENT	3,073.14	C	CORRECTION TO J1115/25T222
2025	7	CORRECTI ON	OSR	10677400	51000		PERSONNEL SERVICES	89,770.00	C	CORRECT R#75-2025
2025	7	CORRECTI ON	OSR	10677200	51000		PERSONNEL SERVICES	168,100.00	D	CORRECT R#75-2025

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7 CORRECTI ON	OSR	10677400	51000		PERSONNEL SERVICES	168,100.00	C	CORRECT R#75-2025
2025	7 CORRECTI ON	OSR	10677200	51000		PERSONNEL SERVICES	89,770.00	D	CORRECT R#75-2025
2025	7 R#195/25	Mental Health Legal	10431000	55646	10151	CHRGBK CONTRACTS	2,983.00	D	MH LGU OASAS JAIL BASED SVCS
2025	7 R#195/25	Mental Health OASIS Alcohol	10030000	54647		SUB CONTRACTORS	11,668.00	D	OASAS CONTRACTED SVCS
2025	7 R#195/25	Mental Health	10028000	54647		SUB CONTRACTORS	3,034.00	D	MH ALCOHOLISM SVCS CNCL ST AID
2025	7 R#195/25	Mental Health Legal	10431000	434981	10234	MH ST AID	5,010.00	C	MH LGU OASAS ST AID
2025	7 R#195/25	Mental Health Legal	10431000	434981	10151	MH ST AID	2,983.00	C	MH LGU OASAS JAIL BASED SVCS
2025	7 R#195/25	Mental Health OASIS Alcohol	10030000	434884		PRIVATEOASAS ST LOCAL ASST	11,668.00	C	OASAS CONTRACTED SVCS
2025	7 R#195/25	Mental Health	10028000	434887		COUNCIL STATE AID COLA	3,034.00	C	MH ALCOHOLISM SVCS CNCL ST AID
2025	7 R#195/25	Mental Health Legal	10431000	55646	10234	CHRGBK CONTRACTS	5,010.00	D	MH LGU OASAS ST AID
2025	7 R#196/25	Preschool	10296000	432773		EDU AND TRANS HNDCP CHILD 3TO5	78,540.00	D	RECLASS OF REVENUES FROM ELC
2025	7 R#196/25	Early Learning	10296001	432773		EDU AND TRANS HNDCP CHILD 3TO5	78,540.00	C	RECLASS OF REVENUES TO ELC
2025	7 R#197/25	Early Learning	10296001	54646		CONTRACTS	30,000.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	52180		OTHER EQUIPMENT	3,400.00	D	SUPPLIES FOR NEW ELC

YEAR	PER REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7 R#197/25	Early Learning	10296001	54989		MISCELLANEOUS	1,000.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	54783		LICENSING SOFTWARE	100.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	54670		TRAVEL NON EMPLOYEES	1,000.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	54311		PRINTING AND FORMS	300.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	52110		FURNITURE AND FURNISHINGS	28,000.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Preschool	10296000	54678		LEASED TRANSPORTATION	51,000.00	C	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Preschool	10296000	54441		ITINERANT SERVICES	219,250.00	C	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	54678		LEASED TRANSPORTATION	50,000.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	52130		COMPUTER EQUIPMENT	1,500.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	52120		OFFICE EQUIPMENT	2,300.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	52170		KITCHEN EQUIPMENT	900.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	54310		OFFICE SUPPLIES	10,000.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	54313		BOOKS AND SUPPLEMENTS	1,000.00	D	SUPPLIES FOR NEW ELC
2025	7 R#197/25	Early Learning	10296001	54410		SUPPLIES AND MAT	6,500.00	D	SUPPLIES FOR NEW ELC

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7	R#197/25	Early Learning	10296001	54441		ITINERANT SERVICES	132,000.00	D	SUPPLIES FOR NEW ELC
2025	7	R#197/25	Early Learning	10296001	54510		MACHINE MAINTENANCE	1,000.00	D	SUPPLIES FOR NEW ELC
2025	7	R#197/25	Early Learning	10296001	54634		TELEPHONE	250.00	D	SUPPLIES FOR NEW ELC
2025	7	R#197/25	Early Learning	10296001	54635		CELLPHONES	900.00	D	SUPPLIES FOR NEW ELC
2025	7	R#197/25	Early Learning	10296001	54636		INTERNET COSTS	100.00	D	SUPPLIES FOR NEW ELC
2025	7	R#199/25	PRPH	25647000	54950		COUNTY CONTRIBUTION	10,000.00	D	PRPH
2025	7	R#199/25	Contingency	10199000	54996		SUBCONTINGENCY VISITORS BUREAU	10,000.00	C	PRPH
2025	7	R#204/25	Sheriff - Narcotics	14311000	54370		AUTOMOTIVE	1,608.80	D	NYMIR INS REIMB-ACCIDENT 3
2025	7	R#204/25	Sheriff - Narcotics	14311000	426801		INSURANCE RECOVERIES	1,608.80	C	NYMIR INS REIMB-ACCIDENT 3
2025	7	R#205/25	Youth Bureau	10731000	438202		COORDINATED YOUTH	20,228.00	C	RECLASS REVENUE TO CYFS
2025	7	R#205/25	Youth Bureau	10731000	438203	10114	OFF CHILDREN AND FAMILY SERVS	10,000.00	C	RECLASS REVENUE TO PROJ 10114
2025	7	R#205/25	Youth Bureau	10731000	438651		SCHOOL BASED PREV YDDP AND YI	2,070.00	C	RECLASS REVENUE TO SCH BASED
2025	7	R#205/25	Youth Bureau	10731000	43889A		YOUTH FORUM	1,500.00	C	RECLAS REVENUE TO STRENGTH FAM
2025	7	R#205/25	Youth Court	10087000	438201		YOUTH PROGRAMS	15,060.00	C	RECLAS REVENUE TO YTH COURT

YEAR	PER	REF4	Org Description	ORG	OBJECT	PROJECT	Description	AMOUNT	DR/CR	COMMENT
2025	7	R#205/25	Youth Pegasus	10088000	438762		ST AID PEGASUS	2,080.00	C	RECLAS REVENUE TO PEGASUS
2025	7	R#205/25	Youth Bureau	10731000	438201		YOUTH PROGRAMS	50,938.00	D	RECLAS REVENUE TO APPROP LINE
							Debits	751,666.31		
							Credits	751,666.31		

#40

2025 Contingency Report

<u>Beginning Balance 1/1/25</u>		2,494,060.00
Res29	Adjust personnel services to proper amounts	9,660.00
Res41	Reclass -Deputy Sheriff 1st Sgt.	7,037.00
Res72	Health department Personnel changes	56,245.00
Res99	Soil & Water Performance Measures- Part C	20,000.00
Res112	District Attorney Criminal Justice Discovery Reform Gr24-25	20,265.00
Res145	Close out Fema projects	927,322.00
Subtotal General Contingency		\$ 3,534,589.00

Deductions:

Res25	PCSEA ratification	(328,170.00)
Res82	East Branch Rd Pin 8763.60	(30,579.00)
Res83	Peekskill Hollow Rd Pin 8763.61	(29,437.00)
Res104	CSEA Ratification	(1,381,346.00)
Res111	State Aid Public Health	(38,417.00)
Res138	Cordinator of Information Technology	(1,119.00)
Res140	PUMA ratification	(5,389.00)
Res146	Garage roof repair-Myrtle Ave	(200,000.00)
Res147	Youth Bureau reallocation	(190,000.00)
Res148	Waste Water Sewer charges	(68,000.00)
Res161	DA -Criminal Justce Disvry Reform Gr24-25-merit bonus	(3,663.00)
Res178	PCSO Life Safety Systems Modernization	(16,000.00)
Res180	Railroad Station Maintenance	(20,798.00)
Res 190	Youth Bureau furniture	(95,000.00)

Total	\$ 1,126,671.00
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Proposed Deductions:

25T249	Veterans - flags	(17,950.00)
--------	------------------	-------------

Pending Balance 8/25/25	\$1,108,721.00
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2025 Subcontingency Report

4985- Maintenance & Repairs

<u>Beginning Balance 1/1/25</u>	\$	45,000.00
--	-----------	------------------

Subtotal Subcontingency	\$	45,000.00
--------------------------------	-----------	------------------

Deductions:

25LT01	normal maintenance -nails, paint, plumbing supplies- Tilly	(10,000.00)
--------	--	-------------

25LT02	normal maintenance -nails, paint, plumbing supplies- Park	(10,000.00)
--------	---	-------------

		(20,000.00)
Total	\$	25,000.00

Proposed Deductions:

Pending Balance 8/25/25	\$25,000.00
--------------------------------	--------------------

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4987- Subcontingency (Nursing,BES)

<u>Beginning Balance 1/1/25</u>	\$ 78,060.00
--	---------------------

Subtotal Subcontingency	\$ 78,060.00
--------------------------------	---------------------

Deductions:

	0.00
Total	\$ 78,060.00

Proposed Deductions:

Pending Balance 8/25/25	\$ 78,060.00
--------------------------------	---------------------

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4993- Subcontingency (Cty Exec COLA)

Beginning Balance 1/1/25 **\$ 5,211.00**

Subtotal Subcontingency **\$ 5,211.00**

Deductions:

Total 0.00
\$ 5,211.00

Proposed Deductions:

Pending Balance 8/25/25 **\$5,211.00**

Note:

R= resolution

A= proposed budgetary amendment

2025 Subcontingency Report

4996- Subcontingency (Outside Agencies)

Beginning Balance 1/1/25 \$ 71,893.00

Subtotal Subcontingency \$ 71,893.00

Deductions:

Res 94	Putnam Arts Council	(13,993.00)
Res199	PRPH	(10,000.00)

	<u>(23,993.00)</u>
Total	\$ 47,900.00

Proposed Deductions:

25T220	Garrison Arts Center	(10,000.00)
25T245	Careers Support Solutions	(15,000.00)
25T250	Boscobel	(10,000.00)
25T251	Second Chance Foods	(10,000.00)

	<u>(45,000.00)</u>
Pending Balance 8/25/25	<u>\$2,900.00</u>

Note:

R= resolution

A= proposed budgetary amendment

MICHAEL LEWIS
COMMISSIONER OF FINANCE



#5a
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

MEMORANDUM

2025 AUG 14 PM 3:44
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk

DATE: August 14, 2025

FROM: William. J. Carlin, Jr., Commissioner of Finance *wjc/smb*

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	2024 Actual	2025 Original Budget	2025 Revised Budget	2025 Actual	2025 Distributed Budget	2025 Available	2025 Percent
Corrections - Jail Maintenance	10011000	51093		OVERTIME	4,910.05	11,944.00	11,944.00	8,388.55	7,350.15	3,555.45	70.23%
Corrections - SCAAP Grant	10315001	51093	10032	OVERTIME	0.00	0.00	0.00	87.70	0.00	(87.70)	100.00
County Executive	10123000	51094		TEMPORARY	7,205.28	18,118.00	18,118.00	15,670.25	11,149.54	2,447.75	86.49%
DMV	10141100	51093		OVERTIME	3,405.59	15,000.00	15,000.00	11,226.61	9,230.77	3,773.39	74.84%
DPW - County Snow	10514200	51093		OVERTIME	231,909.52	276,000.00	276,000.00	270,741.24	169,846.15	5,258.76	98.09%
DPW - Engineering	10144000	51094		TEMPORARY	35,418.59	35,000.00	35,000.00	25,783.38	21,538.46	9,216.62	73.67%
DPW - Facilities	10511100	51094		TEMPORARY	18,403.21	30,000.00	30,000.00	24,390.15	18,461.54	5,609.85	81.30%
DPW - Facilities	10511100	51093		OVERTIME	64,676.24	55,000.00	55,000.00	46,776.34	33,846.15	8,223.66	85.05%
DPW - Parks & Recreation	10711000	51093		OVERTIME	34,584.83	26,000.00	26,000.00	19,609.09	16,000.00	6,390.91	75.42%
DPW - Road Machinery	10513000	51093		OVERTIME	24,038.68	17,000.00	17,000.00	11,739.85	10,461.54	5,260.15	69.06%
DPW - Roads & Bridges	10511000	51094		TEMPORARY	22,531.50	30,000.00	30,000.00	20,736.00	18,461.54	9,264.00	69.12%
DPW - Roads & Bridges	10511000	51093		OVERTIME	95,856.07	60,000.00	60,000.00	54,083.96	36,923.08	5,916.04	90.14%
DSS Administration	10102000	51093		OVERTIME	28,718.93	20,000.00	20,000.00	26,608.88	12,307.69	(6,608.88)	133.04%
DSS - Administration - Overhead	10120000	51094		TEMPORARY	103,995.78	68,630.00	64,293.00	49,154.80	39,564.92	15,138.20	76.45%
DSS - Adoption and Legal Guardianship	10102000	51093	10229	OVERTIME	0.00	0.00	10,750.00	10,729.48	6,615.38	20.52	99.81%
DSS - Family First Transition	10102000	51093	10152	OVERTIME	0.00	0.00	0.00	556.79	0.00	(556.79)	100.00
Emergency Services - Dispatch	13398900	51093		OVERTIME	319,117.22	200,000.00	200,000.00	185,304.78	123,076.92	14,695.22	92.65%
Emergency Services - EMS	14398900	51094		TEMPORARY	18,377.75	25,000.00	25,000.00	17,868.56	15,384.62	7,131.44	71.47%
Finance	10131000	51093		OVERTIME	16,772.56	17,500.00	17,500.00	14,105.65	10,769.23	3,394.35	80.60%
Health - ATUPA	12023000	51093		OVERTIME	2,484.56	7,000.00	8,475.00	7,759.03	5,215.38	715.97	91.55%
Health - EHS - Water Quality	12022000	51094		TEMPORARY	23,587.20	19,900.00	19,900.00	13,933.92	12,246.15	5,966.08	70.02%
Health - Health Education	21401000	51093		OVERTIME	1,243.81	800.00	800.00	3,571.04	492.31	(2,771.04)	446.38%
Health - Early Intervention	10405900	51093		OVERTIME	11,413.28	6,500.00	6,500.00	4,806.67	4,000.00	1,693.33	73.95%
Health - Environmental	12401000	51093		OVERTIME	44,663.27	37,000.00	37,000.00	24,672.58	22,769.23	12,327.42	66.68%
Health - Nursing	11401000	51093		OVERTIME	45,493.81	25,000.00	25,000.00	27,443.98	15,384.62	(2,443.98)	109.78%
Mental Health	10431000	51094		TEMPORARY	19,354.02	0.00	4,654.00	5,215.12	2,864.00	(561.12)	112.06%
Mental Health - LOSS TEAMS	10431000	51094	10227	TEMPORARY	0.00	0.00	10,717.00	8,037.12	6,595.08	2,679.88	74.99%
Personnel	10143000	51093		OVERTIME	5,678.66	7,000.00	12,000.00	7,928.49	7,384.62	4,071.51	66.07%
Probation	10314000	51094		TEMPORARY	8,697.20	3,000.00	18,000.00	11,974.22	11,076.92	6,025.78	66.52%
Purchasing	10134500	51093		OVERTIME	6,197.28	5,200.00	5,200.00	3,565.44	3,200.00	1,634.56	68.57%
Real Property	10135500	51094		TEMPORARY	1,361.25	0.00	14,463.00	9,585.00	8,900.31	4,878.00	66.27%
Sheriff - Administration	10311000	51094		TEMPORARY	7,492.40	19,720.00	19,720.00	17,889.00	12,135.38	1,831.00	90.72%
Sheriff - Building Security	19311000	51093		OVERTIME	12,892.18	10,570.00	10,570.00	9,777.10	6,504.62	792.90	92.50%
Sheriff - Road Patrol - BUCKLE UP	17311002	51093	10024	OVERTIME	0.00	4,400.00	4,400.00	3,645.68	2,707.69	754.32	82.86%
Sheriff - Youth	16311000	51093		OVERTIME	282,710.22	207,000.00	207,000.00	198,499.55	127,384.62	8,500.45	95.89%
Youth Bureau	10731000	51093		OVERTIME	0.00	250.00	250.00	200.00	153.85	50.00	80.00%
Youth Court	10087000	51094		TEMPORARY	7,309.13	12,720.00	3,494.00	3,493.75	2,150.15	0.25	99.99%

**** New departments in bold.**

MICHAEL LEWIS
COMMISSIONER OF FINANCE



KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

#5b

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: Sheila M. Barrett, First Deputy Commissioner of Finance *SM*

Re: Budgetary Amendment - 25A063

Date: July 11, 2025

At the request of the Sheriff's Department, the following budgetary transfer is required.

General Fund:

Increase Appropriations:

13311000.54210.10211	Co-Response Team Grant - Vehicle Leasing	14,700
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Increase Revenue:

13311000.444900.10211	Co-Response Team Grant	14,700
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2025 JUL 22 PM 3:02
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

To acknowledge grant from Department of Justice - Crisis Intervention Team.

Fiscal Impact - 2025 - \$ 0




















Fiscal Impact - 2026 - \$ 0

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

Account Inquiry [Putnam County]

Account Inquiry (Putnam County)

အောင်

Fund	GF	Acct	01 13 20 13 31 10 000 000 60 542 10 102 11
Org	SHRF Comm	Acct name	VEHICLE LEASING/RENTAL
Object	54210	Vehicle	Expense
Project	10211	Type	Status Active
		CO-RESPONSE TEAM OF Rollup	
		Sub-Rollup	

	4 Year Comparison	Current Year	History	4 Year Graph	History Graph	
Yr/Per 2023/01		Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2026
Original Budget		7,900.00		.00		
Transfers In		2,381.95		18,000.00		
Transfers Out		.00		.00		
Revised Budget		10,281.95		18,000.00		
Actual (Memo)		4,554.10		15,618.05		
Encumbrance		1,115.85		.00		
Requisitions		.00				
Available		4,500.00		2,381.95		
Percent used		55.26		86.77		

\$360.00	(2024)
- 15618.05	(2025)
- 4566.10	(November)
- 1115.85	
<hr/>	
\$- COL 15	

Sheila Barrett

From: Johnathon Cihanek
Sent: Friday, July 11, 2025 10:19 AM
To: Sheila Barrett
Subject: RE: Year End Forms
Attachments: GAM_Details_GAM-593996.pdf

On page 6 under equipment it notes \$36,000 for the vehicle.

From: Sheila Barrett <sheila.barrett2@putnamcountyny.gov>
Sent: Friday, July 11, 2025 10:12 AM
To: Johnathon Cihanek <johnathon.cihanek@putnamcountyny.gov>
Subject: FW: Year End Forms

Sheila Barrett
First Deputy Commissioner of Finance
Putnam County
40 Gleneida Avenue
Carmel, New York 10512

-
Phone: (845) 808-1075 X49320
Fax: (845) 808-1910

From: Sheila Barrett
Sent: Thursday, December 19, 2024 2:36 PM
To: Marianne Larm <Marianne.larm@putnamcountyny.gov>
Subject: FW: Year End Forms

FYI

Sheila Barrett
First Deputy Commissioner of Finance
Putnam County
40 Gleneida Avenue
Carmel, New York 10512

-
Phone: (845) 808-1075 X49320
Fax: (845) 808-1910

From: Sheila Barrett
Sent: Thursday, December 12, 2024 3:08 PM
To: Diane Schonfeld <Diane.Schonfeld@putnamcountyny.gov>; Robert Tendy <robert.tendy@putnamcountyny.gov>; Christina Rizzo <Christina.Rizzo@putnamcountyny.gov>; Michael Nesheiwat <michael.nesheiwat@putnamcountyny.gov>; Laureve Wilson <Laureve.Wilson@putnamcountyny.gov>; Alexis Hawley



Department of Justice (DOJ)
Office of Community Oriented Policing Services (COPS Office)

Washington, D.C. 20531

Case Status:
Resolved-Completed

Solicitation Title:
FY23 Implementing Crisis Intervention Teams- Community Policing Development Solicitation

Project Title:
FY23 County Of Putnam , NY CIT Grant

Project Period:
10/1/23 - 9/30/25

Managing Office:
COPS

DOJ Grant Manager:
LINDA KEOMANIVONG

Grant Award Administrator:
Johnathon Cihaneh

Last Updated Date:
09/13/2024

Solicitation Category
N/A

Federal Award Amount:
\$400,000.00

Funding Instrument Type:
Grant

UEI
RNKJAGJKCVL8

COPS ORI:
no value

TIN:
.....2759

Award Number:
15JCOPS-23-GG-01767-PPSE

Budget Modification

Budget Detail and Summary Modification



Project Budget Summary

Budget Category

Approved Budget Requested Budget Changes Revised Budget Percentage

Sworn Officer Positions:

\$0 \$0 \$0

Civilian or Non-Sworn Personnel:

\$259,733 \$0 \$259,733

Travel:

\$46,000 \$0 \$46,000

Equipment:

\$58,267 -\$2,705 \$55,562

Supplies:

\$6,000 \$2,705 \$8,705

SubAwards:

\$0 \$0 \$0

Procurement Contracts:

\$0 \$0 \$0

Other Costs:

\$30,000 \$0 \$30,000

Total Direct Costs:

\$400,000 \$0 \$400,000

Indirect Costs:

\$0 \$0 \$0

Total Project Costs:

\$400,000 \$0 \$400,000

Federal Funds:

\$400,000 \$0 \$400,000 100.00%

Match Amount:

\$0 \$0 \$0 0.00%

Program Income:

\$0 \$0 \$0 0.00%

Budget Detail Summary

Sworn Officer

Civilian Personnel

Position Title	Number of Positions
Mental Health Clinician	1

Mental Health Clinician - Co-Response Team

Year:	Year 1	Year 2	Year 3
Salary			
Salary	% Time 100%	% Time 100%	% Time 100%
	\$85,000.00	\$85,000.00	\$85,000.00
Allocated Salary	\$85,000.00	\$85,000.00	\$0.00

Fringe Benefits

Social Security	6.20%	\$5,270.00	\$5,270.00	\$0.00
Medicare	1.45%	\$1,232.50	\$1,232.50	\$0.00

Health Insurance

Fixed Amount	\$28,582.83	\$28,582.83	no value
	\$28,582.83	\$28,582.83	no value

Life Insurance

Fixed Amount	\$5.95	\$5.95	no value
	\$5.95	\$5.95	no value

Vacation					
Included In Salary?	Hours				
Yes	0	\$0.00	\$0.00	\$0.00	\$0.00
Sick Leave					
Included In Salary?	Hours				
Yes	0	\$0.00	\$0.00	\$0.00	\$0.00
Retirement					
Fixed Rate		\$8,160.00	\$8,160.00	\$0.00	\$0.00
		9.60%	9.60%	5.00%	
Workers Compensation					
Fixed Amount		\$1,615.00	\$1,615.00	no value	no value
		\$1,615.00	\$1,615.00	no value	no value
Unemployment Insurance					
Exempt		\$0.00	\$0.00	\$0.00	
Other Benefit					
None		no value	no value	no value	no value
Other Benefit					
None		no value	no value	no value	no value
Other Benefit					
None		no value	no value	no value	no value

Summary Totals

Year	Year 1	Year 2	Year 3
Benefits	\$44,866.28	\$44,866.28	\$0.00
Salary	\$85,000.00	\$85,000.00	\$0.00
Total	\$129,866.28	\$129,866.28	\$0.00
Mental Health Clinician			
Number of Positions			
1			
Total Salary and Benefits			
\$259,733			

Travel

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost
1 Co-Responder Conference	TBD	Transportation	Round-Trip	\$2,500.00	1.00	2.00	2.00	\$10,000.00
2 CIT International Conference	TBD	Other	N/A	\$750.00	1.00	2.00	2.00	\$3,000.00
3 CIT International Conference	TBD	Transportation	Round-Trip	\$2,500.00	1.00	2.00	2.00	\$10,000.00
4 CIT International Conference	TBD	Lodging	Night	\$500.00	5.00	2.00	2.00	\$10,000.00
5 Co-Responder Conference	TBD	Other	N/A	\$750.00	1.00	2.00	2.00	\$3,000.00
6 Co-Responder Conference	TBD	Lodging	Night	\$500.00	5.00	2.00	2.00	\$10,000.00

Travel Total Cost

\$46,000

Additional Narrative

Training will be conducted at the National Co-Responder Conference and CIT International Conferences. Locations and conference fees have not been published for FY 24 & FY 25 events.

Equipment

Equipment Item	# of Items	Cost	Total Cost
1 APX 8500 Mobile Radio	1.00	\$7,712.10	\$7,712.10
2 APX 8000 Portable Radio w/ encryption	1.00	\$8,049.30	\$8,049.30
3 Lockable Vehicle Equipment Vault	1.00	\$1,241.67	\$1,241.67
4 Misc Equipment	1.00	\$2,559.41	\$2,559.41
5 Vehicle	1.00	\$36,000.00	\$36,000.00

Equipment Total Cost

\$55,562

Additional Narrative

A dedicated Co-Response Team vehicle will be leased through Enterprise Fleet at a projected cost of \$18,000.00 per year and suitable for interaction with persons in crisis. Land Mobile Radio for

response vehicle and Portable Radio for clinician.

A lockable vehicle equipment vault was identified as a requirement to secure Co-response Team equipment & computers

Supplies

Purpose of Supply Items	# of Items	Unit Cost	Total Cost
1 Mobile computer and peripherals	2.00	\$3,000.00	\$6,000.00
2 Computer Monitor	2.00	\$166.21	\$332.42
3 Color Printer	1.00	\$339.00	\$339.00
4 Wireless Mouse	2.00	\$16.55	\$33.10
5 Misc Computer and Office Supplies	1.00	\$2,000.00	\$2,000.00

Supplies Total Cost

\$8,705

Additional Narrative

Computing devices and general office supplies, forms, and miscellaneous supplies.

2 Computer monitors, color printer, and wireless mice were identified as a need for the Co-Response Team administrative workstations.

SubAwards

Item	Description	Country	State/U.S. Territory	City	Total Cost
No Items					
Subawards Total Cost					
\$0					

Procurement Contracts

Item	Description	Consultant	Country	State/U.S. Territory	City	Total Cost
No Items						
Procurement Cost						

\$0

Consultant Travel Required

Yes

Consultant Travel

Purpose of Travel

Location

Type of Expense

Cost

Duration or Distance # of Staff

ance # of Staff

Total Cost

No items

Item	Unit	Quantity	Unit Price	Amount	Remarks
Consultant Travel	Per Day	10	1000	10000	
Total Cost				10000	

0\$

Procurement Total Cost

OS

Other Costs

Description

Quantity

Basis

Costs

Length of Time

Total Costs

¹ Overtime for Sworn Deputy Sheriff

1.00

Annual

\$15,000.00

2.00

\$30,000.00

Other Costs Total Cost

\$30,000

Additional Narrative

Overtime for call-out or holdover for sworn Deputy Sheriff associated with Co-Response Team activities.

Indirect Costs

Description

Base

Indirect Cost Rate

Total Cost

No items

Indirect Costs Total Cost

04

For guidance, see DOJ Financial Guide Chapter 3.11 on "Indirect Costs" "BudgetModification"

Justification

Several needs were identified by the Co-Response Team personnel during their operational period conducting mobile crisis response. A secure vehicle vault has been requested by the CRT in order to safeguard their assigned equipment and supplies while conducting field operations and outreach. Additionally, supplemental computer supplies have been requested to aid in the CRT's effectiveness while they are completing administrative tasks in the office environment. Funding was re-directed from realized savings on the budgeted mobile and portables radios having procured them at a discounted price utilizing NYS OGS contracts. The balance of said funds are requested to support future equipment and supplies needs as approved by the grant manager.

Budget/Financial Documentation

Name SKM_C65924052314410.pdf	Category Budget/Other	Created by Timothy Keith	Date Added 06/28/2024
Name GSA Quote 2110_Vehicle Storage Vault.pdf	Category Budget/Other	Created by Timothy Keith	Date Added 06/28/2024

Grants Management Comments

Create Date	User	Note
No items		

MICHAEL LEWIS
Commissioner Of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

July 15, 2025

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

2025 JUL 21 PM 12:51
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 PC Sheriff's 2025 budget:

Increase Revenues:

32311000 427701	Sheriff BCI – Unclassified	<u>\$ 3,855.36</u>
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Increase Expenses:

32311000	Sheriff BCI	
51093	Overtime	\$ 3,581.38
58002	Social Security	<u>273.98</u>
		<u>\$ 3,855.36</u>

2025 Fiscal Impact - 0

2026 Fiscal Impact - 0

The Sheriff respectfully requests that reimbursement received from the NYS Sheriff's Association for Instructor Kevin Radovich's services rendered at the DRE Philadelphia Field Certification May 18 – 24 be used to increase BCI's overtime line.

NYS SHERIFF'S ASSOCIATION ~ CK 7802 ~ \$3,855.36

25A065

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

<u>Date</u>	<u>Chairperson Audit/Designee: \$0 - \$10,000.00</u>
<u>Date</u>	<u>Audit & Administration Committee: \$10,000.01 - \$25,000.00</u>



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



DATE: 7/11/2025

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

Dear Commissioner Lewis

Check #7802 in the amount of \$3,855.36

From: NYS SHERIFF'S ASSOCIATION INC.

Is reimbursement for Instructor Kevin Radovich for hours of services pertaining to DRE Philadelphia Field Certification from May 18th through the 24th.

This was a grant through NYS Governor's Traffic Safety Committee for funding assistance to attend DRE school.

Please apply to corresponding revenue account # 32311000.427701 \$3,855.36

Additionally, please increase expenditure lines:

32311000.51093	\$3,581.38
32311000.58002	\$ 273.98

Very truly yours,

Kristin D. Van Tassel
Fiscal Manager

Putnam County Sheriff's Office					7/7/2025	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
6/23/2025	Bill	DRE School Philadelp	3,855.36	3,855.36		3,855.36
					Check Amount	3,855.36

M&T Checking Accou	DRE School Philadelphia May 18-25 (K Radovic	3,855.36
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WILLIAM J. CARLIN, JR.
Commissioner Of Finance



DEPARTMENT OF FINANCE

SHEILA M. BARRETT
First Deputy Commissioner
Of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Interim Commissioner of Finance

Re: Budgetary Amendment - **25A067**

Date: August 10, 2025

At the request of the Commissioner of Highways & Facilities, the following budgetary amendment is required.

CAPITAL FUND:

Increase Estimated Appropriations:

55197000 53000 52519	ADA Improvements - COB Ramp	50,000
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Increase Estimated Revenues:

55197000 435971 52519	State Aid - CREST Grant	50,000
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to adjust the capital budget to fund the ADA Compliant Ramp project at the County Office building, funded a State CREST Grant. A copy of the Grant disbursement agreement is enclosed. Please forward to the appropriate committee.

Approved : : _____
Kevin M, Byrne, County Executive

2025 AUG 13 PM 2:00
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

PUTNAM COUNTY LEGISLATURE

Resolution #282

Introduced by Legislator: William Gouldman on behalf of the Physical Services Committee at the Year End Meeting held on December 19, 2023.

page 1

APPROVAL/ GRANT APPLICATION/ STATE AND MUNICIPAL FACILITIES GRANT PROGRAM/ PUTNAM COUNTY OFFICE BUILDING ADA COMPLIANT RAMP

WHEREAS, Section 5-2(E) of the Putnam County Code provides that an applicant of any grant application that does not require local Putnam County ("the County") matching funds shall notify the Putnam County Legislature ("the Legislature") of the submission of a grant application and, further, if the Legislature objects to such grant application, the applicant shall not apply for said grant; and

WHEREAS, by and through the State of New York and the Office of Senator Peter Harckham, the County has the opportunity to apply for a State and Municipal ("SAM") Crest Grant in the amount of \$50,000 administered by the Dormitory Authority of the State of New York ("DASNY") for installation of an ADA compliant ramp at the County Office Building main entrance; and

WHEREAS, the purpose of the grant funds is to subsidize the costs associated with the Project; and

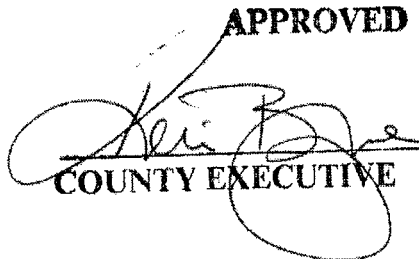
WHEREAS, there is no matching fund requirement by the County to accept the SAM Crest grant for the Project; now therefore be it

RESOLVED, that the Legislature authorizes and approves the County's submission, by the Department of Planning, Development and Public Transportation, of its application for a \$50,000 grant administered through DASNY and awarded by the SAM Crest Facilities Grant Program for the Project; and be it further

RESOLVED, that this resolution shall take effect immediately.


BY POLL VOTE: ALL AYES. LEGISLATORS NACERINO AND SAYEGH WERE ABSENT.
MOTION CARRIES.

State of New York
ss:
County of Putnam

APPROVED

COUNTY EXECUTIVE
12/27/23
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 December 19, 2023.

Dated: December 21, 2023

Signed: 

Diane Schonfeld
Clerk of the Legislature of Putnam County

This **GRANT DISBURSEMENT AGREEMENT** includes
all exhibits and attachments hereto and are made on the terms and by the parties listed below
and relates to the project described below:

**DORMITORY AUTHORITY OF THE STATE OF
NEW YORK ("DASNY"):**

515 Broadway
Albany, New York 12207
Contact: Karen Hunter
Phone: (518) 257-3177
E-mail: grants@dasny.org

THE GRANTEE:

County of Putnam
40 Gleneida Ave
Carmel, New York 10512
United States
Contact: Barbara Barosa
Phone: 845-878-3480
Email:
barbara.barosa@putnamcountyny.gov

THE PROJECT:

Purchase and Installation of an ADA
Compliant Ramp as well as an Entry Door
for the County Office Building

PROJECT LOCATION(S):

David D. Bruen County Office

ADDRESS:

40 Gleneida Avenue, Carmel, 10512

GRANT AMOUNT:

\$50,000.00

FUNDING SOURCE:

Community Resiliency, Economic
Sustainability, and Technology
Program("CREST")

For Office Use Only:

**PRELIMINARY APPLICATION OR PROJECT
INFORMATION SHEET DATE:**

12/19/2023

EXPIRATION DATE OF THIS AGREEMENT:

3 YEARS FROM DASNY EXECUTION DATE

Project ID: 26605
Grantee ID: 3018
FMS#: 135249

DASNY ADA

TERMS AND CONDITIONS

1. The Project

The Grantee will perform tasks within the scope of the project description, budget, and timeline as set forth in the Project Budget attached hereto as Exhibit A (collectively, the "Project") which was described by the Grantee in the Preliminary Application or Project Information Sheet submitted by the Grantee, then reviewed by DASNY and approved by the State.

2. Project Budget and Use of Funds

- a) The Grantee will undertake and complete the Project in accordance with the overall budget, which includes the Grant funds, as set forth in the attached Exhibit A. The Grant will be applied to eligible expenses which are as described in the Preliminary Application or Project Information Sheet, and fall within the scope of the project description set forth in the attached Exhibit A.
- b) Grantee agrees and covenants to apply the Grant proceeds only to capital works or purposes, which shall consist of the following:
 - i. the acquisition, construction, demolition, or replacement of a fixed asset or assets;
 - ii. the major repair or renovation of a fixed asset, or assets, which materially extends its useful life or materially improves or increases its capacity; or
 - iii. the planning or design of the acquisition, construction, demolition, replacement, major repair or renovation of a fixed asset or assets, including the preparation and review of plans and specifications including engineering and other services, field surveys and sub-surface investigations incidental thereto.
- c) Grantee agrees and covenants that the Grant proceeds shall not be used for costs that are not capital in nature, which include, but shall not be limited to working capital, rent, utilities, salaries, supplies, administrative expenses, or to pay down debt incurred to undertake the Project.

3. Books and Records

The Grantee will maintain accurate books and records concerning the Project for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during Grantee's business hours upon reasonable request. In the event of earlier termination of this Agreement, such documentation shall be made available to DASNY, its agents, officers and employees for six (6) years following the date of such early termination.

4. Conditions Precedent to Disbursement of the Grant

No Grant funds shall be disbursed until the following conditions have been satisfied:

- a) DASNY has received the project description, budget, and timeline as set forth in the attached Exhibit A, and an opinion of Grantee's counsel, in substantially the form attached hereto as Exhibit B; and
- b) The requirements of the CREST Program have been met; and
- c) The monies required to fund the Grant have been received by DASNY; and
- d) In the event of disbursement pursuant to paragraph 5(b) below, the Grantee has provided DASNY with documentation evidencing that a segregated account has been established by the Grantee into which Grant funds will be deposited (the "Segregated Account"). The Segregated Account must have industry-standard fraud protections added to the account, including but not limited to, check positive pay and ACH positive pay. Eligible Expenses incurred in connection with the Project to be financed with Grant proceeds that are to be paid on invoice shall be paid out of the Segregated Account. The funds in such account shall not be used for any other purpose.
- e) The Grantee certifies that it is in compliance with the provisions of the CREST Program as well as this Agreement and that the Grant will only be used for the Project set forth in the Preliminary Application or Project Information Sheet and in Exhibit A hereto.
- f) Not-for-profit organizations are required to register and prequalify in New York's Statewide Financial System (<https://www.sfs.ny.gov/>) in order to receive Grant funds. The Grantee must have a current, non-expired prequalification application prior to any disbursements of the grant funds.

5. Disbursement

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee, in the manner set forth in Exhibit D, as follows:

- a) Reimbursement: DASNY shall make payment directly to the Grantee in the amount of Eligible Expenses actually incurred and paid for by the Grantee, upon presentation to DASNY of:
 - i. the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments;
 - ii. copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor and proof of payment from the Grantee to the contractor and/or vendor in a form acceptable to DASNY; and
 - iii. such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred and paid by the Grantee in connection with the Project described herein; or

b) Payment on Invoice:

- i. DASNY may make payment directly to the Grantee in the amount of Eligible Expenses actually incurred by the Grantee, upon presentation to DASNY of:
 - 1) the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments;
 - 2) copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor in a form acceptable to DASNY evidencing the completion of work; and
 - 3) such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred by the Grantee in connection with the Project described herein.
- ii. The Grantee must deposit all Grant proceeds paid on invoice pursuant to this paragraph 5(b) into the Segregated Account established pursuant to Paragraph 4(d). All Eligible Expenses incurred in connection with the Project to be financed with Grant funds that are to be paid on invoice must be paid out of this account. The account shall not be used for any other purpose.
- iii. The Grantee must provide proof of disbursement of Grant funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from Grant funds until such time as proof of payment is provided.
- iv. Utilizing the Grant funds paid to the Grantee pursuant to this section for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition shall constitute a default under this Agreement and shall, at a minimum, result in the denial of payment on invoice for subsequent requisitions.
- v. DASNY may deny payment on invoice at its sole and absolute discretion, thereby restricting the method of payment pursuant to this contract to reimbursement subject to the terms of Section 5(a).

c) Real Property Acquisition:

- i. Prior to closing on the sale of the subject real property, DASNY shall be provided with an executed Escrow Instruction Letter, signed by DASNY and an escrow agent approved by DASNY, a title report, the draft deed and any other documents requested by DASNY to justify and support the costs to be paid at the closing from Grant funds.
- ii. DASNY shall transfer the Grant funds to the escrow agent to hold in escrow pending closing. The Grant funds will be wired to the escrow agent not more than one (1) business day prior to the scheduled closing unless otherwise approved by DASNY.
- iii. On the day of the closing, the escrow agent shall provide DASNY with copies of the executed deed, a copy of the title insurance policy, the final closing

statement setting forth costs to be paid at closing, and copies of any checks to be drawn against Grant funds.

- iv. Upon DASNY approval, the escrow agent shall disburse the Grant funds as set forth in the documentation described in (iii), above.
- d) Electronic Payments Program: DASNY reserves the right to implement an electronic payment program ("Electronic Payment Program") for all payments to be made to the Grantee thereunder. Prior to implementing an Electronic Payment Program, DASNY shall provide the Grantee written notice one hundred twenty days prior to the effective date of such Electronic Payment Program ("Electronic Payment Effective Date"). Commencing on or after the Electronic Payment Effective Date, all payments due hereunder by the Grantee shall only be rendered electronically, unless payment by paper check is expressly authorized by DASNY. Commencing on or after the Electronic Payment Effective Date the Grantee further acknowledges and agrees that DASNY may withhold any request for payment hereunder, if the Grantee has not complied with DASNY's Policies and Procedures relating to its Electronic Payment Program in effect at such time, unless payment by paper check is expressly authorized by DASNY.
- e) In no event will DASNY make any payment which would cause DASNY's aggregate disbursements to exceed the Grant amount.
- f) The Grant, or a portion thereof, may be subject to recapture by DASNY as provided in Section 9(c) hereof.

6. Non-Discrimination and Affirmative Action

The Grantee shall make its best effort to comply with DASNY's Non-Discrimination and Affirmative Action policies set forth in Exhibit F to this Agreement.

7. No Liability of DASNY or the State

DASNY shall not in any event whatsoever be liable for any injury or damage, cost or expense of any nature whatsoever that occurs as a result of or in any way in connection with the Project and the Grantee hereby agrees to indemnify, defend, and hold harmless DASNY, the State and their respective agents, officers, employees and directors (collectively, the "Indemnitees") from and against any and all such liability and any other liability for injury or damage, cost or expense resulting from the payment of the Grant by DASNY to the Grantee or use of the Project in any manner, including in a manner which, if the bonds are issued on a tax-exempt basis, (i) results in the interest on the bonds issued by DASNY the proceeds of which were used to fund the Grant (the "Bonds") to be includable in gross income for federal income tax purposes or (ii) gives rise to an allegation against DASNY by a governmental agency or authority, which DASNY defends that the interest on the Bonds is includable in gross income for federal income tax purposes, other than that caused by the gross negligence or the willful misconduct of the Indemnitees.

8. Warranties and Covenants

The Grantee warrants and covenants that:

- a) The Grant shall be used solely for Eligible Expenses in accordance with the Terms and Conditions of this Agreement.
- b) No materials, if any, purchased with the Grant will be used for any purpose other than the eligible Project costs as identified in Exhibit A.
- c) The Grantee agrees to utilize all funds disbursed in accordance with this Agreement in accordance with the terms of the CREST Program.
- d) The Grantee is solely responsible for all Project costs in excess of the Grant. The Grantee will incur and pay Project costs and submit requisitions for reimbursement in connection with such costs.
- e) The Grantee has sufficient, secured funding for all Project costs in excess of the Grant, and will complete the Project as described in the Preliminary Application or Project Information Sheet and in this Agreement.
- f) The Grantee agrees to use its best efforts to utilize the Project for substantially the same purpose set forth in this Agreement until such time as the Grantee determines that the Project is no longer reasonably necessary or useful in furthering the public purpose for which the grant was made.
- g) There has been no material adverse change in the financial condition of the Grantee since the date of submission of the Preliminary Application or Project Information Sheet to DASNY.
- h) No part of the Grant will be applied to any expenses paid or payable from any other external funding source, including State or Federal grants, or grants from any other public or private source.
- i) The Grantee owns, leases, or otherwise has control over the site where the Project will be located. If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, as well as has or will develop, implement, and maintain a usage policy.
- j) In the event the Grantee will utilize the Grant funds to acquire real property, the Grantee must retain title ownership to the real property. If at any time during the term of this Agreement the real property is repurchased by the Seller or otherwise conveyed to any entity other than the Grantee, the Grantee will notify DASNY within 10 business days from the date the contract of sale is executed OR within 10 business days from the date the Grantee initiates or is notified of the intent to transfer ownership of the real property, whichever is earlier. In that event, Grantee hereby agrees to repay to DASNY all Grant funds disbursed pursuant to this Agreement.
- k) The Project to be funded by the Grant will be located in the State of New York. If the Grant will fund all or a portion of the purchase of any type of vehicle, such vehicle will be registered in the State of New York and a copy of the New York State Vehicle Registration documents will be provided to DASNY's Accounts Payable Department at the time of requisition.

- l) Grantee is in compliance with, and shall continue to comply in all material respects, with all applicable laws, rules, regulations and orders affecting the Grantee and the Project including but not limited to maintaining the Grantee's prequalification status in New York's Statewide Financial System (<https://www.sfs.ny.gov/>).
- m) The Grantee has obtained all necessary consents and approvals from the property owner in connection with any work to be undertaken in connection with the Project.
- n) All contractors and vendors retained to perform services in connection with the Project shall be authorized to do business in the State of New York and/or filed such documentation, certifications, or other information with the State or County as required in order to lawfully provide such services in the State of New York. In addition, said contractor/vendors shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- o) Neither the Grantee nor any of the members of its Board of Directors or other governing body or its employees have given or will give anything of value to anyone to procure the Grant or to influence any official act or the judgment of any person in the performance of any of the terms of this Agreement.
- p) The Grant shall not be used in any manner for any of the following purposes:
 - i. political activities of any kind or nature, including, but not limited to, furthering the election or defeat of any candidate for public, political or party office, or for providing a forum for such candidate activity to promote the passage, defeat, or repeal of any proposed or enacted legislation;
 - ii. Sectarian instruction or study, or as a place of devotional activities or religious worship, or as a facility used primarily in connection with any part of the program of a school or department of divinity for any religious denomination, or the training of ministers or other similar persons in the field of religion, unless as previously disclosed to DASNY as an attachment to Grantee Certification;
 - iii. payments to any firm, company, association, corporation or organization in which a member of the Grantee's Board of Directors or other governing body, or any officer or employee of the Grantee, or a member of the immediate family of any member of the Grantee's Board of Directors or other governing body, officer, or employee of the Grantee has any ownership, control or financial interest, including but not limited to an officer or employee directly or indirectly responsible for the preparation or the determination of the terms of the contract or other arrangement pursuant to which the proceeds of the Grant are to be disbursed. For purposes of this paragraph, "ownership" means ownership, directly or indirectly, of more than five percent (5%) of the assets, stock, bonds or other dividend or interest-bearing securities; and "control" means serving as a member of the board of directors or other governing body, or as an officer in any of the above; and

- iv. payment to any member of Grantee's Board of Directors or other governing body of any fee, salary or stipend for employment or services, except as may be expressly provided for in this Agreement.
 - v. generation of tax credits or reimbursement of Project costs that have or will cycle through corpus of tax credit structure.
- q) The relationship of the Grantee (including, for purposes of this paragraph, its officers, employees, agents and representatives) to DASNY arising out of this Agreement shall be that of an independent contractor. The Grantee covenants and agrees that it will conduct itself in a manner consistent with such status, that it will neither hold itself out as, nor claim to be, an officer, employee, agent or representative of DASNY or the State by reason hereof, and that it will not by reason thereof, make any claim, demand or application for any right or privilege applicable to an officer, employee, agent or representative of DASNY or the State, including without limitation, worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.
- r) The information contained in the Preliminary Application or Project Information Sheet submitted by the Grantee in connection with the Project and the Grant, as such may have been amended or supplemented and any supplemental documentation requested by the State or DASNY in connection with the Grant, is incorporated herein by reference in its entirety. In the event of an inconsistency between the descriptions, conditions, and terms of this Agreement and those contained in the Preliminary Application or Project Information Sheet, the provisions of this Agreement shall govern. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the Preliminary Application or Project Information Sheet and any supplemental information in making the Grant. The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Preliminary Application or Project Information Sheet, supplemental information, or otherwise in connection with the Grant and that the information contained in the Preliminary Application or Project Information Sheet and supplemental information continues on the date hereof to be materially correct and complete.
- s) The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Grantee Questionnaire ("GQ"), attached hereto as Exhibit C, or the Grantee's current prequalification application in New York's Statewide Financial System, and that the responses in the GQ and the document vault continue on the date hereof to be materially correct and complete. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the GQ in making the Grant, and that the Grantee will be required to reaffirm the information therein each time a requisition for grant funds is presented to DASNY.
- t) The Grantee is duly organized, validly existing and in good standing under the laws of the State of New York, or is duly organized and validly existing under the laws of another jurisdiction and is authorized to do business and is in good standing in the State of New York and shall maintain its corporate existence in good standing in each such jurisdiction for the term of this Agreement, and has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder;

- u) The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.
- v) The Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

9. Default and Remedies

- a) Each of the following shall constitute a default by the Grantee under this Agreement:
 - i. Failure to perform or observe any obligation, warranty or covenant of the Grantee contained herein, or the failure by the Grantee to perform the requirements herein to the reasonable satisfaction of DASNY and within the time frames established therefor under this Agreement.
 - ii. Failure to comply with any request for information reasonably made by DASNY to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant.
 - iii. The making by the Grantee of any false statement or the omission by the Grantee to state any material fact in or in connection with this Agreement or the Grant, including information provided in the Preliminary Application or Project Information Sheet or in any supplemental information that may be requested by the State or DASNY.
 - iv. The Grantee shall (A) be generally not paying its debts as they become due, (B) file, or consent by answer or otherwise to the filing against it of, a petition under the United States Bankruptcy Code or under any other bankruptcy or insolvency law of any jurisdiction, (C) make a general assignment for the benefit of its general creditors, (D) consent to the appointment of a custodian, receiver, trustee or other officer with similar powers of itself or of any substantial part of its property, (E) be adjudicated insolvent or be liquidated or (F) take corporate action for the purpose of any of the foregoing.
 - v. An order of a court having jurisdiction shall be made directing the sale, disposition or distribution of all or substantially all of the property belonging to the Grantee, which order shall remain undismissed or unstayed for an aggregate of thirty (30) days.
 - vi. The Grantee abandons the Project prior to its completion.
 - vii. The Grantee is found to have falsified or modified any documents submitted in connection with this grant, including but not limited to invoice, contract or payment documents submitted in connection with a Grantee's request for payment/reimbursement.

viii. Utilizing the Grant funds paid to the Grantee pursuant to Section 5(b) for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition.

- b) Upon the occurrence of a default by the Grantee and written notice by DASNY indicating the nature of the default, DASNY shall have the right to terminate this Agreement.
- c) Upon any such termination, DASNY may withhold any Grant proceeds not yet disbursed and may require repayment of Grant proceeds already disbursed. If DASNY determines that any Grant proceeds had previously been released based upon fraudulent representations or other willful misconduct, DASNY may require repayment of those funds and may refer the matter to the appropriate authorities for prosecution. DASNY shall be entitled to exercise any other rights and seek any other remedies provided by law.

10. Term of Agreement

Notwithstanding the provisions of Section 9 hereof, this Agreement shall terminate three (3) years after the latest date set forth on the front page hereof without any further notice to the Grantee. DASNY, in its sole discretion, may extend the term of this Agreement upon a showing by the Grantee that the Project is under construction and is expected to be completed within the succeeding twelve (12) months. All requisitions must be submitted to DASNY in proper form prior to the termination date in order to be reimbursed.

11. Project Audit

DASNY shall, upon reasonable notice, have the right to conduct, or cause to be conducted, one or more audits, including field inspections, of the Grantee to assure that the Grantee is in compliance with this Agreement. This right to audit shall continue for six (6) years following the completion of the Project or earlier termination of this Agreement.

12. Survival of Provisions

The provisions of Sections 3, 7, 8(o), 8(p) and 11 shall survive the expiration or earlier termination of this Agreement.

13. Notices

Each notice, demand, request or other communication required or otherwise permitted hereunder shall be in writing and shall be effective upon receipt if personally delivered or sent by any overnight service or three (3) days after dispatch by certified mail, return receipt requested, to the addresses set forth on this document's cover page.

14. Assignment

The Grantee may not assign or transfer this Agreement or any of its rights hereunder.

15. Modification

This Agreement may be modified only by a written instrument executed by the party against whom enforcement of such modification is sought.

16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New York. This Agreement shall be construed without the aid of any presumption or other rule of law regarding construction against the party drafting this Agreement or any part of it. In case any one or more of the provisions of this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such provision(s) had never been contained herein.

17. Confidentiality of Information

Any information contained in reports made to DASNY or obtained by DASNY as a result of any audit or examination of Grantee's documents or relating to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, provided that such information is clearly marked "confidential" by the Grantee that concerns or relates to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses or expenditures, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, which is determined by DASNY to be exempt from public disclosure under the Freedom of Information Law, shall be considered business confidential and is not to be released to anyone, except DASNY and staff directly involved in assisting the Grantee, without prior written authorization from the Grantee, as applicable. Notwithstanding the foregoing, DASNY will not be liable for any information disclosed, in DASNY's sole discretion, pursuant to the Freedom of Information Law, or which DASNY is required to disclose pursuant to legal process.

18. Executory Clause

This Agreement shall be deemed executory to the extent of monies available for the CREST Program to DASNY.

County of Putnam
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County
Office Building
Project ID: 26605

This agreement is entered into as of the latest date written below:

GRANTEE: County of Putnam

Signed by:

Kevin M. Byrne

2187979D162E487...

(Signature of Grantee Authorized Officer)

Kevin M. Byrne

Putnam County Executive

(Printed Name and Title)

Date: 4/4/2025

DORMITORY AUTHORITY OF THE STATE OF NEW YORK

DocuSigned by:

Sara Richards

0269C8E095074D8...

(Signature of DASNY Authorized Officer)

Sara Richards

Managing Director, Executive Direction

(Printed Name)

Date: 4/14/2025

DASNY OFFICE USE ONLY

GRANTS ADMIN REVIEW

APPROVED FOR LEGAL
REVIEW:

^{DS}
EP

FINAL LEGAL REVIEW

APPROVED FOR
SIGNATURE:

^{DS}
FWC

DATE:	4/14/2025	DATE:	4/14/2025
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GRANT DISBURSEMENT AGREEMENT

EXHIBITS

EXHIBIT A	Project Budget
EXHIBIT B	Opinion of Counsel
EXHIBIT C	Grantee Questionnaire
EXHIBIT D	Disbursement Terms
EXHIBIT E	Payment Requisition Form and Dual Certification
EXHIBIT E-1	Payment Requisition Cover Letter
EXHIBIT E-2	Payment Requisition Back-up Summary
EXHIBIT F	Non-Discrimination and Affirmative Action Policy

EXHIBIT A: Project Budget

County of Putnam
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County Office Building
Project ID: 26605

USE OF FUNDS	TIMELINE		SOURCES		
			In-Kind / Equity / Sponsor	Other Sources	Total
	Anticipated Dates**	Start	End	Amount	
Project Description*					
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County Office Building		01/01/2025	04/04/2025	\$50,000.00	\$2,379.45
				\$0.00	\$52,379.45

* Please note that the project description as set forth in this column must summarize the scope of the Eligible Expenses set forth in the Preliminary Application or Project Information Sheet as per Section 2(a) of this Agreement for which reimbursement or payment on invoice will be sought. Please ensure that the project description is an appropriate summary of the Eligible Expenses for which grantee will be submitting for requisition. The failure to ensure **all** Eligible Expenses are consistent with the project description may delay payment.

** Please be sure to complete the anticipated start and end dates in the Project timeline.

EXHIBIT B: Opinion of Counsel

DASNY
General Counsel
515 Broadway
Albany, New York 12207

Re: *Community Resiliency, Economic Sustainability, and Technology Program ("CREST") Grant
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County Office
Building*

Project ID: 26605

Ladies and Gentlemen:

I have acted as counsel to County of Putnam (the "Grantee") in connection with the Project referenced above. In so acting, I have reviewed a certain Grant Disbursement Agreement between you and the Grantee (the "Agreement") and such other documents as I consider necessary to render the opinion expressed hereby.

Based on the foregoing, I am of the opinion that:

1. the Grantee is duly organized, validly existing and in good standing under the laws of the State of New York; **or**

the Grantee is duly organized and validly existing under the laws of another jurisdiction, and the Grantee is in good standing and authorized to do business in the State of New York;

2. the Grantee has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder; **and**

3. the Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

x By selecting this option and providing my electronic signature, I hereby execute and deliver a validly binding legal opinion in the form of this Exhibit B, just the same as a pen-and-paper signature on a separate document.

Signed by:


C17E018DD4EF483...

Compton Spain

Putnam County

Approved – Legal Opinion attached

***Instructions – Grantee's Attorney will choose appropriate response. If **"Approved as to form"** is checked, the Attorney will DocuSign form. If **"Approved – Legal Opinion attached"** is checked, the Attorney must attach a legal opinion using the language provided in this exhibit.*

EXHIBIT C: Grantee Questionnaire

PLEASE READ THE FOLLOWING:

- 1) You are acknowledging the following regarding the included Grantee Questionnaire:
 - This inserted Grantee Questionnaire is an accurate and true copy of such previously submitted DASNY Grantee Questionnaire.
 - The Grantee certifies that there has been no material change in the information provided in the Grantee Questionnaire.



DASNY OFFICE USE ONLY	
GQ Review	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> DS SG </div>	1/17/2025

**Grant Programs
Municipal Grantee Questionnaire**

THIS QUESTIONNAIRE MUST BE COMPLETED IN FULL BEFORE DASNY WILL PROCESS YOUR GRANT APPLICATION. THE COMPLETED QUESTIONNAIRE WILL BE KEPT ON FILE FOR ONE (1) YEAR. THE GRANTEE MUST NOTIFY DASNY, IN WRITING OF ANY CHANGES TO THESE RESPONSES.

SECTION I: GENERAL INFORMATION

1. Grantee (Legally Inc. Name): COUNTY OF PUTNAM, NEW YORK
2. Federal Employer ID No. (FEIN): 14-6002759
3. Website Address: www.putnamcountyny.gov
4. Business E-mail Address: countyexecutive@putnamcountyny.gov
5. Principal Place of Business Address: 40 Gleneida Ave, Room 201
6. Telephone Number: 845-808-1001
7. Type of Entity (Please select appropriate response):
 - a) ☒ Municipality
 - b) ☐ Other Please Specify: _____

SECTION II: GRANTEE CERTIFICATION AS TO PUBLIC PURPOSE

A. DEFINITIONS

As used herein in this Grant Programs Grantee Questionnaire:

1. "Affiliate" means any person or entity that directly or indirectly controls or is controlled by or is under common control or ownership with the Grantee.
2. "Authorized officer" is someone who can contractually bind the organization to a legal contract. If you do not know who this is, please consult with your attorney. DASNY will not be able to provide you with this information.
3. "Grantee" means the party or parties receiving funds pursuant to the terms of Grant Disbursement Agreement(s) ("GDA") to be entered into between the Grantee and DASNY.

4. "Grant-Funded Project" means the work that will be fully or partially paid for with the proceeds of one or more Grants administered by DASNY, as described in the Preliminary Application(s), Project Information Sheet(s) and GDA(s), and includes, but is not limited to, capital costs including architectural, engineering and other preliminary planning costs, construction, furnishings and equipment.
5. "Related Party" means: (i) the party's spouse, (ii) natural or adopted descendants or step-children of the party or of the spouse, (iii) any natural or adopted parent or step-parent or any natural, adopted, or step-sibling of the party or of the spouse, (iv) the son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law or mother-in-law of the party or of the spouse, (v) any person sharing the home of any of the party or of the spouse, (vi) any person who has been a staff member, employee, director, officer or agent of the party within two (2) years of the date of this Grantee questionnaire, and (vii) affiliates or subcontractors of the party.
6. "Sponsoring Member(s)" means the Elected State Official who sponsored, arranged for and/or procured the Grant.

B. GRANT AWARD(S)

1. Has the Grantee or any of the Grantee's Related Parties paid any third party or agent, either directly or indirectly, to aid in the securing of a Grant-Funded Project? Yes No ☒

If answer is "Yes", Please explain:

2. As a condition of receiving a Grant, has the Grantee or any of the Grantee's Related Parties agreed to select specific consultants, contractors, suppliers or vendors (collectively 'vendors') to provide goods or services in connection with any Grant-Funded Project? Yes No ☒

If answer is "Yes", Please explain why vendor selection was a condition of receiving a Grant:

3. Does the Grantee have a conflict of interest (COI) policy? Yes ☒ No

- a) If **"No"** Grantee does not have a COI policy, please explain why Grantee does not have a COI policy, and/or what Grantee has in lieu of COI policy.

- b) If **"Yes"** Grantee does have a COI policy or similar policy as described above, will all consultants, contractors, suppliers and vendors selected to provide goods or services in connection with any Grant-Funded Project be chosen in accordance with the Grantee's COI policy, or if consultants, suppliers and vendors retained in connection with a Grant-Funded Project have already been selected, was the selection undertaken in accordance with the Grantee have a conflict of interest (COI) policy?

Yes ☒ No

If answer is **"No"** to 3b, Please explain:

4. Does the Sponsoring Member(s) or any Related Parties to Sponsoring Member(s) have any financial interest, direct or indirect, in the Grantee or in any of the Grantee's equity owners, or will the Sponsoring Members or any Related Parties to Sponsoring Members receive any financial benefit, either directly or indirectly, from the Grant-Funded Project(s) funded in whole or in part with Grant proceeds? Yes No ☒

If the answer is **"Yes"**, please provide details:

SECTION III: DUE DILIGENCE QUESTIONS

1. Does the Grantee currently possess all certifications, licenses, permits, approvals, or other authorizations issued by any Local, State, or Federal governmental entity in connection with any Grant-Funded Project, Grantee's services, operations, business, or ability to conduct its activities? Please note this does not include construction related activities such as building permits and certificates of occupancy for any Grant-Funded project.

Yes ☒ No

If the answer is "**No**", will the Grantee obtain all required certifications, licenses, permits, approvals, or other authorizations issued by Local, State, or Federal Governmental entity in connection with any Grant-Funded Project, Grantee's services, operations, business or ability to conduct its activities prior to the execution of the Grant Disbursement Agreement for that Grant- Funded Project?

Yes ☐ No ☐

If the answer is "**No**", please explain:

1. Within the past five (5) years, has the Grantee or any Elected or Appointed Official on the Governing Board, Zoning Board, Planning Board, or other Municipal Board or body of the Grantee been subject to any of the following:

- | | | |
|---|------------------------------|--|
| a) A judgment or conviction for any business-related conduct constituting a crime under Federal, State or Local government law? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| b) Been suspended, debarred or terminated by a Local, State or Federal authority in connection with a contract or contracting process? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| c) Been denied an award of a Local, State or Federal government contract, had a contract suspended or had a contract terminated for non-responsibility? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| d) Had a Local, State, or Federal government contract suspended or terminated for cause prior to the completion of the term of the contract? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| e) A criminal investigation or indictment for any business-related conduct constituting a crime under Federal, State or Local government? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| f) An investigation for a civil violation for any business-related conduct by any Federal, State or Local agency? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

- | | | | |
|---|-----|----|---|
| g) An unsatisfied judgment, injunction or lien for any business-related conduct obtained by any Federal, State or Local government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any Federal, State or Local government agency? | Yes | No | x |
| h) A grant of immunity for any business-related conduct constituting a crime under Federal, State or Local law including, but not limited to any crime related to truthfulness and/or business conduct? | Yes | No | x |
| i) An administrative proceeding or civil action seeking specific performance or restitution in connection with any Federal, State or Local contract or lease? | Yes | No | x |
| j) The withdrawal, termination or suspension of any grant or other financial support by any Federal, State, or Local agency, organization or foundation? | Yes | No | x |
| k) A suspension or revocation of any business or professional license held by the Grantee, a current or former principal, director, or officer of the Grantee, or any member of the any current or former staff of the Grantee? | Yes | No | x |
| l) A sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license? | Yes | No | x |
| m) A Federal, State or Local government enforcement determination involving a violation of Federal, State or Local laws? | Yes | No | x |
| n) A citation, notice, violation order, pending administrative hearing or proceeding or determination for violations of: | | | |
| - Unemployment insurance or workers' compensation coverage or claim requirements | Yes | No | x |
| - A Federal, State, or Local determination of a willful violation of any public works or labor law or regulation? | Yes | No | x |

For each "Yes" answer to questions 2a-n, provide details regarding the finding, including but not limited to cause, current status, resolution, etc.

3. During the past three (3) years, has the Grantee **failed** to file documentation requested by any regulating entity, with the Attorney General of the State of New York, or with any other Local, State, Yes No ☒ or Federal entity that has made a formal request for information?

If the answer is "**Yes**", indicate the years the Grantee fails to file the requested information and the current status of the matter:

4. During the past three (3) years, has the Grantee had any Governmental audits conducted that revealed material weaknesses in the Grantee's system of internal controls or was non-compliant with contractual agreements or any material disallowance? Yes No ☒


If the answer is "**Yes**", identify the taxing jurisdiction, type of tax, liability year(s) and tax liability amount the Grantee failed to pay and the current status of the liability:


CERTIFICATION

The Grantee certifies that all funds that will be expended pursuant to the terms of a GDA to be entered into between DASNY and the Grantee are to be used solely and directly for the public purpose or public purposes described in the Preliminary Application, Project Information Sheet and GDA. The Grantee further certifies that all such funds will be used solely in the manner described in the Preliminary Application, Project Information Sheet, and GDA. The Grantee further certifies that it will utilize the real property, equipment, furnishings, and other capital costs paid for with Grant proceeds until such time as the Grantee reasonably determines that such real property, equipment, furnishings and other capital costs are no longer reasonably necessary or useful to further the public purpose for which the Grant was made.

The undersigned recognizes that this questionnaire is submitted for the express purpose of inducing DASNY to make payment to the Grantee for services rendered by the undersigned and that DASNY may in its discretion, by means which it may choose, determine the truth and accuracy of all statements made herein. The undersigned further acknowledges that intentional submission of false or misleading information may constitute crimes, including but not limited to, a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine of up to \$10,000 or imprisonment of up to five years under 18 U.S.C. Section 1001; and swears and/or affirms under penalty of perjury that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned also certifies that s/he has not altered the content of the questions in the questionnaire in any manner; has read and understands all of the items contained in the questionnaire and any attached pages; has supplied full and complete and accurate responses to each item therein; is knowledgeable about the submitting Grantee's business and operations; understands that DASNY will rely on the information supplied in this questionnaire when entering into a contract with the Grantee; and is under duty to notify DASNY of any changes to the Grantee's responses herein until such time as the Grant proceeds have been fully paid out to Grantee.

Signed by:

83D622ED45224E8
 Signature of Authorized Officer

Signed by:

21B7979D162E4B7
 Signature of Authorized Officer

Michael Lewis
 Printed Name of Authorized Officer

Kevin M. Byrne
 Printed Name of Authorized Officer

Commissioner of Finance
 Title of Authorized Officer

Putnam County Executive
 Title of Authorized Officer

1/3/2025
 Date Signed

1/16/2025
 Date Signed

EXHIBIT D: Disbursement Terms

County of Putnam
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County
Office Building
Project ID: 26605

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee as follows:

Standard Reimbursement

DASNY shall make payment to the Grantee, no more frequently than monthly, based upon Eligible Expenses (as set forth and in accordance with the schedule in Exhibit A) actually incurred by the Grantee, in compliance with Exhibit A and upon presentation to DASNY of the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments, together with such supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were actually incurred by the Grantee in connection with the Project described herein. Payment shall be made by reimbursement, subject to the terms and conditions of Sections 4 and 5(a) of this Agreement; by payment on invoice subject to the terms and conditions of Sections 4 and 5(b) of this Agreement; or, for real property acquisition, subject to the terms and conditions of Sections 4 and 5(c) of this Agreement.

Supporting documentation acceptable to DASNY must be provided prior to payment, including invoices and proof of payment in a form acceptable to DASNY. If the fronts and backs of canceled checks cannot be obtained from the Grantee's financial institution, a copy of the front of the check must be provided, along with a copy of a bank statement clearly showing that payment was made by the Grantee to the contractor. DASNY reserves the right to request additional supporting documentation in connection with requests for payment, including the backs of canceled checks, certifications from contractors or vendors, or other documentation to verify that grant funds are properly expended. *Please note that quotes, proposals, estimates, purchase orders, and other such documentation **do NOT** qualify as invoices.*

The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.

All expenses submitted for reimbursement or payment on invoice must be for work completed at the approved Project location(s) and/or items received at the approved Project location(s) prior to the date of the request for reimbursement/payment. In addition, if funds are requisitioned for the purchase of a vehicle, the New York State Vehicle Registration Documents and title must be submitted along with the requisition forms.

EXHIBIT E: Payment Requisition Form and Dual Certification

County of Putnam
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County
Office Building
Project ID: 26605

For Office Use Only: FMS#: 135249
--

Payment Request #

For work completed between / / and / /

THIS REQUEST:

A: DASNY SHARE*		B: THIS REQUEST	C: TOTAL REQUESTED PRIOR TO THIS REQUEST	D: A-B-C BALANCE
\$	\$50,000.00			

* Please note that when submitting a requisition for payment, DASNY can only reimburse for capital expenditures for the Project as set forth in Exhibit A of this Agreement. In addition, all capital expenditures are to be both incurred (billed to) and paid for by the named Grantee. Capital expenditures include the costs of acquisition, design, construction, reconstruction, rehabilitation, preservation, development, improvement, modernization and equipping of the approved Project location.

EXHIBIT E: Payment Requisition Form and Dual Certification

DUAL CERTIFICATION

This certification must be signed by two Authorized Officers of the County of Putnam, for Project #26605.

We hereby warrant and represent to DASNY that:

1. To the best of our knowledge, information and belief, the expenditures described in Payment Requisition Request #_____ attached hereto in the amount of \$_____ for which County of Putnam, is seeking payment and/or reimbursement comply with the requirements of the Agreement between DASNY and County of Putnam (the "Agreement"), are Eligible Expenses, and that the payment and/or reimbursement of expenditures for which it is seeking payment and/or reimbursement from DASNY does not duplicate reimbursement or disbursement of costs and/or expenses from any other source.
2. The warranties and covenants contained in Section 8 of the Agreement are true and correct as if made on the date hereof.
3. The Eligible Expenses for which reimbursement is sought in connection with this requisition were actually incurred by the Grantee named on the cover page of this Agreement, and/or will be paid by the Grantee solely from the Segregated Account established pursuant to paragraph 4(d) of the Grant Disbursement Agreement to the contractor named on the invoices submitted in connection with this requisition and shall not be used for any other purpose.
4. All Project costs described in any contractor/vendor invoice submitted pursuant the payment requisition form have been completely and fully performed and/or received on site at the applicable project location prior to the date hereof.
5. Proof of disposition of funds from the Segregated Account to the contractor and/or vendors that are being paid on invoice, if any, will be provided to DASNY within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. We understand that in the event that acceptable proof of payment is not provided, DASNY will not make any additional disbursements from Grant funds until such time as such proof of payment is provided.
6. We have the authority to submit this requisition on behalf of County of Putnam. All eligible expenses have been incurred within the scope of the project description set forth in the schedule in Exhibit A to this Agreement.
7. The following documents are hereby attached for DASNY approval, in support of this requisition, and are accurate images of the original documents **(Please check off all that apply):**
 - ☐ Readable copies of both front and back of canceled checks.
 - ☐ Readable copies of the front of the checks and copies of bank statements showing that the checks have cleared.
 - ☐ Copy of New York State Vehicle Registration and Title documents for all vehicles purchased with Grant funds.
 - ☐ Invoices/receipts for eligible goods/services that have been received/performed at the approved Project location(s) and a completed Exhibit E-2: Payment Requisition Back-up Summary.
 - ☐ Other:

Authorized Officer Signature: _____

Date: _____

Print Name: _____

Title: _____

Authorized Officer Signature: _____

Date: _____

Print Name: _____

Title: _____

EXHIBIT E-I: Payment Requisition Cover Letter

ON GRANTEE'S LETTERHEAD

Date

Attention: Accounts Payable - Grants
DASNY
515 Broadway
Albany, New York 12207

*Re: Community Resiliency, Economic Sustainability, and Technology Program ("CREST") Grant
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the
County Office Building
Project No. 26605*

To Whom It May Concern:

Enclosed please find our request for payment/reimbursement. The package includes completed Exhibits E and E-2, including a Dual Certification with original signatures from two authorized officers. I have also included supporting documentation and invoices, as summarized in Exhibit E-2.

Below I have checked off the relevant payment option and completed the required payment information. This information is complete and accurate as of the date of this letter:

1) ☐ We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by check.

OR

2) ☐ We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by wire. The wire instructions for our account are as follows:

BANK NAME: _____ ACCOUNT #:

ACCOUNT NAME: _____ ABA #:

<u>OR</u>	
3) <input type="checkbox"/>	We would like to be paid on invoice pursuant to Section 5(b) of the grant disbursement agreement. We have not paid the invoice(s) included in this request. We have established a segregated account to be used solely for accepting and disbursing funds from DASNY for this grant and for no other purpose. We have applied industry standard fraud protections to this account, including but not limited to, check positive pay and ACH positive pay. The wire instructions for this account are as follows:
BANK NAME: _____ ACCOUNT #:	
ACCOUNT NAME: _____ ABA #:	

If any further information is needed, please contact me at () _____.

Please sign and return these documents to DASNY at apgrants@dasny.org. Please return them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Signature: _____

Print Name: _____

Title: _____

EXHIBIT E-2: Payment Requisition Back-up Summary

County of Putnam
Purchase and Installation of an ADA Compliant Ramp as well as an Entry Door for the County
Office Building
Project ID: 26605

Please list below all invoice amounts totaling the amount for which you are seeking reimbursement in this request. Invoices should be organized and total amount requested for reimbursement from grant subtotaled. Please use additional sheets if necessary.

VENDOR/ CONTRACTOR NAME	INVOICE/ APPLICATION #	AMOUNT REQUESTED FROM GRANT FUNDS	COMMENT
TOTAL Requested:			(Transfer total amount requested to Exhibit E pg. 18 column B)

EXHIBIT F

NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICY FOR THE PROJECT

It is the policy of the State of New York and DASNY, to comply with all federal, State and local law, policy, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action to ensure that Minority and Women-owned Business Enterprises (M/WBEs), Minorities Group Members and women share in the economic opportunities generated by DASNY's participation in projects or initiatives, and/or the use of DASNY funds.

- 1) The recipient of State funds represents that its equal employment opportunity policy statement incorporates, at a minimum, the policies and practices set forth below:
 - a) Grantee shall (i) not unlawfully discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, (ii) undertake or continue existing programs of affirmative action to ensure that Minority Group Members and women are afforded equal employment opportunities, and (iii) make and document its conscientious and active efforts to employ and utilize M/WBEs, Minority Group Members and women in its workforce on contracts. Such action shall be taken with reference to, but not limited to, solicitations or advertisements for employment, recruitment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
 - b) At the request of the AAO, the Grantee shall request each employment agency, labor union, or authorized representative of workers with whom it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative does not unlawfully discriminate, and that such union or representative will affirmatively cooperate in the implementation of the Grantee's obligations herein.
- 2) The Grantee is encouraged to include minorities and women in any job opportunities created by the Project; and to solicit and utilize M/WBE firms for any contractual opportunities generated in connection with the Project.
- 3) Grantee represents and warrants that, for the duration of the Agreement, it shall furnish all information and reports required by the AAO and shall permit access to its books and records by DASNY, or its designee, for the purpose of ascertaining compliance with provisions hereof.
- 4) Grantee shall include or cause to be included, paragraphs (1) through (3) herein, in every contract, subcontract or purchase order with a Contracting Party executed in connection with the Project, in such a manner that said provisions shall be binding upon each Contracting Party as to its obligations incurred in connection with the Project.

NON-DISCRIMINATION AND AFFIRMATIVE ACTION DEFINITIONS

Affirmative Action

Shall mean the actions to be undertaken by the Borrower, Grantee and any Contracting Party in connection with any project or initiative to ensure non-discrimination and Minority/Women-owned Business Enterprise and minority/female workforce participation, as set forth in paragraph 2) herein, and developed by DASNY.

Affirmative Action Officer ("AAO")

Shall mean DASNY's Affirmative Action Officer or his/her designee, managing the affirmative action program for DASNY.

Contracting Party

Shall mean (i) any contractor, subcontractor, consultant, subconsultant or vendor supplying goods or services, pursuant to a contract or purchase order in excess of \$1,500, in connection with any projects or initiatives funded in whole or in part by DASNY and (ii) **any borrower or Grantee** receiving funds from DASNY pursuant to a loan or Grant document.

Minority Business Enterprise ("MBE")

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is (i) a lease fifty-one percent (51%) owned by one or more Minority Group Members; (ii) an enterprise in which such minority ownership is real, substantial and continuing, (iii) an enterprise in which such minority ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as a minority business.

Minority Group Member

Shall mean a United States citizen or permanent resident alien who is and can demonstrate membership in one of the following groups: (i) Black persons having origins in any of the Black African racial groups; (ii) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin, regardless of race; (iii) Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands; and (iv) Native American or Alaskan native persons having origins in any of the original peoples of North America.

Minority and Women-Owned Business Enterprise Participation

Minority and Women-owned Business Enterprise participation efforts are not limited to the efforts suggested herein, and the role of M/WBE firms should not be restricted to that of a subcontractor/subconsultant. Where applicable, M/WBE firms should be considered for roles as prime contractors. Such efforts may include but not be limited to:

- (a) Dividing the contract work into smaller portions in such a manner as to permit subcontracting to the extent that it is economically and technically feasible to do so;
- (b) Actively and affirmatively soliciting bids from qualified M/WBEs, including circulation of solicitations to Minority and Women's trade associations;
- (c) Making plans and specifications for prospective work available to M/WBEs in sufficient time for review;

- (d) Utilizing the services and cooperating with those organizations providing technical assistance to the Contracting Party in connection with potential M/WBE participation on DASNY contract;
- (e) Utilizing the resources of DASNY Affirmative Action Unit to identify New York State certified M/WBE firms for the purpose of soliciting bids and subcontracts;
- (f) Encouraging the formation of joint ventures, associations, partnerships, or other similar entities with M/WBE firms, where appropriate, and
- (g) The Contracting Party shall remit payment in a timely fashion.

Women-owned Business Enterprise ("WBE")

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is: (i) at least fifty-one percent (51%) owned by one or more citizens or permanent resident aliens who are women; (ii) an enterprise in which the ownership interest of such women is real, substantial and continuing, (iii) an enterprise in which such women ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as woman-owned.

cc:all
A+A OK PJ
Revised

Reso

WILLIAM J. CARLIN, JR., CPA
COMMISSIONER OF FINANCE

KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Interim Commissioner of Finance *WJC*

Re: Budgetary Amendment - **25A068**

Date: August 9, 2025

2025 AUG 20 AM 9:01
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Undersheriff, the following budgetary amendment is required.

General Fund:

Increase estimated appropriations:

16311000 51000 (119)	Personnel Services	31,643
16311000 51000 (120)	Personnel Services	31,643
16311000 58001	Retirement	12,866
16311000 58002	FICA	4,841
16311000 58004	Workers Compensation	932
16311000 58006	Dental	1,138
16311000 58008	Health Insurance	16,955
16311000 58009	Vision	136
		100,154

Increase estimated revenues:

16311000 422609	SRO - Carmel CSD	100,154
	Fiscal Impact - 2025 - \$0	
	Fiscal Impact - 2026 - \$0	0

This Resolution is necessary to create two SRO positions for the Town in 2025 as per the attached backup provided by the Undersheriff.

Approved:

Kevin M. Byrne
County Executive

From: Meehan-Fairben, Erin
Sent: Friday, March 28, 2025 8:46 AM
To: Kevin McConville <Kevin.McConville@putnamcountyny.gov>
Subject: Request

Hello Kevin,

I hope this email finds you well and enjoying the start of Spring.

I am writing to request you consider adding two additional SRO to the Carmel Central School District Contract. I would like two SROs at GFMS and two SROs at CHS in addition to the three SPOs at MPES, KES, KPS. We value the role of the SRO within our schools in keeping students and staff safe and want to expand on our current contact with Putnam County.

As we know we need additional support, we are also requesting that you consider allowing us to increase the time for the remainder of this school year for the current SROs at GFMS and CHS, as we enter a busy time of the school year.

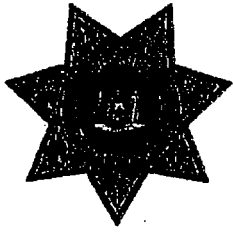
Please let me know your thoughts.

Thank you,
Erin

Erin Meehan-Fairben, Ed.D.
Superintendent of Schools
Carmel Central School District
81 South Street P.O. Box 296
Patterson, NY 12563
Office: 845-878-2094
Cell: 845-489-0129
Email: emeehan@carmelschools.org



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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

MEMORANDUM

TO: Amy Sayegh, Chairwoman
Putnam County Legislature

FROM: Thomas Lindert 
Undersheriff

Cc: William Carlin
Commission of Finance

RE: Two Additional Full Time SRO's

DATE: August 8, 2025

I respectfully request the attached Email from Erin Meehan-Fairben, Superintendent of Carmel Central School District, requesting two additional full-time SRO's, be placed on the August 25th Audit & Administration Committee meeting for discussion.

Thank you for your consideration.

WILLIAM J. CARLIN, Jr.
Interim Commissioner of Finance



cc:all
A+A #5F R-50

Sheila Barrett
Chief Deputy Commissioner of Finance

Alexandra Gordon
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance
Re: Budgetary Amendment - **25A069**
Date: August 18, 2025

WJC

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 AUG 19 PM 12:32

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

Increase estimated appropriations:

25117000 54950	Legal Aid Society	197,860
----------------	-------------------	---------

Increase estimated revenues:

25117000 430251	State Aid - Indigent Legal Services	197,860
-----------------	-------------------------------------	---------

Fiscal Impact - 2025 - 0

Fiscal Impact - 2026 - 0

This Resolution is necessary to account recently completed agreements between the NYS Office of Indigent Legal Services and Putnam County. The County acts as a pass through for these funds.

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

SCHEDULE A 1-1-25-12-31-25				
		COUNTY	COUNTY	BUDGETARY
		AMENDED	FINAL	AMENDMENT
SOURCE OF FUNDS	BUDGET LINE	BUDGET	BUDGET	(DIFFERENCE)
		2025	2025	
COUNTY FUNDS		652,200	652,200	-
STATE AID - HURRELL HARRING 2	25117000 54950	1,456,238	1,488,740	32,502
STATE AID - DISTRIBUTION # 13	25117000 54950	47,282	47,282	-
STATE AID - DISTRIBUTION # 14	25117000 54950	336,682	242,118	(94,564)
STATE AID - DISTRIBUTION # 15	25117000 54950	47,282	-	(47,282)
STATE AID - 4TH CAFA	25117000 54950	207,204	414,408	207,204
STATE AID - 4TH UPSTATE QICR	25117000 54950	100,000	200,000	100,000
STATE AID 2ND UPSTATE DEFENSE	25117000 54950	250,000	250,000	-
		3,096,888	3,294,748	197,860

Received
Carmel
#59

EXTRACT OF MINUTES
Meeting of the County Legislature of
the County of Putnam, New York

August 5, 2025

* * *

A regular meeting of the County Legislature of the County of Putnam, New York, was held in said County on August 5, 2025, at 7:00 o'clock P.M. (Prevailing Time).

The following Legislators were present:

There were absent:

Also present: Diane Schonfeld, Clerk of the Legislature

* * *

_____ offered the following resolution and moved its adoption:

RESOLUTION NO. ____-2025

**RESOLUTION OF THE COUNTY OF PUTNAM, NEW YORK
ADOPTED AUGUST 5, 2025, AUTHORIZING THE
REDEMPTION OF CERTAIN OUTSTANDING SERIAL
BONDS OF SAID COUNTY, AND RESOLVING OTHER
MATTERS RELATIVE THERETO.**

WHEREAS, the County of Putnam, New York (the "County") has heretofore duly issued \$11,060,000 aggregate principal amount of Public Improvement Refunding Serial Bonds - 2015, such bonds dated April 15, 2015 and maturing in annual installments in each of the years 2015 to 2031, both inclusive (the "Outstanding Bonds"), as more fully described therein; and

WHEREAS, the Outstanding Bonds were authorized pursuant to a refunding bond resolution dated February 4, 2015 and were issued to refund all or a portion of the principal balance

2025 AUG - 8 AM 9:23
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

of the \$16,208,000 Public Improvement (Serial) Bonds, 2007 (the “2007 Refunding Bonds”), as more fully described therein; and

WHEREAS, the 2007 Refunding Bonds were authorized pursuant to various bond resolutions dated August, 6, 2005, July 5, 2006, December 2, 2003 and December 5, 2006 (collectively, the “Bond Resolutions”) to finance parking lot paving, construction of a new central County Courthouse, highway infrastructure and road construction and acquisition of MacGregor Golf Course; and

WHEREAS, the Outstanding Bonds were authorized, issued, sold and delivered subject to the right of the County to redeem the Outstanding Bonds maturing on or after January 15, 2027, as a whole or in part in principal amounts of \$5,000 or integral multiples thereof, on January 15, 2026, or on any date thereafter at par, plus accrued interest to the date of redemption; and

WHEREAS, this Resolution has been reviewed by the Audit and Administration Committee; and

WHEREAS, the County Legislature of the County hereby finds and determines that it is in the best interest of the County to use lawfully available funds of the County to redeem prior to maturity the Outstanding Bonds on the date and in the manner hereinafter provided and in accordance with the requirements prescribed therefor and a notice of redemption of such Outstanding Bonds shall be given as provided in the Bond Resolutions;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY LEGISLATURE OF THE COUNTY OF PUTNAM, NEW YORK, AS FOLLOWS:

Section 1. The County Legislature of the County hereby authorizes the redemption of the Outstanding Bonds on January 15, 2026 or such other date as may be determined by the Commissioner of Finance pursuant to Section 2 of this Resolution.

Section 2. Attached to this Resolution as Exhibit “A” and made a part hereof for all purposes, is a copy of the draft Notice of Redemption for the Outstanding Bonds in substantially final form with such changes and additions approved by the Commissioner of Finance, the chief fiscal officer of the County. The Commissioner of Finance, the County’s municipal advisor, the County’s bond counsel are hereby authorized to take all actions necessary to call for the redemption of such Outstanding Bonds, including finalizing the Notice of Redemption and sending all notices of such redemption required by the documents authorizing the issuance of the Outstanding Bonds. The Commissioner of Finance is further authorized to determine the timing of the redemption of the Outstanding Bonds and the delivery of the notice once all requirements of this Resolution for such redemption have been satisfied; provided that such notice in all events is to be given by the time and in the manner required in the Bond Resolutions and other documents authorizing the issuance of the Outstanding Bonds.

Section 3. Pursuant to Article 7 of the Putnam County Charter, the County Legislature has control of the financial affairs of the County and pursuant to Article 5 of the Putnam County Code has appropriation authority. The Commissioner of Finance is hereby authorized to transfer available funds of the County, as necessary, to redeem the Outstanding Bonds prior to maturity. The County is hereby authorized and directed to cause notice of such call for redemption to be given in the name of the County in the manner and within the time provided in the Outstanding Bonds and in Section 53 of the Local Finance Law. Notice of such call for redemption shall be given by mailing such notice to the registered holder not more than sixty (60) days nor less than thirty (30) days prior to such date. Notice of redemption having been given as aforesaid, the Outstanding Bonds so called for redemption shall, on the date for redemption set forth in such call

for redemption, become due and payable, together with interest to such redemption date, and interest shall cease to be paid thereon after such redemption date.

Section 4. The Commissioner of Finance and all other officers, employees and agents of the County, and each of them, shall be and they are hereby expressly authorized, empowered and directed from time to time and at any time to do and perform all such acts and things, including giving any notices as may be required by the County's continuing disclosure obligations, if any, with respect to the Outstanding Bonds and all other instruments, whether or not herein mentioned, as may be necessary or desirable in order to carry out the terms and provisions of this Resolution or the Bond Resolutions authorizing the Outstanding Bonds.

Section 5. If any provision of this Resolution or the application thereof to any circumstance shall be held to be invalid, the remainder of this Resolution and the application thereof to other circumstances shall nevertheless be valid, and this governing body hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. This Resolution shall take effect immediately upon its approval of the County Executive and the Clerk of the County Legislature.

* * *

The adoption of the foregoing resolution was seconded by _____ and duly put to a vote on roll call, which resulted as follows:

AYES:

NOES:

The resolution was declared adopted.

CERTIFICATE

I, Diane Schonfeld, Clerk to the County Legislature of the County of Putnam, State of New York, HEREBY CERTIFY that the Resolution No. ____-2025 contained in the foregoing annexed extract from the minutes of a meeting of the County Legislature of said County of Putnam duly called and held on August 5, 2025, has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said County Legislature and is a true, complete and correct copy thereof and of the whole of said original Resolution, which was duly adopted by the County Legislature of the County of Putnam on August 5, 2025 and approved by the County Executive on [____], 2025.

IN WITNESS WHEREOF, I have hereto set my hand and have hereunto affixed the corporate seal of said County of Putnam this ____ day of _____, 2025.

Diane Schonfeld
Clerk of the County Legislature

EXHIBIT "A"

NOTICE OF REDEMPTION

NOTICE IS HEREBY GIVEN that the County of Putnam, New York (the "County") has called for redemption on [January 15, 2026] (the "Redemption Date") all of the outstanding aggregate principal amount of the \$11,060,000 Public Improvement Refunding Serial Bonds – 2015, dated April 15, 2015 maturing on January 15 in the years 2027 through 2031 (the "Outstanding Bonds"), at par plus accrued interest to the Redemption Date

The Outstanding Bonds are as follows:

<u>Maturity Date</u> <u>(January 15)</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP Number</u>
2027	\$ 870,000	5.000%	746639WL3
2028	915,000	5.000	746639WM1
2029	955,000	2.750	746639WN9
2030	980,000	2.875	746639WP4
2031	1,005,000	3.000	746639WQ2

NOTICE IS HEREBY FURTHER GIVEN that the Outstanding Bonds maturing after the Redemption Date shall be presented and surrendered for payment as aforesaid on the Redemption Date at the Office of the Clerk of the County of Putnam, the fiscal agent of the County for the Outstanding Bonds.

NOTICE IS HEREBY FURTHER GIVEN that interest on the Outstanding Bonds shall cease to be paid after the Redemption Date.

Under the provisions of the Jobs and Growth Relief Reconciliation Act of 2003, paying agents making payments of interest or principal on municipal securities may be obligated to withhold a 28% tax from remittance to individuals who have failed to furnish the paying agent with a valid taxpayer identification number. Owners of the Outstanding Bonds who wish to avoid the imposition of the tax should submit certified taxpayer identification numbers when presenting the Outstanding Bonds for payment.

The County shall be responsible for the selection or use of the CUSIP identification numbers printed herein or on the Outstanding Bonds nor is any representation made as to the correctness of any CUSIP identification number shown herein or printed on the Outstanding Bonds. Said CUSIP identification numbers are included solely for the convenience of the holders.

Dated: _____, 2025

COUNTY OF PUTNAM, NEW YORK

WILLIAM J. CARLIN, Jr.
Interim Commissioner of Finance



cc: all
AHA
#5h
B50

Sheila Barrett
Chief Deputy Commissioner of Finance

Alexandra Gordon
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk
From: William J. Carlin, Jr., Interim Commissioner of Finance
Re: Budgetary Amendment - 25A070
Date: August 18, 2025

WJC

2025 AUG 19 PM 2:22
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

GENERAL FUND

Increase estimated appropriations:

10990100 59057	Transfer to Debt Service Fund	4,725,000
----------------	-------------------------------	-----------

Increase estimated revenues:

10131000 427114	Use of Callable Bond Reserve	4,725,000
-----------------	------------------------------	-----------

DEBT SERVICE FUND

Decrease estimated revenues:

V9710000 427161	Use of Fund Balance	4,725,000
-----------------	---------------------	-----------

Increase estimated revenues:

V9710000 428601	Transfer From General Fund	4,725,000
-----------------	----------------------------	-----------

Fiscal Impact - 2025 - 0

Fiscal Impact - 2026 - 0

This Resolution is required to transfer the callable bond reserve to the debt service fund. This reserve will be utilized in the 2026 Debt Service budget to pay off the remaining bonds as per the adopted Bond Resolution. Please forward to the appropriate committee.

Approved:

Kevin M. Byrne

County Executive
106 GLENEIDA AVENUE ~ CARMEL, NEW YORK 10512 ~ Tel (845) 808-1075

COUNTY OF PUTNAM
FUND TRANSFER REQUEST

cc:all
A+A

sign

#6

TO: COMMISSIONER OF FINANCE

FROM: THOMAS FEIGHERY, COMMISSIONER OF DPW

DEPT: DPW

DATE: July 22, 2025

LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

2025 JUL 29 AM 10:53

I hereby request approval for the following transfer of funds: 2025

FROM	TO	AMOUNT	PURPOSE
ACCOUNT#/NAME	ACCOUNT #/NAME		
10085000 54646	10085000 54800	\$11,571.96	TO PROPERLY ALLOCATE Insurance
CONTRACTS - Golf	INSURANCE - Golf		AND COVER EXPENSE
			THRU END OF YEAR

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact \$_0__

2026 Fiscal Impact \$_0__

Department Head Signature/Designee Date

AUTHORIZATION:

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

Date County Executive/Designee: \$5,000.01 - \$10,000.00

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

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

25T208

Vendor: 15849

SELECTIVE
INSURANCE®

Installment Schedule

Selective Insurance
Branchville, New Jersey 07890

Account Number	Insured Name
109-745-333	PUTNAM COUNTY DBA PUTNAM NATIONAL GOLF COURSE, TILLY FOSTER FARM - TILLY'S TA
Agent Number	Agent Name
00-11721-00000	BROWN & BROWN INSURANCE SERVICES INC
Policy Number	Policy Effective Date
S 1842347	1/1/2025

Bill Date	Due Date	Bill Amount	Outstanding Amount
6/23/2025	6/23/2025	\$47,607.00	\$47,600.50
	Total	\$47,607.00	\$47,600.50

(Signature)
7/16/25

10085000 - 54800 : \$ 35,700.37 * per SB *
10084000 - 54800 - 10137 : \$ 11,900.13

COUNTY OF PUTNAM
FUND TRANSFER REQUEST
2025

cc: all
Health - FY1 sign
A+A - sign #7

TO: Commissioner of Finance
FROM: Kristen Wunner
DEPT: Department of Mental Health & Social Services
DATE: July 22, 2025

2025 JUL 29 AM 10:53
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>
10120000.51094 <i>Admin Temp</i>	10120000.52110 <i>Admin Furniture</i>	\$2,093.00	Reappropriate funds to purchase storage cabinets for forms & electronic parts in Data.
10120000.51094 <i>Admin Temp</i>	10120000.52110 <i>Admin Furniture</i>	\$ 104.00	Reappropriate funds to purchase 2 replacement guests chairs for Deputy Commissioner's Office.

TOTAL: \$2,197.00

SIGNATURES NOT NEEDED – THEY WILL BE AUTHORIZED VIA COMPUTER SYSTEM

2025 Fiscal Impact -\$0-
2026 Fiscal Impact -\$0-

Krunner
Department Head Signature/Designee

7/24/25
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

25T218



DATE: 07/07/25

QUOTE #: 15310BP

TO:

Putnam County Dept of Social Services
110 Old Route 6, Bldg 2
Carmel, New York 10512
845.808.1500 x45223
Alison Melahn
37a394@dfa.state.ny.us

QTY	Model #	Description	LIST PRICE	TOTAL LIST PRICE	STATE PRICE	TOTAL STATE PRICE
1	HCT1MM.Y1.A.H.M.CU10.AL.SB.T -		\$ 612.00	\$ 612.00	\$ 238.99	\$ 238.99
		CONVERGENCE TASK CHAIR W/ ADJUSTABLE ARMS & ADJUSTABLE LUMBAR SUPPORT				
2	HSC2472.L.Q	BRIGADE 5 SHELF STORAGE CABINET W/ LOCK 72"H X 36"W X 24"D	\$ 1,992.00	\$ 3,984.00	\$ 738.04	\$ 1,476.08
	NOTES:	HON QUOTE ID SQCRU000474-1				
		STANDARD LEADTIME 3 - 4 WEEKS				
		FABRIC & FINISHES:				
		FABRIC: BLACK - CU10				
		PAINT: LIGHT GRAY				
Please Issue Order As Follows:						
Ordering Address:		The HON Company				
		c/o Langit & Associates, Inc.				
		200 Oak Street				
		Muscatine, IA 52761				
NYS Contract No.:		PC70286				
Contract Period:		12/01/28				
Contract Delivery:		60 Days ARO or Sooner				

\$ 4,596.00

TOTAL LIST PRICE:

\$ 1,715.07

SUBTOTAL: (optional)

\$ 377.32

INSIDE DELIVERY:

\$ 2,092.39

TOTAL STATE PRICE:

25T218

Deliver to A
Carmel 10512

All ▾ Guest chairs

EN ▾

Hello, Allison
Account for County of Putn... ▾

0

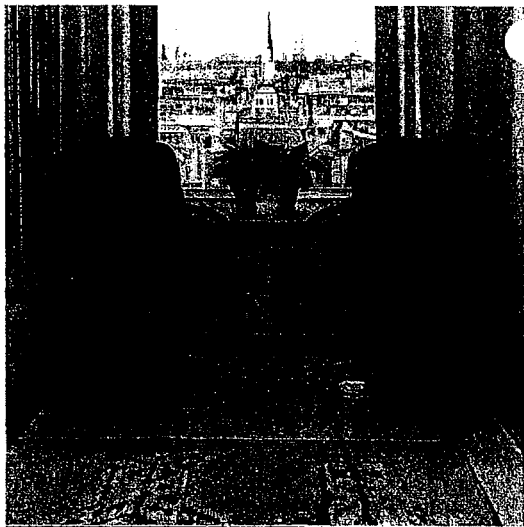
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Early Back to School deals Lists ▾ Business Prime ▾

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VIDEO

Sweetcrispy Waiting Room Office Guest Chairs Set of 2, PU Leather Big and Tall No Wheels Executive Office Chair with Padded Arms for Reception Conference Room Lobby

Visit the Sweetcrispy Store

4.5 (194) | Search this page

Amazon's Choice for "customer chairs office"

100+ bought in past month

Limited time deal

-20% **\$103⁹⁹** (\$52.00 / count)

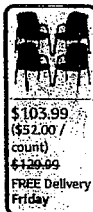
List Price: ~~\$129.99~~

FREE Returns



Buying multiple items? Go to multi-select

Color: Black



Size: Set of 2

1 pc

Set of 2

Set of 4

4Pcs Set

Set of 6

Set of 8

Brand Sweetcrispy

Color Black

Product 18.5"D x 20.87"W x 36.22"H

Dimensions

Size Set of 2

Back Style Solid Back



Material
Leather



Item Weight
20.28 Pounds



Frame Material
Metal



Seat Material
Type
Faux Leather

\$103⁹⁹ (\$52.00 / count)

16% claimed

FREE Returns

FREE delivery Friday, July 18 for Prime members. Order within 9 hrs 1 min

Extended delivery time: This item takes longer than usual to ship due to its size and/or weight.

Deliver to - Carmel 10512

In Stock

Quantity: 1

Add to Cart



Secure transaction

Ships from and sold by Amazon.com.

Return policy:

30-day refund/replacement

☐ Add a gift receipt for easy returns

Add to List

Other sellers on Amazon

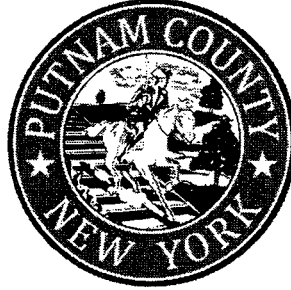
New (2) from \$92.50 FREE delivery for Prime members

Sponsored

About this item

25T218

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk

FROM: Michael J. Lewis, Commissioner of Finance - MJL

RE: **Budgetary Transfer – 25T220**

DATE: July 29, 2025

2025 JUL 30 PM 1:48
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

GENERAL FUND:

Increase Appropriations:

25877000 54950	County Contribution - Garrison Art Center	\$ 10,000.00
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Decrease Appropriations:

10199000 54996	Subcontingency - Outside Agencies	\$ 10,000.00
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Fiscal Impact - 2025 - \$ 0

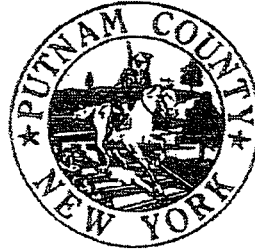
Fiscal Impact - 2026 - \$ 0

This Budgetary transfer is recommended by Legislator Montgomery to take from Sub Contingency to the Garrison Arts Center in the amount of \$10,000. Please refer to Legislator Montgomery's memorandum dated July 22, 2025.

THE PUTNAM COUNTY LEGISLATURE

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

Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

MEMORANDUM

DATE: July 22, 2025

TO: Kevin Byrne
Putnam County Executive

CC: Michael Lewis
Commissioner of Finance

Daniel Birmingham
Chairman, Rules, Enactments & Intergovernmental Relations Committee

FROM: Nancy Montgomery
Putnam County Legislator, District #1

A handwritten signature in cursive script that reads "Nancy A. Montgomery".

RE: Funding for Garrison Art Center

I am writing today to respectfully revisit the 2025 funding request for the Garrison Art Center (GAC) and to request that Commissioner of Finance Michael Lewis prepare a budget amendment for \$10,000 from the sub contingency line.

As you may recall from your 2024 budget meeting with GAC, the Center has served as a cornerstone of Putnam County's cultural and community life for over 60 years. Growing up in Philipstown and raising my own children here, I've seen firsthand how the Garrison Art Center enriches lives; offering high-quality art education, regional exhibitions, and inclusive programming that reaches every generation.

As both a County Legislator and former Town Council Member, I understand the vital importance of preserving and strengthening legacy institutions like GAC, which operate on lean budgets but deliver far-reaching impact. This is especially true in rural communities like ours, where shared cultural spaces often double as social lifelines, particularly for our seniors.

In recent years, GAC has expanded its efforts to make programs more financially accessible through tuition assistance, especially for older adults. The next critical step is

to address physical accessibility; removing barriers that prevent seniors and residents with disabilities from fully participating in classes, workshops, and events.

I fully support GAC in its efforts to retrofit its facilities and implement ADA-compliant upgrades to create a truly inclusive space. These enhancements are not only a moral imperative but also align with our shared commitment to public health, aging-in-place initiatives, and equitable access to community resources.

Accordingly, I request that a \$10,000 amendment or transfer be prepared to support this important project, and by copy of this memorandum, I am also requesting that Chairman Birmingham place this item on the August 2025 Rules, Enactments, and Intergovernmental Relations Committee agenda.

Please provide the requested amendment or budgetary transfer at least five (5) days in advance of the meeting for proper committee review.

Thank you for your thoughtful consideration and continued support for the arts, accessibility, and community well-being.

WILLIAM J. CARLIN, Jr. CPA
Commissioner Of Finance



cc: all Rules A+A
KEVIN M. BYRNE
PUTNAM COUNTY EXECUTIVE

3650
#9

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: Sheila M. Barrett, First Deputy Commissioner of Finance *SMB*

Re: Budgetary Amendment - **25T245**

Date: August 14, 2025

2025 AUG 18 PM 3:14
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

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

Increase Appropriations:

25648000.54950	CAREERS Support Solutions	15,000
	County Contribution	

Decrease Appropriations:

10199000.54996	Subcontingency - Outside Agencies	15,000
----------------	-----------------------------------	--------

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

This Resolution was recommended to increase funding from part of the funds placed into Subcontingency in the 2025 budget process.

Please see attached Resolution #200/2025.

Approved:

Kevin M. Byrne
County Executive

25T245

PUTNAM COUNTY LEGISLATURE

Resolution #200

Introduced by Legislator: Daniel G. Birmingham on behalf of the Rules, Enactments & Intergovernmental Relations Committee at a Regular Meeting held August 5, 2025.

page 1

APPROVAL – REQUEST FUNDING – OUTSIDE AGENCY - CAREERS SUPPORT SOLUTIONS - COUNTY CONTRIBUTION - SUBCONTINGENCY

WHEREAS, in 2024 when creating the 2025 Tentative Budget, the County Executive met with all of the Outside Agencies who requested funding; and

WHEREAS, when the 2025 Tentative Budget was presented to the Putnam County Legislature, the County Executive placed \$75,000 in subcontingency for the Outside Agencies for the Legislature to distribute in the 2025 fiscal year, rather than allocating the funds based on his meetings with the organizations; and

WHEREAS, CAREERS Support Solutions (CAREERS) requested funding from the County for the first time in 2023 in the amount of \$30,000 and was granted \$15,000 in both 2023 and 2024; and

WHEREAS, Executive Director Tina Cornish-Lauria of CAREERS appeared at the February 19, 2025 Rules, Enactments & Intergovernmental Relations Committee meeting to discuss the role CAREERS serves in the County and to request an additional \$15,000 in funding; and

WHEREAS, CAREERS has been operating in Putnam County for 36 years, working with clients with disabilities, most of whom are Putnam County residents with mental impairment; and

WHEREAS, the County funding is used toward helping residents with physical and mental disabilities with job skills, placing them in jobs, finding paid internships for students, providing job assistance, and other means of support; and

WHEREAS, the amount now being requested by CAREERS breaks down to approximately \$12.50 per client per month; and

WHEREAS, without the additional funding, CAREERS would be able to help fewer Putnam County residents; and

WHEREAS, the Legislature was tasked with distributing the \$75,000 placed in subcontingency by the County Executive without the benefit of the informational meetings the Administration had in preparation for the 2025 budget and, as a result, Outside Agencies such as CAREERS are facing critical hardships due to the lack of funding; and

WHEREAS, the current funds held in subcontingency are meant to support organizations in exactly these circumstances; now therefore be it

RESOLVED, the Rules, Enactments & Intergovernmental Relations Committee, after due consideration, finds that CAREERS provides an invaluable service to some of the most vulnerable population of the County, all of whom would suffer greatly if CAREERS could no longer maintain its staff or services provided due to budgetary constraints; and be it further

RESOLVED, the Putnam County Legislature hereby requests that the Putnam County Executive initiate a budgetary transfer of \$15,000 from the funds held in subcontingency to provide the additional funding requested by CAREERS.

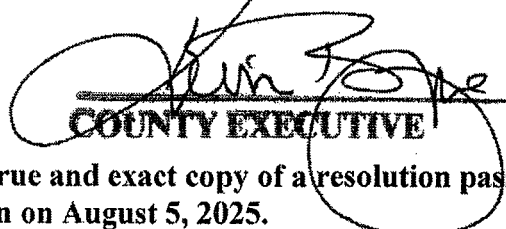
BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & RUSSO WERE ABSENT.
MOTION CARRIES.

State of New York

ss:

County of Putnam

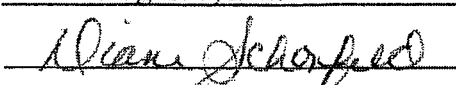
APPROVED


COUNTY EXECUTIVE

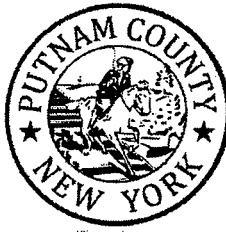
8/12/25
DATE *See merge attached*

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 August 5, 2025.

Dated: August 7, 2025

Signed: 

Diane Schonfeld
Clerk of the Legislature of Putnam County



PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

Message from County Executive Kevin M. Byrne



Re: Resolution #200

**APPROVAL – REQUEST FUNDING – OUTSIDE AGENCY CAREERS SUPPORT SOLUTIONS
– COUNTY CONTRIBUTION – SUBCONTINGENCY**

I hereby approve the referenced appropriation (Res. #200 of 2025) passed by the Putnam County Legislature on August 5, 2025, and submitted to the office of Putnam County Executive on August 7, 2025, in accordance with § 3.04-A of the Putnam County Charter.

However, I must add that the following language included in said resolution is inaccurate and seems to be designed to leave a misleading impression if left unaddressed:

“WHEREAS, when the 2025 Tentative Budget was presented to the Putnam County Legislature, the County Executive placed \$75,000 in subcontingency for Outside Agencies for the Legislature to distribute in the 2025 fiscal year, rather than allocating the funds based on his meetings with the organizations ...”

For context, it's important to note that misinformation circulated by individual legislators on this subject was directly addressed on the record during the budget process in an October 16, 2024, memorandum to all Legislators where all outside agencies were carbon copied (enclosed for your convenience).

County funds were allocated based upon the standard budget-request package for outside agencies. Putnam County funded 17 outside agencies in both the Tentative and Final 2025 budgets, including three additional agencies, equating to an approximate 14% increase in spending over the 2024 Budget. When excluding pass-through revenue for Legal Aid, total spending on outside agencies in the Tentative Budget grew by 2.4% over the 2024 Budget.

\$75,000 was also placed in subcontingency by this Administration in the Tentative Budget to provide the Legislature better flexibility in making additional modifications it felt may be necessary without having to rely more on contingency funds, taxation, over-inflating revenue projections, or jeopardizing other county programs. Adhering to Putnam County's

decentralized budget process, the Legislature had access to the same information for these outside-agency funding requests as the Administration during its budget hearings.

The Legislature had ample opportunity to adjust the budget during its respective budget hearings — which it did in practice with Reso #273 of 2024 to increase funding for Libraries (Reso #273 and excerpt of Approval Memo included for reference).

The Legislature neglected to act on other modifications it may have felt necessary at the time. Therefore, the funding that remained in subcontingency was done so as part of the decision made by the Legislature, with its explicit approval, as part of its passage of the Final 2025 County Budget (Reso #278 of 2025).

All outside agencies have been encouraged, and will continue to be encouraged, to engage with the Legislature to present on how and why their agencies need County funding from taxpayers. This is not only the right and transparent process for municipal budgeting but is a response to legislative feedback this Administration has received since early 2023.

An up-to-date instructional outline, including required documents participating outside agencies need to provide, remains available at www.putnamcountyny.gov/outsideagency and was resent to the Legislature as recently as July 28, 2025.

Kindly refrain from further mischaracterizing the record on this matter.

PUTNAM COUNTY LEGISLATURE

Resolution #273

Introduced by Legislator: Paul Jonke on behalf of the Budget & Finance Committee at a Special Meeting held on October 29, 2024.

page 1

Libraries

(Restore Funding to Requested Amount)

	FROM:	TO:
Telephone 25741000 54634	6,587	6,719
Licensing Software 25741000 54783	32,938	40,938
Literacy Volunteer 25741000 54948	10,804	11,020
Local History Genealogy 25741000 54949	2,745	2,800
County Contribution 25741000 54950	422,462	430,911
Reference Center 25741000 54997	12,406	12,654
Subcontingency Outside Agencies 10199000 54996	75,000	57,900

A DIFFERENCE OF: 0

BY POLL VOTE: SEVEN AYES. LEGISLATORS CROWLEY & NACERINO WERE ABSENT. MOTION CARRIES.

State of New York

ss:

County of Putnam


APPROVED

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 October 29, 2024.

Dated: November 1, 2024

Signed: 

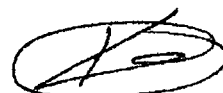
Diane Schonfeld
Clerk of the Legislature of Putnam County

Fortunately, by funding this modification in sub-contingency, it affords both the Legislature and the Executive the opportunity to revisit this issue in the future so the County can better decide whether a stipend or overtime are more appropriate to adequately compensate this particular position. I look forward to discussion on this topic in the coming year.

It should be noted that upon discussion with the Personnel Department, approval of this stipend does not necessarily authorize its payment. As the individual serving as the PIO here is currently in a CSEA position in the Health Department, consent by the union may be required.

Resolution #272

**Approval- Confidential Secretary Salary
(Department of Public Works)**



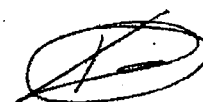
Confidential Secretaries play a critical role in the day-to-day operations and function of the departments they serve in.

To reiterate Personnel Officer Eldridge's memo sent to the Legislature dated October 17, 2024, the Administration sought to evaluate and establish a salary structure for Confidential Secretaries throughout the County based on several key factors. This evaluation ultimately established a base line salary for Confidential Secretaries at \$60,000 and recognized personnel based on length of service, experience, and workload.

While the proposed adjustment is inconsistent with results from the analysis performed, I accept the modifications presented by the Legislature.

Resolution #273

**Approval - Restoration of Funding to Libraries
(Outside Agencies)**



The requested modification was justified in Committee.

The Administration made great efforts during the budget process to make the Outside Agency process more open and accessible to qualifying organizations, leading to a record number of submissions from organizations seeking financial support from the County.

I appreciate the efforts made by all Outside Agencies who took the time to present and meet with the Administration as well as attend subsequent legislative meetings.

PUTNAM COUNTY LEGISLATURE

Resolution #278

Introduced by Legislator: Paul Jonke at a Special Meeting held on October 29, 2024.

Seconded by Legislator: Amy Sayegh.

page 1

**A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2025
COMMENCING JANUARY 1, 2025 MAKING APPROPRIATIONS FOR THE
OPERATION OF THE COUNTY GOVERNMENT AND ESTABLISHING RATES OF
COMPENSATION FOR OFFICERS AND EMPLOYEES FOR THE FISCAL YEAR 2025**

WHEREAS, the Putnam County Legislature has met and considered the Tentative Budget as submitted by the County Executive and has held a Public Hearing thereon pursuant to both Article 7.04(b)(4) of the Putnam County Charter and Section 359 of the County Law of the State of New York; and

WHEREAS, this Legislature has made certain adjustments to the Tentative Budget as submitted by the County Executive which are included as part of this budget adoption; now therefore be it

RESOLVED, that the Putnam County Legislature hereby adopts the Tentative Budget, as amended by this Legislature, which sets forth the appropriations for the objects and purposes as specified, and further establishes the rates of compensation to be paid provided that said tentative budget as amended does not exceed the tax cap as provided for by state law; and be it further

RESOLVED, that this act takes effect on January 1, 2025.

BY ROLL CALL VOTE: SEVEN AYES. LEGISLATORS CROWLEY & NACERINO WERE ABSENT. MOTION CARRIES.

State of New York

ss:

County of Putnam

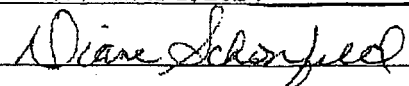
APPROVED


COUNTY EXECUTIVE

11/8/24
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 October 29, 2024.

Dated: November 1, 2024

Signed: 

Diane Schonfeld
Clerk of the Legislature of Putnam County



PUTNAM COUNTY EXECUTIVE
KEVIN M. BYRNE

Memorandum

To: Honorable Members of the Legislature

CC: All Requested Outside Agencies

Date: October 16, 2024

Re: Outside Agencies and the Tentative Budget

A handwritten signature, likely of Kevin M. Byrne, is written in dark ink. The signature is stylized, with a large, sweeping 'K' and 'B' that are connected. The signature is written over a faint, circular background.

I write to correct multiple misstatements and inaccuracies stated by several legislators during the October 8, 2024, Rules Budget Committee meeting concerning funding in the Tentative Budget for Outside Agencies.

First, the Chair of the Rules Committee incorrectly stated that the Tentative Budget kept "all Outside Agencies at level funding." This inaccuracy was also stated later in the meeting by Legislative Chair Paul Jonke. This is blatantly false. As anyone reviewing the numbers in my Tentative Budget will see, this Administration actually increased overall funding to Outside Agencies from the 2024 Adopted Budget to the 2025 Tentative Budget. When excluding pass-through revenue for Legal Aid, total spending on Outside Agencies grew by \$68,753 equating to an overall increase of 2.4%.

To further assist you in your review, this year saw a record number of submissions from organizations seeking financial support from Putnam County, including six new Outside Agencies. This was not by accident. After completing the budget last year, noting the Legislature's decision to eliminate proposed grant programs, my Administration felt it important to make the budget process for Outside Agencies more open and transparent than seen in prior administrations. To accomplish this, we created a webpage through the Department of Finance for interested organizations to submit funding requests for the budget. This process also helped ensure that all Outside Agencies understood what documents they would be responsible for providing, including 990s and financial statements, in order to be considered for inclusion in the Tentative Budget. This information was shared with the Legislature in an email earlier this year to further increase participation. By doing so, we made it easier for Legislators to direct organizations they felt may qualify to submit a funding request.

Our Administration met with every Outside Agency that provided a completed submission – I firmly believe I owed them that. The Legislature's County Auditor was included in these meetings, as she was included in all Department-requested budget meetings. During their respective meetings, Outside Agencies were encouraged to attend future Legislative budget meetings by me and members of this Administration. This was done for two reasons:

Unfortunately, as I stated last year, the budget process is inherently a political one. We did our level best to remove any political element from decision making. All other outside agencies that were traditionally funded maintained level funding – **no cuts were made to 2024 levels.**

Recognizing the Legislature may have a difference of opinion, a sub-contingency line was created and funded so the Legislature could potentially make adjustments more easily, without impacting taxation, other programs, or contingency. What the Legislature chooses to modify for consideration is at the discretion of the Legislature. There is no mandate to spend or move any of these dollars. To be clear, I firmly and completely support what was provided in this year's Tentative Budget, but I also understand and acknowledge that the final budget often comes with compromise.

I am proud that our Administration delivered a Budget with the lowest property tax rate for Putnam County residents in eighteen years, while giving the Legislature an opportunity to provide additional funding to Outside Agencies without raising taxes or taking from other programs. I hope this memorandum clarifies that point.

I understand that Chairman Jonke and Legislator Nacerino also made several comments during the committee meeting critical of our Administration's more open and inclusive process for reviewing Outside Agency submissions. More submissions means more work for all of us. This is why I encouraged all Outside Agency applicants to attend my Budget Presentation in a letter dated October 2nd. It's also why I clarified that they could further advocate for funding during the budget process and encouraged them to contact the Legislature directly to inquire about which meeting would be best to attend.

It is my understanding the Legislature has its Budget & Finance Committee meeting this week on October 17th, potentially also October 18th, with another full legislative meeting and public hearing scheduled for October 24th where constituents may participate and express their support or opposition. I am unfamiliar with efforts made by the Legislature to enhance engagement with Outside Agencies in the past, but this Administration is happy to assist you with any follow-ups that may be necessary.

WILLIAM J. CARLIN
Commissioner of Finance



cc: all
Rules
A & A

R-50
#10

SHEILA BARRETT
First Deputy Commissioner of Finance

ALEXANDRA GORDON
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

August 18, 2025

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 2025 budgetary amendment which has been submitted for approval.

Increase Appropriations:

10651000 54410	Supplies & Materials	<u>\$18,950</u>
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Decrease Appropriations:

10651000 54512	Loyalty Day	<u>\$1,000</u>
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Decrease Contingency

10199000 54980	General Contingencies	<u>\$17,950</u>
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2025 Fiscal Impact – \$17,950

2026 Fiscal Impact -0-

25T249

This request is for your review to approve the transfer of funds for the Veterans Agency to purchase five hundred US Flags and five hundred fiberglass poles for the continuation of Putnam County's Row of Honor. Attached is the quote for your review. Putnam County Veterans Service Agency has allocated funds of \$4,000 to put towards the purchase and are requesting the additional funding of \$17,950 to complete the purchase.

AUTHORIZATION:

Date	Department 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



Allied Products Corp.
1420 Kansas Ave
Kansas City, MO, 64127-2135
Phone: 816-241-8080

Quote

Order No.: QT00001253
Order Date: 7/21/2025
Delivery Date:
Expiration Date: 8/20/2025
Customer ID: 2000000018
Currency: USD

BILL TO:	SHIP TO:
PUTNAM COUNTY VETERANS SERV 110 OLD ROUTE 6 BLDG 3 DONALD B SMITH GOV CAMPUS CARMEL NY 10512 United States of America Attn: TANYA PENNELLA	PUTNAM COUNTY VETERANS SERV 110 OLD ROUTE 6 BLDG 3 DONALD B SMITH GOV CAMPUS CARMEL NY 10512 United States of America Attn: TANYA PENNELLA

CUSTOMER P.O. NO.	TERMS	CONTACT
QUOTE ONLY	Prepaid	Gerl Sauerwin
FOB POINT:	SHIPPING TERMS	SHIP VIA

NO.	ITEM	QTY	UOM	PRICE	DISC	EXTENDED PRICE
1	64-100-32028: 6'X1" FIBERGLASS DISPLAY POLE NOTE: **POLE SET INCLUDES 1PC FIBERGLASS POLE, WOODEN SLIP FIT BALL TOP, 2 FLAG TIES AND ALUMINUM GROUP SLEEVE.	500.0000	EACH	28.9000	0%	14,450.00
2	60-100-3111P: 3 X 5 U.S. NYLON FLAG POLYBAG NOTE: *** SHIPPING CHARGES TO BE DETERMINED***	500.0000	EACH	15.0000	0%	7,500.00

Total Weight (LB):	1175	Sales Total:	21,950.00
Total Volume (LITER):	0	Freight & Misc.:	0.00
		Less Discount:	0.00
		Tax Total:	0.00
		Total (USD):	21,950.00

WILLIAM J. CARLIN, Jr.
Interim Commissioner of Finance



cc: all
Rules
A+A
#11 Reso

Sheila Barrett
Chief Deputy Commissioner of Finance

Alexandra Gordon
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Commissioner of Finance *WJC*

Re: Budgetary Transfer - **25T250**

Date: August 18, 2025

At the request of the Legislator Montgomery, the following budgetary transfer is recommended.

Increase Estimated Appropriations:

25878000 54950	County Contribution - Boscobel	10,000
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Decrease Estimated Appropriations:

10199000 54996	Sub Contingency	10,000
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to allocate \$ 10,000 from Sub Contingency to support Boscobel House and Gardens, as per the attached memorandum.

Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

2025 AUG 19 PM 12:02
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

THE PUTNAM COUNTY LEGISLATURE

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

Amy E. Sayegh *Chairwoman*
Greg E. Ellner *Deputy Chair*
Diane Schonfeld *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

MEMORANDUM

DATE: August 8, 2025

TO: Kevin Byrne
Putnam County Executive

CC: William Carlin
Interim Commissioner of Finance

Daniel Birmingham
Chairman, Rules, Enactments & Intergovernmental Relations Committee

FROM: Nancy Montgomery
Putnam County Legislator, District #1

A handwritten signature in black ink that reads "Nancy A. Montgomery".

RE: Funding for Boscobel House and Gardens

I hope this message finds you well. I am writing today to request that Interim Commissioner of Finance, William Carlin, prepare a budget amendment for \$10,000 from the sub contingency line to support the expansion of Boscobel House and Gardens' K-12 school curriculum programming and materials focused on the history of the American Revolution.

Boscobel House and Gardens is an iconic and historically significant landmark in Putnam County. As you know, Boscobel is a vital resource for local education, providing rich historical context to students across the region. It serves as a living history museum with a particular focus on the American Revolution, a key theme for our community, especially with the upcoming Revolutionary Putnam County New York 250 celebrations marking the 250th anniversary of the American Revolution in 2026.

Boscobel's original request for \$11,600 in FY24 and \$15,000 in FY25 for curriculum development received no funding, and given the importance of this project, I strongly urge that we reconsider this support. The requested funds will be used to upgrade and expand their curriculum, which reaches hundreds of local students each year. The expansion of this program will help ensure that Boscobel plays a key educational role

during Revolutionary Putnam County New York 250 celebrations, especially as we commemorate the important connections between our region and the founding of the United States.

This request is even more urgent given the historic significance of Boscobel and its ties to the Revolution. The property, which served as the home of Loyalists States and Elizabeth Dyckman, holds remarkable educational value, from its interiors showcasing Federal period decorative arts to its landscape, where remnants of the "Great Chain" used to block British vessels in the Hudson River can still be seen.

By supporting this initiative, we are investing in the future of local education while preserving the rich history that makes Putnam County such a vital part of the Revolutionary War narrative. It will also ensure that Boscobel remains a key player in engaging not only local students but also visitors who will flock to our community to celebrate the 250th anniversary of the American Revolution.

Accordingly, I request that a \$10,000 budget amendment or transfer be prepared to support this important project. By copy of this memorandum, I am also requesting that Chairman Daniel Birmingham place this item on the August 2025 Rules, Enactments, and Intergovernmental Relations Committee agenda.

Please provide the requested amendment or budgetary transfer at least five (5) days in advance of the meeting for proper committee review.

Thank you for your thoughtful consideration and continued support for education, history, and community well-being.

WILLIAM J. CARLIN, Jr.
Interim Commissioner of Finance



cc:all
Rules
AYA #12 Reso

Sheila Barrett
Chief Deputy Commissioner of Finance

Alexandra Gordon
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Schonfeld, Legislative Clerk

From: William J. Carlin, Jr., Commissioner of Finance *WJC*

Re: Budgetary Transfer - **25T251**

Date: August 18, 2025

At the request of the Legislator Montgomery, the following budgetary transfer is recommended.

Increase Estimated Appropriations:

25876000 54950	County Contribution - 2nd Chance Foods	10,000
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Decrease Estimated Appropriations:

10199000 54996	Sub Contingency	10,000
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Fiscal Impact - 2025 - \$ 0

Fiscal Impact - 2026 - \$ 0

This Resolution is required to allocate \$ 10,000 from Sub Contingency to support Second Chance Foods, as per the attached memorandum.
Please forward to the appropriate committee.

Approved:

Kevin M. Byrne
County Executive

2025 AUG 19 PM 12:03
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

THE PUTNAM COUNTY LEGISLATURE

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Carmel, New York 10512
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MEMORANDUM

DATE: August 8, 2025

TO: Kevin Byrne
Putnam County Executive

CC: William Carlin
Interim Commissioner of Finance

Daniel Birmingham
Chairman, Rules, Enactments & Intergovernmental Relations Committee

FROM: Nancy Montgomery
Putnam County Legislator, District #1

A handwritten signature in black ink that reads "Nancy A. Montgomery".

RE: Funding for Second Chance Foods

I hope this message finds you well. I am writing today to respectfully revisit the 2025 funding request for Second Chance Foods and to request that Interim Commissioner of Finance, William Carlin, prepare a budget amendment for \$10,000 from the sub contingency line.

As you may recall from your 2024 budget meeting with Second Chance Foods, the organization works tirelessly to end the cycle of food waste and hunger by recovering local, nourishing food, and connecting it to individuals experiencing food insecurity, while ensuring dignity and reducing barriers to access.

As a County Legislator and as someone who has volunteered at our local food pantry and Davoren Farm, I recognize the vital role that food organizations play in our community. One of the many impactful programs provided by Second Chance Foods is its community-supported nutrition boxes, which distribute meals and groceries every Wednesday throughout the year at Mount Carmel Bible Church. This program currently serves 370 Putnam County residents and has provided over 68,000 lbs. of fresh groceries and nearly 35,000 meals.

With the ongoing success of this program and considering the recent news regarding the Trump Administration's tariffs, it is more critical than ever to secure reliable food sources for our community. I am requesting that a \$10,000 amendment or transfer be prepared for continued support of this important project.

By copy of this memorandum, I am also requesting that Chairman Daniel Birmingham place this item on the August 2025 Rules, Enactments, and Intergovernmental Relations Committee agenda.

Please provide the requested amendment or budgetary transfer at least five (5) days in advance of the meeting for proper committee review.

Thank you for your thoughtful consideration and continued support of our community well-being.